



## Educator Preparation Institute (EPI)

**Colleen Rafatti, Director**

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Rafattic@southflorida.edu

www.southflorida.edu/educatorprep

## APPLICATION FOR ADMISSION

### GENERAL INSTRUCTIONS AND SUBMISSION INFORMATION

- Please word process/type the application or print legibly in ink.
- To be considered for admission, the application must be signed and all sections must be completed. All information you submit is subject to verification.
- Providing false information on this application may be grounds for dismissal from the EPI Program.

- It is preferred that you return this application as an e-mail attachment to: rafattic@southflorida.edu

Applications may also be mailed to:  
 Colleen Rafatti  
 Director, EPI Program  
 South Florida Community College  
 600 W. College Avenue  
 Avon Park, Florida 33825

### APPLICANT CONTACT INFORMATION

|  |                       |                       |
|--|-----------------------|-----------------------|
| <b>Name</b>  |                       |                       |
|  | <i>Last Name</i>      | <i>First Name</i>     |
| <b>Mailing Address</b>   |                       |                       |
|  | <i>Street Address</i> | <i>City and State</i> |
|  |                       | <i>Zip Code</i>       |
| <b>Telephone Numbers</b>   |                       |                       |
|  | <i>Home Phone</i>     | <i>Cell Phone</i>     |
|  |                       | <i>Work Phone</i>     |
| <b>Email Address</b>   |                       |                       |
| <b>Social Security Number</b>  |                       | <b>Date of Birth</b>  |
|  |                       |                       |
| <b>Other names under which your academic records may have been issued:</b> |                       |                       |

### SFCC APPLICATION STATUS

|   |   |  |   |
|---|---|--|---|
| <b>Have you applied to SFCC?</b>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Have you been accepted by SFCC as a student?</b>    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>Did you previously attend SFCC?</b>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Did you earn a degree or certificate from SFCC?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>List your SFCC student ID (GID) number:</b><br>(Students already accepted to SFCC) | X   |  |   |

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## EDUCATION AND PROFESSIONAL PREPARATION

All EPI applicants must hold a minimum of a bachelor's degree from an appropriate regionally or nationally accredited college or university acceptable to the Florida Department of Education.

**Which of the following degrees do you hold?** Check all that apply to you.

**Associate's Degree**

| Name of College | Dates Attended | Type of Degree | Major |
|-----------------|----------------|----------------|-------|
|                 |                |                |       |

**Bachelor's Degree**

| Name of College | Dates Attended | Type of Degree | Major |
|-----------------|----------------|----------------|-------|
|                 |                |                |       |

| Location of College (City and State) | Date Degree was Conferred | Overall GPA |
|--------------------------------------|---------------------------|-------------|
|                                      |                           |             |

**Post-Bachelor's Degree(s)**

| Name of College | Dates Attended | Type of Degree | Major |
|-----------------|----------------|----------------|-------|
|                 |                |                |       |
|                 |                |                |       |

**HAVE YOU COMPLETED COURSE WORK BEYOND THE BACHELOR'S LEVEL BUT NOT EARNED AN ADVANCED DEGREE?**

|   |  |
|---|--|
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, please describe your post-bachelor's studies here: |
|---|--|

**HAVE YOU COMPLETED COLLEGE-LEVEL EDUCATION COURSES?**

|   |  |
|---|--|
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, please describe your education studies here: |
|---|--|

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## FLORIDA TEACHER CERTIFICATION ELIGIBILITY

Check all that apply to you.

I have never applied for a Status of Eligibility letter from the Florida Department of Education.

I have applied for a Status of Eligibility letter from the Florida Department of Education but have not yet received my response.

| Date Application Was Submitted | Teacher Certification Subject Area(s) and Grade Level(s) for Which Evaluation Was Requested |
|--------------------------------|---|
|                                |   |

I have received one or more Status of Eligibility letter(s) from the Florida Department of Education.

| Teacher Certification Subject Area and Grade Level | Date Letter Was Issued | Results   |
|--|------------------------|---|
|  |                        | <input type="checkbox"/> Eligible <input type="checkbox"/> Not eligible |
|  |                        | <input type="checkbox"/> Eligible <input type="checkbox"/> Not eligible |
|  |                        | <input type="checkbox"/> Eligible <input type="checkbox"/> Not eligible |

I presently hold a valid Temporary Teaching Certificate from the Florida Department of Education.

| Teacher Certification Subject Area and Grade Level | Expiration Date |
|--|-----------------|
|  |                 |

I previously held a Teaching Certificate from Florida or another state, but it is now expired.

| Teacher Certification Subject Area and Grade Level | State | Expiration Date |
|--|-------|-----------------|
|  |       |                 |

### TEACHING EXPERIENCE

I have full- or part-time teaching experience in a K-12 public or private school.

| Name and Location of School | Subject Area(s) Taught | Grade Level(s) Taught |
|-----------------------------|------------------------|-----------------------|
|                             |                        |                       |
|                             |                        |                       |

I have substitute teaching experience in a K-12 public or private school.

| School District | Subject Area(s) Taught | Grade Level(s) Taught |
|-----------------|------------------------|-----------------------|
|                 |                        |                       |
|                 |                        |                       |

I have experience teaching children or adults in a setting other than a K-12 public or private school.

| Name and Location of Experience | Description of Teaching Duties |
|---------------------------------|--------------------------------|
|                                 |                                |
|                                 |                                |

I have been a volunteer in a K-12 public or private school.

| Name and Location of Experience | Description of Teaching Duties |
|---------------------------------|--------------------------------|
|                                 |                                |
|                                 |                                |

### FLORIDA TEACHER CERTIFICATION EXAMINATIONS AND ENGLISH AND MATHEMATICS FLUENCY

Have you passed the following Florida Teacher Certification examinations?

|                              |  |  |  |
|------------------------------|--|--|--|
| General Knowledge- Language? | <input type="checkbox"/> Yes <input type="checkbox"/> No | General Knowledge- Mathematics?        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| General Knowledge- Reading?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Professional Education?                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| General Knowledge- Essay?    | <input type="checkbox"/> Yes <input type="checkbox"/> No | CLAST ( <i>passed prior to 2002</i> )? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                           |  |                           |  |
|---------------------------|--|---------------------------|--|
| Subject Area (note area)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Subject Area (note area)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---------------------------|--|---------------------------|--|

**Have you completed any of the following?**

|                                  |  |                             |  |
|----------------------------------|--|-----------------------------|--|
| Graduate level course work?      | <input type="checkbox"/> Yes <input type="checkbox"/> No | Praxis examination?         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Post-bachelor's English courses? | <input type="checkbox"/> Yes <input type="checkbox"/> No | GRE or similar examination? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Post-bachelor's math courses?    | <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |  |

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**TECHNOLOGY FLUENCY**

|  |   |  |   |
|--|---|--|---|
| <b>Do you have computer access at your home or office?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Do you have an Internet connection on your home computer?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|--|---|--|---|

**How Would You Rate Your Technology Skills with Each of the Following?**

|  | I am very familiar and confident with this | I know the basics, but need help with advanced elements | I know what this is, but can't do it without help | I don't know anything about this at all! |
|--|--|---|---|--|
| Sending and reading email                    |  |   |   |  |
| Sending email attachments                    |  |   |   |  |
| Searching the Internet                       |  |   |   |  |
| Word processing (MS Word, WordPerfect, etc.) |  |   |   |  |
| PowerPoint                                   |  |   |   |  |
| Using a jump drive                           |  |   |   |  |
| Saving files to a CD and/or floppy disk      |  |   |   |  |
| Electronic portfolio                         |  |   |   |  |
| Spreadsheets (Excel, etc.)                   |  |   |   |  |
| Using Smart Boards                           |  |   |   |  |

|  |   |  |
|--|---|--|
| <b>Have you taken college courses in computers, software, or technology?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, please describe the course you have taken: |
|--|---|--|

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**MULTI-LINGUAL ABILITIES**

|   |   |                                      |
|---|---|--------------------------------------|
| <b>Do you speak any languages other than English?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, please list those languages: |
|---|---|--------------------------------------|

|   |   |                                      |
|---|---|--------------------------------------|
| <b>Do you read and/or write any languages other than English?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, please list those languages: |
|---|---|--------------------------------------|

**RELATED KNOWLEDGE, SKILLS, AND ABILITIES**

Please list any additional skills, qualities, abilities, or experiences that you believe are relevant to your application for the EPI Program that you would like us to consider as part of your application:

## EMPLOYMENT ELIGIBILITY

|  |  |
|--|--|
| Are you a U.S. citizen or are you legally authorized to work in the United States? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

|                                   |  |
|-----------------------------------|--|
| Are you 18 years of age or older? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------------------------------|--|

### CRIMINAL HISTORY

- All candidates for teacher certification in the state of Florida must pass rigorous Level 2 background screening and fingerprinting.
- All EPI applicants must pass Level 2 background screening and fingerprinting and drug testing before they will be admitted to the program and allowed to participate in field experiences.
- You are advised to answer each of the following questions fully and honestly. Include any offenses for which you believe court records were sealed or expunged. Failure to report a history of criminal offense is grounds for dismissal from the program.
- Report of a criminal offense does not necessarily mean that you will be ineligible for the EPI Program or for Florida Teacher Certification. If this situation pertains to you, please contact the EPI coordinator for further information.

|   |   |  |
|---|---|--|
| <b>Have you ever been convicted, pled guilty or pled nolo contendere to a criminal offense, other than a minor traffic violation (including, but is not limited to a felony, gross misdemeanor, misdemeanor, or DUI)?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|---|---|--|

|  |   |  |
|--|---|--|
| <b>Have you ever received probation, deferred judgment, or pre-trial intervention?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

|  |   |  |
|--|---|--|
| <b>Have you ever been arrested (even if no contest or charges dropped or pled down) for a crime?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

|   |   |  |
|---|---|--|
| <b>Have you ever been charged (even if no contest or charges dropped or pled down) for a crime?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|---|---|--|

|   |   |  |
|---|---|--|
| <b>Have you ever been convicted (even if no contest or charges dropped or pled down) for a crime?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|---|---|--|

|  |   |  |
|--|---|--|
| <b>Are you currently under investigation, or been named in an indictment, accusation, or special presentment of any offense, other than a minor traffic violation?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

|  |   |  |
|--|---|--|
| <b>Have you ever had a teaching certificate revoked, suspended, or denied by any state or is there any action pending against your certificate or application?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

|  |   |  |
|--|---|--|
| <b>Are you under investigation, or have you been charged with any violation of the Florida Code of Ethics for Education or any similar inquiry in any other state?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

|  |   |  |
|--|---|--|
| <b>Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

|  |   |  |
|--|---|--|
| <b>Have you ever had a report of child abuse or sexual activities involving a K-12 student or minor filed against you with a school district, a state or federal agency, a police agency, or in court?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

|  |   |  |
|--|---|--|
| Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, describe the specifics of the situation: |
|--|---|--|

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**TO COMPLETE YOUR APPLICATION PROCESS, THE FOLLOWING DOCUMENTS  
MUST ALSO BE SUBMITTED TO THE EPI PROGRAM DIRECTOR:  
(All documents must be received prior to scheduling an interview with the EPI Student Selection Committee.)**

- Your up-to-date resume.
  - Unofficial copies of transcripts from the college or university at which you earned your bachelor's degree showing the date on which your degree was conferred, the type of degree earned, and your GPA. **(Note: If accepted into the EPI Program you will be required, at a later date, to provide official copies of these transcripts to the SFCC Office of the Registrar.)**
  - Copies of your Official Statement of Status of Eligibility and Florida Teacher Certification Examination score reports, if applicable.
  - Three letters of reference, completed in the following manner:
    - Letters are to be provided by individuals who can describe your suitability for a career as a teacher and/or document your previous K-12 teaching and/or classroom volunteer experience.
    - If you are currently employed as a teacher, one reference **must be** from your school principal or assistant principal, and **must be** printed on school letterhead.
    - At least one reference letter **must be** from a current or former employer or teacher.
    - No more than **two** reference letters may be provided by family members or personal friends.
    - Each letter **must include the following** information:
      - How long the person writing the reference has known you, and what their relationship is to you.
      - An explanation of why the person writing the reference believes you would be a good teacher.
      - The name and contact information (address, telephone number and- if possible- email address) of the person providing the reference.
  - Verification of English language, mathematics and technology competency.
  - Demonstration of suitable character and dispositions for a career in teaching.
- 

**CERTIFICATION**

*I certify that all of the statements on this application and any attachments are true, correct, complete, and made in good faith. I am aware that omissions, falsifications, misstatements or misrepresentations on this application or its attachments may disqualify me for consideration for admission to the EPI Program and, if I am accepted into the EPI Program, may be grounds for termination from the program at a later date.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This certification must be signed for the applicant to be considered for admission.**

## NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE

In compliance with Florida Statute 119.071(5), South Florida Community College issues this notification regarding the purpose of the collection and use of your Social Security number (SSN).

SFCC collects your SSN for use in performance of the college's duties and responsibilities. To protect your identity, SFCC will secure your SSN from unauthorized access. SFCC will never release your SSN to unauthorized parties, and each student at SFCC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at South Florida Community College, including registration, access to your online record, etc.

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the SSN of all postsecondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the college, but refusing to comply with the federal requirement may result in fines established by the IRS.

In addition to the federal reporting requirements, the public school system in Florida uses the SSN as a student identifier. This use is authorized in Florida Statute 229.559 and in School Code Section 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

All SSNs are protected by federal regulations and are never released to unauthorized parties.

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### ***Educator Preparation Institute (EPI)***

EPI collects student SSNs for the following purposes: internal data tracking, student curriculum and enrollment planning, tracking student certification status in communications with Florida Department of Education, verifying student enrollment and performance on the Florida Teacher Certification Examinations (FTCE), graduate employment follow-up, field experience planning and background clearance verification with local K-12 public school districts, and provision of verification of program completion to the Florida Department of Education.

### ***FINANCIAL AID OFFICE***

The financial aid office at SFCC requires students to submit their SSNs on various forms to correctly identify applicants, match each applicant's financial aid record with the student record, and to help coordinate state and federal aid programs.

### ***HUMAN RESOURCES AND PAYROLL OFFICES***

The college's Human Resources Department and Payroll Office collect SSNs for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing and tax reporting; and for fingerprint submissions to the Florida Department of Law Enforcement. SSNs also are used as a unique numeric identifier and may be used for search purposes. Providing your SSN is a condition of employment at SFCC.

### ***INSTITUTIONAL RESEARCH OFFICE***

The Institutional Research Office uses SSNs for data collection and required annual state and federal reporting.

### **CERTIFICATION**

*I have read the SFCC college and EPI Program policies regarding collection and usage of SSNs.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This certification must be signed for the applicant to be considered for admission.**