Instructions for an Initial Program Application

A Florida provider seeking initial approval of its teacher education program, authorized in sections 1004.04 and 1004.85, Florida Statutes (F.S.), shall submit an electronic application that contains a description and supporting evidence of the design, delivery, curriculum content and evaluation of the specified program. The Initial Program Approval Standards (Form IAS-2019) as specified in 6A-5.066, Florida Administrative Code (F.A.C.), contains the specifications for what must be included in an initial electronic program application. Electronic application submissions must be submitted to the Florida Department of Education (department) via the electronic Institutional Program Evaluation Plan (eIPEP) platform by the quarterly deadlines of each year, January 15, April 15, July 15 and October 15.

Steps to gain initial state approval of a teacher preparation program:

1. At least thirty days before submitting an electronic application, the president or chief executive officer of a provider (Florida postsecondary institution or private provider) will submit its intent to submit an application for state-approval of a teacher preparation program through an email to EdPrepFolio@fldoe.org. The email shall include:
   - Institution/Private Provider's Name
   - Program Contact Name, Email Address and Telephone Number
   - Program Name (e.g., Exceptional Student Education) and Degree Level
   - Documentation of the following:
     a. For institutional program providers, documentation that the institution has met accreditation requirements per subsection (1) of Rule 6A-4.003 F.A.C.
     b. For private, non-institutional EPI program providers, the following needs to be submitted:
        i. Documentation of approval from the Commission For Independent Education per Chapter 1005 or documentation that the program is exempt from the Commission's approval under s. 1005.06, F.S. to operate in the State of Florida to offer a degree, diploma or certificate program; and
        ii. Evidence that it has a proven history of delivering high-quality teacher preparation, based on evidence from other state recipients of its services and student achievement data showing the successful performance of its completers per section 1004.85, F.S.

2. For providers that are authorized to offer programs in Florida and have Single Sign-On (SSO) credentials with access to eIPEP, detailed instructions will be sent explaining how the program application is to be submitted. Individuals that do not have SSO credentials for eIPEP shall email EdPrepFolio@fldoe.org for further instructions.

3. Institutions wishing to add (or infuse) an academic endorsement to a currently state-approved program shall submit an electronic application that addresses each of the four standards as specified in Rule 6A-5.066, F.A.C.

4. The department shall review the submitted program application for completeness within 30 days of submission. If not complete, the provider has 10 business days to submit supplemental information to address the deficiencies.

5. Within 90 days of receipt of a completed application, the provider will be notified in writing the approval or denial of the program. In order to receive approval, the program shall earn "acceptable" for all indicators. Programs that have earned "unacceptable" in one or more indicators shall be denied.