Education Educator Preparation Institute Instructions

Each teacher candidate is required to submit all required documents to be considered for admission in the Educator Preparation Institute (EPI). The candidate will be emailed regarding enrollment approval after all documents are reviewed internally.

Applicants must hold a minimum of a bachelor's degree in a field outside of Education, have a passing Subject Area Exam, and a valid Statement of Status of Eligibility to be considered for acceptance.

Part I—College Admission/Registrar Requirements (1-4)

Check off each item when completed

l. **Complete the Polk State College Application for enrollment**. www.polk.edu click "APPLY NOW"

**** You must do this even if you have attended PSC before and it has been **a year** or longer. One of the questions ask if you attended PSC before, when the app is downloaded into Genesis it knows to update your student record. *** **Completed:** _____

2. **Submit all official college transcripts** to the Polk State Registrar's Office. **Completed:** _____

What is the process to evaluate my transcripts from previous institutions? There are two stages of transcript evaluation:

Stage One – The initial evaluation is entering all transfer work onto your Polk State College record. Takes approximately one week from receipt of your previous institution's transcript.
Stage Two – Mapping your transfer work to Polk State courses and degrees. Takes approximately six weeks from the initial evaluation of your previous institution's transcript.

How do I know if my transcripts have arrived or are evaluated? What do I do if they are not here? Look at your Passport account often to watch for your transcript evaluations and contact us at registrar@polk.edu.

I understand that I can watch for my official transcript arrival via my PASSPORT account. initial here: _____ Student ID: **Use your Social Security Number or the Student ID that was mailed to you when you applied**. PIN #: Use the PIN (Personal Identification Number) that was mailed to you when you first applied.

You are advised to change your PIN during your first use. If you do not have the information you need to log in or have difficulty doing so, please contact us at 863-297-1000.

- You ordered a transcript more than 7 days from the date the transferring institution tells you it was sent, and it is not showing as received.
- You contacted the transferring institution and both Polk and the transferring institution have:
  - Your correct SS#
  - Your correct name
  - Your correct date of birth

Does Polk State need ALL my past postsecondary transcripts? Yes, regardless of age or accreditation, we need copies of transcripts from all previously attended institutions.

3. Complete the Polk State **New Student Orientation (online**). This orientation is required before the teacher candidate may be officially admitted by the college.

https://www.polk.edu/admissionaid/studentorientation/ **Completed:**_____

2. Complete and submit the **Florida Residency Declaration with 2 proof of Florida residency** to the college's Etrieve system. **Completed:** _____

YOU MUST SUBMIT ALL OF YOUR RESIDENCY DOCUMENTATION BEFORE THE DROP DEADLINE OF YOUR FIRST CLASS OF THE TERM. YOU CANNOT CHANGE RESIDENCY AFTER THAT UNTIL THE NEXT TERM.

You may now proceed to the next page for all Educator Preparation Instructions.

EDUCATOR PREPARATION INSTITUTE INSTRUCTIONS

***Complete items as instructed below for consideration to the Educator Preparation Institute (EPI). All listed documents below are required to be uploaded with the EPI application

*** I have read and understand that it is my responsibility to upload all required documents with my EPI application or I will not be considered for acceptance. **(initial here)** _____

Applications missing documents will not be considered for acceptance to EPI

Do you currently have, from the Florida Department of Education (FLDOE), a Temporary Teaching Certificate or a Statement of Eligibility stating you are eligible for a temporary? Yes___, No___. If you answered NO, you are not eligible for EPI at this time.

If you answered no, you may apply to EPI after obtaining this required document.
{The current application fee is $75 per subject area. The candidate receives a Statement of Status of Eligibility (SOE) 4 to 8 weeks after the application is submitted.}

If you answered yes, please proceed to next page.

EDUCATOR PREPARATION INSTITUTE INSTRUCTIONS

1. Complete the Required Reading "Question and Answer" Knowledge Assessment by going to https://forms.office.com/Pages/ResponsePage.aspx?id=a9VFbGMzGkC_qFgnc8rTfh5vSDVwBYVLm1_IyIjbDNUOEdPMkVLSFVGUjNPMVBVTjFaNk9MS1VBVS4u

   a. It is important that you retrieve the free study material available at the website given in the instructions found at the link above. A score of 80 or above is required to indicate knowledge of Reading Fundamentals to allow sstudent's the background knowledge for EPI Reading 2. Those who do not score 80% or higher will be required to register and complete the 4 week online Reading Fundamental $50 workshop. **Completed:** _____

   b. Complete the EPI Entrance Interview at: https://www.polk.edu/educator-preparation-institute/ Once there, click on the tab labeled **"EPI Entrance Interview"** and this will take you to the EPI Application in Etrieve. Complete the application fully and use the icon of the paperclip to **upload ALL Required Documents**. Applications denied for lack of completion or lack of required documents will have to be filled out a second time to resubmit.

2. Submit a copy of the **Statement of Status of Eligibility (SOE)** that authorizes eligibility for a temporary teaching certificate with your EPI application (required for entry). **S**can any paper versions of the required documents (using a smart phone app, scanner, or a copy machine) save as pdf before uploading. **Completed:** _____

3. Submit a copy of the **Temporary Teaching certificate** (if you are teaching) and a SIGNED **Principal's Formal Evaluation** of your teaching along with your EPI Entrance Interview.
   Completed: _____

go to https://www.facebook.com/PolkStateCollegeEP12016/ and click "Like" and "follow" to stay up-to-date with new postings from EPI.

EDUCATOR PREPARATION INSTITUTE INSTRUCTIONS

4. Submit the Florida Teacher Certification Exam (FTCE) **Subject Area Test scores** (required for entry)**.** The current testing fee is $200 per subject area. A record of the score must be submitted with the EPI Entrance Interview. **Completed:** _____
   You may give Pearson feedback about your test and testing services at: https://www.surveymonkey.com/r/N5HXXJ5 or call FTCE customer service at 866-613-3281

5. Submit an unofficial transcript of earned bachelor's **degree** with the EPI application. **Completed:** _____

6. **Complete the** 1 minute-6 question **Career Assessment** at https://polk.emsicc.com/ **Save results to your computer and UPLOAD the results with the EPI application and other required documents.** The picture below will be on the right side of the screen when you complete the survey; choose the appropriate tab to save it on your computer. **Completed:** _____

7. Complete the EPI New Student Orientation. **This is different from the college orientation.** https://forms.office.com/Pages/ResponsePage.aspx?id=a9VFbGMzGkC_qFgnc8rTfh5vSDVwBYVLm1_IyIjb-DNUQUc3WlBYSktXUFRGR1lZTjhHNDc2Rk5BNS4u

Save and submit this document with all other required EPI documents and upload with your EPI Application.