

Educator Preparation Institute (EPI) Entrance Interview for Acceptance Consideration

Each teacher candidate is required to **UPLOAD** all required documents as indicated below to be considered for admission in the Educator Preparation Institute (EPI). The candidate will be contacted regarding enrollment approval after all documents are reviewed internally.

Each candidate must hold a minimum of a bachelor's degree in a field outside of Education to be eligible for acceptance, and have a passing Subject Area Exam completed. Required documents **MUST be uploaded to the ETRIEVE system** as you complete the EPI Entrance Interview Application. Simply click on the picture of the paperclip located at the bottom of the page in Etrieve, then click "Upload Files" to upload the required *document(s) listed below that you should save to your computer/device before beginning to complete the EPI Entrance Interview Questionnaire.*

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

1. Complete the *Polk State College Application* for enrollment. www.polk.edu click "APPLY NOW"
2. Submit all official college transcripts to the Polk State Registrar's Office.
3. Complete the Polk State New Student Orientation (online). This orientation is required before the teacher candidate can register for classes <https://www.polk.edu/admission-aid/admissionsteps/student-orientation/> **Choose the "Associate Degree Or Any Other Students" tab to complete the orientation.**
4. Complete and submit the Florida Residency Declaration with 2 proof of Florida residency **to the college's Etrieve system.** (see explicit instructions on last page for greater success) **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 do not need to complete PERT exam for EPI Entrance

{If you have not do so already, please apply 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 submitted.**}

Required Documents that must be uploaded/submitted with the EPI Electronic Application in Etrieve for EPI entry consideration are as follows below:

- Complete the 25 question Reading Fundamentals Quiz (Study material provided at <https://www.polk.edu/epi>) to prepare you for background knowledge needed for EPI Reading 2. Click the link or Scan the QR code on phone or tablet to access the quiz. **This must be passed with an 80% or higher or you will be required to register and complete the \$50 two-week online Reading Fundamentals workshop to gain background knowledge needed for EPI0010 Reading.**
 - https://forms.office.com/Pages/ResponsePage.aspx?id=a9VFbGMzGkC_qFgnc8rTfh5vSDVwBYVLm1IvIjb-DNUQTVLTIO4MVdURUcvNjNPOkFOWEtBVDNRTS4u



- Upload a copy of the *Statement of Status of Eligibility* (SOE) that authorizes eligibility for a temporary teaching certificate (**required for entry**) **OR** a copy of the *Temporary Teaching certificate* (if you are teaching) AND a *Principal's Formal Evaluation of your teaching* (be sure it lists your name and the evaluator's name).
- 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 submitted at the EPI Entrance Interview.* 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
- Upload an unofficial transcript of earned bachelor's degree with the Entrance Interview Questionnaire.
- Complete the 1 minute-6 question career assessment at <https://polk.emsicc.com/>. Save the results to your computer and upload in Etrieve.
- Click on <https://www.facebook.com/PolkStateCollegeEPI2016/> to "like" and "follow" to stay up-to-date with new postings from EPI.

Email Mrs. Davis at sdavis@polk.edu and let her know you have submitted all required documents in Etrieve so she can welcome you!