Instructions for a Professional Development Certification Program Application

A Florida public school district, charter school or charter management organization seeking initial approval of its professional development certification and education competency program (PDCP), authorized in section 1012.56(8) Florida Statutes, shall submit an electronic application that contains a description and supporting evidence of the design, delivery, curriculum content, teacher mentor and induction component 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 professional development certification program:

- At least thirty days before submitting an electronic application, the provider (district, charter school or charter management organization) will submit its intent to submit an application for state-approval of a professional development certification program through an email to EdPrepFolio@fldoe.org, which includes:
- District/Charter School/Charter Management Organization Name
- President/Chief Executive Officer/Superintendent Signature
- Program Contact Name, Email Address and Telephone Number
- Program Name (Professional Development Certification Program)

1. 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.

2. 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.

3. 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.