



Instructions for Completion of the Education Provider Application Portfolio

The following lists identify the mandatory sections for the Education Provider Application Portfolio and submission requirements.

A. Application Portfolio – TYPE DIRECTLY INTO THE APPLICATION FORM

Section A: Identification Data

Section B: Contact Person

Section C: Educational Offering Data Form (Level SE ONLY)

Section D: Educational Offering Data (Level A ONLY)

Section E: Planning and Development (Level A ONLY)

Section F: Affidavit

Attachments: Instructional and marketing materials for educational offerings for three (3) sample courses/events (Level A) or for one (1) for single event (Level SE).

B. Completing the Application Portfolio and Submission

1. Complete the full **Application for Education Providers**.
 - All Applicants must complete Sections A, B, and F, and submit a copy of the Certificate of Attendance and the application fee.
 - Level SE Applicants must also complete Section C.
 - Level A Applicants must also complete Sections D and E.
 - Levels A and SE must attach supporting materials as indicated in the application.
2. Sign Section F – Affidavit. The person responsible for the education/training program must sign Section F – Affidavit. The person or the organization will not be eligible for Provider status unless the terms and conditions described in the Affidavit are read, understood and agreed to.
3. **Attach the Application Payment.** No Application Portfolio will be processed without payment of the application fee.
4. Submit the application by mail or email:



The Florida Certification Board
1715 S. Gadsden Street
Tallahassee, FL 32301
Attention: Education Provider Application Specialist



Email to LaTonya Randolph at lrandolph@flcertificationboard.org

FOR ADDITIONAL ASSISTANCE, PLEASE CONTACT THE FCB AT 850-222-6314.