

# Full-Time Tutoring

## External Guide



### Definition

Full-time tutoring includes two categories: Private Full-Time Tutor and Full-Time Tutor in a Commercial Building.

### Private Full-Time Tutor must have:

- 720 hours of instruction for students in kindergarten to 3rd grade.
- 900 hours of instruction for students in 4th to 12th grade.

**Note:** They may serve up to 5 students at a time.

### Full-Time Tutor at a Commercial Building must have:

- 720 hours of instruction for students in kindergarten to 3rd grade or 900 hours of instruction for students in 4th to 12th grade in a building that meets the criteria of:
  - Any commercial building with a valid certificate of occupancy, library, community service, museum, performing arts, theatre, cinema, or church facility.
  - Any facility or on any land owned by a Florida College System institution or university or similar public institution facility.
  - Any facility recently used to house a school or childcare facility licensed under s. 402.305 within the preexisting zoning and land use designations of the facility without obtaining a special exception, rezoning, or a land use change so long as the provision of such tutoring meets all applicable state and local health, safety, and welfare laws, codes, and rules, including those pertaining to fire safety and building safety.

**Note:** They may serve up to 25 students at a time.

### Both categories must follow statutory guidelines that include:

- Meeting attendance requirements
- Filing a W9 form annually with the appropriate Scholarship Funding Organization (SFO) prior to the receipt of education savings account funds (ESA), and annually after that.

**Note:** The FLDOE may institute a standardized compliance form.

### Required Service Catalog documentation

- First and last name of the tutor providing services.
- A copy of their DOE certification or their DOE license number.
- Hourly rate.

- Valid certificate of occupancy (only for Full-Time Tutoring at a Commercial Building).
- Full-time Private Tutoring Program Participation Agreement.

**Download it here:** <https://go.stepupforstudents.org/hubfs/Providers/Full-Time%20Private%20Tutor%20Participation%20Agreement.pdf>

*Eligible programs: FES-UA and PEP*

**Important:** The tuition and fee schedule must be published and publicly available.

**Invoice must include:**

- Scholarship student's first and last name (as it appears on the scholarship).
- Tutor's first and name
- The company name, if applicable
- Tutor'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