

Full-Time Tutoring

External Guide



Definition

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

Eligible programs: FES-UA and PEP

Private Full-Time Tutor must have:

- **720 hours** of instruction per student in kindergarten to 3rd grade.
- **900 hours** of instruction per student 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 per student in kindergarten to 3rd grade or 900 hours of instruction per student 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.
- Valid Florida teaching certificate for the subject and grade level for which instruction will be provided.
- Valid certificate of occupancy (only for Full-Time Tutoring at a Commercial Building).
- Full-time Private Tutoring [Program Participation Agreement](#).

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