

# FLORIDA DEPARTMENT OF EDUCATION INITIAL PROGRAM APPROVAL STANDARDS FOR EDUCATIONAL LEADERSHIP (EL) PROGRAMS (FORM EL IAS-2016)

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## **Instructions:**

A Florida postsecondary institution or public school district seeking initial approval of its educational leadership (EL) program, authorized in section 1012.562, Florida Statutes, shall 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 for Educational Leadership (EL) Programs (Form EL IAS-2016) contains the specifications for what must be included in an initial electronic folio. Electronic folio submissions may be submitted to the department by the quarterly deadlines of each year, January 15, April 15, July 15 and October 15. Institutions and districts 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 completers are prepared to serve as school leaders in which prekindergarten through grade 12 (p-12) students are provided high quality instruction to meet high standards for academic achievement.

**Indicator 1.1:** Each program consistently applies admission requirements in accordance with section 1012.562, F.S., and 6A-5.081, F.A.C.

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

The program describes:

1. Partnering school district(s) role in determining admission standards, and identifying and selecting candidates;
2. Admission requirements and procedures used to determine a candidate has met the admission requirements outlined in s. 1012.562(2)(a), F.S., and 6A-5.081, F.A.C., to include:
  - a) Candidate academic achievement requirements;
  - b) Candidate professional qualifications, to include a candidate's instructional expertise and leadership potential;
3. Candidate selection process used to determine entry into a program, which may include written performance assessments and interviews; and
4. Plan for annually collecting, monitoring, analyzing and reporting data on candidates who applied to, were admitted to, and enrolled in 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 school leadership.

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

The program provides:

1. A matrix that describes the critical tasks, assignments and assessments during coursework, field experience(s), and internship(s) for the competencies and skills associated with each component of the curricula in alignment with the Florida Principal Leadership Standards (FPLS) as defined in 6A-5.080, F.A.C., including:
  - a) Prefix, number and title for each course within the competency-based curricula aligned to each FPLS indicator;
  - b) Performance measure or indicator that is being assessed; and
  - c) Title and description of critical task or assessment activity.
2. A matrix that describes the alignment of The Competencies and Skills Required For Certification in Educational Leadership In Florida prescribed in Rule 6A-4.00821, F.A.C., Florida Leadership Examination (FELE) and the program curricula, including:
  - a) Prefix, number and title for each course within the competency-based curricula aligned to each of the FELE competencies and skills.

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3. The plan for how training provided through the program will be aligned to the personnel evaluation criteria under s. 1012.34, F.S.;
4. The process of how the program will assess, monitor, and document each program candidate's practice and mastery of:
  - a) The Florida Principal Leadership Standards (FPLS) as defined in Rule 6A-5.080, F.A.C.; and
  - b) The Competencies and Skills Required for Certification in Educational Leadership in Florida prescribed in Rule 6A-4.00821, F.A.C., Florida Educational Leadership Examination (FELE).
5. The plan for analyzing candidate performance data at the individual level to ensure candidate's mastery of the curricula;
6. The plan for providing documented remediation, mentoring, and coaching feedback to support the program candidate's progression throughout the program and mastery of the curricula;
7. The plan for collecting and analyzing Florida Educational Leadership Examination (FELE) results to ensure each candidate possesses the competencies and skills relevant for professional practices and work characteristics in school leadership;
8. The plan for providing remediation and feedback to candidates who are unsuccessful in passing all subtests of the FELE; and
9. The plan to monitor and support program completers who were referred by the employing school district during the first 2 years immediately following program completion (2-year guarantee). The plan must include criteria for developing an individualized plan with specific learning outcomes and documenting the outcomes of the assistance provided.

**Indicator 1.3:** The program must demonstrate that it can satisfactorily meet the purpose of school leader preparation programs pursuant to s. 1012.562(1), F.S., by annually submitting an institutional program evaluation plan that includes specific data for program candidates and completers.

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

The program describes:

1. The process of how it will collect, monitor and analyze evidence on an annual basis to include:
  - a. Number and passage rate of program candidates on the Florida Educational Leadership Examination (FELE), including subtest results at the competency level;
  - b. Number and percent of program candidates who passed the Florida Educational Leadership Examination (FELE) on the first attempt;
  - c. Number and percentage of program completers who are placed in school leadership positions in Florida public schools;
  - d. Results from program completers' performance evaluations required under s. 1012.34, F.S.;
  - e. Impact that program completers have on student learning as measured by the formulas pursuant to s. 1012.34(7), F.S.;
  - f. Number and percentage of program completers from partnering school districts who take advantage of the two-year guarantee;
  - g. Number and percentage of program completers from non-partnering school districts who take advantage of the two-year guarantee;
  - h. Survey data from program completers and partnering school districts; and

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- i. Other data results under consideration by the program.

**Standard 2. Field Experiences**

The program provides high-quality field experiences in a variety of purposeful p-12 settings that offer candidates opportunities to practice the core expectations for an effective school administrator as defined in Rule 6A-5.080, F.A.C., and with sustained opportunities to contribute to improving student achievement in the classrooms of p-12 colleagues.

**Indicator 2.1:** Field experiences are completed in a variety of purposeful p-12 settings relevant to program objectives and under the supervision and support of staff with the knowledge and skill necessary for the development of the candidate.

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

The program describes:

1. The partnership agreement that will be adopted by the postsecondary institution and the school district(s) where program candidates will be placed to ensure high quality field experiences in accordance with section 1012.562(2)(a)2., F.S., and described further in 6A-5.081, F.A.C. The partnership agreement(s) must also be submitted.

The program describes:

2. How field experience and internship placement settings are selected, utilized, and evaluated relative to the standards and competencies outlined in Rule 6A-5.080, F.A.C., and Rule 6A-4.00821, F.A.C., and in service of the purpose of school leader preparation programs highlighted in section 1012.562(1), F.S.;
3. The criteria and plan for selecting and training individuals at the institution and/or the district who supervise and support candidates during their field experiences;
4. The process for verifying that faculty and staff who supervise field experiences have participated in activities in prekindergarten through grade 12 school settings; and
5. The process or plan for ensuring candidates have field experiences in a variety of purposeful p-12 settings.

**Indicator 2.2:** Program candidates are placed in high quality field experiences to practice and ultimately demonstrate Florida Principal Leadership Standards defined in Rule 6A-5.080, F.A.C.

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

The program describes:

1. How program candidates demonstrate the core expectations of effective school administrators during field experiences;
2. How candidates receive feedback during field experiences and internships, including strategies for improvement;

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3. The process or plan for how program candidates' performance in high quality field experiences will be collected, evaluated and analyzed; and
4. The process or plan for how support will be determined, administered, and monitored for program candidates who are not successful during field experiences and internships.

**Standard 3. Program Effectiveness**

The program demonstrates a commitment to continuous improvement that is sustained and evidence-based by evaluating the effectiveness of its candidates and completers and determining areas for program improvement.

**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:

The program describes:

1. The continuous improvement process for the annual review and analysis of aggregated data it will collect on program candidates and program completers, including:
  - a) Number and passage rate of program candidates on the Florida Educational Leadership Examination (FELE), including subtest results at the competency level;
  - b) Number and passage rate of program candidates who are first-time test takers of the Florida Educational Leadership Examination (FELE);
  - c) Number and percentage of program completers who are placed in school leadership positions in Florida public schools;
  - d) Results from program completers' performance evaluations required under s. 1012.34, F.S.;
  - e) Impact that program completers have on student learning as measured by the formulas pursuant to s. 1012.34(7), F.S.;
  - f) Number and percentage of program completers in partnering school districts who take advantage of the two-year guarantee;
  - g) Number and percentage of program completers in non-partnering school districts who take advantage of the two-year guarantee; and
  - h) Other data results under consideration by the program;

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**Indicator 3.2:** The program uses results of data collection to enhance program elements and capacity for impacting p-12 student learning.

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

The program describes:

1. The process it will use for examining individual and aggregated data on program candidate and program completer performance and impact to determine areas of strength and areas for growth for program improvement and drive decisions for programmatic enhancements and improvement.
2. Strategies for involving program completers, partnering districts, and other stakeholders in the program evaluation process.
3. Roles and responsibilities of stakeholders who will be involved in the decision-making process for determining the enhancement of program elements and capacity for impacting p-12 student learning, including how stakeholder 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.**