



UNIVERSITY OF CENTRAL FLORIDA

## Frequently Asked Questions (FAQ)

### Initial Teacher Professional Preparation Graduate Certificate

#### **Does completing the ITPP graduate certificate certify me as a professional teacher?**

No. Earning the ITPP graduate certificate at UCF is not the same as earning teacher certification. The ITPP graduate certificate provides you with necessary educational foundation coursework, which is one part of the overall teacher certification process. For most applicants, the ITPP courses are one of several requirements that the Florida Department of Education (FLDOE) will ask you to complete to work towards your temporary certification. For more information on moving from the temporary certificate to the professional certificate please consult the (FLDOE) for your unique Statement of Status of Eligibility (SSE) for state licensure/certification.

#### **Will these courses prepare me to take a certification exam in another state?**

Each state's Department of Education may have different requirements or a unique battery of certification tests. We recommend that you contact the [Department of Education](#) for the state in question. Or conduct an internet search. For example ... "Alabama teacher certification tests" produced the URL, [www.alsde.edu](http://www.alsde.edu).

#### **How long does it take to complete the course work?**

Three to five semesters is generally the completion time.

#### **Can I complete the program if I am working full-time?**

Yes. The ITPP@UCF has been designed with this in mind!

#### **Are web-based courses available?**

All core courses are available online. The Special Methods usually requires campus-based attendance. However, students may transfer an equivalent course from other accredited Florida state institutions.

## **How can I be assured of getting the schedule I want?**

To ensure quality, only professors conduct each course and class sizes are limited.

- (1) [Apply online](#) to the UCF ITPP graduate certificate before the published deadline.
- (2) Once accepted, you may register for courses through the [myUCF Portal](#).
- (3) If a class appears to be “full”, you may add yourself to the Wait List if available. If no Wait List is available, please contact the course instructor or the [Office of Graduate Affairs](#) for further assistance.

## **Is the Graduate Record Examination (GRE) required for admission?**

No. Those using ITPP@UCF coursework to pursue a Masters of Arts in Teaching (MAT) here in the College of Community Innovation and Education are advised to contact the Teacher Education MAT program coordinator to discuss your plans, including admission requirements.

## **Is financial aid available?**

Yes, The ITPP graduate certificate program is eligible for Federal Financial Aid. Students must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) online each year. You must be accepted to the ITPP certificate to qualify for aid. For additional information, please visit the [Office of Student Financial Assistance](#). Students may also consider applying for optional/private loans which are credit-based loans.

## **Are scholarships available?**

Yes. ITPP@UCF participants may apply for the [Nannette McLain Endowed Scholarship](#) through the College of Community Innovation and Education. Contact the Office of Student Assistance about funding sources, 407-823-2827 or apply [online](#). Note that tuition reimbursement programs may be in place in your local school district.

## **What is the cost per course?**

Visit [UCF Student Account Services](#) for more information about tuition and fees, and how to make a payment.

## **I am in the courses and hear the instructor and colleagues talking about Via. Do I need to know about this?**

Yes. Via is the company that provides the online platform for teacher candidates creating and maintaining an electronic “portfolio”. Expect your education courses to include Via assignments. Purchase of this electronic portfolio is required for those in a catalog year of 2015 or later. For more information about Via, [click here](#).

## **Am I required to complete Via assignments for course credit?**

Yes. All assignments address the competencies in the course syllabi. Teacher candidates also “submit” assignments to instructors using the Via “dashboard”. When approved, these assignments can then be “uploaded” into their portfolio.

### **Can course work be applied to a master's degree?**

Yes. All successfully completed (grades of B- or better) coursework may be applied to Masters of Arts in Teaching (MAT) programs in the College of Community Innovation and Education. ITPP@UCF participants are advised to check with Teacher Education MAT program directors to see what courses might be applied.

### **Will these courses either certify or endorse me in ESOL here in Florida?**

The ITPP@UCF is a group of courses with embedded ESOL competencies. Note however that “certified” and “endorsed” are FLDOE terms relative to the needs of each individual educator. For example, some educators are required to complete the equivalent of 60 in-service hours ... others 300! Therefore, we suggest that you work closely with the Certification Specialist in your school district. They have the expertise to explain how your academic record might be interpreted by the FLDOE.

### **How do I file an *Intent to Graduate*?**

Students can file their Intent to Graduate the semester prior to their graduation semester. Check the [UCF Academic Calendar](#) to determine when the intent to graduate is available.

To submit your intent, log in to your MyUCF portal at [my.ucf.edu](http://my.ucf.edu) using you NID and Password

Click Student Self-Service > Click Student Center > Locate the other academic drop-down menu > Choose *Intent to Graduate*: Apply. Follow the prompts to complete and submit your intent.

### **Will I be notified if there are problems with my graduation?**

Once you have completed and submitted the *Intent to Graduate* online, a formal review of your audit will be performed. We will notify you during the semester whether your file is complete and ready for graduation OR if there are remaining graduation requirements for you to meet. As the graduating student, it is your responsibility to follow-up on these notices and resolve issues that may prevent your graduation. Questions? Please contact the [Office of Graduate Affairs](#).

### **What if I don't graduate by the semester indicated?**

If you don't meet graduation requirements during the term indicated on your *Intent to Graduate*, you must withdraw your intent and file a new one for the next available semester.

### **How will I receive my certificate?**

*Certificates of Completion* are mailed by the UCF College of Graduate Studies 6-8 weeks after commencement to the address you indicate on your graduation form.