ADMISSION CRITERIA AND CHECKLIST
Educator Preparation Institute

Admission to the Educator Preparation Institute is limited to eligible applicants only (minimum 2.5 GPA) who have a bachelor’s degree (non-education) from a regionally accredited or approved institution and a valid Statement of Eligibility and/or a valid Temporary Certificate from the Florida Department of Education.

All EPI documents listed are located on www.valenciacollege.edu/epi, click on the dropdown menu found on the word “Resources” and “How to Enroll”.

**EPI Application Approximate Deadlines:**
- **Fall Term:** August 1st
- **Spring Term:** December 1st
- **Summer Term:** April 15th

**Application requirements:**  **ALL listed steps and documents are necessary for program acceptance review.**

1. Statement of Eligibility and/or a valid Temporary Certificate from the Florida Department of Education. You may request an eligibility statement at http://www.fldoe.org/edcert/steps.asp. Cost is $75 and is the responsibility of the student. The DOE application process takes approximately 60 days.

2. Submit a completed college application for admission by the College Application Deadline http://valenciacollege.edu/admissions-records/. This process takes 3-5 business days.

3. After acceptance to the College, submit a completed Florida Proof of Residency application for tuition purposes http://valenciacollege.edu/admissions-records/florida-residency/status-prove.cfm. Returning Valencia students must complete a re-classification form and provide 3 types of documentation for proof. This process takes 3-5 business days.

4. Attend a group enrollment session about the Educator Preparation Institute. See https://valenciacollege.edu/academics/programs/educator-preparation-institute/how-to-enroll.php for dates of group enrollment sessions or contact the EPI office for individual session options at 407-582-5473 or ecostello1@valenciacollege.edu.

5. Submit official, sealed college transcripts to Admission and Records/EPI, Valencia College, P.O. Box 3028, Orlando, FL 32802-3028 OR PDF electronic transcripts should be sent directly from the institution to Transcripts@valenciacollege.edu

6. Complete and submit a brief biographical statement with your name and contact information at the top and 3 brief paragraphs explaining “Why I Want to be a Teacher” and include experiences, motivations, and characteristics you may contribute as an educator.

7. Complete and submit the FEAPs Pre-Assessment form.

8. Complete and submit the EPI Education Plan.

9. Complete and submit the EPI application.

10. Take and pass the General Knowledge Test (GKT); submit a test score report.