

**FLORIDA DEPARTMENT OF EDUCATION REQUEST TO SUBMIT FORM –  
LEVEL I EDUCATIONAL LEADERSHIP PROGRAM (RTS-EL 2023)**

Eligible Entity Name: \_\_\_\_\_  
 President/Chief Executive Officer/Superintendent Signature: \_\_\_\_\_  
 \_\_\_\_\_

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

An institution, school district, charter school, or charter management organization seeking approval to offer a state-approved Level I educational leadership program as described in section 1012.562, Florida Statutes (F.S.), and State Board of Education Rule 6A-5.081, Florida Administrative Code (F.A.C.), shall submit a *Florida Department of Education Request to Submit Form (Form RTS-EL 2023)* to the Florida Department of Education prior to submitting an electronic program application containing a description and supporting evidence of the specified program. 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)
Level I Educational Leadership Program	

**The eligible entity certifies the following. Check each box, if appropriate:**

- The institution meets accreditation requirements as described in Rule 6A-4.003(1), F.A.C. **Institutions only - Attach documented evidence.**
- The program unit has received approval to offer a Level I educational leadership program from its governing agency or board. **Attach documented evidence.**
- The entity 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 entity shall only endorse as program completers candidates who demonstrate all of the Florida Educational Leadership Standards at the initial certification level and earn passing scores on all portions of the Florida Educational Leadership Examination required in section 1012.56, F.S.