

Steps to Sarasota County Full-Time District Vocational Certification

After securing employment in a FT Vocational position, you will need to complete the certification process outlined below to be eligible for the 3-year Temporary District Vocational certificate.

- Complete the district Vocational Temporary certificate application with Human Resources. The current fee is \$75.00.
- Completion of 3 years of full-time successful occupational experience or the equivalent of part-time experience in the teaching specialization area.
- Provide Industry certification or licensure, if applicable.
Once the above requirements have been met, the three-year Temporary Certificate will be issued.

During the 3-year period of the Temporary certificate, you must complete course work covering the four areas listed below at either St Petersburg College or through FACTE on line.

(Coursework is not required if you hold a valid State issued teaching certificate)

Requirements to obtain the Five-year Renewable Professional Certificate:

- Complete ESOL Category III, 18-hour course in your first year of employment.
- Provide official transcript as proof of completion of the Vocational education courses below at St. Petersburg College.

1. Lesson Planning and Evaluation
2. Basic Teaching Methods: Career and Technical Education
3. Course Construction: Industrial-Technical Education
4. Career and Technical Education for Students with Special Needs

Or

- Provide Certificates of Completion for completing the 4 FACTE courses listed below which are free of charge:
 1. Introduction to Career & Technical Education Assessments & Evaluation (20)
 2. Teaching Methods for CTE (20)
 3. Standards Based Instruction (60)
 4. Teaching Students with Disabilities (20)
- Successfully complete three full years of teaching.
- Complete the Vocational district application for the Five-year Professional Certificate. The current fee is \$75.00.

Please Note: Every five years 120 district in-service credits are required for renewal of the Vocational Professional certificate.