

## District Issued Vocational Certificates

### School Policy 6.143 & 6.21

#### **Qualifications for Employment of Degreed Part-Time and Full-Time Vocational Instructional Personnel**

To be eligible for appointment to an instructional position in a career and technical program in Santa Rosa County School District, the applicant must meet the requirements in School Board Policy 6.17 and other requirements specified for district issued certificate.

*Full-time* vocational instructional personnel are issued a 3 year non-renewable vocational temporary certificate—must be employed in a full-time position.

*Part-time* vocational instructional personnel are issued a 5 year part-time vocational temporary certificate—must be employed less than full-time. Reissue requires another application and fee—with credit required for renewal.

Requirements for a vocational temporary certificate (3 year non-renewable or a 5 year temporary):

- 1) Hold at least a high school diploma or the equivalent.
- 2) Hold or be working to obtain the industry certification aligned with the area of assignment when a valid industry certification is available and applicable.
  - a. The list of appropriate certification and certifying agencies is published annually by Florida's Agency for Workforce Innovation by July 1 and kept by the Director of Workforce Education.
- 3) Hold a bachelor's degree or higher from an accredited institution as specified in Rule 6A-4.003, Florida Administrative Code, with an undergraduate or graduate degree major related to the instructional assignment; or
- 4) One year of successful full-time teaching experience in the area of assignment as verified by the Director of Workforce Education and chairperson of the occupational advisory committee specific to the area of assignment. The verification shall include a listing of all current members of the advisory committee and endorsement of the teacher by a majority of the membership.
- 5) Experience verification requirements shall be:
  - a. Occupational experience shall be gained as a wage earner after age sixteen (16);
  - b. The occupational experience shall be verified by former employers; for self-employment, experience in a family-owned business or experience at firm no longer in businesses, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided

on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s) and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included.

- c. Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
  - i. At least six weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or
  - ii. At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in FS231.17(2)(c), and shall be completed in skills or theory courses related to the area of assignment, or
  - iii. Completion of a career training program as described in subparagraph 2.b above, or completion of an apprenticeship program as described in subparagraph 2.c above within the five (5) year period immediately preceding the date of application for employment.

A professional certificate shall be issued to non-degreed full-time vocational instructional personnel when requirements specified below are met:

- 1) Three years of successful teaching in the area for which occupational expertise was established.
- 2) Completion of a minimum of four courses; or a combination of courses and programs as approved, based on the applicant's prior education and training, by the Director of Workforce Education. The following is a list of approved delivery methods which may be utilized to meet this coursework requirement:
  - a. Principles and Philosophy of Vocational Education
  - b. General Methods of Teaching Vocational Education which includes testing and evaluation.
  - c. Methods of Teaching Industrial Education, health occupations or public service education or other approved college course work specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.
  - d. Vocational Education Designed for the Special Needs Student
  - e. Florida Association of Career and Technical Education (FACTE) online courses.
  - f. Perkins Professional Development Institute through the Florida Department of Education's Office of Career and Adult Education.
  - g. Beacon Educator Online Coursework through the University of West Florida and the Santa Rosa County School District Alternative Certification Program.

- 3) Passing score on the General Knowledge Exam.
- 4) Passing score on the Professional Education Exam.
- 5) Demonstration of the Professional Education Competencies approved by the Florida Department of Education.

## **Qualifications for Employment of Non-degreed Part-Time and Full-Time Vocational Instructional Personnel**

The School Board defines non-degreed vocational instructional personnel as those staff members with qualifications established on the basis of occupational expertise in the areas of Agriscience, Business, Family and Consumer Sciences, Health Science, Industrial, Marketing, Public Service Education and Technology; and who are assigned to teach only career education courses when the Course Code Directory specifies non-degreed vocational instructors as appropriate.

The district superintendent or designee shall insure that each candidate for employment in a non-degreed vocational instructional position meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for appointment to an instructional position in a non-degreed career and technical program in Santa Rosa County School District, the applicant must meet the requirements in School Board Policy 6.17 and other requirements specified for district issued certificate.

*Full-time* vocational instructional personnel are issued a 3 year non-renewable non-degreed vocational temporary certificate—must be employed in a full-time position.

*Part-time* vocational instructional personnel are issued a 5 year part-time non-degreed vocational temporary certificate—must be employed less than full-time. Reissue requires another application and fee—with credit required for renewal.

Requirements for a non-degreed vocational temporary certificate (3 year non-renewable or a 5 year temporary):

- 6) Hold at least a high school diploma or the equivalent.
- 7) Hold or be working to obtain the industry certification aligned with the area of assignment when a valid industry certification is available and applicable.
  - a. The list of appropriate certification and certifying agencies is published annually by Florida's Agency for Workforce Innovation by July 1 and kept by the Director of Workforce Education.
- 8) Occupational experience in the teaching specialization area as specified in one of the plans below:
  - a. Plan One: A minimum of six (6) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment; or

- b. Plan Two: a minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience in the occupation field of the teaching assignment in combination with one of the options listed below.
  - i. Hold a bachelor's degree or higher from an accredited institution as specified in Rule 6A-4.003, Florida Administrative Code, with an undergraduate or graduate degree major related to the instructional assignment; or
  - ii. Successful completion of a program of training specific to the area of assignment and completed at a postsecondary career and technical institution approved by the department of vocational education in the state where the institution is located; or
  - i. A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor or any state apprenticeship department which is specific to the area of assignment; or
  - ii. A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the District Director of Workforce Education and the Chairperson of the occupational advisory committee specific to the area of assignment. The verification shall include a listing of all current members of the advisory committee and verification that the candidate was endorsed by a majority of the membership.

9) Experience verification requirements shall be:

- a. Occupational experience shall be gained as a wage earner after age sixteen (16);
- b. The occupational experience shall be verified by former employers; for self-employment, experience in a family-owned business or experience at firm no longer in businesses, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s) and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included.
- c. Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
  - i. At least six weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or

- ii. At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in FS231.17(2)(c), and shall be completed in skills or theory courses related to the area of assignment, or
- iii. Completion of a career training program as described in subparagraph 2.b above, or completion of an apprenticeship program as described in subparagraph 2.c above within the five (5) year period immediately preceding the date of application for employment, or
- iv. One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for employment.

A professional certificate shall be issued to non-degreed full-time vocational instructional personnel when requirements specified below are met:

- 6) Three years of successful teaching in the area for which occupational expertise was established.
- 7) Completion of a minimum of four courses; or a combination of courses and programs as approved, based on the applicant's prior education and training, by the Director of Workforce Education. The following is a list of approved delivery methods which may be utilized to meet this coursework requirement:
  - a. Principles and Philosophy of Vocational Education
  - b. General Methods of Teaching Vocational Education which includes testing and evaluation.
  - c. Methods of Teaching Industrial Education, health occupations or public service education or other approved college course work specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.
  - d. Vocational Education Designed for the Special Needs Student
  - e. Florida Association of Career and Technical Education (FACTE) online courses.
  - f. Perkins Professional Development Institute through the Florida Department of Education's Office of Career and Adult Education.
  - g. Beacon Educator Online Coursework through the University of West Florida and the Santa Rosa County School District Alternative Certification Program.
- 8) Passing score on the General Knowledge Exam.
- 9) Passing score on the Professional Education Exam.
- 10) Demonstration of the Professional Education Competencies approved by the Florida Department of Education.

## **CAREER SPECIALIST**

**To be eligible for a degreed Career Specialist position, a person must:**

1. Hold a Bachelor's Degree or higher from an accredited educational institution as specified in Rule 6A-4.003, F.A.C.
2. Provide verification of at least two (2) years of full-time occupational experience or equivalent in part-time experience.
  - a. The initial Temporary Certificate issued shall be valid for three (3) school years with a validity period from July 1 to June 30.
  - b. A full-time, degreed certificate covering Career Specialist valid for five (5) years will be issued when the following requirements are met:
    - i. Completion of two (2) years full-time experience in the position of Career Specialist;
    - ii. Participation in career education training conducting via Workforce Education pre-planning professional development; and
    - iii. Verified demonstration of required professional education competence through the instructional evaluation system of the Santa Rosa County School District.
    - iv. Complete a minimum of two courses; or a combination of courses and programs based on the applicant's prior education and training approved by the Director of Workforce Education. The following is a list of approved delivery methods which may be utilized to meet this coursework requirement:
      - a. Principles and Philosophy of Vocational Education
      - b. General Methods of Teaching Vocational Education which includes testing and evaluation.
      - c. Methods of Teaching Industrial Education, health occupations or public service education or other approved college course work specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.
      - d. Vocational Education Designed for the Special Needs Student
      - e. Florida Association of Career and Technical Education (FACTE) online courses.
      - f. Perkins Professional Development Institute through the Florida Department of Education's Office of Career and Adult Education.
      - g. Beacon Educator Online Coursework through the University of West Florida and the Santa Rosa County School District Alternative Certification Program.
      - h. Other career education coursework may be considered.

**To be eligible for a non-degreed Career Specialist position, a person must:**

1. Hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma.
2. Provide verification of at least six (6) years of full-time occupational experience or the equivalent in part-time experience;
  - a. The initial Temporary Certificate issued shall be valid for three (3) school years with a validity period from July 1 to June 30.
  - b. A full-time, non-degreed certificate covering Career Specialist valid for five (5) years will be issued when the following requirements are met:
    - i. Completion of two (2) years full-time experience in the position of Career Specialist;
    - ii. Participation in career education training conducting via Workforce Education pre-planning professional development; and
    - iii. Verified demonstration of required professional education competence through the instructional evaluation system of the Santa Rosa County School District.
    - iv. Complete a minimum of two courses; or a combination of courses and programs based on the applicant's prior education and training approved by the Director of Workforce Education. The following is a list of approved delivery methods which may be utilized to meet this coursework requirement:
      - a. Principles and Philosophy of Vocational Education
      - b. General Methods of Teaching Vocational Education which includes testing and evaluation.
      - c. Methods of Teaching Industrial Education, health occupations or public service education or other approved college course work specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.
      - d. Vocational Education Designed for the Special Needs Student
      - e. Florida Association of Career and Technical Education (FACTE) online courses.
      - f. Perkins Professional Development Institute through the Florida Department of Education's Office of Career and Adult Education.
      - g. Beacon Educator Online Coursework through the University of West Florida and the Santa Rosa County School District Alternative Certification Program.
      - h. Other career education coursework may be considered.



DISTRICT ISSUED VOCATIONAL CERTIFICATE  
JUNIOR RESERVE OFFICER TRAINING CORPS  
(JROTC)

To be eligible for appointment to a Junior ROTC instructional position in the Santa Rosa County School District, the applicant must meet the requirements in School Board Policy 6.17 and other requirements specified for district issued certificate. The applicant must meet the following requirements for a district issued three (3) year non-renewable temporary vocational certificate.

- Is retired from active military duty.
- Satisfies the criteria establish by the appropriate military service for certification as a Junior Reserve Officer Training Instructor.
- Has an exemplary military record.
- Meets requirements of school board policy 6.17

A district issued *professional vocational certificate* will be issued to JROTC instructors when the requirements specified below have been met:

1. Demonstration and completion of the Florida Professional Education Competencies approved by the Florida Department of Education.
2. Passing score on the General Knowledge Exam.
3. Passing score on the Professional Education Exam.
4. Submit application and fee for the Professional Vocational Certificate.