

Educator Preparation Institute Steps to Enroll




Please read over the following *Steps to Enroll*. If you have questions, contact the EPI office at 863 292 3642 or 863 298 6812.

1. ***Florida Teacher Certification:*** The first step for the applicant is to apply to receive initial Florida Teacher Certification through the Florida Department of Education website (fldoe.org/edcert/steps.asp) and provide documentation and transcripts as requested. This process is similar to applying for a teaching certificate. The teacher applicant will receive the Statement of Eligibility (SOE) in four to six weeks. An applicant may not begin the EPI program until he or she has submitted the Statement of Eligibility (SOE) to the EPI Office. This can be done by fax at 863.298.6814; or by mail sent to: The EPI Office, 999 Avenue H N.E., Station 25, Winter Haven, FL 33881. The applicant may also bring the form to the office in person.
2. ***Subject Area Exam:*** The applicant must then determine the teaching area of preference and register to take the subject area exam. The teacher applicant must pass the subject area exam before beginning the program. Subject area exam registration information is located at: www.fl.nesinc.com/. Submit proof of passing subject area exam to the EPI office. The school code to list on your registration for the exam is **2222**.
3. ***EPI Entrance Interview:*** The applicant must complete the Educator Preparation Institute (EPI) Interview Questionnaire located above the “Steps to Enroll” link on the EPI website and submit this to the EPI Office via the email address listed at the top of the questionnaire. The teacher applicant will then receive an email (within 48 hours) regarding acceptance to the EPI program.
4. ***Apply to Polk State College:*** The applicant should then visit the Polk State College website (polk.edu) to apply for acceptance to the College:
 - A. On the website, the applicant should select the “Admissions & Aid” tab on the black navigation bar.
 - B. Then, click on the left sidebar to select “Steps to Apply.”
 - C. Finally, the applicant should click on “Complete Free Application at polk.edu” tab that is in the middle of the page. This tab directs the student to the application; the word “application” will appear in red as a link.
 - D. There are three application boxes to choose from. The applicant should choose the one that best applies to his or her needs and designate the EPI program on the application. The applicant must list all colleges attended and all degrees received. Any inquiries about the application process can be addressed through Student Services at: 863.297.1010, ext. 5219.
5. ***New Student Orientation (Mandatory):*** Each applicant must complete Polk State College’s online orientation. Information is available in the New Student Orientation document sent upon acceptance to the Educator Preparation Institute.

6. **Transcripts:** The applicant must request official, unopened transcripts from all colleges attended. The documents should indicate the accredited college or university from which a baccalaureate was received. The transcripts must be sent to the Registrar's Office at Polk State College immediately. The applicant may not register for classes until the official transcripts have been received by the Registrar's Office. The address to send official transcripts is: Polk State College, 999 Ave. H N.E., Winter Haven, FL 33881; Attention: Registrar's Office. The student applicant must have earned a baccalaureate degree (or higher) to join the EPI program.
7. **Proof of Residency:** The applicant must bring two forms of proof of residency to the Student Services Office at the Winter Haven Campus or Lakeland Campus. Items that show proof of residency include a Florida driver's license, Florida vehicle tag registration, or Florida voter ID registration card. Any inquiries regarding these documents can be made through the Student Services Office at: 863.297.1010, ext. 5219.
8. **Documents:** The applicant must provide all paperwork, forms, or documents already obtained to the EPI Office in person, or he or she may scan, email, or fax them to 863.298.6814. Examples of documents that should be provided to the EPI Office include:
 - Valid Statement of Eligibility (SOE) from the State Department of Education
 - Copy of official score reports on the Florida Teacher Certification Exam(s)
 - Proof of fingerprinting
 - Valid temporary teaching certificate (if already teaching)
9. **Course Schedule:** Upon admittance, the applicant will receive a course schedule from the EPI Office. The applicant MUST use the course schedule and his or her cohort information to register for the first course showing the Reference Number to register online at www.polk.edu. Once online, the "PASSPORT" icon on the black navigation bar can be used to enter the Student ID and PIN in the appropriate fields. This information is provided to the applicant from Student Services once the application for admission is processed.

Student ID: This begins with a capital letter followed by a number (do not use any dashes).

PIN: The PIN is mailed to the applicant and uses the month and year of the individual's birth (MMYY).
10. **Course Books:** Books should be picked up after registering and paying for the first class, EPI 0003 Technology. The teacher applicant must bring the registration receipt to the EPI Office located on the Winter Haven Campus in the Student Center (WST 128). Signage for the EPI Office is located before entering the double sliding glass doors of the Student Center. If the applicant lives outside Polk County, he or she may contact Maria at mvallejo@polk.edu to make alternative arrangements.
11. **Course Website:** One week before the start of classes, the teacher applicant should visit www.polk.edu to ensure course access. Once on the website, the "PASSPORT" icon on the black navigation bar can be selected and the Student ID and PIN can be entered in the appropriate fields. Then the  Desire2Learn/PAL login can be used to enter the course (left side of the screen under "Quick Links").

Once on the PAL sign-in page, the EPI student should:

- A. Enter the username: This is the name the college issued as the first part of the Polk email address.
- B. Enter the password: The Passport password is the PIN.
- C. Check for course access: The teacher applicant's course is available online approximately one week before the official class start date.
- D. Check email access: The Polk State email is available through Passport (Mypolk account) in the "My Detail Section." The PAL email (Desire2learn account) is accessible via the icon at the top of the PAL interface once the student has signed in. These are two separate email addresses that should be monitored for information.

Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment.

12. **USB Drive:** Students must keep all EPI tasks, and EPI work on a USB drive. The USB drive must be submitted to the EPI office along with the A-Z Completion form when you have completed all program requirements.