

**FLORIDA DEPARTMENT OF EDUCATION INITIAL PROGRAM APPROVAL STANDARDS  
INITIAL TEACHER PREPARATION (ITP) PROGRAM (FORM ITP IAS-2015)**

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**Instructions:**

A Florida institution seeking initial approval of its initial teacher preparation (ITP) program, authorized in section 1004.04, Florida Statutes, must submit an electronic folio that contains a description and supporting evidence of the design, delivery, curriculum content and evaluation of the specified program. The Florida Department of Education Initial Program Approval Standards Initial Teacher Preparation (ITP) Program Form (ITP IAS-2015) contains the specifications for what must be included in an initial electronic folio. Electronic folio submissions may be submitted quarterly to the department upon approval of the institution's *Request to Submit Form*, located at <http://www.fldoe.org/profdev/ictepa.asp>. Institutions shall submit the folios by email to [EdPrepFolio@fldoe.org](mailto:EdPrepFolio@fldoe.org) or mail an electronic storage device containing the folio to: Florida Department of Education

Office of Educator Preparation  
325 West Gaines Street, Room 124  
Tallahassee, FL 32399-0400

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**A program folio shall contain the following:**

**Standard 1. Program Candidate and Completer Quality**

The program ensures that candidates and completers are prepared to instruct prekindergarten through grade12 (p-12) students to meet high standards for academic achievement.

**Indicator 1.1:** Each program consistently applies state-mandated admission requirements.

The following criteria must be met to receive a rating of Acceptable.

The program describes:

1. Admission requirements, processes, methods and procedures used to determine students have met the state-mandated admission requirements outlined in section 1004.04(3)(b), F.S.
2. Methods for tracking the progress and status, and providing assistance to any student who was admitted under the 10% waiver provision;
3. Plan for annually collecting, monitoring and reporting data on candidates who were admitted, enrolled and completed the program.

**Indicator 1.2:** The program must demonstrate that each completer possesses the required knowledge, skills, and professional behaviors relevant for professional practices and work characteristics in his or her field.

The following criteria must be met to receive a rating of Acceptable:

The program shall describe:

1. Process of how it will assess, monitor and document each program candidate's progress and mastery of the Uniform Core Curricula (UCC) in coursework and field experiences, as defined in Rule 6A-5.066(1)(cc)(1-8) to include:
  - Florida Educator Accomplished Practices (FEAPs)
  - The Competencies and Skills for Teacher Certification prescribed in Rule 6A-4.0021,F.A.C. (current edition)
  - State-adopted content standards (Florida Standards)
  - Scientifically-researched reading instruction
  - Content literacy and mathematical practices
  - Strategies appropriate for instruction of English language learners
  - Strategies appropriate for instruction of students with disabilities
  - School safety

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2. Matrix that describes the critical task/assignments and assessments during coursework and culminating field experience(s)/internship for the competencies and skills associated with each component of the UCC, including:
  - Prefix/number/title for each course in which the UCC is taught and assessed
  - Performance measure/indicator that is being assessed
  - Title and description of critical task/assessment
  - Assessment instrument/method used to determine proficiency, including the specific criteria program candidates must meet.
3. Plan for providing documented remediation, mentoring and coaching feedback that supports program candidate's progression throughout the program and mastery of the UCC.
4. Final summative evaluation used to determine each program completer has demonstrated the required knowledge, skills, and professional behaviors in p-12 classroom setting using a state-approved performance evaluation system that is aligned with the partnering school district(s)' evidence-based framework.
5. Plan for analyzing candidate performance data at the individual and program level to ensure candidate's mastery of the UCC.
6. Plan for collecting and monitoring the Florida Teacher Certification Examination (FTCE) results to ensure each candidate possesses the competencies and skills relevant for professional practices and work characteristics in his or her certification subject area.
7. Plan for providing remediation and feedback to candidates who are unsuccessful in passing all subtests of the FTCE.
8. Plan to monitor and remediate program completers who were referred by the employing school district during the first 2 years immediately following program completion (2-year guarantee). The plan includes criteria for developing an individualized plan with specific learning outcomes and documenting the outcomes of the assistance provided.

**Indicator 1.3:** Program candidates and completers must demonstrate positive impact on p-12 student learning growth in the candidate's and completer's area(s) of certification as measured by student performance data.

The following criteria must be met to receive a rating of Acceptable:

1. The program describes:
  - Evaluation method(s) that will be utilized by a program candidate to demonstrate positive impact on p-12 student learning growth;
  - How data results will be collected, evaluated and analyzed on program candidate impact on p-12 student learning growth during field experiences.
2. The program describes:
  - P-12 student learning growth data that will be gathered for each program completer within the first year of teaching after program completion.
  - How data results will be collected, evaluated and analyzed on program completer impact on p-12 student learning.

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**Standard 2. Field/Clinical Practices**

The program ensures high-quality field and clinical experiences with high-quality feedback and support for each program candidate.

**Indicator 2.1:** Postsecondary and school district personnel meet the state-mandated requirements for supervision.

The following criteria must be met to receive a rating of Acceptable:

1. The program describes the process for ensuring, collecting and monitoring data on the qualifications of both postsecondary program faculty and school district personnel who instruct, direct or supervise field experience courses or internships in which a student candidate demonstrates his or her impact on p-12 student learning growth, as outlined in s. 1004.04, F.S.
2. Documentation shall include a written agreement between the program or institution and the school district that states all candidates will be placed with district personnel/teachers who meet the state-mandated requirements.

**Indicator 2.2:** Field and clinical practices are completed in settings relevant to program objectives for the development of candidate skills.

The following criteria must be met to receive a rating of Acceptable:

The program describes the process or plan for:

1. How settings are selected and monitored for each candidate's field clinical experiences/internships relevant to program objectives for the development and practice of candidate skills that represent the full spectrum of school communities in multiple contexts;
2. How candidates receive feedback on their progress through field clinical experiences/internships, including strategies for improvement;
3. How remediation will be determined, administered, and monitored on program candidates who are not proficiently progressing in field clinical experiences/internships.

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**Standard 3. Program Effectiveness**

The program supports continuous improvement that is sustained, evidence-based and that evaluates the effectiveness of its candidates and completers.

**Indicator 3.1:** The program routinely and systematically examines candidate and completer performance and impact.

The following criteria must be met to receive a rating of Acceptable:

1. The program describes its process for the annual review and analysis of aggregated data it will collect on program candidates and program completers, including but not limited to:
  - Impact of p-12 student learning for all program completers employed in Florida public schools (Standard 1.3).
  - Program completers' performance as evidenced by the Annual Program Performance Report Card (Standard 1.3).
  - Assistance provided to any program completer(s) as a result of the 2-year guarantee (Standard 1.2).
  - Impact of p-12 student learning for all program candidates during field experiences (Standard 1.3).
  - Program candidates' culminating field experience performance evaluations in demonstration of mastery of the UCC (Standard 1.2).
  - Program candidates' FTCE subtest results at the competency level (Standard 1.2).
  - Program candidate data admitted under the 10% waiver (Standard 1.1).
  - Other data results under consideration by the program.
2. The program describes how it will analyze the aggregated data and determine areas of need or weaknesses for consideration for program improvement.

**Indicator 3.2:** The program uses results of data collection to enhance program elements and capacity.

The following criteria must be met to receive a rating of Acceptable:

The program describes:

1. How it will use aggregated data analyses of program candidate and program completer performance and impact to identify and drive decisions for programmatic enhancements and improvement.
2. Stakeholders (roles and responsibilities) who will be involved in the decision-making process for determining the enhancement of program elements and capacity for impacting p-12 student including how their input will be used.

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**SCORING GUIDE**

**Each indicator shall receive a rating of Acceptable or Unacceptable based on the narrative description and documentation in the folio. The indicator ratings are as follows:**

**Acceptable = A**

The evidence presented in the folio is clearly described and in alignment with the indicator. The narrative is well-articulated, realistic, and contains all required elements. Documentation is complete.

**Unacceptable = U**

The evidence presented in the folio is incomplete, not clearly described or is not in alignment with the indicator. The narrative or supporting documents do not address or satisfy the described elements.

<b>OVERALL RATING SUMMARY FOR INDICATORS</b>			
<b>STANDARD 1</b>	<b>INDICATOR 1.1</b>	<b>INDICATOR 1.2</b>	<b>INDICATOR 1.3</b>
<b>STANDARD 2</b>	<b>INDICATOR 2.1</b>	<b>INDICATOR 2.2</b>	
<b>STANDARD 3</b>	<b>INDICATOR 3.1</b>	<b>INDICATOR 3.2</b>	

Enter an **A** or **U** for each indicator based on the rating scale above.

**SUMMATIVE RATING**

**The results of the ratings for all indicators within each standard will determine the summative rating:**

**Full Approval– Program has earned “acceptable” for all indicators.**

**Denied – Program has earned “unacceptable” on one or more indicators.**