

General Personnel Policy Statement**CERTIFICATION: TEMPORARY INSTRUCTORS, NONDEGREED VOCATIONAL, ADULT PART-TIME TEACHERS, ADJUNCT EDUCATORS, CAREER SPECIALISTS AND EXPERTS IN THE FIELD****LOCAL CERTIFICATION**

Pursuant to Sections 1012.39; 1012.55 and 1012.57, Florida Statutes (F.S.), employment of temporary instructors, teachers of adult education, nondegreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district, will establish the minimal qualifications for the issuance of Miami-Dade County Public Schools (M-DCPS) certificates. Such certificates establish eligibility for employment, but confer no right to employment.

I. TEMPORARY INSTRUCTORS**A. Definition**

The School Board defines a temporary instructor as a person properly qualified to serve as a substitute teacher who is assigned to instruct and supervise students in attendance whenever the assigned teacher is absent from the work location for less than ten (10) consecutive workdays, excluding weekends, holidays and teacher workdays.

B. Basic Qualifications

The Superintendent of Schools (Superintendent) or designee shall ensure that qualified candidates for a M-DCPS certificate as a temporary instructor meet requirements for employment, and shall maintain records of such information in the candidate's personnel file.

To be eligible for M-DCPS certification and inclusion in the temporary instructor pool in the M-DCPS, the applicant must meet the following requirements:

1. Age: Be at least 18 years of age.
2. Fingerprinting: Submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to Section 1012.32 F.S. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.

3. Educational Training: The applicant must have a Bachelor's degree or have completed a minimum of sixty semester hours or have an Associate's degree from an accredited college or university.

C. Application Procedures

The application for the M-DCPS temporary instructor certificate shall be submitted to Certification.

D. Issuance of M-DCPS Certificate

Following the clearance of fingerprints, Certification will issue a M-DCPS temporary instructor certificate valid for five (5) years, the year beginning July 1 and ending June 30.

E. Terms and Conditions of Employment

All terms and conditions of employment for temporary instructional personnel shall be in accordance with School Board rule for certified instructional personnel, whether State or M-DCPS certified.

F. Processing Fee

The district fee for processing the application for a certificate shall be equal to the fee charged by the State Department of Education.

II. NONDEGREED FULL-TIME VOCATIONAL INSTRUCTIONAL PERSONNEL

A. Definition

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

B. Basic Qualifications

The Superintendent or designee shall insure that qualified candidates for employment in a nondegreed full-time vocational instructional position meet the minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for a M-DCPS certificate for a full-time instructional position in a nondegreed vocational program in M-DCPS, the applicant must meet the following requirements:

1. Age: Be at least 18 years of age.
2. Fingerprinting: Submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to Section 1012.32 F.S. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Occupational Expertise: 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, and establishes the minimum competency in the area of assignment based on the criteria listed below. Occupational expertise shall be established in the area of assignment by one of the plans specified below:
 - a. Plan One: At least 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 occupational field of the teaching assignment or related occupational field as verified in Section II. B. 3.b. (7) of this rule in combination with one of the options listed below:
 - (1) A bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC, with an undergraduate or graduate degree major related to the instructional assignment; or
 - (2) Thirty-six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in Rule 6A-4.003, FAC, in skills or theory courses related to the instructional assignment; or

- (3) Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located; or
- (4) A valid certificate, registration, or license which was issued by a recognized state or national credentialing agency in an area specific to the area of assignment; or
- (5) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any state apprenticeship department which is specific to the area of assignment; or
- (6) Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests in the area of assignment; or
- (7) A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the instructional supervisor of the area of assignment and the chairperson of the occupational advisory committee specific to the area of assignment.

c. Other requirements shall be:

- (1) Occupational experience shall be gained as a wage earner after age sixteen (16).
- (2) The occupational experience shall be verified by former employers; or for self-employment, experience in a family-owned business, or experience at a firm no longer in business, 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.

- (3) When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license, as defined by the appropriate instructional supervisor.
- (4) Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
 - (a) At least six (6) weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or
 - (b) 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 Rule 6A-4.003, FAC, and shall be completed in skills or theory courses related to the area of assignment, or
 - (c) Completion of a vocational program specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located or a certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any state apprenticeship department which is specific to the area of assignment within the five (5) year period immediately preceding the date of application for employment.
 - (d) 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.

C. Application Procedures

The application for a M-DCPS full-time nondegreed vocational teaching certificate shall be submitted to Certification.

D. Issuance of M-DCPS Certificate

Following the clearance of fingerprints, Certification will issue to the employee a M-DCPS non-renewable temporary certificate valid for three (3) years, the year beginning July 1 and ending June 30. When the employee completes the professional preparation coursework (within the validity period of the temporary certificate), Certification will issue, upon application, a full-time nondegreed vocational certificate valid for five years.

E. Terms and Conditions of Employment

All terms and conditions of employment for nondegreed full-time vocational instructional personnel shall be in accordance with School Board Rule for certified instructional personnel, whether State or M-DCPS certified.

F. Processing Fee

The district fee for processing the application for a M-DCPS certificate shall be equal to the fee charged by the State Department of Education.

III. NONDEGREED PART-TIME VOCATIONAL INSTRUCTIONAL PERSONNEL

A. Definition

The School Board defines nondegreed vocational instructional personnel as those staff members whose qualifications are established on the basis of occupational expertise in areas of Agriscience, Business, Family and Consumer Sciences, Technology, Health Science, Industrial, Marketing, Public Service Education and Technology; and who are assigned to teach only vocational courses when the Course Code Directory specifies nondegreed vocational instructors as appropriate. Instructional personnel working only part-time shall be limited to working a maximum of twenty-five hours per week in any combination in M-DCPS.

B. Basic Qualifications

The Superintendent or designee shall insure that qualified candidates for M-DCPS certification in a nondegreed part-time vocational instructional position meet the minimum requirements for certification and shall maintain records of such information in the candidate's personnel file.

To be eligible for M-DCPS certification in a part-time instructional nondegree vocational program in M-DCPS, the applicant must meet the following requirements:

1. Age: Be at least 18 years of age.
2. Fingerprinting: Submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to Section 1012.32 F.S. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Occupational Expertise: 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, and establishes the minimum competency in the area of assignment based on the criteria listed below. Occupational expertise shall be established in the area of assignment by one of the plans specified below:
 - a. Plan One: At least 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 occupational field of the teaching assignment or related occupational field as verified in Section III. B. 3.b. (7) of this rule in combination with one of the options listed below:
 - (1) A bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC, with an undergraduate or graduate degree major related to the instructional assignment; or
 - (2) Thirty-six (36) semester hours of college credit. The college credit must have been earned at an accredited institution as specified in Rule 6A-4.003, FAC, in skills or theory courses related to the instructional assignment; or
 - (3) Successful completion of a program of training. The training program must be specific to the area of assignment and completed at a postsecondary

vocational or technical institution approved by the State Board for vocational education in the state where the institution is located; or

- (4) A valid certificate, registration, or license which was issued by a recognized state or national credentialing agency in an area specific to the area of assignment; or
- (5) A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any state apprenticeship department which is specific to the area of assignment; or
- (6) Thirty (30) semester hours of college credit. The college credit must have been earned by occupational competency tests in the area of assignment; or
- (7) A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the instructional supervisor of the area of assignment and the chairperson of the occupational advisory committee specific to the area of assignment.

c. Other requirements shall be:

- (1) Occupational experience shall be gained as a wage earner after age sixteen (16).
- (2) The occupational experience shall be verified by former employers; or for self-employment, experience in a family-owned business, or experience at a firm no longer in business, 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.

- (3) When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license, as defined by the appropriate instructional supervisor.
- (4) Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
 - (a) At least six (6) weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or
 - (b) 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 institute as specified in Rule 6A-4.003, FAC, and shall be completed in skills or theory courses related to the area of assignment, or
 - (c) Completion of a vocational program specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the State Board for vocational education in the state where the institution is located or a certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor/Education, or any state apprenticeship department which is specific to the area of assignment within the five (5) year period immediately preceding the date of application for employment; or
 - (d) 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.

C. Application Procedures

An application for a M-DCPS part-time nondegreed vocational teaching certificate shall be submitted to Certification.

D. Issuance of M-DCPS Certificate

Following clearance of the fingerprints, Certification will issue, to the employee, upon application, a M-DCPS part-time nondegreed certificate valid for five (5) years, the year beginning July 1 and ending June 30.

E. Terms and Conditions of Employment

All terms and conditions of employment for nondegreed part-time vocational instructional personnel shall be in accordance with School Board rule for certified instructional personnel, whether State or M-DCPS certified.

F. Processing Fee

The district fee for processing the application for a certificate shall be equal to the fee charged by the State Department of Education.

V. PART-TIME ADULT EDUCATION

A. Definition

The School Board defines part-time adult education personnel as those staff members who meet minimum district specialization requirements for certification. Such instructional personnel shall be limited to working a maximum of twenty-five hours part-time per week in the adult program and may not work in the Pre-K - 12 program. Those personnel who meet stated requirements will be eligible for a M-DCPS part-time adult certificate.

B. Basic Qualifications

The Superintendent or designee shall insure that qualified candidates for M-DCPS certification in a part-time adult instructional position meet the minimum requirements for certification and shall maintain records of such information in the candidate's personnel file.

To be eligible for appointment to a part-time adult instructional position in M-DCPS, the applicant must meet the following requirements:

1. Age: Be at least 18 years of age.
2. Fingerprinting: Submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of

Investigation pursuant to Section 1012.32 F.S. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.

3. Educational Training: Hold a bachelor's or higher degree with an undergraduate or graduate degree major in the area of assignment or hold a bachelor's or higher degree in another area and thirty (30) semester hours in courses related to the area of assignment. The degree or college credit must have been completed at an accredited institution as specified in Rule 6A-4.003, FAC.

C. Application Procedures

The application for a M-DCPS part-time adult teaching certificate shall be submitted to Certification.

D. Issuance of M-DCPS Certificate

Following clearance of the fingerprints, Certification will issue to the employee, upon application, a M-DCPS part-time adult education certificate valid for five (5) years, the year beginning July 1 and ending June 30.

E. Terms and Conditions of Employment

All terms and conditions of employment for part-time instructional personnel shall be in accordance with School Board rule for certified instructional personnel, whether State or M-DCPS certified.

F. Processing Fee

The district fee for processing the application for a certificate shall be equal to the fee charged by the State Department of Education.

V. ADJUNCT EDUCATOR - PART-TIME INSTRUCTIONAL

A. Definition

The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test.

B. Basic Qualifications

The Superintendent or designee shall ensure that qualified candidates for a M-DCPS certificate as an adjunct educator meet the requirements for employment and shall maintain records of such information in the candidate's personnel file.

To be eligible for M-DCPS adjunct educator certification, the applicant must meet the following requirements:

1. Age: Be at least 18 years of age.
2. Fingerprinting: Submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to Section 1012.32 F.S. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Document receipt of a bachelor's or higher degree from an accredited institution of higher learning, or a nonaccredited institution of higher learning that the Department of Education has identified as having a quality program resulting in a bachelor's degree, or higher. Each applicant seeking initial certification must have attained at least a 2.5 overall grade point average on a 4.0 scale in the applicant's major field of study. The applicant may document the required education by submitting official transcripts from institutions of higher education.
4. Be competent and capable of performing the duties, functions, and responsibilities of an educator.

C. Application Procedures

1. The application for the M-DCPS adjunct educator certificate shall be submitted to Certification.

D. Issuance of M-DCPS Certificate

1. Following the clearance of fingerprints, Certification will issue a M-DCPS adjunct educator certificate valid for five (5) years, the year beginning July 1 and ending June 30.

E. Terms and Conditions of Employment

1. The terms and conditions of employment for an adjunct educator shall be in accordance with School Board rule for certified instructional personnel, whether State or M-DCPS certified.

F. Processing Fee

1. The district fee for processing the application for a certificate shall be equal to the fee charged by the Florida State Department of Education.

VI. CAREER SPECIALIST

A. Definition

The School Board defines a career specialist as a member of the student services team who is responsible for assisting students in career development, dropout prevention, placement, and follow-up services. The career specialist serves as a liaison between the school and business/industry/community to promote career education and preparation.

B. Basic Qualifications

The Superintendent or designee shall ensure that qualified candidates for a M-DCPS certificate as a career specialist meet the requirements for employment and shall maintain records of such information in the candidate's personnel file.

To be eligible for the M-DCPS career specialist certification, the applicant must meet the following requirements:

1. Age: Be at least 18 years of age.
2. Fingerprinting: Submit to a fingerprint check from the Florida Department of Law Enforcement and the Federal Bureau of Investigation pursuant to Section 1012.32 F.S. If the fingerprint report indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Office of Instructional Staffing for review and determination of eligibility for employment.
3. Document receipt of a bachelor's or higher degree from an accredited institution of higher learning, or a nonaccredited institution of higher learning that the Department of Education has identified as having a quality program resulting in a bachelor's

degree, or higher. Each applicant seeking initial certification must have attained at least a 2.5 overall grade point average on a 4.0 scale in the applicant's major field of study. The applicant may document the required education by submitting:

- a. official transcripts from institutions of higher education; or
 - b. an associate's degree or at least 60 semester hours of transferable credit earned from an accredited college/university and four years of qualified full-time experience or the equivalent in part-time experience; or
 - c. a certificate of technical/vocational training and four years of qualified work experience or the equivalent in part-time experience.
4. Be competent and capable of performing the duties, functions, and responsibilities of an educator.

C. Application Procedures

The application for the M-DCPS career specialist certificate shall be submitted to Certification.

D. Issuance of M-DCPS Certificate

Following the clearance of fingerprints, Certification will issue a M-DCPS non-renewable temporary career specialist certificate valid for three (3) years, the year beginning July and ending June 30. When the employee completes the requirements for the professional certificate (within the validity period of the temporary certificate), Certification will issue, upon application, a professional career specialist certificate valid for five (5) years.

E. Terms and Conditions of Employment

The terms and conditions of employment for career specialists shall be in accordance with School Board rules for certified instructional personnel, whether State or M-DCPS certified.

F. Processing Fee

The district fee for processing the application for a certificate shall be equal to the fee charged by the Florida State Department of Education.

VI. EXPERT IN THE FIELD - FULL-TIME INSTRUCTIONAL

A. Definition

The School Board defines an expert in field as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test.

B. Basic Qualification

The Superintendent or designee shall ensure that qualified candidates for employment in a subject area expertise full-time instructional position meet minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for a M-DCPS certificate for subject area expertise, the applicant must meet the following requirements:

1. Must have been employed as a full-time teacher in a Miami-Dade County public school, charter school or alternative education outreach center for a period within the immediate three (3) preceding school years of the date of application.
2. Must hold a State of Florida Three-Year Temporary Certificate with an expiration date of June 30 of the preceding school year.
3. Must have completed the professional education courses required for the State of Florida Professional Certificate.
4. Must have passed the Florida Teacher Certification Subject Area Examination for the area of assignment.
5. Must have passed the Florida Teacher Certification Professional Education Test.
6. Must have passed the Florida Teacher Certification General Knowledge Test.

C. Application Procedures

The application for the M-DCPS expert in the field certificate shall be submitted to Certification.

D. Issuance of M-DCPS Certificate

Following the clearance of fingerprints and employment in a full-time instructional position, Certification will issue to the employee a Miami-Dade County Public Schools Expertise Certificate valid for one school year beginning July 1 and ending June 30. This certificate will be issued on a one-time basis and is non-renewable.

E. Terms and Conditions of Employment

The terms and conditions of employment for experts in the filed shall be in accordance with School Board rule for certified instructional personnel, whether State or M-DCPS certified.

F. Processing Fee

The district fee for processing the application for a certificate shall be equal to the fee charged by the Florida State Department of Education.

Specific Authority: 1001.41(1)(2); 1001.42(22); 1001.43(10) F.S.

Law Implemented, or Made Specific: 1012.39; 1012.55; 1012.57 F.S.; 6A-1.0502; 6A-4.003
FAC

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