

The district may issue an Adjunct Teaching Certificate to an instructional employee who meets the requirements of Florida Statute 1012.56 (2) (a)-(f) and (10) and who has expertise in the subject area to be taught as evidenced by passing an appropriate Florida subject area test. Only passing exam scores earned no more than ten (10) years prior to the date of the certification application are acceptable.

Each Adjunct Teaching Certificate is valid through the term of the annual contract between the educator and the district. An additional annual Adjunct Teaching Certificate and an additional contract may be awarded by the District at the District's discretion, but only if the teacher is rated effective or highly effective during each year of teaching under the Adjunct Teaching Certificate.

The district may issue an Adjunct Teaching Certificate for a part-time or full-time teaching position; however, an Adjunct Teaching Certificate issued for a full-time teaching position is valid for no more than five (5) years and is nonrenewable.

**I. ELIGIBILITY REQUIREMENTS**

- A. Be at least 18 years of age.
- B. Have a bachelor's or higher degree from an accredited institution with an overall grade point average of at least 2.5 on a 4.0 scale.
- C. Document expertise in the subject area to be taught by submitting a passing test score for the appropriate Florida subject area test for the subject to be shown on the Adjunct Teaching Certificate.
- D. Following the initial annual Adjunct Teaching Certificate, teachers must be rated effective or highly effective during each year of teaching under the Adjunct Teaching Certificate.

**II. APPLICATION PROCESS**

- A. Upon approval for hire by the Human Resources Staffing Office, the employee will be provided the instructions for the district's annual Adjunct Teaching Certificate application and processing fee for each certificate subject.
- B. The Adjunct Teaching Certificate is issued for one year to cover one contracted school year of teaching assignments covered by the certificate's subject (teaching out-of-field under the Adjunct Teaching Certificate is not permitted). Issuance of a subsequent Adjunct Teaching Certificate and contract renewal is awarded at the district's discretion and requirements of F.S. 1012.56.

**STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:**

1012.56 (2)(a)-(f), 1012.56 (10), 1012.57, F.S.

**HISTORY: ADOPTED: 5/12/2025**

**FORMERLY: NEW**