



### Definition

A “Choice Navigator” means an individual who meets the credentialing requirements of a part-time tutor (listed directly below) and who provides consultations, at a mutually agreed upon location, on the selection of, application for, and enrollment in educational options addressing the academic needs of a student; curriculum selection; and advice on career and postsecondary education opportunities.

**Note:** A Choice Navigator may not oversee or exercise control over the curricula or academic programs of a student.

### Required Service Catalog documentation

- First and last name of the person rendering services.
- Hourly rate
- Description of service(s) that will be rendered.
- Proof of mastery/documentation of certification:
- The DOE certification number if the tutor is certified.
  - The school district issuing the adjunct teaching certificate.
  - A bachelor’s or graduate degree in the subject area.
  - This may be a copy of the bachelor’s or graduate degree diploma or official college transcript stating the degree conferred.
  - If the diploma does not show the tutor’s major, please submit the transcripts instead.
  - An official FTCE score report indicating a passing score on a Florida subject area exam, not more than 10 years old.
  - A passing score report that is not more than 10 years old, above the intermediate level, on both the oral and written exams for a foreign language subject area (excluding French, German or Spanish) administered by the American Council on the Teaching of Foreign Language (ACTFL).
  - A form provided by a Florida school district and signed by the school district, indicating there is no standardized exam in the subject area, but the person has attained the essential subject matter competencies and subject area specialization requirements.
  - A valid certificate issued by the national Board for Professional Teaching Standards (NBPTS).
  - A valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE).
  - A valid Statement of Status of s (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Professional Certificate.

- For a subject requiring a master's or higher degree (i.e., Educational Leadership, Guidance Counseling, Reading, or School Psychologist) a score report indicating a passing score on a Florida subject area exam (not more than 10 years old) AND a valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Temporary or Professional Certificate.
- A valid Statement of Status of Eligibility (SOE) issued by Educator Certification that indicates the educator is ELIGIBLE for a Temporary Certificate but does not list a passing score on the subject area exam under the Professional Certificate requirements:

*Eligible programs: FES-UA, FTC, FES-EO, PEP, and New Worlds Scholarship Accounts*

### **An approved Choice Navigator is a person that:**

- Holds a valid Florida educator's certificate pursuant to s. 1012.56, F.S.
- Holds an adjunct teaching certificate pursuant to s. 1012.57, F.S.
- Has a bachelor's degree or a graduate degree in the subject area in which instruction is given.
- Is certified by a nationally or internationally recognized research-based training program as approved by the department.
- Has demonstrated a mastery of subject area knowledge pursuant to s. 1012.56(5), F.S. by one of the following ways:
  - For a subject requiring only a baccalaureate degree for which a Florida subject area examination has been developed, achievement of a passing score on the Florida-developed subject area examination specified in state board rule.
  - For a subject for which a Florida subject area examination has not been developed, achievement of a passing score on a standardized examination specified in state board rule, including, but not limited to, passing scores on both the oral proficiency and written proficiency examinations administered by the American Council on the Teaching of Foreign Languages.
  - For a subject for which a Florida subject area examination has not been developed or a standardized examination has not been specified in state board rule, completion of the subject area specialization requirements specified in state board rule and verification of the attainment of the essential subject matter competencies by the district school superintendent of the employing school district or chief administrative officer of the employing state-supported or private school.
  - For a subject requiring a master's or higher degree, completion of the subject area specialization requirements specified in state board rule and achievement of a passing score on the Florida-developed subject area examination or a standardized examination that is directly related to the subject specified in state board rule.
  - Documentation of successful completion of a United States Defense Language Institute Foreign Language Center program.
  - Documentation of a passing score on the Defense Language Proficiency Test (DLPT).

- For a subject requiring only a baccalaureate degree for which a Florida subject area examination has been developed, documentation of receipt of a master's or higher degree from an accredited postsecondary educational institution that the Department of Education has identified as having a quality program resulting in a baccalaureate degree or higher in the certificate subject area as identified by state board rule.

**Vendor receipt/invoice must include:**

- Scholarship student's first and last name (as it appears on the scholarship).
- Choice Navigator's first and name
- The company name, if applicable
- Choice Navigator's hourly rate
- Date and hours of instruction, including year
- Description of item/service
- Proof of payment documentation (if the payee is the parent-guardian)

**Note:** Receipt/invoice should be on your business letterhead