

# Testing and Assessments



## Definition

Testing and assessments include administration or proctoring of eligible assessments by a certified teacher, psychologist, credentialed proctor for a DOE-approved assessment, eligible private school, DOE-approved Virtual Instruction Program (VIP), or approved Home Education Instructional Program (HEIP).

*Eligible programs: FES-UA, FTC, FES-EO, PEP*

*Eligible Account Type(s): **Personal** Account (connected to a Business) if submitting with individual credentials. Otherwise, **school** account for Eligible Private Schools and **business** account for Home Education Instructional Programs and VIPs.*

## Required Service Catalog documentation:

- If submitting as an Individual:
  - First and last name of the individual rendering services
  - Credentialing Document
    - Certified Teacher: A valid Florida educator's certificate or a valid professional standard teaching certificate issued by another state
    - Psychologist: A copy of the Florida Department of Health license number
    - Approved Proctor: Documentation demonstrating completion of the required training to administer an assessment listed on the [DOE website](#).

-Or-

- If submitting as a Business, be one of the following:
  - An Eligible Private School approved by the Florida Department of Education to participate in state scholarship programs
  - An approved Home Education Instruction Program in EMA, as outlined in [the HEIP external guide](#)
  - An approved Virtual Instruction Program (VIP)

## Eligible evaluation methods include:

- Administration of an approved assessment
- Administration of a state FAST assessment
  - By a certified teacher at a location and under testing conditions approved by the school district

**Approved standardized testing or assessments include:**

- National and state standardized, norm-referenced assessments
- Advanced Placement (AP) examinations
- Industry certification examinations
- Transition assessments (FES-UA only)
- Assessments related to postsecondary education
- Conducting career and interest assessments
- Initial or re-evaluation assessments
- Other assessments may be eligible with pre-authorization (as a reimbursement request)