

## CHAPTER 6.00 – HUMAN RESOURCES

### DISTRICT CERTIFICATES

6.21\*

The School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, and full-time and part-time non-degreed vocational education teachers. The fields of certification shall be specified in the *Qualifications for Employment of Non-degreed Full-time and Part-time Vocational and Part-time Adult Instructional Personnel Manual*. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

- I. The Substitute Certificate shall be valid for five (5) school fiscal years and shall be issued to an individual who meets criteria established for employment in the School Board Policy entitled “Substitute Teachers.”
  - A. To re-issue a valid substitute certificate, an individual shall submit an application form to the Department of Human Resources.
  - B. To re-issue an expired substitute certificate, an individual shall submit, to the Department of Human Resources, an application form and a complete set of fingerprints taken by a law enforcement agency or properly trained district personnel to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The fingerprint processing fee shall be paid by the individual.
- II. The following types of full-time certificates shall be issued at the non-degreed vocational level.
  - A. Non-degreed instructional personnel will be issued a two-year (2) temporary certificate upon receipt of fingerprint clearance from the FDLE and FBI and completion of all certification requirements established by the Department of Human Resources.
  - B. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.
  - C. To re-issue a valid professional certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) inservice points shall be considered equivalent.

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**STATUTORY AUTHORITY:** 1001.41, 1001.43(11),1012.22, 1012.23, F.S.

**LAWS IMPLEMENTED:** 1001.43, 1012.32, 1012.39, F.S.

**STATE BOARD OF EDUCATION RULE:** 6A-1.0502

**HISTORY:** **ADOPTED: 06/21/01**  
**REVISION DATE(S): 12/10/18**  
**FORMERLY: NEW**

**NOTES:**  
Refer To: Human Resources Procedures Manual