

Part-Time Tutoring

External Guide



Definition

A part-time tutor holds an approved certification in order to render part-time tutoring or instruction in a number of scholarship programs.

An approved part-time tutor 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.

Required Service Catalog documentation

- First and last name of the person rendering services.
- Proof of mastery/documentation of certification:
 - Hourly rate
 - Subject area(s) in which tutoring will be provided

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

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.

Important: Part-time tutoring hours **cannot exceed 720 hours** for grades K-3 or **900 hours** for grades 4-12 annually. This would be considered full-time tutoring, which has different requirements.