

- I. The School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, and full time and part-time nondegreed vocational education teachers. 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.
- II. 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 Rule entitled "Substitute Teachers."
 - A. To re-issue a valid Substitute Certificate, an individual shall submit an application form to the office of the Superintendent.
 - B. To re-issue an expired Substitute Certificate an individual shall submit, to the Superintendent's office and application form and a complete set of fingerprints taken by the Calhoun County Sheriff's Department to obtain required records check by the Florida Bureau of Investigation (FBI). The fingerprint processing fee shall be paid by the individual.
- III. The following types of Full Time Certificates shall be issued at the nondegreed vocational level.
 - A. Nondegreed instructional personnel will be issued a three (3) year Temporary Certificate upon receipt of fingerprint clearance from the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
 - 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.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.32, 1012.39, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502

HISTORY: **ADOPTED:** 6/12/2007

REVISION DATE(S): _____

FORMERLY: