

Florida Voluntary Prekindergarten (VPK)  
Education Program:

Policies and Procedures for  
Curriculum Approval

2010



Florida Department of Education  
Office of Early Learning

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Office of Early Learning

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## I. Introduction

The following policies and procedures have been approved by the Commissioner of Education pursuant to section 1002.67(2), Florida Statutes (F.S.), for use by the Voluntary Prekindergarten (VPK) Education Program Curriculum Approval Committee (Committee).

The legislation implementing the VPK Education Program requires the Department of Education (DOE) to approve curricula for use by private prekindergarten providers and public schools that are placed on probation as a result of their kindergarten readiness rates falling below the minimum rate adopted by the State Board of Education for two consecutive years. The DOE maintains a list of such approved curricula.

The Department of Education, Office of Early Learning (DOE/OEL) has developed curriculum specifications that align with the VPK Education Standards. These specifications outline the criteria that the comprehensive curricula being solicited are expected to meet. The VPK Curriculum Specifications document may be found at <http://www.fldoe.org/earlylearning/curric.asp>, and the VPK Education Standards may be found at <http://www.fldoe.org/earlylearning/pdf/vpkedstandard.pdf>. The VPK Education Standards can be ordered at: <http://www.unf.edu/dept/fie/PDF%20Folder/Support%20Materials%202009.pdf>.

For the purposes of this approval process, curricula was defined by the State Board of Education (March 15, 2005) as a set of written materials that

- is replicable
- addresses the use of materials, scheduling, arranging the environment, and interaction between children and adults either separately or in combination
- includes more than activity suggestions and more than theory and pedagogy
- is aligned with the *VPK Education Standards*
- is aligned with scientifically-based research.

Only comprehensive curricula will be considered. In order to be considered comprehensive, the materials submitted must “stand alone” and cover the VPK Education Standards in all eight domains. If ancillary or supplemental materials are required in order for a given curriculum to be considered comprehensive those additional materials must be submitted with the basic curriculum as a packaged set (i.e., “curriculum package”) and must be made available to providers as a complete curriculum at a set price.

This document contains information relative to the duties and responsibilities of each member of the Committee and each publisher submitting curricula for approval.

## **II. Relationship between Publishers and VPK Curriculum Approval Committee Members**

### **A. Committee Member Affidavit**

Each member of the Committee must agree to the following terms and make an affidavit, (see Appendix A), to be filed with the Department of Education, that:

1. The member will faithfully discharge the duties imposed upon him or her as a member of the Committee.
2. The member has no interest, and while a member of the Committee he or she will assume no interest, in any publishing or manufacturing organization which produces or sells instructional materials.
3. The member is in no way connected with, and while a member of the Committee he or she will assume no connection with, the distribution of the instructional materials.
4. The member is not pecuniary interested, and while a member of the Committee he or 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 public schools.
5. The member will not accept any emolument or promise of future reward of any kind from any publisher 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.
6. The member will not discuss matters relating to instructional materials submitted for adoption with any agent of a publisher 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 curricular 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.

### III. VPK Curriculum Approval Committee

#### A. Membership

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

- Executive directors of early learning coalitions or their designee(s)
- Directors of VPK education programs
- Instructors of VPK education programs
- Representatives of a public school district
- Representatives of an institute of higher education
- Representative(s) from the Agency for Workforce Innovation (AWI)
- Other interested stakeholders meeting relevant, equivalent criteria

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

#### **1. Credential Requirements**

Each member of the Committee must complete the DOE-approved VPK Education Standards training and the Emergent Literacy for VPK Instructors online course. Each member shall be currently employed in their representative capacity. In addition, the minimum requirements for each of the Committee membership positions are as follows:

- The executive directors of early learning coalitions or their designee(s) 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 the position of executive director for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The directors of VPK education programs 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 the position of director for a prekindergarten education program for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The instructors of VPK programs must hold a Child Development Associate (CDA) credential, associates or higher degree in Early Childhood Education, Child Development, or a related field and have at least three years of experience as a teacher in a prekindergarten education program (public or private).
- The representatives of a public school district must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and have at least three years of experience in early childhood education, curriculum and instruction, or a related area.
- The representatives of an institute of higher education must hold a master's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field (Ph.D. or Ed.D. preferred).
- The representative from the Agency from Workforce Innovation must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field.
- Any other interested stakeholders chosen must meet relevant, equivalent criteria to other committee members.

## **2. Removal and Replacement of Members**

It is the responsibility of the DOE/OEL to ensure that all members of the Committee take an active role in the approval process. If a member is unable to fulfill the obligations of Committee membership, a replacement will be designated.

## **3. Reimbursement**

Though no face-to-face meetings are anticipated, committee members will be reimbursed by the Department of Education at the state rate that includes mileage and/or airfare to and from the meetings, meals, and lodging, if such meetings are required. Travel and expense forms would be completed at each meeting for reimbursement of expenses paid by participant's sponsoring agencies.

## **B. Committee Training**

The initial training session for the Committee is scheduled for **February 24, 2010**, and will be repeated on **February 26, 2010**. The training will be conducted by webinar. All committee members must have a reliable landline phone and computer with internet access to participate. Virtual attendance and participation during one of these training sessions is mandatory for committee members. Committee members will receive login and conference call-in information. Only committee members will participate in the Webinar, though it is open to the public for viewing/listening purposes. Interested public should contact Office of Early Learning staff to receive login information.

No additional training is planned at this time, but additional sessions may be scheduled by the DOE/OEL as needed.

## **C. Evaluation Process**

To complete the evaluation process, Committee members will receive the following materials:

### **1. Evaluation Forms**

The evaluation forms are based on the VPK Curriculum Approval Specifications document. The DOE/OEL will furnish to each Committee member copies of the evaluation forms.

### **2. Curriculum Materials**

The deadline for members of the Committee to receive all curriculum materials is no later than **5:00 p.m. (EDT), March 15, 2010**. A set of curriculum materials will also be sent to the DOE/OEL at this time.

The Research Base materials report is due to the DOE/OEL no later than **5:00 p.m. (EDT), April 5, 2010**.

Committee members are required to evaluate all materials submitted as part of a comprehensive curriculum. Committee members are obligated to return curriculum materials if requested by publishers in a manner prescribed in this document (see Instructions to Publishers section).

### **3. Publisher's Written Correlation**

The Written Correlation that shows the alignment of the submission to the VPK Education Standards (2008), prepared by the publisher, is due to each member of the Committee by no later than **5:00 p.m. (EDT), March 15, 2010**. The correlation may be submitted on the form developed by the DOE/OEL for this purpose or may be submitted in a format determined by the publisher. The correlation assists the

Committee members in determining the degree to which submitted materials align with the VPK Education Standards and/or intended outcomes of the VPK Education Program as required in the VPK Curriculum Specifications.

***4. Professional Development Plan***

The publisher will send their Professional Development Plan, including any materials needed to evaluate the quality and completeness of said plan. The deadline for receipt of this plan is no later than **5:00 p.m. (EDT), March 15, 2010**. A copy of the plan, including any materials sent to the committee members will also be sent to the DOE/OEL at this time.

## IV. Instructions to Publishers

### A. General Information

*Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications (2010)* includes information about the kinds of materials that are desired, the age-level and domains for which the materials should be designed, and research findings regarding effective and developmentally appropriate instructional materials.

Publishers should examine the *Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications (2010)* to determine whether they have products that cover the VPK Education Standards and that represent a comprehensive curriculum or curriculum package as referenced in the introduction to this document.

The DOE/OEL will approve only comprehensive curricula that address the VPK Education Standards in their entirety. Again, a comprehensive curriculum may include a single item or may include a number of items bundled together, which, when combined, meet the required standards. Submissions that comprise two or more independent, stand-alone programs are not acceptable for approval consideration.

### B. Procedures for Submitting Curricula for Approval

Only comprehensive curricula or curricula “packages” will be considered. In order to be considered comprehensive, the materials submitted must stand alone and cover the VPK Education Standards in all eight domains. If ancillary or supplemental materials are required in order for a given curriculum to be considered comprehensive those additional materials must be submitted with the basic curriculum as a packaged set and must be made available to providers as a complete curriculum at a set price.

Questions regarding these requirements should be directed to the Office of Early Learning, Suite 514, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399 or via email at [earlylearning@fldoe.org](mailto:earlylearning@fldoe.org).

Hard copies of all forms and documents required in this process should be mailed to the Office of Early Learning, Suite 514, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399. Electronic copies should be submitted to [earlylearning@fldoe.org](mailto:earlylearning@fldoe.org).

#### 1. Intent to Submit

*Intent to Submit* (see Appendix B) forms must be received in the DOE/OEL, no later than **5:00 p.m. (EDT), March 1, 2010**. After the deadline, publishers will not be allowed to notify the DOE/OEL of their wish to submit a curriculum for approval. The intent must be submitted on the *VPK Curriculum Approval Intent to Submit Form* (see Appendix B).

#### 2. Publisher Registration

The DOE/OEL requires publishers submitting curricula for approval to register the names and addresses of representatives, agents, or other persons retained for legal or other services to which there will be paid any salary, commission, or royalty for representing the publisher in the State of Florida during the period of approval. The publisher should register these persons by completing the *Publisher Registration* form (see Appendix C).

A copy of the *Publisher Registration* must be received in the office of the DOE/OEL no later than **5:00 p.m. (EDT), March 1, 2010**.

### **3. Publisher Affidavit**

Publishers and their representatives shall submit to the DOE/OEL a signed form acknowledging and agreeing to adhere to Florida's Statutes as a standard code of ethics. These forms must be received to the office of the DOE/OEL no later than **5:00 p.m. (EDT), March 1, 2010** (See Appendix D).

### **4. Publisher's Written Correlation**

Publishers are required to provide written correlation to the Voluntary Prekindergarten (VPK) Education Standards. There is no required format for the correlation document.

Publishers are required to send one copy of the correlation to the DOE/OEL. These forms must be received in the office of the DOE/OEL no later than **5:00 p.m. (EDT), March 15, 2010**.

In addition, publishers are required to send a printed copy of the *Written Correlation* to **each Committee member specified by the DOE/OEL** no later than **5:00 p.m. (EDT), March 15, 2010**. These documents should be bound together and packaged separately from the curriculum materials. Please clearly mark the package as *Written Correlation*.

Failure to comply with the requirements for furnishing the *Written Correlation* according to instructions and/or failure to meet the stated deadlines may result in rejection of the submission.

### **5. Publisher's Professional Development Plan**

Publishers must submit a professional development plan that outlines initial and ongoing professional development that would be most beneficial for a low-performing provider who needs to use a curriculum with fidelity. Information about evaluative criteria for the plan can be found in the Specifications document. There is no required format for the professional development plan, but must include written narrative about the plan as well as any materials that are a part of the professional development plan.

The professional development plan and associated materials must be received in the office of the DOE/OEL no later than **5:00 p.m. (EDT), March 15, 2010**. In addition, publishers are required to send a printed copy of the plan and associated materials to **each Committee member specified by the DOE/OEL** no later than **5:00 p.m. (EDT), March 15, 2010**. These materials should be bound together and packaged separately from the curriculum materials. Please clearly mark the package as *Professional Development Plan*.

### **6. Publisher's Overview Document**

The overview document will be formatted and placed on the DOE/OEL's Curriculum Web page for all approved curricula, outlining approved curricula for low-performing providers.

The document should be no more than five pages. It must include only the following:

- Title of Curriculum Submission
- Logo for Curriculum Submission
- Contact information for those interested in purchasing the curriculum
- Cost for the curriculum package submitted (curriculum materials + professional development), **including how long the stated cost is expected to remain effective.**

- A detailed list of all curriculum materials that have been submitted for review (teacher’s guide, manipulatives, books, etc.)
- A detailed list of all professional development that has been submitted for review (overview what professional development the provider would receive if this curriculum is chosen)

The overview document must be received **electronically**, in Microsoft Word format, in the office of the DOE/OEL no later than **5:00 p.m. (EDT), April 5, 2010**.

### ***7. Publisher’s Research Base***

Publishers are required to submit research base materials to DOE/OEL, consistent with the Specifications document’s Research Base section. There is no required format for these materials, so long as they meet the criteria for item G.1. and the sub-items under item G.3. No materials are required for G.2., as this item’s score is derived from the What Works Clearinghouse’s reports, posted online. See the Specifications document for more information about research base.

Applicable research base materials must be received in the office of the DOE/OEL no later than **5:00 p.m. (EDT), April 5, 2010**.

## **C. Procedures for Providing Evaluation Materials**

Publishers and manufacturers of instructional materials, or their representatives, must deliver a full specimen copy of all instructional materials submissions to each member of the Committee specified by the DOE/OEL, as well as a copy to the DOE/OEL. Contact information for each Committee member will be provided by the DOE/OEL to publishers who have complied with all requirements noted above related to the intent to submit, publisher registration, and publisher affidavit.

Publishers and manufacturers shall comply with the following instructions for packaging and delivering evaluation curriculum materials and related materials to Committee members.

### ***1. Curriculum Materials***

Publishers must submit for review all components of the comprehensive curriculum or curriculum package under consideration, including teacher editions. These materials must be in final form. Failure to comply with these requirements may result in rejection of the bid.

### ***2. Classroom Kits or Libraries***

If your submission includes a classroom kit or library with multiple copies of the same materials, please create a sampler that would include only **one** copy of each of the items. The Overview Document will specify the number of each item that would be included with purchase.

### ***3. Deadline for Receipt of Curriculum Materials***

All designated Committee members, as well as the DOE/OEL, must receive a complete set of curriculum materials by no later than **5:00 p.m. (EDT), March 15, 2010**. The DOE/OEL reserves the right to disqualify any materials not received by the Committee members by the stated deadline.

#### **4. Checklist**

The publisher shall prepare a **separate checklist for each member** of the Committee. The checklist **must** include the following information:

- publisher information (must be listed on Master List and separate lists in each carton)
- name and address of the Committee member
- master list of the exact titles with ISBN's for each item in the shipment. If a curriculum package or kit has been put together and has an ISBN different from the one listed on the bid form, **please indicate this**
- identification of all items to be returned, if any
- instructions for returning the materials, if required
- number of cartons in the shipment.

A sample checklist that includes all required information is provided in Appendix E of this document.

A copy of the checklist must be placed in the package with the *Written Correlation*.

**A packing list in each separate carton of only those items in that carton, with exact titles and ISBN's, also are required of publishers.** Acknowledgment of receipt of the materials should not be expected.

#### **5. Packaging**

The publisher shall

- package each submission separately; for example, if a publisher submits two or more curricula titles that will be sent to a Committee member, each submission is to be in a separate package (two or more packages may be placed in a large carton for shipping)
- clearly identify each item in the package with its ISBN and identifying title (i.e., make it easy for the Committee member to check items off the checklist)
- label each returnable item "to be returned"
- enclose at least one copy of the checklist; enclose a checklist in each carton of a multi-carton shipment.

#### **6. Shipping Cartons**

The publisher shall

- pack materials in durable, reusable carton; if materials are to be returned, mark the outside shipping carton "to be returned" and include a self-addressed label
- enclose a packing slip in each carton of a multi-carton shipment of only those items in that carton
- number the cartons; indicate total number of cartons in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3).

#### **7. Delivery**

The materials must be shipped by common carrier (UPS, US Postal Service, etc.). Use a service that allows tracking of delivery. Ship all curricular materials related to a submission at the same time. If an item must be shipped separately, a notice to that effect must be in the carton with the first shipment. However, the deadline for receipt of all instructional materials remains **5:00 p.m. (EDT), March 15, 2010**.

#### **8. Return of Materials**

Committee members are obligated to return curriculum materials **if the publisher has so indicated**. Publishers who wish to have their materials returned must comply with the following:

- The publisher or manufacturer shall label each returnable piece of material. The label shall be affixed to the item and shall clearly indicate that the item is to be returned. **In the absence of the**

**labeling of each returnable piece, Committee members will assume that the materials are not to be returned.**

- The publisher shall arrange for pickup of materials from the delivery site at the publisher's expense. Materials to be returned shall be shipped in durable, reusable containers with self-addressed labels and detailed instructions for return shipment to the publisher or manufacturer. The outside container shall be clearly marked "to be returned." **In the event the publisher or manufacturer fails to provide means for returning the evaluation materials, Committee members shall not be liable for return or payment.**

## V. VPK Curriculum Review Committee Informational Webinars

### A. General Procedures

There are two opportunities for publishers and the public to provide additional information about curricula being considered for approval.

Unsolicited correspondence directly related to the approval process or materials submitted for evaluation received by any Committee member shall be forwarded to the DOE/OEL. It is inappropriate for publishers or other parties to contact Committee members regarding the approval process.

#### 1. Publisher Presentations

Each publisher or a representative will be allowed to present, via Webinar, for a period of uninterrupted time per submission for a presentation during the hearing conducted by the Committee. Presentations are not required and a publisher's decision to decline the opportunity shall not disqualify or penalize submitted materials from consideration. Publishers who would like to take part in the publisher presentations must do so by following the following rules:

- No longer than 45 minutes (30 minutes for presentation, 15 minutes for question and answer).
- Set up and conducted by the publisher.
- Scheduled during the weeks of March 22-26 or March 29-April 2.
- Open to the public, and DOE/OEL must have all necessary contact and login information for each scheduled Webinar.
- Recorded and electronically available to DOE/OEL, committee members, and the general public.

DOE/OEL will post scheduled Webinars in the March 12, 2010 edition of the Florida Administrative Weekly. The DOE/OEL reserves the right to question the publisher after each presentation. Publishers are reminded that paid promotional endorsements of their products by Florida teachers or other persons connected with the government of or direction of public schools are prohibited.

Publishers must submit an *Intent to Present form* (see Appendix F) electronically, no later than **March 1, 2010, EST**.

### B. Curriculum Approval

#### 1. State Approval of Materials

The results of the committee members' reviews will be compiled. The Commissioner of Education will identify curricula for approval from the list of suitable, usable, and desirable comprehensive curriculum titles reviewed by the Committee. The State reserves the right to reject any or submissions. It also may call for new submissions.

#### 2. Disqualification of Submissions

The DOE/OEL may waive minor formalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not substantially prejudicial to other publishers. Minor irregularities are defined as those that do not have an adverse affect on the Department's interest and do not affect the price of the proposal by giving a publisher an advantage or benefit not enjoyed by other publishers.

**Appendix A**

Florida Department of Education  
**2010 VPK Curriculum Approval Process**  
**Appendix A: Committee Member Affidavit**

In the State of \_\_\_\_\_, County of \_\_\_\_\_, \_\_\_\_\_, being duly sworn, deposes and affirms that he/she

- will faithfully discharge the duties imposed upon him or her as a member of the Committee
- 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
- is not pecuniary interested, 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 Voluntary Prekindergarten Education programs
- will not accept any emolument or promise of future reward of any kind from any publisher 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 publisher 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 curricular 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.

In witness whereof he/she has hereto set his hand and seal.

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, hereby certify that \_\_\_\_\_ personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Appendix B

Florida Department of Education  
**2010 VPK Curriculum Approval Process**  
**Appendix B: Publisher's Intent to Submit Form**

Please provide the following information regarding your intent to submit a curriculum for review through the VPK Curriculum Approval Process. Please type responses into the shaded boxes below, which will expand to accept information. **Note: If submitting more than one curriculum, a separate form is required for each submission.** This form may be submitted via mail, fax, or email, and must be returned no later than **March 1, 2010** to:

Florida Department of Education, Office of Early Learning  
325 West Gaines Street, Suite 514  
Tallahassee, Florida 32399-0400  
Fax: 850-245-5105  
[earlylearning@fldoe.org](mailto:earlylearning@fldoe.org)

### Curriculum:

Title:	
Edition:	
Author(s):	
Copyright:	

### Company:

Name of Company:	
Name of Contact:	
Title of Contact:	
Email:	
Company's FEID#:	
Mailing Address:	
City/State/Zip Code:	
Phone:	
Fax:	

**This represents an intention to submit only, and in no way obligates this company to participate in this approval process.**

Signature of Person Submitting (name if emailed): \_\_\_\_\_

Title of Person Submitting: \_\_\_\_\_

## Appendix C

Florida Department of Education  
**2010 VPK Curriculum Approval Process**  
**Appendix C: Publisher Registration Form**

Publishers submitting material(s) for the VPK Curriculum Approval Process are required to complete this form. The form must be returned no later than **March 1, 2010**, to:

Florida Department of Education, Office of Early Learning  
325 West Gaines Street, Suite 514  
Tallahassee, Florida 32399-0400  
Fax: 850-245-5105

### Company Contact Information

Name of Company:	
Company's FEID #: xx-xxxxxxx	
Street Address (no post office box):	
City, State, ZIP:	

### Company Administrator's Contact Information:

First Name:	
Last Name:	
Phone: xxx-xxx-xxxx	
Fax Number: xxx-xxx-xxxx	
Email Address:	

### Alternative Company Contact Information

First Name:	
Last Name:	
Phone: xxx-xxx-xxxx	
Fax Number: xxx-xxx-xxxx	
Email Address:	

Signature or Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Appendix D**

Florida Department of Education  
**2010 VPK Curriculum Approval Process**  
**Appendix D: Publisher Affidavit**

I hereby swear or affirm that I will faithfully adhere to the spirit and intent of Florida’s stated procedures as they pertain to the ethical standards for selection of curriculum materials as outlined in the VPK Curriculum Approval Process. Furthermore, the ethical standards outlined in statute related to instructional materials adoption and applied to VPK curriculum, and made a part of the Submission Packet, as well as the signing of this affidavit, have been shared in writing with all company representatives registered to do business in Florida.

In order to maintain the ethical standards for the approval of curriculum materials, publishers will adhere to guidelines that follow Florida statutes as follows:

- I. Neither offer nor accept requests of inducements to Committee members that might influence professional judgment in the approval process.
- II. Coordinate activities relating to approval of a publisher’s product.
- III. Direct questions concerning appropriate conduct to the DOE/OEL VPK curriculum materials administrator and if unresolved, to the appropriate state or industry authority.

In witness whereof he/she has hereto set his hand and seal.

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, hereby certify that (Name) \_\_\_\_\_, a representative of (Company) \_\_\_\_\_ personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Appendix E

Florida Department of Education  
2010 VPK Curriculum Approval Process  
Appendix E: Sample Publisher Shipping Checklist

<b>Checklist of Sample Materials – VPK Curriculum Approval</b>	
<b>Publisher:</b> Everything for Children Publishing Co., Inc.	
<b>Committee Member:</b> Ima Reader Happy-Go-Lucky-Preschool 325 W. Gaines Street Tallahassee, Florida 12345	
<b>Materials:</b>	
Teacher’s Annotated Edition*	0-8878-1235-4
Teacher’s Resource Package*	0-8888-1212-3
(Sample set of manipulatives)*	0-8898-1234-1**
Student Activity Guide*	0-8898-1323-1
Written Correlation*	
* These items do not need to be returned ** This is not the ISBN listed on the submission. This is a sample packet put together for Committee members.	
<b>Note:</b> there is one (1) carton in this shipment.	

## Appendix F

Florida Department of Education  
**2010 VPK Curriculum Approval Process**  
**Appendix F: Publisher's Intent to Present**

Please provide the following information regarding your intent to present a Webinar during the weeks of March 22-26 or March 29-April 2. **Note: If submitting more than one curriculum, a separate form is required for each submission.** This form must be received no later than **March 1, 2010**, and must be submitted electronically by email to: [earlylearning@fldoe.org](mailto:earlylearning@fldoe.org)

### Curriculum:

Title:	
Edition:	
Author(s):	
Copyright:	

### Company:

Name of Company:	
Name of Contact:	
Title of Contact:	
Email:	
Phone:	

### Webinar Details:

Date and Time of Presentation:	
Name of Presentation:	
Name(s) of Presenter(s):	
URL and Login Information:	
Conference Line Login Information:	

Signature of Person Submitting (name if emailed): \_\_\_\_\_

Title of Person Submitting: \_\_\_\_\_

## Appendix G

Florida Department of Education  
2010 VPK Curriculum Approval Process  
Appendix G: Critical Timelines and Publisher's Checklist

**February 22, 2010 - Publishers' Meeting, Tallahassee, FL**

**February 24, 2010 - VPK Curriculum Review Committee Training, via Webinar**

**February 26, 2010 - Repeat VPK Curriculum Approval Committee Training, via Webinar**

**March 1, 2010, Deadline 5:00 p.m. (EDT), Forms to be received by DOE/OEL:**

\_\_\_\_\_ Intent to Submit

\_\_\_\_\_ Publisher Registration

\_\_\_\_\_ Publisher Affidavit

\_\_\_\_\_ Publisher Intent to Present (required only if presenting)

**March 15, 2010, Deadline 5:00 p.m. (EDT)**

**To be received by each assigned Committee member:**

\_\_\_\_\_ Curriculum Materials

\_\_\_\_\_ Written Correlation

\_\_\_\_\_ Professional Development Plan

**To be received by DOE/OEL:**

\_\_\_\_\_ Curriculum Materials

\_\_\_\_\_ Written Correlation

\_\_\_\_\_ Professional Development Plan

\_\_\_\_\_ Checklist of materials shipped

\_\_\_\_\_ Copies of Checklists shipped to each committee member

**March 22-April 2, 2010 – Publisher's Webinar Presentations (optional)**

**April 5, 2010, Deadline 5:00 p.m. (EDT), to be received by DOE/OEL:**

\_\_\_\_\_ Overview document

\_\_\_\_\_ Research Base



**Dr. Eric J. Smith,  
Commissioner of Education**