

COMPLETING THE TEACHER CERTIFICATION PROGRAM

Multiple pieces are needed to fully finish the Teacher Certification Program/Educator Preparation Institute at Palm Beach State College. You must

- Complete all EPI courses (21 credits);
- Complete the competency requirement (the portfolio artifacts) documenting passing grades on each with a Portfolio Evidence Form and a signed rubric for each approved artifact;
- Complete a teaching demonstration. Contact your TCP Advisor concerning location and date;
- Take and pass all required FTCE exams and have official score sheets documenting passing scores on the Subject Area Exam, General Knowledge Test, and Professional Education Test;
- Contact your TCP Advisor to obtain and complete a Program Exit Survey and FEAPs (post-program) Self-assessment;
- Schedule an exit interview with your TCP Advisor.

THE EXIT INTERVIEW

Bring the required documents to your Exit Interview:

1. Your Portfolio
2. A copy of each Portfolio Evidence Form and each signed Rubric
3. Copies of your original signed Field Experience Logs documenting 30+ hours of field observation experience
4. Copies of your official FTCE score sheets verifying passing scores on the General Knowledge Test, the Subject Area Exam(s) listed on your valid Statement(s) of Eligibility, and the Professional Education Test
5. Copies of all of your valid FLDOE Statements of Status of Eligibility and/ or your Temporary Certificate
6. Your completed Program Exit Survey
7. Your completed FEAPs(post-program) Self-assessment

FINAL STEPS

During the exit interview, your advisor will confirm that all transcripts and materials required by Palm Beach State have been received. At the completion of the exit interview, after all required documentation is assembled, Palm Beach State Admissions/Registration is sent documentation of your completion of the program. In addition, a cover letter and original documentation required by the Florida Department of Education is prepared by the Teacher Certification Program Manager and sent to the FLDOE Bureau of Educator Certification in Tallahassee, Florida.

All program completers should contact FLDOE regarding application for the initial professional certificate (www.fldoe.org). It is also recommended that currently employed teachers contact the certification office at the School District.

PROFESSIONAL CERTIFICATE

After you receive your Professional Teaching Certificate, submit a copy to the Teacher Certification Program at Palm Beach State College.