

Florida Department of Education Request to Submit Form (RTS-2015)

Institution/District Name: _____
President/Chief Executive Officer/Superintendent
Signature _____

Program Unit Dean/Director Name: _____
Program Contact Name: _____
Contact Email/Phone Number(s) _____

Institutions, private providers or school districts seeking approval to offer a state-approved teacher preparation program as described in sections 1004.04, 1004.85 or 1012.56(8), Florida Statutes, and State Board of Education Rule 6A-5.066, FAC, shall submit a **Florida Department of Education Request to Submit Form (Form RTS-2015)** to the Florida Department of Education prior to submitting an electronic program folio(s) containing a description and supporting evidence of the specified program(s). Submit this form and required supporting documentation via email to EdPrepFolio@fldoe.org.

PROGRAM NAME/TITLE (drop down box – select program area(s))	DEGREE LEVEL (drop down box – select one)

The institution or private provider certifies the following. (Not applicable for school districts.) Check each box, if appropriate:

- Institution meets accreditation requirements as described in Rule 6A-4.003(1), FAC. *Attach documented evidence.*
- Program unit has received approval to offer state-approved program(s) from its governing agency or board. *Attach documented evidence*
- The institution or private provider shall provide culminating prekindergarten through grade 12 field experience(s) or internship(s) of sufficient length to ensure each student candidate demonstrates and achieves the competencies and skills needed to meet educator certification requirements and to demonstrate his or her ability to positively impact student learning growth.
- The institution or program unit shall only provide state-approval endorsements on official transcripts for student candidates who successfully complete the program and who earn passing scores on all subtests of the Florida Teacher Certification Examination (FTCE).

Fill in the blank with the appropriate information for the following:

Identify the Certification Ombudsperson who will facilitate the process and procedures required for program completers to obtain Florida certification (required for ITP and EPI programs): _____

Identify the designated entity (e.g., School of Education, College of Arts & Sciences) responsible for coordinating the planning and administering of the institution’s initial teacher preparation program(s) (ITP): _____