

## Steps to Enroll

1. Complete the “Educator Preparation Program Education Plan Entrance Interview” linked underneath “Steps to Enroll” on the EPI website.
2. Apply online at the Polk State College website [www.polk.edu](http://www.polk.edu) and select “Admissions” on the green navigation bar. On the left sidebar select “Admission and Registrar Forms” to complete PSC application online. Designate EPI as your program on the application form. Only list the college from which applicant received bachelor’s degree.
3. Request Official unopened transcripts showing earned Baccalaureate degree from an accredited college or university be sent to the Registrar’s Office at PSC within 30 days after applying (graduating college transcript only).
4. Bring two forms of proof of residency to Student Services at Winter Haven or Lakeland Campus.  
Residency Forms Include:  
Florida Drivers license  
Florida vehicle tag registration or Florida Voter ID  
If you have questions contact Student Services at 863-297-1010 Ext. 5219.
5. Apply to receive initial Florida Teacher Certification at the Florida Department of Education website <http://www.fldoe.org/edcert/steps.asp> and provide documentation/transcripts as requested.
6. Register for the first class/course online at [www.polk.edu](http://www.polk.edu). Select “PASSPORT” on the green navigation bar and then enter your Student ID and PIN in the appropriate fields.  
Student ID: Enter your Student ID  
PIN: Use the pin mailed to you or month and year of your birth (MMYY)
7. Attend New Student Orientation (Mandatory). Date and time are posted on EPI website homepage at [www.polk.edu/epi](http://www.polk.edu/epi). Pick up books at New Student Orientation.
8. Log into PAL (E-Learning) course website at <http://elearning.polk.edu>. Enter your username and password in the appropriate fields.  
Default username: firstname.lastname.mmdd (month and day of your birth)  
Default password: Student ID
9. Bring any paperwork/forms/documents already obtained to the new student orientation. Examples:  
Statement of Eligibility from the State Department of Education  
Score reports on FTCE test taken  
Proof of fingerprinting  
Temporary teaching certificate if already teaching  
Principal's Evaluation if already teaching
10. Begin fingerprint process: Contact Support Services at the Polk County School district, 1430 Highway 60 E., Bartow, and FL 33830. Phone: (863) 519-3672 for an appointment to be fingerprinted and receive a fingerprint receipt and badge. The cost is \$57.25.
11. Determine the subject area that you would like to teach and begin the process of preparing to take the test. Participants must be fingerprinted and have taken and passed the subject area test before registering for the fourth course, EPI0004-Teaching and Learning. Go to <http://www.fl.nesinc.com/> for the subject area test registration information.