

## **Education Educator Preparation Institute Instructions**

Each teacher candidate is **required to Upload 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**

**1. Complete the Polk State College Application for enrollment.** [www.polk.edu](http://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 by student:** \_\_\_\_\_ **Checked by EPI:** \_\_\_\_\_

**2. Upload all official college transcripts to the Polk State Registrar's Office.**

**Completed by student:** \_\_\_\_\_ **Checked by EPI:** \_\_\_\_\_

**A. What is the process to evaluate my transcripts from previous institutions?**

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. Some courses may map automatically.

**B. Does Polk State need ALL of my past postsecondary transcripts?**

Yes, regardless of age or accreditation, we need copies of transcripts from all previously attended institutions.

**C. How do I know if my transcripts have arrived or are evaluated? What do I do if they aren't here?**

Look at your [Passport](http://Passport) account often to watch for your transcript evaluations and contact us at [registrar@polk.edu](mailto:registrar@polk.edu) if:

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.

### Tips on Ordering Transcripts from Other Schools

To order a transcript from your sending institution(s), contact your former institution or visit its website to learn its procedure. Most state colleges and universities will send an electronic transcript. Some institutions charge a transcript fee. Our mailing address for paper transcript requests is:

Polk State College  
Registrar's Office  
999 Ave. H NE  
Winter Haven, FL 33881-4299

**Our email address for secure PDF transcripts is [transcripts@polk.edu](mailto:transcripts@polk.edu) for other college is sending them to PSC.**

- 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 by student:** \_\_\_\_\_

**Checked by EPI:** \_\_\_\_\_

- 4. Complete and Upload the Florida Residency Declaration with 2 proof of Florida residency** to the college's Etrieve system. **Completed by student:** \_\_\_\_\_ **Checked by EPI:** \_\_\_\_\_

(see explicit instructions on last page for greater success) YOU MUST UPLOAD 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.

**\*\*\*\*\*Next, proceed to page 3 & 4 to complete the Requirements for consideration to EPI\*\*\*\*\***

## Complete the EPI Entrance Application for Program Acceptance

Documents listed below **must be uploaded** with the EPI Entrance Interview application, including this document showing you checked off each step as you completed it, to be considered for program admission.

**\*\*Upload items EPI Requires as listed below** when completing the online Entrance Interview Questionnaire.

**Do not Upload the EPI Entrance Interview Questionnaire Until You have all the required documentation, as it will be returned to you unprocessed or denied.**

{If not already done, apply now to the Florida Department of Education (FLDOE) for a Professional Teaching Certificate. The current application fee is \$75 per subject area. The candidate receives a Statement of Status of Eligibility (SOE) 8 to 10 weeks after the application is Uploaded.}

**Click this link to access the EPI Entrance Interview Questionnaire Application for Program Admission:**

<https://www.polk.edu/educatorpreparation-institute/> Once open, the link is located on the right side of the page. Click on it open the Entrance Interview Questionnaire and be sure to upload all your required EPI documents by clicking the paperclip icon.

**Completed by student:** \_\_\_\_\_ **Checked by EPI:** \_\_\_\_\_

1. Complete the Required Reading "Question and Answer" Knowledge Assessment by going to:

[https://forms.office.com/Pages/ResponsePage.aspx?id=a9VFbGMzGkC\\_qFgnc8rTfh5vSDVwBYVLm1\\_lyljb-DNUNkhSWIYxVUNUVksOURUOVdBuJBaTDRVRi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=a9VFbGMzGkC_qFgnc8rTfh5vSDVwBYVLm1_lyljb-DNUNkhSWIYxVUNUVksOURUOVdBuJBaTDRVRi4u)

- 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 students the background knowledge for EPI Reading 2. Those who do not score 80% or higher will be required to register and complete the 2-week online Reading Fundamental \$50 workshop.**

**Completed by student:** \_\_\_\_\_ **Checked by EPI:** \_\_\_\_\_

2. Upload a copy of the **Statement of Status of Eligibility (SOE)** that authorizes eligibility for a temporary teaching certificate to the EPI office (required for entry). Scan any paper versions of the required documents (using a smart phone app, scanner, or a copy machine) save as pdf before uploading.

**Completed by student:** \_\_\_\_\_ **Checked by EPI:** \_\_\_\_\_

3. Upload a copy of the **Temporary Teaching certificate** (if you are teaching) and a **SIGNED Principal's Formal Evaluation** of your teaching along with all required items and your EPI Entrance Interview.

**Completed by student:** \_\_\_\_\_

**Checked by EPI:** \_\_\_\_\_

4. Upload 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 Uploaded at the EPI Entrance Interview.

**Completed by student:** \_\_\_\_\_

**Checked by EPI:** \_\_\_\_\_

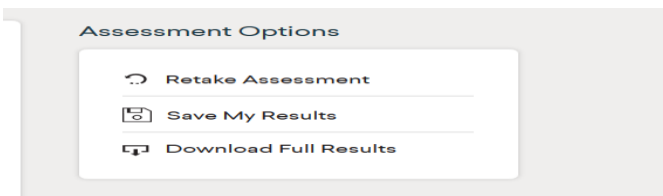
You can give Pearson feedback about your test and testing services at: <https://www.surveymonkey.com/r/N5HXXJ5> or call FTCE customer service at 866-613-3281

5. Upload an unofficial transcript of earned **bachelor's degree** with the Entrance Interview Questionnaire.

**Completed by student:** \_\_\_\_\_

**Checked by EPI:** \_\_\_\_\_

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 Entrance Interview 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 by student:** \_\_\_\_\_ **Checked by EPI:** \_\_\_\_\_



**CHOOSE EITHER "SAVE" OR "DOWNLOAD"**

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

**EPI Office Use Only:**

**Approve:** \_\_\_\_\_

**Deny Program Entry:** \_\_\_\_\_

**Reason(s)-check all that apply for Denial to Program:**

No Reading Quiz Completed: ☐

No passing Subject Area Exam Uploaded: ☐

No Statement of Status of Eligibility: ☐

No Temporary Teach Certificate Uploaded: ☐

No Principal's Evaluation of Teaching Uploaded: ☐

No unofficial Bachelor's Transcript Uploaded: ☐

No 1 Minute Career Survey Results Uploaded: ☐

Other: \_\_\_\_\_ ☐