

PEC PROGRAM COMPLETION CHECKLIST

Beginning Teacher:_____ School:_____
(Please print name)

Read and Review with Mentor	Date Completed	Date Electronically Submitted
PEC Completion Guide		
Information You Should Know		
Florida Educator Accomplished Practices (FEAP)		
Florida Standards for appropriate grades and/or subjects		
Review Statement of Eligibility		
Mentor and Administrator Agreement	Date Completed	Date Electronically Submitted
Support Team Agreement		
Individual Action Plan (IAP)	Date Completed	Date Electronically Submitted
IAP #1 (initial meeting)		
IAP #2 (planning and first observation)		
IAP #3 (planning and second observation)		
IAP #4 (final meeting)		
Verification of Demonstration of FEAP	Date Completed	Date Electronically Submitted
Mentor Observation #1		
Mentor Observation #2		
Additional Mentor Observation(s)		
Required Trainings	Date Completed	Date Electronically Submitted
Proactive Classroom Management and Building Relationships (in-person)		
Proactive Classroom Management, a Deeper Dive (Canvas)		
Beacon Professional Practices for Educators		
Beacon Student Advocacy and Legal Issues		

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Additional Documentation	Date Completed	Date Electronically Submitted
Mentor Log		
General Knowledge Exam (if listed on SOE)	Date of Initial Assessment	Date Completed

PEC PROGRAM COMPLETION VERIFICATION	
_____	has demonstrated mastery of the Florida Educator Accomplished Practiced and Professional Education Competencies.
Beginning Teachers's Name (Please print)	
Beginning Teacher's Signature: _____	Date: _____
Mentor's Signature: _____	Date: _____
Administrator's Signature: _____	Date: _____

ALL documentation should be submitted on or before April 10, 2026.

Submission of original copies is the beginning teacher's responsibility. Please put all original copies in the interdepartmental mail and address to The Howell Building, Attention: Jessica Titze and Jordan Vickers.

Submission of electronic copies of paperwork is the mentor's responsibility. Please submit electronic copies to the Paperwork Submission Portal at <https://forms.office.com/r/Q9Y1sygS4T>.