

PASCO-HERNANDO STATE COLLEGE

Educator Preparation Institute Program Application Checklist

Please include this checklist with your application materials.

Applicant Name: _____

Email Address: _____

Telephone Number: _____ (circle one) home cell work

I completed the following tasks:

___ Pasco-Hernando State College online application

___ **Student Number (issued when you apply online)**

___ Requested official transcript of bachelor degree be sent to EPI Coordinator

Date Requested _____ or

___ Included official SEALED transcript in packet.

I have completed the following forms and have included them in my application packet:

Note: You may want to make copies for yourself before mailing originals to the EPI office.

Name of Form	Initial each box to verify that the form is complete and included in packet.
EPI Application	
Professional Reference Form	
Field Experience Worksheet	
Copy of Statement of Status of Eligibility (Eligible Status)	
Copy of FTCE Test Score Report for General Knowledge and Subject Area Exams (Passed)	
Essay about your philosophy of teaching or why you want to be a teacher	
Florida Educator Accomplished Practices Completed Self-Assessment (FEAPS)	

Touch the Future...Teach! Enroll in the Educator Preparation Institute!

Let the [Educator Preparation Institute](#) at Pasco-Hernando State College prepare you for your Professional Teaching Certificate!

Application to the Educator Preparation Institution Steps must include **ALL** of the following:

1. Possess a **bachelor's degree** in a field *other* than Education with a minimum GPA of 2.5 in your undergraduate degree.
2. Complete a **PHSC Admissions Application and Residency Affidavit** ONLINE at www.phsc.edu. There will be a \$25.00 PHSC Application fee. Note: Previous PHSC students should complete a Readmit application ONLINE and the application fee is waived.
3. Obtain an **official transcript of your bachelor's degree**. Have the official transcript mailed directly from your college

Educator Preparation Institute Attn: Paige Oliver
Pasco-Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654-5112

4. If you do not already have a **current Statement of Status of Eligibility** from the Florida Department of Education, you will have to apply for one. The application fee for this is \$75 for each subject-area requested. Directions on how to apply for your Statement of Eligibility are in this packet on a separate sheet of paper. Now is the time to begin your application process. It may take **six to eight weeks to receive a Statement of Eligibility from the Department of Education**.

IMPORTANT NOTE: You will need to provide a copy of your "ELIGIBLE" Statement of Eligibility with your application packet.

5. **Take and pass your General Knowledge Exam and your Subject Area Exam**. Information about the exams is included in this packet.

IMPORTANT NOTE: You will need to provide a copy of official score report showing that you passed the General Knowledge Exam and your Subject Area Exam with your application packet.

6. ALL APPLICATION MATERIAL IS TO BE SEND TO:

Educator Preparation Institute Attn: Paige Oliver
Pasco-Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654-5199

7. Program Schedule

Cohort	Delivery	Application Deadline	Start Date	End Date
Cohort 47	Online	June 1, 2020	TBD ~ August 19, 2020	TBD~April 1, 2021

Note: Schedule dates are subject to change. Refer to website for the most current schedules.

* All application documents must be delivered to the EPI office no later than the cohort deadline date.

For additional information call or email the EPI Coordinator at 727-816-3471, oliverp@phsc.edu or visit our website at <https://educator-prep.phsc.edu>

**Pasco-Hernando State College
EDUCATOR PREPARATION INSTITUTE
Alternative Certification Program Application**

(Please Print Legibly)

Last Name _____ First Name _____ Middle Initial _____

Social Security # _____ - _____ - _____

Address _____
Street Apt.# City State Zip

Home Phone () _____ Work () _____ Cell () _____

E-mail Address _____

1) Please indicate your degree and major

Bachelor's _____ Master's _____ Ed.D. _____ Ph.D. _____

Major _____ GPA (Bachelor's) _____

College Attended (Bachelor degree only) _____

2) What level do you plan to teach?

Elementary (K-6) _____

Middle School (5-9) _____ Subject Area(s) _____

High School (9-12) _____ Subject Area(s) _____

4) How did you hear about the Educator Preparation Institute & the Alternative Certification Program?

Student _____ Teacher _____ Advisor _____

News Article _____ Brochure _____ Web Site _____

Other _____

Personal identifying information such as a social security number will be treated as confidential and will not be disclosed to any third party except as required or authorized by law.

**Return to: Pasco-Hernando State College
EPI Office
10230 Ridge Road
New Port Richey, FL 34654-5199
Phone: (727) 816-3471 Email: oliverp@phsc.edu**

Florida Educator Accomplished Practices Self-Assessment

Name: _____

PRE-ADMISSION SCORE _____

Date: _____

PROGRAM EXIT SCORE _____

INSTRUCTIONS: Beside each critical skill listed below, identify the score that best describes your level of competency at this time. This self-assessment is designed to familiarize you with the Revised (December 2010) Florida Educator Accomplished Practices (FEAPs) that are an integral part of the teaching and evaluating processes.

- If you are teaching, you will be able to answer the questions based on your classroom interactions.
- If you not teaching, then answer the questions as if this were your first week as a teacher.

At the end of the EPI program, you will take this assessment again, to judge if what you learned in the program helped you to develop skills that relate to the Florida Educator Accomplished Practices (FEAPs).

SCORING:

- 1- I am a beginner with this skill
- 2- I am familiar with this skill but need increased knowledge/practice
- 3- I am very competent in this area

Florida Educator Accomplished Practices

(a) – QUALITY OF INSTRUCTION:

1. Instructional Design and Lesson Planning. Applying concepts from human development and learning theories, the effective educator consistently:

- 1. a. I align instruction with state-adopted standards at the appropriate level of rigor. Score _____
- 1. b. I sequence lessons and concepts to ensure coherence and required prior knowledge. Score _____
- 1. c. I design instruction for students to achieve mastery. Score _____
- 1. d. I select appropriate formative assessments to monitor learning. Score _____
- 1. e. I use a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons. Score _____
- 1. f. I develop learning experiences that require students to demonstrate a variety of applicable skills and competencies. Score _____

2. The Learning Environment. To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative, the effective educator consistently:

- 2. a. I organize, allocate, and manage the resources of time, space, and attention. Score _____
- 2. b. I manage individual and class behaviors through a well-planned management system. Score _____

- 2. c. I consistently convey high expectations to all students. Score _____
- 2. d. I respect students' cultural, linguistic and family background. Score _____
- 2. e. I consistently model clear, acceptable oral and written communication skills. Score _____
- 2. f. I strive to maintain a climate of openness, inquiry, fairness and support. Score _____
- 2. g. I can integrate current information and communication technologies. Score _____
- 2. h. I am able to adapt the learning environment to accommodate the differing needs and diversity of students. Score _____
- 2. i. I utilize current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals. Score _____

3. Instructional Delivery and Facilitation. The effective educator consistently utilizes a deep and comprehensive knowledge of the subject taught to:

- 3. a. I consistently deliver engaging and challenging lessons. Score _____
- 3. b. I work to deepen and enrich students' understanding through content area literacy strategies, verbalization of thought, and application of the subject matter. Score _____
- 3. c. I can identify gaps in students' subject matter knowledge. Score _____
- 3. d. I modify instruction to respond to preconceptions or misconceptions. Score _____
- 3. e. I relate and integrate the subject matter with other disciplines and life experiences. Score _____
- 3. f. I employ higher-order questioning techniques. Score _____
- 3. g. I consistently apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding. Score _____
- 3. h. I can differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students. Score _____
- 3. i. I consistently support, encourage, and provide immediate and specific feedback to students to promote student achievement. Score _____
- 3. j. I utilize student feedback to monitor instructional needs and to adjust instruction. Score _____

4. Assessment. The effective educator consistently:

- 4. a. I Analyze and apply data from multiple assessments and measures to diagnose students' learning needs, informs instruction based on those needs, and drives the learning process. Score _____
- 4. b. I designs and aligns formative and summative assessments that match learning objectives and lead to mastery. Score _____

4. e. I share the importance and outcomes of student assessment data with the student and the student's parent/caregiver(s). Score _____

4. f. I apply technology to organize and integrate assessment information. Score _____

(b)– CONTINUOUS IMPORVEMENT. RESPONSIBILITY AND ETHICS

1. Continuous Professional Improvement. The effective educator consistently:

1. a. I can designs purposeful professional goals to strengthen the effectiveness of instruction based on students' needs. Score _____

1. b. I examine and use data-informed research to improve instruction and student achievement. Score _____

1. c. I collaborate with the home, school and larger communities to foster communication and to support student learning and continuous improvement. Score _____

1. d. I engage in targeted professional growth opportunities and reflective practices. Score _____

1. e. I implement knowledge and skills learned in professional development in the teaching and learning process. Score _____

2. Professional Responsibility and Ethical Conduct. Understanding that educators are held to a high moral standard in a community, the effective educator adheres to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida, pursuant to State Board of Education Rules 6B-1.001 and 6B-1.006, F.A.C., and fulfills the expected obligations to students, the public and the education profession.

I understand that educators are held to a high moral standard in a community, and that the effective educator adheres to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida, pursuant to State Board of Education Rules 6B-1.001 and 6B-1.006, F.A.C., and fulfills the expected obligations to students, the public and the education profession. Score _____

TOTAL SCORE _____

SCORES

1-37: LOW - You are in the right place! The Educator Preparation Institute will teach you the skills to become proficient in all 13 FEAPs. This score is expected if you've never taught in a classroom before, however, if you are currently teaching, the EPI will help you develop and implement the FEAP competencies in your classroom!

38-74: AVERAGE - This score is typical of a first year teacher. The Educator Preparation Institute will help you fill in the gaps to become truly successful in your classroom!

75-111: OUTSTANDING - You have an understanding of the FEAPs as this score is typical of a teacher who has been teaching for 3 years. The Educator Preparation Institute will aid you in fully developing your potential in the classroom!

Regardless if you scored 1 or 111, we look forward to having you in the Educator Preparation Institute as we feel confident that the EPI will give you the tools to become an outstanding Educator!

Directions for applying to PHSC and the EPI Program

Thank you for your interest in the Educator Preparation Institute at Pasco-Hernando State College.

To begin the application process, you must complete a **PHSC Admissions Application and Residency Affidavit** ONLINE at www.phsc.edu. There will be a \$25.00 PHSC application fee.

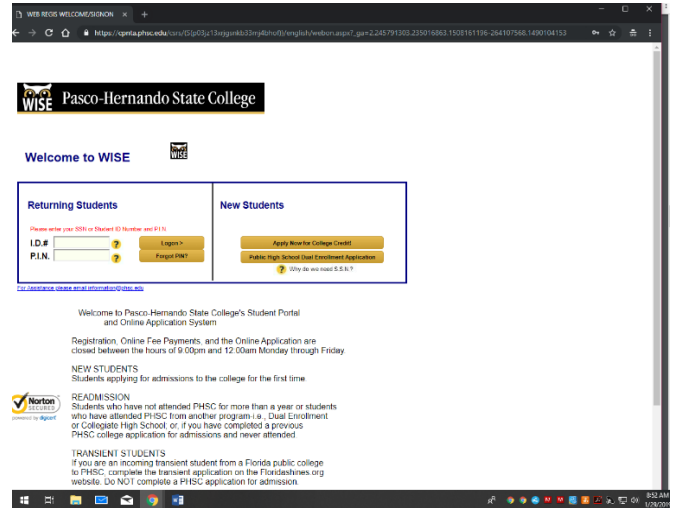
Note: The application fee is waived for students who have previously attended PHSC.

Go to www.phsc.edu

Click on either **“Returning Students”** or **“New Students”**

Returning Students

1. If you are a **returning** PHSC student, enter your SSN or Student ID and Pin. If you do not know your pin, Click on the Forgotten you P.I.N link.
2. Click on Re-Apply
3. Complete all of the application
4. TERM - Choose next available term
5. Enrollment Type - Choose NEW
6. Planned Major - Choose EPI



New PHSC Students

1. If you are a **NEW** student who has never taken a class at PHSC before, click on the **APPLY NOW FOR COLLEGE CREDIT LINK**.
2. Click on I am Ready to Continue
3. Enter SSN and PIN
4. Complete all of the application
5. TERM - Choose next available term
6. Enrollment Type - Choose NEW
7. Planned Major - Choose EPI

If you have any problems registering for admission to PHSC, the EPI office **CANNOT** help you. Please contact the Student Records and Admission Office at 727-816-3202

Once your PHSC application has been processed and the fee paid (if required), proceed with the remainder of the directions in this packet.

What is a “Statement of Eligibility?”

IMPORTANT INFORMATION

You **cannot** enroll in the EPI program or seek employment in a Florida public school until you have an “ELIGIBLE” Statement of Status of Eligibility.

When you send a complete application package to the Florida Department of Education <http://www.fldoe.org/edcert/apply.asp> requesting a Florida teaching certificate, your complete package is evaluated to determine your eligibility for a Florida certificate. The result of that determination is mailed to you as an Official Statement of Status of Eligibility. **Note:** This can take six to eight weeks. Plan accordingly!

How do I complete the application?

To apply for certification online, visit the Bureau's Web site at www.fldoe.org/edcert.

1. Under **New Florida Certification** click on [Career Changer or College Graduate of a Non-education Program](#)
2. You will have to choose a subject area. How do I decide which subject area to choose?
 - You will want to choose a subject that you will want to teach 5 times a day, day after day, year after year. So make sure you choose a subject that you like and where there is demand. Choose a grade level according to the age group of students you feel most comfortable teaching.
 - If you have enough subject area course work on your college transcript, your Statement of Eligibility will come back eligible without you having to take/pass the subject area test. **Note:** You will have to pass the subject area test, before you get your professional license. But your Statement of Eligibility will be “eligible” so you can be hired on a temporary certificate.

The Official Statement is valid for three years and has two functions:

- ✓ to officially state whether or not you are eligible for a Temporary Certificate or a Professional Certificate in the subject area you requested, and
- ✓ to provide you with a customized list of the requirements you must complete to be issued full state certification in Florida.

If Your Official Statement Shows that "You Are Eligible" for a Certificate

1. Your Florida Temporary Certificate is issued when:
 - your Official Statement states that "you are eligible" for at least a Temporary Certificate, and
 - you are employed as a teacher and your fingerprints are processed before your Official Statement expires.
2. When your certificate is issued, the list of requirements on your Official Statement must be completed before the expiration date of your Temporary Certificate.
3. If your Official Statement expires before you are employed in a Florida school, you may re-apply for a new Official Statement. You will be then evaluated for eligibility based upon the certification laws and rules in effect at the time your next application is received.

Steps to Take If You Are "Not Eligible" for a Certificate

1. You must qualify for at least a Temporary Certificate to be employed as a teacher. If your Official Statement indicates that you are "not eligible" for a Florida certificate, it will provide you with options for completing requirements for certification.

2. When you have completed the requirements listed on your Official Statement for the Temporary Certificate, send official documentation to the Bureau of Educator Certification. Then, your application package will be scheduled for a re-evaluation, and you will receive a "revised" Official Statement indicating that "you are eligible" for a Florida certificate.
3. Once you receive your Official Statement indicating you are eligible for a Temporary Certificate, you may then seek employment in a Florida elementary or secondary school.

Important Note: In most cases, if you have a bachelor's degree (or higher) the only requirement needed for "eligible" status will be to pass the subject area exam in the subject for which you are seeking certification. You must have "ELIGIBLE" status to enroll as a student in the Pasco-Hernando State College EPI Program

Choosing an Area of Certification

The EPI program course will meet the course work requirements on your Statement of Eligibility for any of the following subject areas. If you are seeking certification in ANY area not listed below, do not apply to the program until you have spoken with the program coordinator.

- ✓ Art K-12
- ✓ Biology 6-12
- ✓ Business Education 6-12
- ✓ Chemistry 6-12
- ✓ Computer Science K-12
- ✓ Drama 6-12
- ✓ Earth/Space Science 6-12
- ✓ Educational Media Specialist PK-12
- ✓ Elementary Education K-6
- ✓ English 6-12
- ✓ ESOL K-12
- ✓ *Exceptional Student Education K-12
- ✓ Family and Consumer Science 6-12
- ✓ French K-12
- ✓ German K-12
- ✓ Health K-12
- ✓ Humanities K-12
- ✓ Journalism 6-12
- ✓ Latin K-12
- ✓ Marketing 6-12
- ✓ Mathematics 6-12
- ✓ Middle Grades English 5-9
- ✓ Middle Grades General Science 5-9
- ✓ Middle Grades Mathematics 5-9
- ✓ Middle Grades Social Science 5-9
- ✓ Music K-12
- ✓ Physical Education K-12
- ✓ Physics 6-12
- ✓ Social Science 6-12
- ✓ Spanish K-12
- ✓ Technology Education 6-12

*Hiring policies vary by district for this certification.

Educator Preparation Institute (EPI)

Pasco-Hernando State College
 10230 Ridge Road, New Port Richey, FL 34654-5112 Telephone 727-816-3714 FAX:
 727-816-3321

EPI Applicant Professional Reference Form

To Be Completed By Applicant						
<p>I understand that I cannot be considered for admittance to the EPI program until one personal is included in my program application packet. I have communicated with the following reference and s/he has agreed to complete this recommendation based on his/her knowledge of my personal attributes and abilities.</p>						
Applicant Name:				Date:		
	<i>Last</i>	<i>First</i>	<i>M.I.</i>			
To Be Completed By Professional Reference						
<p>This candidate has applied to the teacher certification program at Pasco-Hernando State College and has given your name as a reference. This reference form will be included in the applicant's file for review by appropriate supervisors and also may be show to the applicant upon request. Your evaluation will be a service to the program, the applicant and his/her future students. You can either return this completed form to the applicant to be included in his/her application packet, or you can mail the completed reference form to the EPI office using the address at the top of this form.</p>						
I have know this applicant as a/an:		employee <input type="checkbox"/>	student <input type="checkbox"/>	co-worker <input type="checkbox"/>	volunteer <input type="checkbox"/>	personal acquaintance <input type="checkbox"/>
Dates of length of time you have know the applicant (mm/yr): From _____ / _____ to _____ / _____						
Please rate the applicant in each area by placing a check mark in the rating column. If you wish to submit additional information, please sue reverse side or separate sheet. Thank you.						
Reference Comments						
Professional Qualities	High 5	4	3	2	Low 1	
Communication skills (oral, written, listening)						
Sympathetic understanding and treatment of others						
Attendance/punctuality						
Ability to work with others						
Ability to accept evaluation/criticism of performance						
Appropriate attire/appearance						
Adaptability/flexibility						
Judgment/common sense						
Dependability/reliability						
Attitude/cooperation						
Leadership						
Are you comfortable with this person working with children?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please explain:		
Additional Comments: (Use reverse side if necessary)						
Printed Name of Reference			Telephone #:			
Street Address:			City, State, Zip Code			
Signature of Reference		Date	Date			

Please return completed reference form to the applicant, or mail reference directly to: Educator Preparation Institute, Pasco-Hernando State College, 10230 Ridge Road, New Port Richey, FL 34654-5112

Field Experience Worksheet

Please complete this request form and include it in your application packet.

Put an "X" in the box for **ONE** of the following options:

Option 1

I AM a full-time teacher or long-term substitute teacher

Name and address of school:

Grade Level and subject:

Option 2

I am NOT a full-time teacher. I choose a traditional school field experience

I would like to conduct my 90 hour field experience in:
 Pasco County
 Hernando County
Grade Level _____
Subject Area _____

PHSC/EPI will help set up the field experience for Pasco or Hernando County schools.

Option 3

I am NOT a full-time teacher. I choose a Florida Virtual School Internship

I would like to conduct my internship with FLVS
Grade Level _____ Subject Area _____

I understand that the FLVS experience is an internship, NOT a field experience and I will be expected to participate for a minimum of 9 weeks at ten hours per week.

I understand that placements with FLVS are not guaranteed. There has to be a FLVS mentor available in your subject area, who is certified by the state to be a mentor teacher and is willing to take you on as a teacher-candidate.

Print Name

Signature

Date