

# PASCO-HERNANDO STATE COLLEGE

## Educator Preparation Institute Program Application Checklist

**Please include this checklist with your application materials.**

Applicant Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (circle one) home cell work

I completed the following tasks:

\_\_\_ Pasco-Hernando State College online application

\_\_\_ Student Number (issued when you apply online)

\_\_\_ Requested official transcript of bachelor degree be sent to EPI Coordinator

Date Requested \_\_\_\_\_ or

\_\_\_ Included official SEALED transcript in packet.

I have completed the following forms and have included them in my application packet:

Note: You may want to make copies for yourself before mailing originals to the EPI office.

Name of Form	Initial each box to verify that the form is complete and included in packet.
EPI Application	
Reference Form	
Field Experience Worksheet	
Copy of Statement of Status of Eligibility ( <b>Eligible</b> Status)	
Copy of FTCE Test Score Report for General Knowledge and Subject Area Exams (Passed)	

# Touch the Future...Teach! Enroll in the Educator Preparation Institute!

Let the [Educator Preparation Institute](#) at Pasco-Hernando State College prepare you for your Professional Teaching Certificate!

Application to the Educator Preparation Institution Steps must include **ALL** of the following:

1. Possess a **bachelor's degree** in a field *other* than Education. 2.5 GPA in the last 60 hours of your undergraduate degree.
2. Complete a **PHSC Admissions Application and Residency Affidavit** ONLINE at [www.phsc.edu](http://www.phsc.edu). There will be a \$25.00 PHSC Application fee. Note: Previous PHSC students should complete a Readmit application ONLINE and the application fee is waived.
3. Obtain an **official transcript of your bachelor degree**. Have the official transcript mailed directly from your college to:

Educator Preparation Institute Attn: Dr. Melissa Burr  
Pasco-Hernando State College  
10230 Ridge Road  
New Port Richey, Florida 34654-5112

4. If you do not already have a **current Statement of Status of Eligibility** from the Florida Department of Education, you will have to apply for one. The application fee for this is \$75 for each subject-area requested. Directions on how to apply for your Statement of Eligibility are in this packet on a separate sheet of paper. Now is the time to begin your application process. It may take **six to eight weeks to receive a Statement of Eligibility from the Department of Education**.

**IMPORTANT NOTE:** You will need to provide a copy of your "ELIGIBLE" Statement of Eligibility with your application packet.

5. **Take and pass your General Knowledge Exam and your Subject Area Exam**. Information about the exams is included in this packet.

**IMPORTANT NOTE:** You will need to provide a copy of official score report showing that you passed the General Knowledge Exam and your Subject Area Exam with your application packet.

## 6. ALL APPLICATION MATERIAL IS TO BE SEND TO:

Educator Preparation Institute Attn: Dr. Melissa Burr  
Pasco-Hernando State College  
10230 Ridge Road  
New Port Richey, Florida 34654-5199

7. Program Schedule

Cohort	Delivery	Application Deadline	Start Date	End Date
Cohort 46	Online	April 1, 2019	TBD ~May 6, 2019	TBD~Dec 6, 2019

Note: Schedule dates are subject to change. Refer to website for the most current schedules.  
\* All application documents must be delivered to the EPI office no later than the cohort deadline date.

For additional information call or email the EPI Coordinator at 727-816-3471, [burrme@phsc.edu](mailto:burrme@phsc.edu)  
or visit our website at [www.phsc.edu/epi](http://www.phsc.edu/epi)

## Directions for applying to PHSC and the EPI Program

Thank you for your interest in the Educator Preparation Institute at Pasco-Hernando State College.

To begin the application process, you must complete a *PHSC Admissions Application and Residency Affidavit* ONLINE at [www.phsc.edu](http://www.phsc.edu). There will be a \$25.00 PHSC application fee.

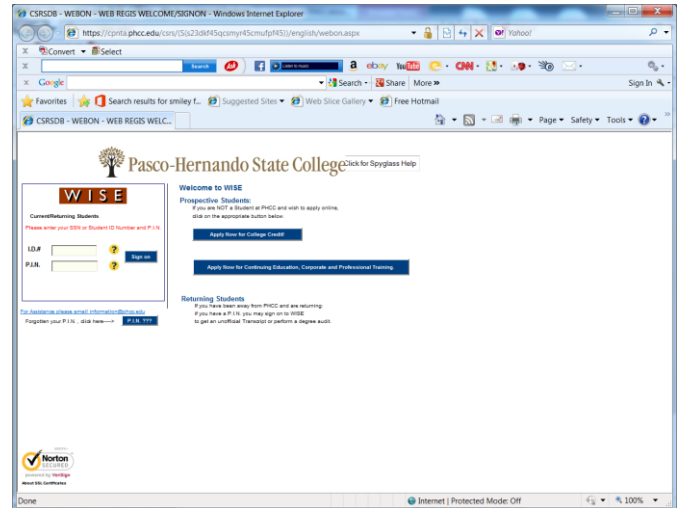
**Note:** The application fee is waived for students who have previously attended PHSC.

Go to [www.phsc.edu](http://www.phsc.edu)

Click on either **“Returning Students”** or **“New Students”**

### Returning Students

1. If you are a **returning** PHSC student, enter your SSN or Student ID and Pin. If you do not know your pin, Click on the Forgotten you P.I.N link.
2. Click on Re-Apply
3. Complete all of the application
4. TERM - Choose next available term
5. Enrollment Type - Choose NEW
6. Planned Major - Choose EPI



### New PHSC Students

1. If you are a **NEW** student who has never taken a class at PHSC before, click on the APPLY NOW FOR COLLEGE CREDIT LINK.
2. Click on I am Ready to Continue
3. Enter SSN and PIN
4. Complete all of the application
5. TERM - Choose next available term
6. Enrollment Type - Choose NEW
7. Planned Major - Choose EPI

If you have any problems registering for admission to PHSC, the EPI office CANNOT help you. Please contact the Student Records and Admission Office at 727-816-3202

Once your PHSC application has been processed and the fee (if required) paid, you will receive an e-mail advising you to request an EPI application packet. You already have the packet, so just proceed with the remainder of the directions in this packet.

## What is a “Statement of Eligibility?”

### IMPORTANT INFORMATION

**You cannot enroll in the EPI program or seek employment in a Florida public school until you have an “ELIGIBLE” Statement of Status of Eligibility.**

When you send a complete application package to the Florida Department of Education <http://www.fldoe.org/edcert/apply.asp> requesting a Florida teaching certificate, your complete package is evaluated to determine your eligibility for a Florida certificate. The result of that determination is mailed to you as an Official Statement of Status of Eligibility. **Note:** This can take six to eight weeks. Plan accordingly!

### How do I complete the application?

To apply for certification online, visit the Bureau's Web site at [www.fldoe.org/edcert](http://www.fldoe.org/edcert).

1. Under **New Florida Certification** click on [Career Changer or College Graduate of a Non-education Program](#)
2. You will have to choose a subject area. How do I decide which subject area to choose?
  - You will want to choose a subject that you will want to teach 5 times a day, day after day, year after year. So make sure you choose a subject that you LOVE. And, choose a grade level; according to the age group of students you feel most comfortable teaching.
  - If you have enough subject area course work on your college transcript, your Statement of Eligibility will come back eligible without you having to take/pass the subject area test. **Note:** You will have to pass the subject area test, before you get your professional license. But your Statement of Eligibility will be “eligible” so you can be hired on a temporary certificate.

### The Official Statement is valid for three years and has two functions:

- to officially state whether or not "you are eligible" for a Temporary Certificate or a Professional Certificate in the subject area you requested, and
- to provide you with a customized list of the requirements you must complete to be issued full state certification in Florida.

### If Your Official Statement Shows that "You Are Eligible" for a Certificate

1. Your Florida Temporary Certificate is issued when:
  - your Official Statement states that "you are eligible" for at least a Temporary Certificate, and
  - you are employed as a teacher and your fingerprints are processed before your Official Statement expires.
2. When your certificate is issued, the list of requirements on your Official Statement must be completed before the expiration date of your Temporary Certificate.
3. If your Official Statement expires before you are employed in a Florida school, you may re-apply for a new Official Statement. You will be then evaluated for eligibility based upon the certification laws and rules in effect at the time your next application is received.

### Steps to Take If You Are "Not Eligible" for a Certificate

1. You must qualify for at least a Temporary Certificate to be employed as a teacher. If your Official Statement indicates that you are "not eligible" for a Florida certificate, it will provide you with options for completing requirements for certification.

2. When you have completed the requirements listed on your Official Statement for the Temporary Certificate, send official documentation to the Bureau of Educator Certification. Then, your application package will be scheduled for a re-evaluation, and you will receive a "revised" Official Statement indicating that "you are eligible" for a Florida certificate.
3. Once you receive your Official Statement indicating you are eligible for a Temporary Certificate, you may then seek employment in a Florida elementary or secondary school.

**Important Note: In most cases, if you have a bachelor's degree (or higher) the only requirement needed for "eligible" status will be to pass the subject area exam in the subject for which you are seeking certification. You must have "ELIGIBLE" status to enroll as a student in the Pasco-Hernando State College EPI Program**

## Choosing an Area of Certification

The EPI program course will meet the course work requirements on your Statement of Eligibility for any of the following subject areas. If you are seeking certification in ANY area not listed below, do not apply to the program until you have spoken with the program coordinator.

- Art K-12
- Biology 6-12
- Business Education 6-12
- Chemistry 6-12
- Computer Science K-12
- Drama 6-12
- Earth/Space Science 6-12
- Educational Media Specialist PK-12
- Elementary Education K-6
- English 6-12
- ESOL K-12
- \*Exceptional Student Education K-12
- Family and Consumer Science 6-12
- French K-12
- German K-12
- Health K-12
- Humanities K-12
- Journalism 6-12
- Latin K-12
- Marketing 6-12
- Mathematics 6-12
- Middle Grades English 5-9
- Middle Grades General Science 5-9
- Middle Grades Mathematics 5-9
- Middle Grades Social Science 5-9
- Music K-12
- Physical Education K-12
- Physics 6-12
- Social Science 6-12
- Spanish K-12
- Technology Education 6-12

\*Hiring policies vary by district for this certification.

**Pasco-Hernando State College  
EDUCATOR PREPARATION INSTITUTE  
Alternative Certification Program Application**

**(Please Print Legibly)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
Street Apt.# City State Zip

Home Phone #( ) \_\_\_\_\_ Work #( ) \_\_\_\_\_ Cell #( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**1) Please indicate your degree and major**

Bachelor's \_\_\_\_\_ Master's \_\_\_\_\_ Ed.D. \_\_\_\_\_ Ph.D. \_\_\_\_\_

Major \_\_\_\_\_ GPA (Bachelor's) \_\_\_\_\_

College Attended (Bachelor degree only) \_\_\_\_\_

**2) What level do you plan to teach?**

Elementary (K-6) \_\_\_\_\_

Middle School (5-9) \_\_\_\_\_ Subject Area(s) \_\_\_\_\_

High School (9-12) \_\_\_\_\_ Subject Area(s) \_\_\_\_\_

**4) How did you hear about the Educator Preparation Institute & the Alternative Certification Program?**

Student \_\_\_\_\_ Teacher \_\_\_\_\_ Advisor \_\_\_\_\_

News Article \_\_\_\_\_ Brochure \_\_\_\_\_ Web Site \_\_\_\_\_

Other \_\_\_\_\_

**Personal identifying information such as a social security number will be treated as confidential and will not be disclosed to any third party except as required or authorized by law.**

**Return to: Pasco-Hernando State College  
EPI Office  
10230 Ridge Road  
New Port Richey, FL 34654-5199  
Phone: (727) 816-3471 Email: burrme@phsc.edu**

This is a program designed to provide:

- A. A path for persons with baccalaureate or higher degrees (non-education majors) to enter a teacher training program.
- B. A competency-based program of 21 institutional credit hours.
- C. The same standards and testing requirements as the current alternative certification statute and temporary certification statute.

## **SELECTION PROCESS**

### **1. Admissions**

Students must submit a PHSC Admissions Application, an Alternative Certification Program Application (EPI) and completed EPI Admissions Packet, an "Eligible" Statement of Eligibility from the Florida Department of Education, passing General Knowledge and Subject Area test scores, and an official, sealed transcript of their Bachelor's Degree to the EPI Office at Pasco-Hernando State College, prior to registration.

Students should contact the Coordinator of the Educator Preparation Institute at Pasco-Hernando State College for additional registration and program information. Call: **(727) 816-3471**

### **2. Program Cohorts**

PHSC will schedule cohorts of 15 - 25 students to meet as identified in the Alternative Certification Program course schedule. The program is entirely online with the exception of the field experience requirements.

### **3. Fees – Online Program**

		<b><u>Total Cost</u></b>
Florida Resident	\$94.80 per institutional credit hour (21 hrs)	
Distance Learning Fee	\$12.50 per institutional credit hour (21 hrs)	\$2253.30
Non-Florida Resident	\$360.50 per institutional credit hour (21 hrs)	
Distance Learning Fee	\$12.50 per institutional credit hour (21 hrs)	\$7833.00

- 4. In addition to successful completion of the EPI course work, students must pass all of the required Florida Teacher Certification Exams (FTCE) and hold a valid Statement of Status of Eligibility from the Florida Department of Education, Bureau of Educator Certification, in order to receive a certificate of completion.

# Educator Preparation Institute (EPI)

Pasco-Hernando State College  
10230 Ridge Road, New Port Richey, FL 34654-5112 Telephone 727-816-3714 FAX: 727-816-3321

## EPI Applicant **PERSONAL** Reference Form

<b>To Be Completed By Applicant</b>						
I understand that I cannot be considered for admittance to the EPI program until one personal is included in my program application packet. I have communicated with the following reference and s/he has agreed to complete this recommendation based on his/her knowledge of my personal attributes and abilities.						
Applicant Name:				Date:		
	<i>Last</i>	<i>First</i>	<i>M.I.</i>			
<b>To Be Completed By Personal Reference</b>						
This candidate has applied to the teacher certification program at Pasco-Hernando State College and has given your name as a reference. This reference form will be included in the applicant's file for review by appropriate supervisors and also may be show to the applicant upon request. Your evaluation will be a service to the program, the applicant and his/her future students. You can either return this completed form to the applicant to be included in his/her application packet, or you can mail the completed reference form to the EPI office using the address at the top of this form.						
I have know this applicant as a/an:		employee <input type="checkbox"/>	student <input type="checkbox"/>	co-worker <input type="checkbox"/>	volunteer <input type="checkbox"/>	personal acquaintance <input type="checkbox"/>
Dates of length of time you have know the applicant (mm/yr): From ____ / ____ to ____ / ____						
Please rate the applicant in each area by placing a check mark in the rating column. If you wish to submit additional information, please sue reverse side or separate sheet. Thank you.						
<b>Reference Comments</b>						
<b>Professional/Personal Qualities</b>	High 5	4	3	2	Low 1	
Communication skills (oral, written, listening)						
Sympathetic understanding and treatment of others						
Attendance/punctuality						
Ability to work with others						
Ability to accept evaluation/criticism of performance						
Appropriate attire/appearance						
Adaptability/flexibility						
Judgment/common sense						
Dependability/reliability						
Attitude/cooperation						
Leadership						
Are you comfortable with this person working with children?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If no, please explain:</i>		
Additional Comments: (Use reverse side if necessary)						
Printed Name of Reference			Telephone #:			
Street Address:			City, State, Zip Code			
Signature of Reference		Date	Date			

**Please return completed reference form to the applicant, or mail reference directly to:** Educator Preparation Institute, Pasco-Hernando State College, 10230 Ridge Road, New Port Richey, FL 34654-5112



## Field Experience Information and Flow Chart

There are **2 courses** in the program that include a field experience.

- 1. EPI 0945 Diversity in the Classroom Field Experience**
- AND
- 2. EPI 0940 Professional Foundations Field Experience**

**EPI students who are employed as full-time teachers or long-term substitute teachers** will be able to complete all of the field experience requirements within their own classrooms/schools. You will not have to take any time off from work to complete your field experience packets.

**EPI students who are NOT employed as full-time teachers or long-term substitute teachers** will have to spend 2 days or 15 hours in a classroom observing to complete the EPI 0945 Diversity in the Classroom Field Experience AND 5 days or 30 hours in a classroom to complete the EPI 0940 Professional Foundations Field Experience.

Both field experience courses will be open for you from the beginning of the Diversity in the Classroom Field Experience and will stay open for 12 to 14 weeks to give you time to spend a total of 45 hours in a classroom. The hours can be spread out over the 12 to 14 weeks, or you can complete the entire 45 hours in consecutive days.

So, if you are working, you need to plan according. Here are some examples of how you can plan your experience:

- 4 hours per week for 10 1/2 weeks
- 5 hours a week (a morning or an afternoon) for 3 weeks to complete the Diversity field experience and then take off 5 days during the Foundations field experience class.
- 7 full days to complete both field experiences, 6 weeks in a row or 7 consecutive days.

The EPI Coordinator will arrange ALL field experiences and assign schools and mentors.

**If you are.....NOT Working in a School: Working in Private Industry or are Unemployed  
Then.....You will need to choose one of the following field experience/internship routes**

**Pasco County School**

**Florida Virtual School**

**or**

**Hernando County School**

You will need to complete a background check with school department (fingerprinting).

EPI will arrange your placement.

# Field Experience Worksheet

Please complete this request form and include it in your application packet.

Put and "X" in the box for **ONE** of the following options:

### Option 1

I AM a full-time teacher or long-term substitute teacher

Name and address of school:

Grade Level and subject:

### Option 2

I am NOT a full-time teacher. I choose a traditional school Field Exp.

I would like to conduct my 30 hour field experience in:

Pasco County  
 Hernando County

Grade Level \_\_\_\_\_  
Subject Area \_\_\_\_\_

PHSC/EPI will set up the field experience for Pasco or Hernando County schools.

### Option 3

I am NOT a full-time teacher. I choose a Florida Virtual School Internship

I would like to conduct my internship with FLVS  
Grade Level \_\_\_\_\_  
Subject Area \_\_\_\_\_

*I understand that the FLVS experience is an internship, NOT a field experience and i will be expected to participate for a minimum of 5 weeks at ten hours per week.*

I undersand that placements with FLVS are not guaranteed. There has to be a FLVS mentor available in your subject area, who is certified by the state to be a mentor teacher and is willing to take you on as a teacher-candidate.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Program Costs

### Application Fee

\$25 for new PHSC students. No fee for re-admissions (former PHCC students).

### Tuition

Tuition for the EPI program is at the same per-credit fee rate as regular college classes. Check our website at <https://educator-prep.phsc.edu/tuition-and-costs> for current fees.

### Statement of Status of Eligibility

\$75.00 – Payable to the Florida Department of Education. This fee also covers the cost of your initial teaching certificate (temporary or professional).

### State Exams

#### FTCE Test Fees – Payable to the testing agency

Registration Fees	First Attempt	Retake
Subject Area Examination	\$200	\$220
Professional Education Test	\$150	\$170
General Knowledge Test (any combination of subtests*)	\$130	\$150

### Background Check

Fingerprinting and background check fees vary from county to county.

### Textbooks

Teacher-candidates in the Educator Preparation Institute will **NOT** be required to purchase any textbooks for the EPI program. All resource materials, including e-textbooks are provided at no charge to EPI students through the myPHSC Learning Management System.



## **Federal Financial Aid Programs for EPI Students**

Both the Federal Pell Grant and Federal Direct Student Loan programs are available to eligible EPI students. In order to be considered for funding, students must complete the Free Application for Federal Student Aid (**FAFSA**) form for each academic year they wish to receive funding.

### **How do I apply for the Federal Financial Aid?**

You apply by completing the FAFSA located online at [www.fafsa.gov](http://www.fafsa.gov). You will need a Personal Identification Number (or PIN) in order to electronically sign your FAFSA, and can obtain your PIN through the FAFSA website. PHSC's School Code is 010652.

### **When completing your FAFSA, be sure to answer questions about your grade level with:**

- Fifth year/other undergraduate

### **Also, be sure to answer questions about your degree or certificate with:**

- Teaching credential – non-degree program

### **How is eligibility determined?**

Your financial aid eligibility is determined by your calculated Expected Family Contribution (EFC) and Cost of Attendance (COA). A Federal formula is applied to the data you provide on your FAFSA, in order to calculate your EFC. Once PHSC's Financial Aid Office receives your EFC, it is used to determine your Federal Pell Grant Eligibility. You will also need to maintain General Eligibility Requirements. These can be viewed at <https://financial-aid.phsc.edu/>.

### **What is the Federal Direct Student Loan?**

This is a Federal student loan available to eligible students to help meet their educational expenses. Please go the William D. Ford Federal Direct Loan Program link on our website at <https://financial-aid.phsc.edu/> for more information.

### **What is the Federal Pell Grant?**

The Federal Pell Grant, unlike a loan, does not have to be repaid. It is the largest grant program offered by the U.S. Department of Education, and is available to eligible undergraduate students and students enrolled in some post-baccalaureate teacher certification programs.

### **How much can I get?**

The amount of your Federal Pell Grant eligibility for the 2018-19 award year (July 1, 2018 to June 30, 2019) will depend on your EFC and COA. You will receive a letter advising you of your eligibility (or ineligibility) once your file is processed by the Financial Aid Office. Your aid will be pro-rated based upon your enrollment and the number of weeks per semester. Your financial aid funds will disburse each semester; and depending upon the number of weeks in each semester, your funds can be disbursed once or twice during the semester.

### **Who do I contact if I have questions?**

If you have any questions or need assistance, please contact Financial Aid Advisor Jessica Kenney at [kenneyj@phsc.edu](mailto:kenneyj@phsc.edu) or 727-816-3196. She is located at the West Campus.

**Please be aware that you cannot be funded until College records confirm your acceptance/enrollment into the EPI program.**

# PASCO-HERNANDO STATE COLLEGE

## Educator Preparation Institute Florida Teacher Certification Exams General Knowledge, Subject Area, Professional Education

For information on the Florida Teacher Certification Exams, visit the FTCE Portal on the Florida Department of education website at <https://app1.fldoe.org/ftce/Portal/>. This site provides information on **Florida Teacher Certification Examinations (FTCE)**, including exam overviews, exam length, competencies and skills required for each exam, and test information guides.

### Study Guide Information

- Please visit <http://www.fldoe.org/asp/ftce/ftcecomp.asp> to view the competencies and skills for each of the Florida Teacher Certification Exams.
- Study guides available for the General Knowledge Exam (a 5 hour battery of tests) can be found at:
  - Cliff's: Best Test Preparation Guide (ISBN: 0764586084)
  - FTCE General Knowledge: The Best Test Prep (ISBN: 0738601691)
  - <http://testprepreview.com>. To access the FTCE Exam information, you will need to click on the **Other Exams** link which is located on the left side of the page in the second group of links. From there, please scroll to the bottom of the page to **Practice Links and Resources**; under this heading you will find the **FTCE Practice** link. When you click on this link, all of the FTCE exam areas will become available with links to sample questions that will aid you in determining your strengths and weaknesses in regards to successfully completing the overall exam.
- For a small fee, study guides are available for preparation of the FTCE exam for [www.fl.nesinc.com](http://www.fl.nesinc.com). On the main page you will need to click on Standard Testing > Test Preparation > Purchase Online.
- The REA study guides come highly recommended by former EPI students who have used them to study for the exams. These guides can be purchased through the PHSC College Store or online at [www.rea.com](http://www.rea.com) or at [www.amazon.com](http://www.amazon.com)
- Collegewide Teaching – Academic Success Centers (ASCs) offer various types of test prep materials and tutoring for students enrolled at PHSC. For more information or to contact an ASC, visit: <https://academic-success.phsc.edu/department-information>