

Certificate of Participation Guidelines and Request Form

In appreciation of your supervision and efforts on behalf of our EDUGATOR interns, we the College of Education Academic and Student Services – Office of Clinical Experiences are able to offer you a Certificate of Participation (CoP). CoPs are issued on behalf of the Florida Board of Governors, in appreciation of services rendered to the State of Florida University System. The CoP entitles the holder to exempt the tuition fee for up to six hours during one term (1 semester) of instruction, including credit courses offered through continuing education programs, at any state university in Florida. If in one semester you chose to take only 3 hours, the entire CoP will be considered redeemed. You will be unable to utilize the CoP in any further semester. Therefore, taking 6 hours in one semester will allow you to get the most value out of your CoP. You will be required to pay all current fees applicable at the time of registration except tuition fees and comply with all applicable statutes and policies of the State of Florida and its agencies regarding admission and registration. Only one CoP can be used per school term. CoPs are non-transferable and expire 3 years from the date of issue.

Certificate of Participation Requirements:

One CoP is issued after the supervision of any one of the following:

- | | |
|--|---|
| 1 Full-Time Intern (any major) | 2 Music Interns (2 six-week placements) |
| 2 Counselor Ed Practicum Students | 2 School Psych Practicum Students |
| 2 Early Childhood Practicum 2 Students (2 semesters) | 4 Elementary Clinical Rotation 2 students (2 semesters) |

Once you have met the requirements for earning a CoP, return this completed form to the UF College of Education, EduGator Central Office (fax# 352-392-4519) or email studentplacements@coe.ufl.edu. CoPs are processed at the end of each semester upon verification of placement data. Issuance of CoPs is contingent upon meeting the requirements of mentor teachers/site hosts as described: Eligible recipients may be identified by the university as a person who engages in the direct supervision of at least one university intern for 300 contact hours, which may be accumulated over multiple semesters provided at least 100 contact hours of direct supervision is provided per semester. Once the Certificate of Participation is processed, reviewed, and authorized, the Certificate of Participation will be emailed directly to you at the address you provide. To use the CoP toward tuition costs, turn in the signed, completed CoP to the University Bursar’s Office at the school you are attending.

Thank you for all you do to support the UF College of Education.

Required Information for Certificate of Participation (please print) Mentor Teacher/Site Host Information

Name: _____ Email: _____

Phone: _____ School: _____ District: _____

Intern Information

Please circle the type of intern(s) you supervised.

- | | |
|--|---|
| 1 Full-Time Intern | 2 Counselor Ed Practicum Students |
| 2 Music Interns | 2 School Psych Practicum Students |
| 2 Early Childhood Practicum 2 Students | 4 Elementary Clinical Rotation 2 students (2 semesters) |

List the name, major/type, and semester/year of each intern/practicum you supervised.

- | | | |
|----------------|----------------|----------------------|
| 1) Name: _____ | Program: _____ | Semester/Year: _____ |
| 2) Name: _____ | Program: _____ | Semester/Year: _____ |
| 3) Name: _____ | Program: _____ | Semester/Year: _____ |
| 4) Name: _____ | Program: _____ | Semester/Year: _____ |

For Office Use Only:

Date Received: _____ Verified: _____ Confirmation Sent: _____ Certificate of Participation #: _____