



**STATE OF FLORIDA  
SCHOOL READINESS PROGRAM  
COMMITTEE MEMBER APPLICATION  
FORM SR-CURR1**

The Florida Department of Education, Office of Early Learning will select qualified applicants for the School Readiness Curriculum Approval Committee who represent the demographic and cultural diversity of the state to review and recommend curricula for school readiness providers.

Please review the information that follows and consider the tasks and time involved. If you would like to be considered for an appointment, complete the application portion of this *School Readiness Program Curriculum Approval Committee Member Application* and return it to the appropriate address.

**Composition of Committees and Term of Appointment**

Committee members are appointed by OEL and include, at a minimum, the following:

- Executive directors of early learning coalitions or their designee(s)
- Directors of school readiness programs
- Instructors of school readiness programs
- Representatives of public school districts
- Representatives of institutes of higher education
- Other interested stakeholders meeting relevant, equivalent criteria

OEL may also identify alternate committee members to ensure a sufficient number of reviewers.

**Qualifications**

Each member of the committee must complete the OEL-approved Florida Early Learning and Developmental Standards: Birth to Five training. In addition, the minimum requirements for each of the committee membership positions are as follows:

- The executive directors of early learning coalitions or their designee(s) must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of executive director for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The directors of school readiness programs must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of director for a School Readiness program for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The instructors of school readiness programs must hold a Child Development Associate (CDA) credential, associates or higher degree in Early Childhood Education, Child Development, or a related field and have at least three years of experience as a teacher in a prekindergarten education program (public or private).
- The representatives of a public school district must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and have at least three years of experience in early childhood education, curriculum and instruction, or a related area.
- The representatives of an institute of higher education must hold a master's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field (doctoral degree preferred).
- The representative from OEL must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field.
- Any other interested stakeholders chosen must meet relevant, equivalent criteria to other committee members.

Additional Requirements: Members must:

- Complete OEL sponsored training on evaluating curricula;
- Not have a financial interest, as defined in Section 112.3143, F.S., in any curriculum he or she reviews;
- Not have any personal interest in any curriculum he or she reviews (such as employment of the individual or his or her relatives, as defined by Section 112.3143, F.S., by the submitter in any capacity, or certification of the individual or his or her relatives as a trainer in the use or application of the curriculum within the past three years);
- Contact OEL to provide updated information when qualifications change or to request removal from consideration for selection when an individual no longer wishes to participate in the curriculum review process;

### **Committee Training**

The training will be conducted via webinar and announced at least one week prior. Only committee members may participate in the training, though it is open to the public for viewing/listening purposes. No additional training is planned at this time, but additional sessions may be scheduled by OEL as needed.

### **Evaluation Process**

Committee members will receive information and support from OEL. The assigned curriculum package submission(s) will be shipped directly from the submitter to OEL. Reviewers have a specified amount of time to complete the evaluation process, beginning upon receipt of materials. The likely workload is three to four submissions.

If you have any questions regarding the School Readiness Curriculum Approval Process, please contact [oel.trainings@oel.myflorida.com](mailto:oel.trainings@oel.myflorida.com) or 850-717-8550.

### **APPLICATION FORM: Please provide the following information by announced date:**

**Mail:**                **Office of Early Learning**  
School Readiness Curriculum Committee  
250 Marriott Drive  
Tallahassee, FL 32399  
**Email:**             [OEL.Trainings@oel.myflorida.com](mailto:OEL.Trainings@oel.myflorida.com)

### **Contact Information**

1. Full Name:

2. Home Address:

3. Telephone:

4. E-Mail Address:

Alternate E-mail Address:

5. Are you a resident of the State of Florida?     Yes                     No

If yes, in which county do you reside:

6. Category for which this application is being submitted:

- Executive Director, Early Learning Coalition
- Director, School Readiness Program
- Instructor, School Readiness Program
- Representative, Public School District
- Representative, Institute of Higher Education
- Other interested stakeholder meeting relevant, equivalent criteria

**Current Employment**

7. Occupation/Job Title:

8. Address:

**Educational/Professional Background**

9. Degree(s) earned (or attach resume or vita):

10. Relevant Experience (or attach resume or vita):

11. I have completed the Florida Early Learning and Developmental Standards: Birth to Five Training (Required)  Yes  No

12. List any public office you now hold or have held and/or any employment by a government agency or service on federal, state and/or local advisory committees, commissions, councils or task forces (or attach resume or vita):

13. List national, state, community and/or educational organizations in which you are now or have been a member (or attach resume or vita):

14. Please describe any professional honors or awards you have received (or attach resume or vita):

15. Briefly describe why you are interested in serving on this committee:

**I hereby certify that all statements made in this questionnaire are to the best of my knowledge true and correct.**

(Nominee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Type in name as signature, if submitting electronically.