

## Submitting Principal Preparation Program (PPP) Application Documents through OSPA Central

*\*\*All applications and documentation for PPP 2020 – 2021 must be submitted via the Leadership Application Module in OSPA Central by Wednesday, January 29, 2020 at 5:00 p.m.\*\**

The application documents to be completed and/or uploaded will include the following items:

- **PPP Program Application:** Applicants must complete all required information through the “Leadership Application” module in OSPA Central. To access the Leadership Application module, principals must provide the applicant access by following the steps below:
  - If the user does NOT have access to OSPA Central
    - Log into OSPA Central
    - Click on Manage Users
    - Click on New User
    - Fill out the form on the left with the user’s information
      - IMPORTANT: the Pnumber must include the P and all 8 digits
    - Check the box for Leadership Application on the right side of the screen
    - Select the Write Permissions under Leadership application
    - Click on Save
  - If the user already has access to OSPA Central
    - Log in to OSPA Central
    - Click on Manage Users
    - Click on edit by their name
    - Check the box for Leadership Application on the right side of the screen
    - Select the Write Permissions under Leadership Application
    - Click on Save
- **Experiential Resume:** Applicants must upload an experiential resume aligned to the current Florida Principal Leadership Standards describing leadership roles and experiences. Please refer to the PPP Orientation PowerPoint for specific resume requirements.
- **Florida Teaching Certificate:** Applicants must upload a current and valid copy of their Florida Teaching Certificate from the Department of Education showing Educational Leadership K-12 in good standing.
- **Evaluation Documents:** Applicants must upload completed and signed evaluation documents showing a final overall “Effective” or “Highly Effective” rating as follows:

- Applicants must upload the most current, signed copy of their final assistant principal evaluation for the 2018 – 2019 school year from a Broward County public/charter school.
- Applicants must upload two additional assistant principal evaluations showing a final overall “Effective” or “Highly Effective” rating within the last five years.
- Applicants must upload their 2019 – 2020 assistant principal final evaluation once received.
- **FYAP Document:** Applicants must upload documentation of completion of the Interim AP/First Year AP Program.
- **Written Essay:** Applicants must upload an essay written to the prompt: *Describe how you have worked to recruit, retain, and develop an effective and diverse faculty and staff focused on improving learning for all students (two-page maximum, twelve-point font, double-spaced).*