

# Submitting PPP Application Documents through BCPS Central

***\*\*All applications for PPP 2025 – 2026 must be submitted via the Leadership Application Module in BCPS Central by Friday, January 17, 2025\*\****

Applicants must complete all required information through the “Leadership Application” module in BCPS Central to apply for the program. To access the Leadership Application module, principals must provide the applicant access by following the steps below.

**Principals must also sign electronically** recommending the applicant and agreeing to provide them the opportunities required to successfully complete the PPP Program.

**If the user does NOT have access to BCPS Central – the principal should:**

- Log into BCPS Central
- Click on Manage Users
- Click on New User
- Fill out the form on the left with the user’s information
- IMPORTANT: the P number 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 BCPS Central, but not the “Leadership Application” module – the principal should:**

- Log in to BCPS 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

**To apply for the PPP Program, the applicant must:**

- Access Leadership Application Format
- **Choose the 2025-2026 School Year** – this is critical to ensure your application is received.
- **Upload Experiential Resume:** Applicants must upload an experiential resume aligned to the **newly adopted Florida Educational Leadership Standards** describing leadership roles and experiences.
- **Upload Evaluation (3 years):** Applicants must upload three “Effective” or “Highly Effective” performance evaluations as indicated below:
  - 2022 – 2023 evaluation is required
  - 2023 – 2024 evaluation is required
  - Applicants must upload one additional evaluation within the last five years showing final overall “Effective” or “Highly Effective” ratings.
  - If chosen to participate in the PPP Program, applicants must provide their 2024 – 2025 final evaluation once received.

## **Submitting PPP Application Documents through BCPS Central**

- **Upload FYAP Certificate:** Applicants must upload a copy of their completion of the First Year Assistant Principal Program.
- **Upload FDOE Certificate:** Applicants must upload a current and valid copy of their current Florida Educator's Certificate from the Department of Education showing Educational Leadership K-12 in good standing.

**The principal must electronically sign your application file once it is complete. The application will then need to be signed by the Teaching and Learning Director— prior to the application deadline on Friday, January 17<sup>th</sup>.**

**Please note late and/or incomplete applications will not be considered.**