



Application for Professional Development Services (Non-employees)

Educators not currently employed with Volusia County Schools may apply and submit a fee to participate in professional development offerings through Volusia County Schools to earn in-service points towards the renewal of their certificate or towards the reinstatement of an expired certificate. A \$100 fee will be charged for this service – see terms below.

Terms/Conditions of Maintenance

- The applicant must possess a 5-year professional teaching certificate OR be in the process of earning in-service towards the reinstatement of an expired 5-year professional certificate.
- Applicants with a 5-year Professional Certificate will be able to earn in-service points from the date of application to the end of the educator’s current certificate validity period.
- Applicants earning in-service towards reinstatement of an expired certificate will be allotted 2 years from the date of this application to earn the necessary points.
- The applicant will have access to view and/or register for district professional learning opportunities through MyPGS (Volusia County Schools’ professional learning management system).
- Acceptance and participation for district in-service opportunities will be determined by the instructor of the course/VCS Course Administrator. If deemed necessary, VCS Course Administrators reserve the right to remove non-employees and add a current employee to section rosters.
- The applicant may incur additional fees if there is a high cost for materials.
- District online courses require participants to complete implementation and evaluation activities. Applicants no longer in a classroom environment may be unable to successfully complete these courses.
- In-service add-on certification courses in the areas of Reading, ESOL, Gifted or Autism are not available to non-employees.
- It is the responsibility of the applicant to notify the Professional Learning department of any change in personal information, i.e. mailing address, email address, phone number, etc.
- The Professional Learning department has the right to deny in-service points for activities that may not be appropriate.
- The applicant must submit the appropriate in-service request form to the Professional Learning department to request in-service points for activities not conducted by Volusia County Schools.
- Subject area examinations and 1 to 6 semester hours of college course(s) taught or earned within the validity period may be used towards certificate renewal or reinstatement, however, college/subject area examination information must be submitted directly to the DOE.
- Upon each certificate renewal or reinstatement, the applicant must submit a new application and fee for professional development services for their new certificate validity period.

(Please TYPE or PRINT)

Last Name:	First Name:	Middle Name:	Last 4 digits of SS #
Email Address:		Phone:	
Certificate Number:		Certificate Expiration Date:	

This is to verify that I have read and agree to the terms/conditions above.

Signature of Applicant

Date

Submit application along with check or money order for \$100 payable to Volusia County Schools to:
Volusia County Schools, Professional Learning, P O Box 2118, DeLand FL 32721-2118

Active Volusia County School Substitute Teachers have automatic access and do not need to fill out this form or pay the fee.