

Thank you for your interest in our EPI program and the simple **4 Steps-to-Applying for admission** into the EPI program are outlined below. Please follow each step completely and you'll have two options (see below) for when you'd like to start the program.

Please note that we do not offer individual stand-alone classes where you could pick and choose individual EPI courses to take. The EPI program is a whole program in totality requiring all students to complete all courses for Track A (9 classes) or Track B (8 classes) depending on your FTCE Subject Area Exam certification. Plus, the additional **EPR0001** class if you do not score an 80% or higher on the required entrance online **Reading Fundamentals Test**. The EPI program is an alternative teacher certification option and not on the bachelor's degree track. However, you will be fully **Reading Endorsed** upon graduation (TRACK A students only) and Reading Comps 1-2 (TRACK B students only). You will also become eligible for the Florida Professional Certificate from FLDOE-Bureau of teacher Certification upon graduation.

You will also be receiving ESOL credit for 2 ESOL classes (120-hrs) with the Polk Country School District (TRACKS A and B). Those 2 ESOL classes are:

- *ESOL Cross-Cultural Communication and*
- *ESOL Curriculum Materials and Development.*

Therefore, you will only have 3 remaining ESOL classes left to complete with the Polk School district. Please ensure that you do not take the same courses listed; otherwise, you'll be doubling up on them. For more information about the ESOL credit transfer from our EPI program to the Polk school district, please contact Mr. Richard Estridge at the ESOL District Office at the Jim Miles Center. His email is richard.estrIDGE@polk-fl.net, and his office number is (863) 647-4700.

HOUSE BILL 7011 PROVISIONS [Effective July 1, 2022]

Effective July 1, 2022, candidates entering a teacher preparation program in the 2022-2023 academic year and earning certification in a coverage area identified in section (s.) 1012.585(3)(f), Florida Statutes (F.S.) must successfully complete all competencies for a **reading endorsement**.

♣ This impacts the following coverage areas per State Board Rule 6A-4.0051, Florida Administrative Code (F.A.C.):

- Elementary Education (grades K-6)
- Prekindergarten-Primary Education (Age 3 through grade 3)
- Middle Grades English (grades 5-9)
- English (grades 6-12)
- Reading (grades K-12)
- Reading (endorsement)
- English to Speakers of Other Languages (ESOL) (grades K-12)
- ESE (grades K-12)

All teacher candidates with the above eight FTCE certifications under HB 7011 will be in **TRACK A**.

All other FTCE certifications will be in **TRACK B**.

STEP 1: TAKE/PASS SUBJECT AREA EXAM

Go to the FTCE website and register for your Subject Area Exam:

<https://reg3.nesinc.com/FLRegistration/SignOn.aspx?ReturnUrl=%2fFLRegistration%2fMyAccount.aspx&wdLOR=cF6699511-0578-4146-B1AD-4689F28E275E>

STEP 2: POLK STATE ADMISSION PROCESS

IMPORTANT: All new/incoming students applying for admission into the EPI program will need to first complete the admission process with Polk State College beforehand. An Admission Orientation is needed (contact Student Services at 863.297.1010 if you require assistance). You will need to send official transcripts of your bachelor's degree to the Registrar's office for verification and evaluation. Please know that the timeframe for this is 2-4 weeks. Here's the link to the Admission Orientation: <https://canvas.polk.edu/courses/9133>

*There are three demographic options for the Admission Orientation. Please make sure only to select the **Bachelor Degree Students** option.

STEP 3: READING FUNDAMENTALS TEST (REQUIRED)

As part of the EPI admission process, Polk State requires all new/incoming EPI candidates to take the online **Reading Fundamentals Test**, and a score of 80% or higher is needed. However, if 80% or higher is not attained, candidates will still be eligible for provisional admission into the EPI program, but students will need to take an additional class at the beginning of the program. This is the **EPR0001 Fundamentals of Reading** course, and the cost is \$50.00.

Here's the link to the Reading Fundamental Test: <https://forms.office.com/r/07TdPKuZyh>

Here's the link to a **Study Guide** to help you as you take the Reading assessment (please take the time to prepare for the assessment): Please note that you'll only be able to attempt the Reading Fundamentals Test **one time** as the system will not register your score beyond the first attempt. <https://www.polk.edu/wp-content/uploads/EPI-Study-Guide-Reading-PlacementTest-20201.pdf>

NOTE: If you have already completed your local school district's Reading Competency 1 class (60-hrs), you may submit your official completion certificate to the EPI office via an email attachment. The Reading Fundamentals Test and the EPR0001 Fundamentals of Reading class could be waived upon verification of your completion certificate. Please email your Reading Comp 1 completion certificate to Dr. Tony De Souza (tdesouza@polk.edu) for review and evaluation.

STEP 4: ETRIEVE ADMISSION PROCESS

VERY IMPORTANT: Create an **Etrieve** account and upload the following 3 pre-requisite FTCE documents to Etrieve:

- a. Official Subject Area Exam Test Score Report from FDOE
- b. Official Statement of Status of Eligibility Letter from FDOE
- c. Copy of Temporary Teaching Certificate from FDOE

Example Instructions for single sign-on to their student Etrieve account:

INSTRUCTIONS FOR ACCESSING YOUR ETRIEVE ACCOUNT

Follow these steps to access our electronic forms library:

****YOU MUST Activate your institutional (my.polk.edu) email before continuing!***

Here's how:

To find your MyPolk email username, login to PASSPORT with your student ID and PIN. Your MyPolk email address will appear in the 'My Details' section of PASSPORT.



Click the 'MyPolk Email' icon in PASSPORT to access your email. You can also go to <http://outlook.com/my.polk.edu>. The default password is your student ID number. **The first initial in the student ID must be capitalized.**

To access an electronic form in Etrieve. (This is our electronic document system.) Find the link to Etrieve by going to the Admission & Aid webpage under Admission and Registrar Forms link on the left index.

1. In Etrieve Click the S icon button.
2. Once logged in, click on "Forms" and then select the form you need to complete.
3. Complete and attach any required documentation and submit the electronic form.

If you have any questions, contact the registrar at registrar@polk.edu or by phone 863.297.1000.

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services, and activities.

Updated 11/4/2022

Complete the **EPI Entrance Interview** in Etrieve via this link:

<https://polkstateclgcentral.etrieve.cloud/#/form/92>

The link will take you to Polk State's Etrieve screen (see the image below). At the bottom of the screen, you'll see a **red circle** with the letter "S." That's the icon you'll need to click to take you to the correct portal. **Do not** click on the black circle with the letter "E." After you've clicked on the red "S," a new

window will appear, and that's where you'll be creating a new account to sign into the Student Sign-in Portal.



After logging into Etrieve, click on the tab labeled “**EPI Entrance Interview,**” and it will open the EPI Application portal. To begin, check the “*Return here and press this check box to continue*” box. Complete the Entrance Interview in its entirety, and when done, use the **Attachments paperclip icon** at the bottom to attach and upload ALL Required FTCE Documents listed above. Applications that are submitted incomplete and/or missing the required FTCE documents will be declined, and teacher candidates will have to resubmit their applications.

IMPORTANT: If you haven't taken the FTCE General Knowledge Test (GKT) or the Professional Education Exam (PED) yet, just enter today's date in the Etrieve fields. The Etrieve submission will not go through if you leave any fields empty.

Once you've been accepted into Polk State by the Registrar's office and have submitted the 3 FTCE documents listed above to Etrieve, our office will be able to review your submitted documents and will proceed to approve your admission into our EPI program with the Registrar's office. After you've been admitted into Polk State as a student and officially admitted into the EPI program, you'll be able to view/register for courses in PASSPORT.

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EPI COURSE SEQUENCE OPTIONS

We offer two options to complete the EPI program at Polk State:

Option 1: FAST TRACK

Complete the EPI program in one semester.

Option 2: REGULAR TRACK

Complete the EPI program in two semesters.

All FTCE requirements must be satisfied and an updated official FTCE Test Score Report must be on file with the EPI office **before** being eligible to graduate from the EPI Program:

- Subject Area Exam (SAE)
 - General Knowledge Test (all 4 subtests: Math, Reading Essay, ELS)
 - Professional Education Exam (PED)
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FAST TRACK [OPTION 1] Graduate in December 2023

Begin/End Fall 2023 [Aug – Dec]

1. EPI0003 Technology and Assessment
2. EPI0020 Professional Foundations
3. EPI0030 Diversity
4. ***EPI0095 Field Experience** [Must be taken with EPI0001, EPI0010, EPI0002, EPI0004, and EPI0015]
5. EPI0001 Classroom Management
6. EPI0010 Foundations of Research-Based Practices in Reading
7. EPI0002 Instructional Strategies
8. EPI0004 Teaching and Learning
9. EPI0015 Reading Comp 5. (For **TRACK A** students only)

REGULAR TRACK [OPTION 2] Graduate in May 2024

Begin Fall 2023 [Aug-Dec 2023]

1. EPI0003 Technology and Assessment
2. EPI0020 Professional Foundations
3. EPI0030 Diversity

Continue Spring 2024 [Jan-May 2024]

4. ***EPI0095 Field Experience** [Must be taken with EPI0001, EPI0010, EPI0002, EPI0004, and EPI0015]
5. EPI0001 Classroom Management
6. EPI0010 Foundations of Research-Based Practices in Reading
7. EPI0002 Instructional Strategies
8. EPI0004 Teaching and Learning
9. EPI0015 Reading Comp 5. (For **TRACK A** students only)

HOUSE BILL 1159 PROVISIONS [Effective July 1, 2021]

HB 1159 provides additional pathways to certification for teachers. The bill permits applicants for certification to satisfy the mastery of general knowledge requirement through receipt of a master's degree or higher from an institution the Department of Education (DOE) has identified as a quality program. Additionally, the bill permits applicants to satisfy the professional education competence requirement by completing a DOE-approved Educator Preparation Institute (EPI) and receiving a highly effective rating on their performance evaluation.

Master's or Higher degree: If you have a master's degree or higher from a regionally accredited college or university, you will be exempt from all sections of the FTCE General Knowledge Test (GKT). Please make sure that you send an official copy of your master's degree or higher transcripts to:

1. The Registrar's office at Polk State College, along with your official transcripts of your bachelor's degree, when applying for admission into the EPI program.
2. The Florida Department of Education, Bureau of Educator Certification

Highly Effective Rating: If you have received a **Highly Effective** final rating score [3.5-4.0] on your recent official Teacher Evaluation from a Florida K-12 public, charter, or magnet school will exempt you from the FTCE Professional Education Exam (PED). The Form must be signed and dated by the principal and the teacher. Please send a copy of that Form to Dr. Tony De Souza (tdesouza@polk.edu). Private K-12 institutions are not eligible for this waiver.

We hope this information will help give you an idea of what is required for the EPI Program and how to get started.

Dr. Tony De Souza

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