

# Florida Department of Education Request to Submit Form-Educational Leadership (RTS-EL 2016)

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**Institution/District Name:** \_\_\_\_\_  
**President/Chief Executive Officer/Superintendent**  
**Signature** \_\_\_\_\_

**Program Unit Dean/Director Name:** \_\_\_\_\_  
**Program Contact Name:** \_\_\_\_\_  
**Contact Email/Phone Number(s)** \_\_\_\_\_

Institutions or school districts seeking approval to offer a state-approved educational leadership preparation program as described in section 1012.562, Florida Statutes, and State Board of Education Rule 6A-5.081, F.A.C., shall submit a *Florida Department of Education Request to Submit Form (Form RTS-EL 2016)* to the Florida Department of Education prior to submitting an electronic program folio(s) containing a description and supporting evidence of the specified program(s). Submit this form and required supporting documentation via email to [EdPrepFolio@fldoe.org](mailto:EdPrepFolio@fldoe.org).

PROGRAM NAME/TITLE	DEGREE LEVEL (e.g., Master’s, Ed. Specialist)
Educational Leadership	

**The institution or school district certifies the following. Check each box, if appropriate:**

- Institution meets accreditation requirements as described in Rule 6A-4.003(1), F.A.C. **Institutions only - Attach documented evidence.**
- Program unit has received approval to offer a Level I educational leadership state-approved program from its governing agency or board. **Attach documented evidence**
- The institution or school district shall provide job-embedded school leadership field experiences working with teachers and students in educational settings to ensure each candidate demonstrates and achieves the competencies and skills needed to meet educator certification requirements.
- The institution or school district shall only endorse as program completers candidates who demonstrate all of the Florida Principal Leadership Standards at the initial certification level and earn passing scores on all portions of the Florida Educational Leadership Examination required in s. 1012.56, F.S.