



**STATE OF FLORIDA  
SCHOOL READINESS PROGRAM  
CURRICULUM COMMITTEE MEMBER AGREEMENT FORM  
OEL-SR-7103**

The Florida Department of Education, Office of Early Learning will select qualified members for the School Readiness Curriculum Approval Committee who represent the demographic and cultural diversity of the state to review and recommend curricula for School Readiness providers.

Please review the information that follows and consider the tasks and time involved. If you would like to be considered for an appointment, complete the application portion of this *Florida School Readiness Program: Curriculum Committee Member Agreement (Form OEL-SR 7103)* and return it to the appropriate address.

**Composition of Committees and Term**

Committee members are appointed by OEL and include, at a minimum, the following:

- Executive directors of early learning coalitions or their designee(s)
- Representatives of public school districts
- Representatives of institutes of higher education
- Representatives of OEL
- Subject matter experts

OEL may also identify alternate committee members to ensure a sufficient number of reviewers.

**Qualifications**

Each member of the committee must complete the OEL-approved Florida Early Learning and Developmental Standards: Birth to Kindergarten training (2018).

In addition, committee members must:

- Hold a Bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held their current position for at least two years. Five years of relative employment experience may substitute for the above educational requirement.
- Not have any financial interest in any curriculum he or she reviews;
- Not have any personal interest in any curriculum he or she reviews (such as employment of the individual or his or her relatives, as defined by Section 112.3143, F.S., by the submitter in any capacity, or certification of the individual or his or her relatives as a trainer in the use or application of the curriculum within the past three years);
- Contact OEL to provide updated information when qualifications change or to request removal from consideration for selection when an individual no longer wishes to participate in the curriculum review process;

**Committee Training**

All committee members are required to participate in a curriculum review training. The training will include an overview of Florida's Early Learning and Developmental Standards; Birth to Kindergarten, and instruction on curriculum review to include navigation of the electronic

curriculum scoring system, *Florida School Readiness Program: Curriculum Evaluation Scoring (Form OEL-SR-7106)*.

**Evaluation Process**

Committee members will receive information and support from OEL. The assigned curriculum package submission(s) will be shipped directly from the publisher to OEL.

If you have any questions regarding the School Readiness Curriculum Approval Process, please contact [SRCurriculumReview@oel.myflorida.com](mailto:SRCurriculumReview@oel.myflorida.com) or 850-717-8550.

**Mail: Office of Early Learning**  
 School Readiness Curriculum Committee  
 250 Marriott Drive  
 Tallahassee, FL 32399  
**Email: [SRCurriculumReview@oel.myflorida.com](mailto:SRCurriculumReview@oel.myflorida.com)**

**Contact Information**

1. Full Name: \_\_\_\_\_

2. Home Address: \_\_\_\_\_  
 (Street)

\_\_\_\_\_  
 (City) (County) (State) (Zip)

3. Telephone: \_\_\_\_\_  
 (Home) (Business) (Cell)

4. E-Mail Address: \_\_\_\_\_

Alternate E-mail Address: \_\_\_\_\_

5. Are you a resident of the State of Florida?  Yes  No

If yes, in which county do you reside: \_\_\_\_\_

6. Category for which this application is being submitted:

- Executive Director, Early Learning Coalition
- Representative, Public School District
- Representative, Institute of Higher Education
- Representative of OEL
- Subject Matter Expert

**Current Employment**

7. Occupation/Job Title: \_\_\_\_\_

8. Address: \_\_\_\_\_  
 (Street)

\_\_\_\_\_  
 (City) (County) (State) (Zip)

**Educational/Professional Background**

9. Degree(s) earned (or attach resume or vita): \_\_\_\_\_  
\_\_\_\_\_

10. Relevant Experience (or attach resume or vita): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. I have completed the Florida Early Learning and Developmental Standards Training (2018)  
(Required)  Yes  No

I hereby certify that all statements made are to the best of my knowledge true and correct and

\_\_\_\_\_ agrees that he/she:  
*(Print first and last name of confirmed committee member)*

Will faithfully discharge the duties imposed upon him or her as a member of the committee and

- Has no interest, and while a member of the committee he/she will assume no interest, in any publishing or manufacturing organization which produces or sells instructional materials.
- Is in no way connected with, and while a member of the committee he/she will assume no connection with, the distribution of the instructional materials.
- Has no pecuniary interest, and while a member of the committee he/she will assume no pecuniary interest, directly or indirectly, in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the School Readiness programs.
- Will not accept any emolument or promise of future reward of any kind from any submitter or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted.
- Will not discuss matters relating to instructional materials submitted for adoption with any agent of a submitter or manufacturer of instructional materials, either directly or indirectly, except during the period when the committee has been called into session for the purpose of evaluating curriculum materials submitted for adoption. Such discussions shall be limited to official meetings of the committee and in accordance with procedures prescribed by the commissioner for that purpose.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_