

Certificate of Participation Guidelines and Request Form

In appreciation of your supervision of UCF College of Education interns, we 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 and the State 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 you chose to take only 3 hours, the entire COP will be cashed in and cannot carry over to another term. 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. 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 senior intern (any major);	4 junior elementary interns;	2 junior secondary interns;
1 6hr graduate (any major);	4 junior ESE interns;	2 On-the-job interns (any major);
1 FLVS intern (junior or senior);	4 early childhood seminar students;	2 3hr graduate interns (any major);
1 sport/exercise practicum students;		

Once you have met the requirements for earning a COP, return this completed form to the Office of Clinical Experiences (fax# 407-823-3728). COPs are processed at the end of each semester upon verification of placement data. Issuance of COPs is contingent upon meeting the requirements of supervising teachers as described in the Student Teaching Handbook. Once the certificate is processed, the COP will be mailed to your school principal for distribution. To use the COP toward tuition costs, turn in the signed, completed COP to Student Accounts at the time your tuition is due.

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

Required Information for Certificates of Participation (Please print)

Supervisor Information

Name: _____ E-mail: _____
Phone: _____ School: _____ District: _____

Intern Information

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

1 senior	1 6hr graduate	1 FLVS (jr or sr)	4 junior elementary	4 junior ESE
4 junior early childhood	2 junior secondary	2 On-the-job	2 3hr graduate	1 sport/exercise

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

1) Name: _____ Major: _____ Semester/Year: _____

2) Name: _____ Major: _____ Semester/Year: _____

3) Name: _____ Major: _____ Semester/Year: _____

4) Name: _____ Major: _____ Semester/Year: _____

FOR OFFICE USE ONLY:

Date Received: _____ Receipt Email Sent: _____ Verified: _____