

2015-2016 Instructional Materials Call for Reviewers

6-12 Career and Technical Education/Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; Transportation, Distribution & Logistics 6-12

Instructional Materials (IM) Adoption Process

Florida's Next Generation Sunshine State Standards (2014) for Career and Technical Education/Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; IT; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; Transportation, Distribution & Logistics 6-12 detail the knowledge, skills, and resources a student should develop as a result of a quality program in Career and Technical Education/Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; IT; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; Transportation, Distribution & Logistics 6-12. Beginning with a broad overview of each career cluster, students are introduced to the terminology, careers, history, required skills and technologies associated with each pathway in Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; IT; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; and Transportation, Distribution & Logistics 6-12.

Call for Reviewers

To evaluate the quality of instructional materials for use in secondary Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; IT; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; Transportation, Distribution & Logistics 6-12 classrooms, the Florida Department of Education is seeking reviewers with expertise and an in-depth understanding of the State Standards for grades 6-12 for Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; IT; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; and Transportation, Distribution & Logistics.

The entire evaluation process is conducted online and no samples will be mailed to the reviewer.

The Florida Department of Education received eighty-nine bids for Career and Technical Education materials. The breakdown of bids by subject areas is included below.

Architecture and Construction:

- Architectural Drafting Secondary: 1 bid
- Brick and Block Masonry: 1 bid
- Building Construction Technologies: 1 bid
- Building Trades & Construction Design Technology: 1 bid
- Carpentry: 1 bid
- Electricity: 2 bids
- Introduction to Architecture and Construction: 1 bid

Arts A/V Technology and Communication:

- Digital Design: 1 bid
- Digital Photography Technology: 1 bid
- Digital Video Production: 1 bid
- Interior Design Services: 1 bid
- Television Production: 2 bids

Business Management & Administration:

- Accounting Applications 1: 1 bid
- Business Supervision and Management: 1 bid
- Computer Applications in Business 1: 5 bids
- Computer Applications in Business 3: 1 bid

Education & Training:

- Child Development: 2 bids
- Teacher Assisting: 2 bids

Engineering and Technology Education:

- Applied Robotics: 1 bid
- Integrated Technology Studies: 1 bid
- Exploring Technology and Career Planning: 1 bid

Finance:

- Finance: 1 bid
- Personal and Family Finance: 3 bids

Health Science:

- Health Science Anatomy & Physiology: 8 bids
- Health Science Foundations: 3 bids
- Medical Skills and Services: 1 bid
- Practical Nursing: 4 bids

Hospitality & Tourism:

- Culinary Arts: 4 bids
- Exploring Hospitality and Tourism Careers: 1 bid
- Fundamentals of Culinary Careers: 1 bid
- Introduction to Hospitality and Tourism: 1 bid
- Introduction to Nutrition: 1 bid
- Nutrition and Wellness: 3 bids
- Principles of Food Preparation: 1 bid

Human Services:

- Parenting Skills: 1 bid
- Personal Development: 1 bid
- Family, Home and Consumer Technology: 1 bid

Information Technology:

- Digital Information Technology: 6 bids
- Foundations of Programming: 2 bids
- Foundations of Web Design: 1 bid
- Game & Simulations Foundation: 2 bids
- Information and Communication Technology (ICT) Essentials: 2 bids
- Java Programming Essentials: 1 bid

Law, Public Safety & Security:

- Criminal Justice Operations: 2 bids

Manufacturing:

- Industrial Biotechnology: 1 bid
- Welding Technology Fundamentals: 2 bids

Marketing, Sales and Service:

- Entrepreneurship: 1 bid
- Marketing: 1 bid

Transportation, Distribution and Logistics:

- Automotive Collision Repair and Refinishing: 1 bid
- Automotive Maintenance and Light Repair: 3 bids

State Reviewer Qualifications

State instructional materials reviewers will hold one or more of the following credentials in the fields of Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; IT; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; or Transportation, Distribution & Logistics 6-12:

- (a) A baccalaureate degree or higher,
- (b) Certification,
- (c) Substantial experience with evidence of Career and Technical Education content expertise and adolescent student achievement, or
- (d) Recognition as a Career and Technical Education expert. Such recognition may include, but is not limited to, awards received or publications related to the field of Architecture and Construction; Arts, AV Technology & Communication; Business Management & Administration; Education and Training; Engineering & Technology Education; Finance; Hospitality and Tourism; Human Services; IT; Law, Public Safety and Security; Manufacturing; Marketing, Sales and Service; Health Science; or Transportation, Distribution & Logistics 6-12.

District personnel can participate in the state adoption process as a state reviewer (who makes the official recommendation for or against adoption) or as a district reviewer, but they cannot participate as both. No stipend will be paid to the district reviewers.

Requirements

All reviewers must complete these six steps before being selected to evaluate the materials:

1. Register as a State or District reviewer within the IM Review Portal.
2. Complete the State Affidavit; it must be notarized and mailed to DOE.
3. Complete the Stipend Justification form and mail to DOE.
4. Complete the online Substitute Form W-9.
5. Review and understand the Florida Online IM Review Training Presentation.
6. Complete the online IM Review Training test.

State Instructional Materials Reviewer Registration

To register as a reviewer:

- Open the hyperlink <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx> and select the **Register** link.
- Select **State Instructional Materials Reviewer** under account type, and complete the required registration information page.
- Please be sure to retain your Login Name and Password; you will need to access the IM Review Portal upon your account being activated.
- All reviewer notifications for the review process will be sent via email; hence, please be sure to provide an accurate email address.

Affidavit:

All state reviewers must be able to sign an affidavit attesting compliance with Section 1006.30, Florida Statutes. The affidavit must be notarized and the original mailed to the Florida Department of Education. A copy can be faxed and/or emailed as a place holder, but the original must be received in our office.

1006.30 Affidavit of state instructional materials reviewers.—

Before transacting any business, each state instructional materials reviewer shall make an affidavit, to be filed with the department, that:

- (1) The reviewer will faithfully discharge the duties imposed upon him or her.
- (2) The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.
- (3) The reviewer is in no way connected with the distribution of the instructional materials.
- (4) The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.
- (5) The reviewer 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 reviewer understands that it is unlawful to 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 publisher or manufacturer is providing a presentation for the reviewer during his or her review of the instructional materials submitted for adoption.

Stipend Justification Form

The stipend justification form must be completed in order to process your stipend payment(s) upon completion of the adoption. Please mail this form with your affidavit if possible; if not, please mail separately to FDOE.

Online Substitute Form W-9

Per the Florida Department of Financial Services, all state reviewers must register with the online Substitute Form W-9 Vendor Portal. Additionally, no stipend payments can be processed without this task completed.

Upon finalizing the registration, complete/notarize the affidavit, complete the stipend justification form, and mail both documents to FDOE.

The affidavit and stipend justification form are available for print at
<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>
http://www.fldoe.org/core/fileparse.php/5660/urlt/Stipend_Justification_Form.pdf

Mail to:

Florida Department of Education
Bureau of Standards and Instructional Support
325 West Gaines Street, Suite 432
Tallahassee, FL 32399
Attention: Instructional Support – 2015 Adoption

Next Steps

- [State of Florida Vendor Website](#) Complete the online Substitute Form W-9.
- You will be notified of account activation via email within a few days.
- An e-mail will be sent with your IM Review Training link and IM Review Online Reference Guide. All training and reviewer notifications regarding the instructional materials review process will be sent via email; hence, please be sure to provide an accurate email address.
- If your affidavit is on file, your bid(s) will be assigned and an email will be sent to start your evaluation(s). The entire evaluation process is conducted online with the evaluation rubric and access to the samples all available through the IM Review Portal. There is no required travel, and no hardcopy samples will be sent to you.

IM Reviewer Evaluation Training Materials

- Florida Online IM Review Training Presentation
- Florida Online IM Review Training Presentation Slide Notes
- 2014 Evaluation Quick Reference Guide

All training materials will be posted on the IM website under the Instructional Materials Evaluation section. You must read the Review Training Presentation and the Evaluation Quick Reference Guide in its entirety, in order to pass the test at the end of the presentation.

The IM Review Training Presentation and slide notes cover the evaluation policies, areas of review, rating scale and how to access, evaluate and use the online evaluation tool. The Evaluation Quick Reference Guide provides a quick tutorial of the IM Review Portal, how to access the materials for review and how to complete the areas of review evaluation.

Stipend for Reviewers

A stipend will now be paid to all State Instructional Materials Reviewers only, not district reviewers: In accordance with section 1006.29(1)(d), Florida Statutes, the department, as of July 1, 2014, may assess and collect fees from publishers participating in the instructional materials approval process. The monies so collected will be used to pay a stipend to state instructional materials reviewers.

State reviewers will receive a stipend of \$330 for each bid evaluated. Each bid must be completed within three weeks from the assignment date No exceptions.

All stipend checks will be mailed within 30 days upon the completion of the adoption in whole, and the commissioner has approved the recommendations.

Evaluating Instructional Materials for the state adoption requires time and effort; it is an undertaking that is very important and will support our goal for all Florida students to receive a high quality education that will prepare them to be active citizens, critical thinkers, and lifelong learners.

We thank you for your part in this important process.

If you encounter any problems with the publisher's website contact our office immediately. Please do not contact the publisher or their helpdesk.

IM Contact Information

Please contact Katrina Figgett at katrina.figgett@fldoe.org (850-245-0758) or the IM staff at imstaff@fldoe.org (850-245-0425), if you need additional information on the Florida IM Review process.

<http://www.fldoe.org/academics/standards/instructional-materials/index.stml> IM Website

<https://app2.fldoe.org/BI/InstructMat/Evaluation/Account/Login.aspx> IM Review Portal

<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf> Affidavit

http://www.fldoe.org/core/fileparse.php/5660/urlt/Stipend_Justification_Form.pdf
Stipend Justification Form

[State of Florida Vendor Website](#) Substitute Form W-9