

Full-Time Private Tutoring

Provider Participation Agreement



This document must be signed by the individual providing the full-time private tutoring services. If another individual handles the administrative requirements for the full-time tutoring program for students and families participating in the Family Empowerment Scholarship for Unique Abilities (FES-UA) or Personalized Education Program (PEP), they must also sign this document.

Please read the Provider Handbooks for the FES-UA and PEP programs. Then, check each box below to affirm that you have read and understood each requirement as a provider of full-time private tutoring under FES-UA and PEP.

For the FES-UA and PEP programs:

- ☐ I certify that my private tutoring program meets the requirements defined in s. 1002.43, F.S. and is a FULL- TIME tutoring program for the listed student.
- ☐ I certify the student may achieve regular school attendance, as defined in s. 1003.01(13), F.S., by attendance in my private tutoring program.
- ☐ I certify that I am the person tutoring the student and that:
 - I hold a valid Florida certificate to teach the subjects or grades in which instruction is being given.
Tutor name: _____
DOE number: _____
Subject(s) in which certified to give instruction: _____
Grade level(s) in which certified to give instruction: _____
 - I will keep all records and complete all reports required by the Florida Department of Education, the Florida State Board of Education, and the applicable district school board.
 - I will make regular reports on the attendance of students in accordance with the provisions of s. 1003.23(2), F.S. Private tutoring programs are required to keep all records and prepare and submit all reports that may be required by law and rules of the State Board of Education and district school boards. The records must include a register of enrollment and attendance and the private tutor must make these reports available as may be required by the State Board of Education. The enrollment register must show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education. The register must be open for inspection by the designated school representative or the district school superintendent of the district in which the school is located.
 - I will require students to be in actual attendance for the minimum length of time prescribed by s. 1011.60(2), F.S. This means a term of 180 actual teaching days or the equivalent on an hourly basis as specified by rules of the Florida State Board of Education each school year. The hourly equivalent for kindergarten through grade 3 is not less than 720 net instructional hours and the hourly equivalent for grades 4 through 12 is not less than 900 net instructional hours.



- ☐ I certify that I have read, understand, and will comply with the requirements of ss. 1002.394 & 1002.395, F.S. as they apply to my private tutoring program.
- ☐ I understand that a full-time private tutor receiving FES-UA and/or PEP funds may not serve more than five (5) students at one time. However, a full-time private tutor may provide tutoring for up to twenty-five (25) students if the following facility requirements are satisfied:
- Private tutoring may be provided for up to twenty-five (25) students in any commercial building with a valid certificate of occupancy, library, community service, museum, performing arts, theatre, cinema, or church facility; in any facility or on any land owned by a Florida College System institution or university; in any similar public institution facility; and in any facility recently used to house a school or child care facility licensed under s. 402.305, F.S., 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.
- ☐ I certify that I have read and understand Step Up for Students' policies and procedures. I understand that failure to abide by these policies and procedures may result in a loss of payment or loss of eligibility as a participating private tutoring program in the Family Empowerment Scholarship program.

Full-Time Private Tutoring Program Name: _____

Full-Time Private Tutor's Name (Print): _____

Full-Time Private Tutor's Signature: _____

Private Tutoring Program Administrator Name (Print): _____

Private Tutoring Program Administrator Signature: _____

Street Address: _____

City, State and Zip: _____

Please upload this **completed** form, your credentials, and if applicable, a valid Certificate of Occupancy in your EMA portal.