



Collier County  
Public Schools

English Language Learner and World Languages

## MEMORANDUM

The [ELL Department](#) has started identifying teachers who need to fulfill their required ESOL training hours as mandated by the Florida Department of Education. You have been identified as a teacher who has not yet completed the minimum ESOL hours requirement, which must be completed no later than the end of your second year of employment.

If you haven't enrolled in the necessary course, please sign up through Frontline as soon as possible. We strongly encourage you to register for the "Methods of Teaching English to Speakers of Other Languages" course.

For more information on ESOL classes and training levels, visit the [ELL Department](#)'s website. You can also reach out to the ELL office via email at [ELL@collierschools.com](mailto:ELL@collierschools.com)

To access directions for viewing your Professional Learning Transcript, click the link to the [Professional Learning Transcript](#)

Thank you for your prompt attention to this matter.

*Today's Learners • Tomorrow's Leaders*

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