

**FLORIDA VOLUNTARY
PREKINDERGARTEN (VPK) EDUCATION
PROGRAM:**

**POLICIES AND PROCEDURES FOR
CURRICULUM APPROVAL**

*Florida Early Learning and Developmental Standards:
4 Years Old to Kindergarten
2018*

Office of Early Learning
Florida Department of Education

Rule 6M-8.604, August 2018

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This document was developed by the Office of Early Learning, Florida Department of Education.

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I. Introduction

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

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

The Office of Early Learning has developed curriculum specifications that align with the *Florida Early Learning and Developmental Standards: 4 Years Old to Kindergarten (2017)* (also known as *Standards: 4 Years Old to Kindergarten*) adopted for use in VPK programs beginning in fall 2018 and are incorporated by reference in rule 6M-8.602 F.A.C. 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.floridaearlylearning.com/providers/provider_resources/vpk_curriculum/curriculum_approval_documents.aspx and the *Standards: 4 Years Old to Kindergarten* may be found at <https://www.flrules.org/gateway/reference.asp?No=Ref-08828>

For the purposes of this approval process, curricula is defined as a set of written materials that

- are replicable
- address 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
- are aligned with the *Standards: 4 Years Old to Kindergarten* (note: as of December 28, 2017, the standards used in VPK Education Programs are titled: *Florida Early Learning and Developmental Standards: 4 Years Olds to Kindergarten*)
- are 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 *Standards: 4 Years Old to Kindergarten* 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 set.

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 Agreement

Each member of the Committee must agree to the following terms and sign an agreement, (see Appendix A: VPK Committee Member Agreement, Form VPK-Curr1, Effective August 2018, incorporated by reference herein), to be filed with the Office of Early Learning, 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 public or private VPK settings.
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 in section IV.C. of this document.
7. Committee members will review a minimum of two curricula.

III. VPK Curriculum Approval Committee

A. Membership

Committee members are selected by the Office of Early Learning and may 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 institution of higher education
- Representatives from Florida's Office of Early Learning
- Other interested stakeholders meeting relevant, equivalent criteria

The Office of Early Learning may also identify alternate committee members who meet the relevant, equivalent criteria to ensure a sufficient number of reviewers.

1. Credential Requirements

Each member of the Committee must complete the approved *Standards: 4 Years Old to Kindergarten* 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 (doctoral degree preferred).
- The representative from Florida's Office of Early Learning 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 Office of Early Learning 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

Committee members must attend one of the Review Committee Fact-to-Face Trainings. Reviewers must complete the pre-travel authorization in order to be reimbursed by the Office of Early Learning at the state rate for transportation to and from the meetings, meals, and lodging, if funds are available.

B. Committee Training

In order to ensure review procedures are clearly understood, a face-to-face Review Committee Training will be conducted by the Office of Early Learning. The training will be conducted at various locations around the state, to be provided at a later date. Attendance and participation during one of the available training sessions is mandatory for all Committee members. Should the face-to-face training not be feasible a training webinar will be conducted. Committee members are also required to attend virtual meetings via webinar and therefore must have necessary phone and computer/internet access in order to participate. Committee members will receive additional travel and/or login and conference call-in information after the review committee is selected.

Additional sessions will be scheduled by the Office of Early Learning 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 Education Program: Curriculum Approval Specifications for Providers on Probation* document. The Office of Early Learning will furnish an electronic copy of the evaluation form (see appendices) to each Committee member. Committee members will also submit final comments and review scores via instructions provided at the Review Committee Trainings.

2. Curriculum Materials

Committee members are required to evaluate all materials and documents 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. Assessment Materials

The curriculum must include assessment(s) that teachers can use to guide instruction as outlined in the VPK Curriculum Specifications. Assessment materials must be submitted to committee members and the Office of Early Learning as part of the curriculum package.

4. Publisher's Written Correlation

In order to be considered for approval, a Written Correlation, showing alignment of the submission to the *Standards: 4 Years Old to Kindergarten (2017)*, prepared by the publisher, must 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 *Standards: 4 Years Old to Kindergarten* and the intended outcomes of the VPK Education Program as required in the VPK Curriculum Specifications (In Specifications document, see A.1.).

5. Scope and Sequence

The publisher will submit their own scope and sequence document for each of the relevant items in the VPK Curriculum Specifications (In Specifications document, see A.2.a., A.2.b., A.2.c., A.2.d.).

6. Professional Development Plan

The publisher will submit their detailed Professional Development Plan, including any materials needed to evaluate the quality and completeness of said plan.

IV. Instructions to Publishers

A. General Information

Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications (2018) 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 (2018)* to determine whether the product covers the *Standards: 4 Years Old to Kindergarten* and represents a comprehensive curriculum or curriculum package as referenced in the introduction to this document.

The Office of Early Learning will approve only comprehensive curricula that address the *Standards: 4 Years Old to Kindergarten* 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 will be considered. In order to be considered comprehensive, the materials submitted must cover all eight domains of the *Standards: 4 Years Old to Kindergarten* with particular attention to language and literacy and mathematical thinking (See the Specifications document, under A. Content for information regarding this). 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 curricula package set and must be made available to providers as a complete curriculum.

Questions regarding these requirements should be submitted within the 45 day window of submission, to the Office of Early Learning, Attention: VPK, 250 Marriott Drive, Tallahassee, Florida 32399 or via email at vpkquestions@oel.myflorida.com.

Hard copies of all forms and documents required in this process should be mailed to the Office of Early Learning, 250 Marriott Drive, Tallahassee, Florida 32399. Electronic signatures and submissions of the Intent to Submit, Publisher Registration and Publisher Agreement are accepted and may be submitted via vpkquestions@oel.myflorida.com. A publisher may request notification of published deadlines by sending contact information to the OEL at vpkquestions@oel.myflorida.com. Following the submission of the forms identified above, the OEL will notify publishers of further reviewer information and shipping instructions (i.e., name, mailing address, checklist, etc.).

The deadline(s) for receipt of necessary forms and submission deadlines is set by the Office of Early Learning will be published at http://www.floridaearlylearning.com/providers/provider_resources/vpk_curriculum/curriculum_approval_documents.aspx

Task/Forms	Timeframe
<ul style="list-style-type: none"> • Intent to Submit (Form VPK-Curr2) • Publisher Registration (Form VPK-Curr3) • Publisher Agreement (Form VPK-Curr4) 	Must be submitted within 14 calendar days of rule and supporting document publication
<ul style="list-style-type: none"> • Publisher’s Written Correlation • Scope and Sequence • Publisher’s Professional Development Plan • Publisher’s Overview Document • Four - full sets of curriculum materials 	Must be submitted within 45 calendar days of rule and supporting document publication

1. Intent to Submit

Intent to Submit (see Appendix B) form must be received in the Office of Early Learning no later than the published deadline. The intent must be submitted on the *Publisher’s Intent to Submit Form* (see Appendix B: Publisher’s Intent to Submit Form, Form VPK-Curr2, Effective August 2018, incorporated by reference herein). The intent form may be submitted electronically to vpkquestions@oel.myflorida.com.

2. Publisher Registration

The Office of Early Learning requires publishers submitting curricula for approval to register the names and addresses of the primary and alternative representatives representing the publisher in the State of Florida during the period of approval. The *Publisher Registration* form (Appendix C: Publisher Registration Form, Form VPK-Curr3, Effective August 2018, incorporated by reference herein) must be received by the Office of Early Learning no later than the published deadline. The publisher registration form may be submitted electronically to vpkquestions@oel.myflorida.com.

3. Publisher Agreement

Publishers and their representatives shall submit to the Office of Early Learning a signed *Publisher Agreement* (Appendix D: Publisher Agreement, Form VPK-Curr4, Effective August 2018, incorporated by reference herein) received no later than the published deadline. The publisher agreement form may be submitted electronically to vpkquestions@oel.myflorida.com.

4. Publisher’s Written Correlation

Publishers are required to provide written correlation to *Standards: 4 Years Old to Kindergarten*. There is no required format for the correlation document; however the entirety of the *Standards: 4 Years Old to Kindergarten* must be encompassed in the correlation. The correlation assists the Committee members in determining the degree to which submitted materials align with the *Standards: 4 Years Old to Kindergarten* and/or intended outcomes of the VPK Education Program as required in the VPK Curriculum Specifications (In Specifications document, see A.1.).

Publishers are required to send one electronic copy of the correlation to the Office of Early Learning. The correlation must be received by the Office of Early Learning no later than the published deadline. In

addition and as part of the curriculum submission, publishers are required to send a printed copy of the *Written Correlation* to **each Committee member specified by the Office of Early Learning** no later than the published deadline. The correlation should be clearly marked *Correlation*.

5. Scope and Sequence

The publisher will submit their own scope and sequence document for each of the relevant items in the VPK Curriculum Specifications (In Specifications document, see A.2.a., A.2.b., A.2.c., A.2.d.), no later than the published deadline. Publishers are required to send a printed copy of the *Scope and Sequence* to **each Committee member specified by the Office of Early Learning** no later than the published deadline.

6. Publisher's Professional Development Plan

Publishers must submit a professional development plan which outlines both initial and ongoing professional development that would be highly beneficial for a VPK provider on probation who needs to implement a curriculum with fidelity. The VPK provider may need to choose a curriculum for a summer program (300 hours) or a school year program (540 hours), so the plan may have variation for these two types of programs, if the publisher deems necessary. Information and professional development criteria can be found in the Specifications document. While there is no required format for the professional development plan, the plan must include a written narrative, evidence of tiered levels of professional development support for both instructors and directors and/or instructional coaches, specifics on access to face-to-face, web based trainings or tutorials as well as any materials that are an attribute to the professional development plan.

The professional development plan and associated materials must be received by the Office of Early Learning no later than the published deadline. In addition, publishers are required to send a printed copy of the plan and associated materials to **each Committee member as specified by the Office of Early Learning** no later than the published deadline. These materials should be bound together and packaged separately from the curriculum materials. Please clearly mark the package as *Professional Development Plan*.

7. Publisher's Overview Document

The overview document will be formatted and placed on the Office of Early Learning's Curriculum Web page for all approved curricula, outlining approved curricula for low-performing providers. The *Publisher's Overview Document* must be **received by the Office of Early Learning** no later than the published deadline, in Microsoft Word format.

The document should be no more than 10 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 materials that have been submitted for review (teacher's guide, manipulatives, books, assessment, etc.). EACH book/manual should include the ISBN number and publication date.
- A detailed list of all professional development that has been submitted for review, including format options (e.g., instructor led, webinar, etc.), if applicable (overview what professional development the provider would receive if this curriculum is chosen).

- The overview document must be received **electronically**, in Microsoft Word format no later than the published deadline.
- The overview document may also indicate if there are materials that would not be needed for a summer program (300 hours). Exclusion of any materials may not substantively change the content, scope and sequence (items rated as outlined in the Specifications document). For example, if there are monthly book sets included, perhaps not all are needed, since the summer program is 240 hours less than the traditional school year program.

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 Office of Early Learning, as well as a copy to the Office of Early Learning. This is expected to be a total of 4 sets. Contact information for each Committee member will be provided by the Office of Early Learning to publishers who have complied with all requirements noted above related to the intent to submit, publisher registration, and publisher agreement.

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 submission.

2. Class Kits or Libraries

If the program submission includes a class 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 should then 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 Office of Early Learning, must receive a complete set of curriculum materials by no later than the published deadline. The Office of Early Learning reserves the right to disqualify any submissions not received by the Committee members by the published 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.
- identification of all items to be returned, if any
- instructions for returning the materials, if required
- number of cartons in the shipment.

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, unless the publisher selects a receipt form of shipping.

5. Packaging

The publisher shall

- package each curriculum 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", if applicable
- 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 published deadline is for receipt of all instructional materials.

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. Finalization of List of Approved Curricula for Low Performing Providers

A. General Procedures

Unsolicited correspondence directly related to the approval process or materials submitted for evaluation received by any Committee member shall be forwarded to the Office of Early Learning at vpkquestions@oel.myflorida.com. It is inappropriate for publishers or other parties to contact Committee members regarding the approval process.

B. Curriculum Approval

1. Review and Scoring Process

The review process will consist of the following procedures and expectations:

- The OEL will oversee the assignment of curriculum to reviewers and provide shipping information to publishers submitting an intent to submit form (Form VPK-Curr2, Publisher Intent to Submit).
- Each committee member will receive access to the electronic version of the evaluation form (Form VPK-Curr5, Curriculum Evaluation Form). Committee members will also submit final comments and review scores via an online curriculum review application.
- Each curriculum accepted for evaluation will be reviewed independently by at least two committee members. Members shall not discuss the review of a specific curriculum during the evaluation period. Committee members are required to evaluate all materials and documents submitted as part of a comprehensive curriculum and submit results of the evaluation electronically. Evaluations may be conducted and recorded on paper if electronic submission is not possible.
- Committee members will evaluate each curriculum to determine if the curriculum meets the criteria as described in the VPK Curriculum Approval Specifications document and also meets the definition of a comprehensive curriculum as outlined in the specifications.
- The curriculum must demonstrate that it meets each standard over time in multiple instances (e.g., small or whole group lessons or activities, student center activities) before being counted as aligned to a specific standard or benchmark.

To approve a curriculum title, the following scoring rules must be met:

1. An average score of 1 (adequate) in each of the six major priority areas by each reviewer:
 - Content
 - Presentation
 - Learning
 - Professional development
 - Parent/family materials
 - Research base
2. AND a minimum score of 1 (adequate) for each of the following individual items by each reviewer:
 - A.1.a. Physical Development
 - A.1.b. Approaches to Learning
 - A.1.c. Social and Emotional
 - A.1.d. Language and Literacy
 - A.1.e. Mathematical Thinking
 - A.1.f. Scientific Inquiry

- **A.1.g. Social Studies**
- **A.1.h. Creative Expression Through the Arts**
- **A.2.a. Scope and Sequence: Alphabet and Print Knowledge**
- **A.2.b. Scope and Sequence: Phonological Awareness**
- **A.2.c. Scope and Sequence: Vocabulary**
- **A.2.d. Scope and Sequence: Mathematical Thinking**
- **A.3. Language Rich Programs**
- **D.1. Initial Professional Development for Instructional Staff**
- **D.2. Ongoing Professional Development for Instructional Staff**
- **D.3. Initial Professional Development for Instructional Coaches**
- **D.4. Ongoing Professional Development for Instructional Coaches**
- **D.5. Supporting High Quality, Consistent Teaching**
- **D.6. Access to Professional Development Opportunities**
- **D.7. Assessment and Progress Monitoring Professional Development**
- **E.1. Family Support Materials for the VPK Instructor**
- **F.1. Expertise of Content Development**

Reviewers will determine whether benchmarks have been met in each of the eight domains of the *Florida Early Learning and Developmental Standards: 4 Years Old to Kindergarten* by utilizing the evaluation form to determine if each **major priority area** and **individual item** in the rubric has been adequately met. A curriculum will be found to satisfy a domain when a reviewer has determined that the curriculum has met the indicated minimum number of deliverables as specified in the rubric.

Following the individual committee members review, all scores and calculations will be reviewed by an Internal Committee composed of OEL employees who did not participate in the initial curriculum evaluation process. In the event of a technical scoring error, the error will be corrected and the score adjusted by the committee. A technical scoring error is defined as a failure to properly calculate or transcribe scores, a reviewer's failure to follow instructions for scoring, or other errors that do not relate to the subjective evaluation of the content of the curriculum.

Following the completion of all reviews, the Internal Committee will provide the Executive Director with a listing of all curricula recommended for approval and disapproval along with a scoring breakdown for each curriculum. Prior to accepting the recommendations and based on a broad discrepancy of reviewers scores on any one curriculum, the Executive Director may direct the Internal Committee to review scoring and refer a curriculum for a review by a new committee consisting of three reviewers who have not previously reviewed the curriculum.

At the conclusion of the review and recommendation process, OEL will issue the Approved VPK Curriculum List and post it on the OEL website.

2. State Approval of Materials

The results of the committee members' reviews will be compiled. The Office of Early Learning will identify curricula for approval from the list of suitable, usable, and desirable comprehensive curriculum

titles reviewed by the Committee. OEL reserves the right to reject any submission. It also may call for new submissions.

3. Disqualification of Submissions

The Office of Early Learning 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 effect on the Office's interest and do not give a publisher an advantage or benefit not enjoyed by other publishers.

C. Maintenance of List: Approved Curricula for VPK Providers on Probation

1. List of Approved Curricula

The Office of Early Learning will maintain a list of approved curricula for VPK providers on probation on the Office of Early Learning website. Listed titles will be linked to a document that includes information about the approved submission (all materials and professional development required), including ISBN numbers and publication dates for books. To allow VPK providers ample time to evaluate and purchase curriculum on the new list and to receive implementation training (if necessary) the Approved Curricula List of 2012 will expire August 1, 2019.

2. Length of Approval

Curricula approved remain on the list of approved curricula until the Office of Early Learning finalizes a superseding list in a subsequent approval cycle. Curricula are approved for a minimum of three calendar years. If a vendor cannot support the approved curricula package (all materials and professional development required), the approved curriculum title will be removed from the list, even if within the minimum three calendar years of approval.

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VI. Appendices

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Appendix A: Committee Member Agreement

Florida Department of Education
Office of Early Learning

VPK Curriculum Approval Process

_____ agrees that he/she

(Print first and last name)

- 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 executive director for that purpose.
- Will review a minimum of two curricula.

Dated: _____

Signature: _____

(Title)

Appendix B: Publisher's Intent to Submit Form

Florida Department of Education
Office of Early Learning
VPK Curriculum Approval Process

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 the published deadline to:

Florida Department of Education, Office of Early Learning
Attention: VPK
250 Marriott Drive
Tallahassee, Florida 32399
vpkquestions@oel.myflorida.com

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: Publisher Registration Form

Florida Department of Education
Office of Early Learning
VPK Curriculum Approval Process

Publishers submitting material(s) for the VPK Curriculum Approval Process are required to complete this form. The form must be returned no later than the published deadline to:

Florida Department of Education, Office of Early Learning
Attention: VPK
250 Marriott Drive
Tallahassee, Florida 32399
vpkquestions@oel.myflorida.com

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	
Email Address:	

Alternative Company Contact Information

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

Signature or Name: _____

Title: _____

Appendix D: Publisher Agreement
Florida Department of Education
Office of Early Learning
VPK Curriculum Approval Process

I hereby agree 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 agreement, 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 as follows:

- I. Neither offer nor accept requests of inducements to Committee members that might influence professional judgment in the approval process.
- II. Coordinate any necessary activities pertaining to the curriculum approval process.
- III. Direct questions concerning appropriate conduct to the Office of Early Learning VPK curriculum materials administrator and if unresolved, to the appropriate state or industry authority.

Title of curriculum submission: _____

Name of person signing form: _____

Title of person signing form: _____

Signature: _____

Date: _____

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Early Learning
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Office of Early Learning
Florida Department of Education