

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

All applications and documentation for PPP 2022 – 2023 must be submitted via the “Leadership Applicants” link in OSPA Central by February 3, 2022 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 Applicants”
 - 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 Applicants” on the right side of the screen
 - Select the “Write Permissions” under “Leadership Applicants”
 - Click on Save
- **Experiential Resume:** Applicants must upload an experiential resume aligned to the 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 three completed and signed evaluation documents showing a final overall “Effective” or “Highly Effective” rating. Please refer to the PPP Orientation PowerPoint for specific requirements.
- **FYAP Document:** Applicants must upload documentation of completion of the Interim AP/First Year AP Program.
- **Written Essay:** Applicants must upload the required essay. Please refer to the PPP Orientation PowerPoint for the topic and specific essay requirements.