Educator Preparation Institute (EPI) Admission Requirements

The following steps must be completed before you may begin registering for EPI courses:

1. Have a minimum of a bachelor's degree.

2. Complete the IRSC admissions process at www.irsc.edu or any IRSC campus. This includes submission of an official college transcript (from school where degree was conferred) sent directly to Admissions at IRSC, payment of registration fee, and submission of any required residency documentation.

3. Complete the EPI Student Data form on the EPI website and submit it to Cressa Zajac at czajac@irsc.edu.

4. Complete an initial self-assessment of skills form and submit it to Cressa Zajac at czajac@irsc.edu. This form will be sent to you electronically when your student data form has been received.

5. Apply to the Florida Department of Education for a Statement of Status of Eligibility and submit a copy to Cressa Zajac at czajac@irsc.edu. This statement must show you as eligible for a temporary certificate before you can be admitted into the EPI program. Directions on how to apply for this statement can be found later in this document.

How to Obtain a Statement of Status of Eligibility from the Florida Department of Education

1. Apply online at http://www.fldoe.org/edcert or contact the Florida Department of Education, Bureau of Educator Certification (e-mail: edcert@fldoe.org) to have an application mailed to you. You may also obtain an application from a local school district office.

2. Apply for a Temporary Certificate.

3. Submit an application for one (1) subject area and pay fee directly to FL DOE.

4. Submit official transcripts (directly from the institutions or in a sealed envelope) from ALL postsecondary institutions to the FL DOE.

FTCE – Florida Teacher Certification Exams

You will need to pass Florida Teacher Certification Exams (FTCE) in three areas:

1. **Subject Area Exam (SAE)**: The area of this exam needs to match the subject area on your Statement of Status of Eligibility (SOE). This is your desired area of certification.

2. **General Knowledge (GK) or CLAST** – This exam covers general skills in math, reading, English, and essay writing.
If you passed the CLAST in Reading, English, Math and Essay, prior to 7/02, you do not need to take the GK.)

The Academic Support Center (ASC) offers a test prep workshop series for the math portion of the GK exam each semester and also provides assistance with reading, language, and essay writing.

3. Professional Education – This exam assesses the pedagogy of teaching and is based on the Florida Educator Accomplished Practices (FEAPS). We do NOT recommend taking this exam until you have completed some course work and field experiences.

To register for your exams, go to: http://www.fl.nesinc.com. This website is an FLDOE website. Click on Certification - FTCE. There is a fee for each exam. There are many testing sites. Registration must be done through this FLDOE site, not through the college.

It is not necessary to complete these tests prior to admission into the EPI program; however, completion of the subject area exam may be required to show eligibility on your statement. Completion of the Subject Area and General Knowledge exams prior to beginning classes is recommended.

Important Note: Documentation of having passed your exams must be provided to EPI.

You may either:
(1) Fax a copy of the official score report you receive from the State to Cressa Zajac at 772-462-7430 OR

(2) scan and email a copy of the official report to czajac@irsc.edu

Fingerprinting and Level II Criminal Background Check

You will be required to complete a Fingerprint and Level II Criminal Background Check prior to beginning any field experiences. More information on this process will be provided when you register for a class that requires a field experience.

You will schedule an appointment at the school district where you would prefer to complete your field experience observations. You will need to bring a copy of your registration to the school district personnel office. There is a fee.

STLC Personnel Dept. 429-3600
IRC Personnel Dept. 564-3000
MC Personnel Dept. 219-1200

Electronic Portfolio

There is an electronic portfolio required for the EPI program. Each course requires portfolio artifacts that demonstrate the Florida Educator Accomplished Practices. These practices are also sometimes called the “Competencies” or “FEAPs”. The eight EPI courses are developed based on these practices to provide the foundation to become accomplished and professional educators. All courses require portfolio assignments which demonstrate accomplishment of
these practices. These will be included in the syllabus in all of the courses. It is the student’s responsibility to electronically save these assignments for use in their portfolio. Purchase of a specific program for the creation of the e-portfolio is currently a requirement. More information on the portfolio requirement will be available as you progress in the program.

**The Eight EPI Courses**

*1. EDF2005 Introduction to the Teaching Profession  
**2. EDF2085 Introduction to Diversity and Exceptionalities for Educators  
3. EME2040 Introduction to Technology for Educators  
4. EDG4410 Classroom Management and Communication  
5. RED3360 Teaching Reading  
*6. EDF3214 Human Development and Learning  
*7. EDG3343 Instructional Strategies (co-requisite with EDG3949)  
*8. EDG3949 Practicum (co-requisite with EDG3343)

*Courses that include a required field experience component in the public school setting.  
** Course includes a required field experience but not in the public school setting.

**EPI Schedule of Classes**

Courses may be offered during fall, spring, and summer semesters.

**NOTE:** Classes with required field experiences in the public school setting will NOT be offered during the summer semesters. Courses with field experiences in the public school setting are only offered during the fall and spring semesters.

Not all courses may be offered every semester.  
Courses may be offered in traditional, online, or blended formats.

Course Schedules can be viewed on our website:  
1. Go to [www.irsc.edu/](http://www.irsc.edu/)  
2. Click on Course Schedule  
3. Set the semester date  
4. Type in the course number(s) to search for available course options

All registration is done by the student. You may pay for the class online after you are registered. Students are responsible for dropping themselves from a class if they choose not to attend.
Requirements for Program Completion

1. Successful completion of the eight EPI courses.
2. 2.5 cumulative GPA in EPI courses.
3. Passing scores on the three FTCE Florida Teacher Certification Exams:
   • Subject Area
   • General Knowledge
   • Professional Education
4. Successful completion of electronic portfolio.
6. Apply to the State for a Professional Certificate and pay the fee. IRSC provides documentation to the State for your Professional Certificate.

Students are responsible for providing proof of requirements to EPI. This includes data form, statement/temporary certificate, official FTCE score reports, clearance letters, field experience logs, self-assessment forms, portfolio visitor pass and any other documentation necessary.