

## **Approved Educator Preparation Institutes Teacher Preparation Programs Certification Procedures**

The recent submission of many CT 133 forms (“Verification of an Approved Educator Preparation Institute Teacher Preparation Program) to the Bureau of Educator Certification has resulted in an examination of current policies and procedures for approved EPI teacher preparation programs. Please note the following current procedures:

- **The Dates of Participation on the CT 133 forms must include the month/day/year of program participation.**  
Many CT 133 forms continue to include only the month and year of program participation. The specific dates of program participation are needed for processing the form and meeting eligibility requirements for certification.
- **Each program participant must possess a statement of status of eligibility and be eligible for a Florida Educator’s Certificate in at least one subject area before he/she completes an EPI program.**  
This is in alignment with section 1004.85(3)(3)(b)(3), F.S., whereby each program participant “must fully demonstrate his or her ability to teach the subject area for which he or she is seeking certification ... prior to completion of the program.” The possession of a statement of status of eligibility indicating eligibility for a subject area will be critical for EPI instructors in planning program activities and materials that will assist participants in demonstrating their ability to teach the specific subject area noted on their statements.
- **The Program Completion Date on the CT 133 form must be after the date of completion of all program requirements.**  
When completing the CT 133 form the authorized signer (chief academic officer, dean, or designee) must ensure that the Program Completion Date noted is after the dates the participant (1) held a statement of status of eligibility indicating he/she is eligible for a Temporary Certificate in a subject content area AND (2) obtained a passing score (verified by an Official Score Report) on the Professional Education Test.
- **“Best Practice” participation in an EPI Teacher Preparation Program would require candidates to hold a statement of status of eligibility indicating that they are eligible for a Temporary Certificate in a subject content area.**  
It is strongly advised that EPI Teacher Preparation Programs examine their admission requirements and require as a condition of enrollment that program participants hold a statement of status of eligibility. Having the SOE issued at the beginning of the program provides the institution with two critical pieces of information: the candidate’s eligibility to apply for a Florida certificate based upon holding a bachelor’s degree from an accredited or approved institution and (2) their status of eligibility for the subject s/he wishes to teach (see section 1004.85(3)(3)(b)(3), F.S.). If the initial SOE indicates that s/he does not hold an acceptable degree, entry into the program can be terminated up front. If the degree is acceptable to apply for certification, but s/he is not eligible for a Temporary certificate, content deficiencies will be displayed and subject matter

concerns can be addressed by the institution early on (taking needed content credits, registering for the subject area test, etc.). It also provides the institution with information about the area of certification sought so that special teaching methods may be appropriately included in the candidate's individual program design. A full examination of the statement of status of eligibility will also assist EPI staff members who provide information and counseling to applicants who may have already met professional preparation and education competence requirements for the Florida Professional Certificate and therefore do not need to complete an EPI program.

- **Please attach the participant's EPI transcript when submitting the CT 133 form.**

As a reminder, the Bureau of Educator Certification has requested that you submit a transcript (unofficial is satisfactory) showing completion of the EPI program (EPI Transcript or Regular Transcript showing EPI Modules) with each CT-133 form. Although not required, inclusion of the transcript will enhance the Department's ability to fully document the qualifications of these future teachers (especially for other states with reciprocity agreements) and to provide guidance on additional areas of certification and endorsements that may be requested in the future (institutional credit vs. college credit earned).