

## Education Provider Application Portfolio Instructions

The following list identifies each mandatory form for the Education Provider Application Portfolio:

1. Application for Education Provider (one 5-page form)
  - Section A: Identification Data
  - Section B: Contact Person
  - Section C: Offering Data Form (Level SE ONLY)
  - Section D: Instructor Qualification Form (Level SE ONLY)
  - Section E: Offering Data (Level A ONLY)
  - Section F: Planning and Development (Level A ONLY)
  - Section G: Affidavit

Complete and submit the Sections A-F of the application via e-mail to:  
[lrandolph@flcertificationboard.org](mailto:lrandolph@flcertificationboard.org).

Complete and mail Section G of the application and any supporting documentation to:  
Florida Certification Board  
1715 S. Gadsden Street  
Tallahassee, FL 32301  
Attention: Provider Application Specialist

### Application for Education Provider Form – Directions

1. Applicants must complete the full, five-page application for education provider as part of the Application Portfolio.
2. All applicants must complete Sections A, B, and G, and submit a copy of the Certificate of Attendance and the application fee.
3. Level SE Applicants must also complete Sections C and D.
4. Level A Applicants must also complete Sections E and F.
5. You must sign Section F – Affidavit. You will not be eligible for Provider status unless you read, understand and agree to the terms and conditions described in the Affidavit.
6. **No Application Portfolio will be processed without the provider fee.**

If you need additional assistance, please contact the FCB at 850-222-6314.