

EPI Programs - CT 133 Forms & Procedural Changes

Email from Eileen McDaniel to all EPI Coordinators on January 27, 2009

Dear EPI Coordinators:

The Bureau of Educator Certification (BEC) has recently completed a review of its procedures for processing the required documents for those individuals who have completed a state-approved alternative certification program via the Educator Preparation Institute route, as outlined in s. 1004.85, Florida Statutes. As a result of this review, and in the interest of streamlining the process, the following procedures will take effect as of February 1, 2009.

1. Transcripts (official and/or unofficial) are no longer required as part of the documentation that accompanies a CT 133 form (EPI Program Completion Verification Form).
2. The CT 133 form has been updated and revised, and is attached to this e-mail. Please begin using this revised CT 133 form immediately.
3. CT 133 forms that contain errors will no longer be edited and/or processed by BEC staff members. Instead, CT 133 forms with errors will be returned to the EPI Coordinator. A letter will accompany each returned CT 133 form that will explain why the form is being returned. (A copy of the letter is attached to this e-mail, for your information.)

Please share this e-mail with anyone in your office who processes CT 133 forms for EPI completers.

If you should have any questions or concerns, please do not hesitate to contact me or Tracy Woodward. We will be happy to assist you.

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