

Part-Time Tutoring

External Guide



Definition

A part-time tutor provides teaching or instructional support services to students on less than a full-time basis.

A part-time tutor must hold one of the following credentials:

- A valid Florida educator's certificate
- An adjunct teaching certificate
- A valid professional standard teaching certificate issued by another state
- A valid Statement of Status (SOE) issued by Educator Certification that indicates the educator is eligible for a Professional Certificate
- Certification by a nationally or internationally recognized research-based training program as approved by the department. Examples include:
 - The Barton Reading & Spelling System
 - The Orton-Gillingham Approach
 - Wilson Reading System
 - Montessori Accreditation Council for Teacher Education (MACTE)
- A valid certificate issued by the National Board for Professional Teaching Standards (NBPTS) or the American Board for Certification of Teacher Excellence (ABCTE)
- A bachelor's degree or a graduate degree in the subject area of instruction*
 - SUFS will request transcripts if the degree is not subject-area specific
- 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*
- For a subject requiring a master's or higher degree (i.e., Reading), 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 * indicates the tutor will need to upload a separate document to affirm their credentials match the subject area of instruction, such as a list of tutoring services offered. For example, those providing math tutoring should have a passing FTCE score report from a math exam.

Required Service Catalog documentation

- First and last name of the person rendering services
- Proof of mastery/documentation of certification (see list, above)
- Subject area(s) in which tutoring will be provided

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

*To be eligible to serve New Worlds Scholarship Accounts students, the credentialing document must meet the requirements of the program. Examples include:

- Teaching Certificate in Elementary, Primary, Pre-K, Preschool, Early Childhood Education or Exceptional Student Education (or similar)
- Teaching Certificate in English or Mathematics (regardless of grade level)
- Bachelor's or Master's Degree in English, Mathematics, Elementary/Early Childhood Education or Exceptional Student Education
- Certification by a nationally or internationally recognized research-based training program that is reading or mathematics specific. See examples in the bulleted list above.
- Valid score report in English, Reading, or Mathematics from the list of exams in the bulleted list above

Important: Part-time tutoring hours cannot exceed 720 hours (grades K-3) or 900 hours (grades 4-12) per student annually. For tutoring time that exceeds these hours per student, please submit under the full-time tutoring category.