

**Non-Degreed Career & Technical Education
&
Adult Education Instructional Personnel**

Employment & Certification Procedures



Career & Technical Education

**BRADFORD COUNTY
SCHOOL BOARD**

Board Approved on May 27, 2025

Annual Notification of Nondiscrimination

Bradford County School District offers the following career and technical programs, including career academies wherein students may earn industry certification: [List programs and any admission requirements. Explain any differences between secondary and postsecondary programs.]

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

Aimee Ferguson, Human Resources Title IX Coordinator & Equity Officer
Tammy Saxon Student Services Title IX Coordinator & Section 504 Coordinator

Office Address: 501 W. Washington St., Starke, FL 32091
Phone Number (Voice/TDD): 904-966-6031 or 904-966-6014
E-mail: ferguson.aimee@mybradford.us or saxon.tammy@mybradford.us

Continuous Notification of Nondiscrimination

Bradford County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or genetic information in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Aimee Ferguson, Human Resources Title IX Coordinator & Equity Officer
Karen Clarke, Assistant Superintendent for Curriculum & Instruction
Tammy Saxon, Student Services Title IX Coordinator & Section 504 Coordinator

Office Address: 501 W. Washington St., Starke, FL 32091
Phone Number (Voice/TDD): 904-966-6031 or 904-966-6014
E-mail: ferguson.aimee@mybradford.us, saxon.tammy@mybradford.us, clarke.karen@mybradford.us

Bradford County School District
Qualifications for Employment of Nondegreed Full-Time and Part-time Career & Technical Education and Adult Instructional Personnel

Employment and Certification Procedures
District Teacher Certification Process Handbook

The School Board defines nondegreed, full-time and part-time Career & Technical Education instructional personnel as those staff members whose qualifications are established on the basis of occupational expertise in areas of agriculture, business, health occupations, family and consumer science, industrial, marketing, career specialist, and public service education; and who are assigned to teach only Career & Technical Education courses when the Course Code Directory specifies nondegreed Career & Technical Education instructors as appropriate.

The School Board authorizes the employment of nondegreed personnel to teach in Career & Technical Education programs to comply with section F.S. 1012.39(1)(c).

A. Part-time and Full-time Nondegreed Teachers of Career programs..

1. Eligibility. The applicant must meet the following requirements:

- a. The age requirement established for other full-time instructional personnel;
- b. The filing of a complete set of fingerprints in the same manner as required by. 1012.32.
- c. Occupational Expertise: Hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma; and establish the minimum competency in the area of assignment based on the following criteria:
 - (1) Completion of 3 years of full-time successful occupational experience or the equivalent of part-time experience in the teaching specialization area.

2. Occupational Experience Requirements.

- a. Occupational experience shall be gained as a wage earner after age sixteen (16);

- b. The occupational experience shall be verified by former employers; or, for self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s), and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included;
- c. When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license described in 1.c.(2)(d) above;

3. Certification Process.

- a. Full-time- We begin the District Teacher Certification process with the credentials that the candidate provided to ensure they have the correct certifications/licensure and occupational expertise (completion of 3 years full-time successful occupational experience or the equivalent of part-time experience in the teaching specialization area) to teach the course sequence of the Career Pathway.

1. The CTE Director/Designee sends a letter to HR requesting a TEMPORARY three-year certification be issued. The applicant completes the application for a CTE Teaching Certificate.
2. When they are hired for full-time teaching, the Director or Designee tells them they have a three (3) year temporary certificate and they must complete four (4) courses through FACTE that are offered for CTE teachers.

Teaching Methods for CTE (Mandatory)

Teaching Students with Disabilities (Mandatory)

Intro to CTE Assessment and Evaluation (Mandatory)

Standards Based Instruction (Mandatory)

Classroom Management for CTE (Optional)

The Director/Designee reviews lesson plans and their evaluations.

3. When they have completed the required courses and 3 years of satisfactory evaluations, the CTE Director sends the letter below to HR and they issue a 5-year full time District certificate.
 4. Renewal of the 5 year full-time certificate requires six semester hours of college credit. One hundred twenty (120) in-service points shall be considered equivalent.
 5. Must have documentation of industry certification when state or national industry certifications are available and applicable.
- b. Part-time. We begin the District Teacher Certification process with the credentials that the candidate provided to ensure they have the correct certifications/licensure and occupational expertise (completion of 3 years full-time successful occupational experience or the equivalent of part-time experience in the teaching specialization area) to teach the course sequence of the Career Pathway.
1. The CTE Director/Designee sends a letter to HR requesting a five-year part-time Career and Technical Education certification be issued by the School Board of Bradford County.

Adult Education Instructional Personnel Employment and Certification Procedures

Instructional personnel who are employed to teach full time in the adult education program shall hold a valid Florida Educator's Certificate or a District-issued certificate in the area of assignment and shall be governed by the same Board policies as other full-time instructional personnel.

1. Eligibility. The applicant must meet the following requirements:
 - a. The age requirement established for other full-time instructional personnel;
 - b. The filing of a complete set of fingerprints in the same manner as required by 1012.32.
 - c. Occupational Expertise: Hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma; and establish the minimum competency in the area of assignment based on the following criteria:
 - (1) Completion of 3 years of full-time successful occupational experience or the equivalent of part-time experience in the teaching specialization area.
2. Occupational Experience Requirements.
 - a. Occupational experience shall be gained as a wage earner after age sixteen (16);
 - b. The occupational experience shall be verified by former employers; or, for self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s), and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included;
 - c. When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration, or license.



**Human Resources
Certification**

501 W. Washington St. | Starke, FL 32091
www.bradfordschools.org

APPLICATION FOR CAREER AND TECHNICAL EDUCATION (CTE) CERTIFICATE

PERSONAL INFORMATION

Social Security Number	
BCSD Employee Number	
First Name	
Middle Name	
Last Name	
Birth Date (MM/DD/YYYY)	
Mailing Address	
City	
State	
Zip Code	
Phone Number	
Email Address	

Are you a US Citizen? (Circle one)	Yes	No
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CERTIFICATE SERVICE REQUESTED

Please select the service requested below:

- ☐ **Issue my initial Temporary (3-year) CTE Certificate in the subject area(s) approved by the BCSD Career and Technical Education Program.**
- ☐ **Add subject(s) to my current CTE Certificate as approved by the BCSD Career and Technical Education Program.**
- ☐ **Upgrade my Temporary CTE Certificate to a 5-year Professional CTE Certificate.** My completed packet of supporting documentation has been submitted to the BCSD Certification Office on my behalf by the BCSD Career and Technical Education Office.
- ☐ **Renew my Professional CTE Certificate.** I have attached supporting documentation which verifies I have completed the appropriate renewal credit.
- ☐ **Extend my CTE Certificate.** I have attached supporting documentation which verifies approval of this extension.

All application materials (application and supporting documentation) must be submitted to the BCSD Certification Office in the Department of Human Resources.

Important Fee Information: \$75.00 per action requested.

Academic Training: Please note all colleges/Training Programs attended

Name of College or Institution	State	Degree or Certification	Graduation Date	Major	Other Credits Semester Hours & Attendance Dates

Name if different when attended: _____

License: Please note all state of Florida licenses held (e.g. Nursing)

License Type	License #	State	Expiration Date

Vocational/Occupational Experience Record: List all experience related to a teaching assignment

[illegible]

PERSONAL INFORMATION

Social Security Number	
Last Name	
First Name	

LEGAL DISCLOSURE (Florida Law requires you to provide a YES or NO response)

Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

You are not required to acknowledge minor traffic violations. **The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is not a minor traffic violation and should be disclosed on this form.**

Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Career and Technical Education Certificate, but such incidents will prompt a review by the BCSD Background Screening Office and the BCSD Certification Office.

A person is **ineligible for educator certification** if the person has been **convicted of a disqualifying offense** as listed in Section 1012.315 Florida Statutes. Please refer to www.myfloridateacher.com for more information.

SEALED OR EXPUNGED RECORDS (Report ONLY sealed or expunged records in this section)

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

Yes	No	Have you ever had any record sealed or expunged in which you were convicted of a criminal offense?
Yes	No	Have you ever had any record sealed or expunged in which you were found guilty of a criminal offense?
Yes	No	Have you ever had any record sealed or expunged in which you had adjudication withheld on a criminal offense?
Yes	No	Have you ever had any record sealed or expunged in which you pled nolo contendere to a criminal offense?
Yes	No	Have you ever had any record sealed or expunged in which you pled guilty to a criminal offense?
Yes	No	Have you ever had any record sealed or expunged in which you entered into a pretrial diversion program or deferred prosecution program related to a criminal offense?
Yes	No	Do you have a petition pending to seal or expunge any criminal offense record?

SEALED or EXPUNGED records MUST BE REPORTED pursuant to ss. 943.0585 and 943.059, Florida Statutes. However, existence of such records WILL NOT BE DISCLOSED nor made part of your certification file which is public record.

CRIMINAL OFFENSE RECORD(S) (Report any record other than sealed or expunged in this section.)

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

Yes	No	Have you ever been convicted of a criminal offense?
Yes	No	Have you ever been found guilty of a criminal offense?
Yes	No	Have you ever had adjudication withheld on a criminal offense?
Yes	No	Have you ever pled nolo contendere to a criminal offense?
Yes	No	Have you ever pled guilty to a criminal offense?
Yes	No	Have you ever entered into a pretrial diversion program or deferred prosecution program related to a criminal offense?
Yes	No	Are there currently charges pending against you for any criminal offense?

PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

Yes	No	Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state?
Yes	No	Have you ever been DENIED a professional license or certificate in this state or any other state even if the certificate or license was later issued with conditions or limitations?
Yes	No	Have you ever had a professional license or certificate suspended or revoked in this state or any other state?
Yes	No	Have you ever surrendered, resigned, or relinquished a professional license or certificate in this state or any other state during or following an investigation into allegations of misconduct?
Yes	No	Have you ever had a professional license or professional certificate disciplined in this state or any other state by receiving a letter of reprimand, fine, probation or any other restriction or special condition?
Yes	No	Do you have any current investigative action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?
Yes	No	Do you have any current disciplinary action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?

If you answered YES to any of the preceding questions, you must complete all information within the Legal Disclosure Supplement on this page. Please provide detailed information for each affirmative response and submit this form to complete your application.

LEGAL DISCLOSURE SUPPLEMENT

Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is **not** a minor traffic violation and should be disclosed on this form.

Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Career and Technical Education Certificate, but such incidents will prompt a review by the BCSD Background Screening Office and the BCSD Certification Office.

A person is **ineligible for educator certification** if the person has been **convicted of a disqualifying offense** as listed in Section 1012.315 Florida Statutes. Please refer to www.myfloridateacher.com for more information.

First Name	Middle Name	Last Name	Former Name	Any Other Last Name/Aliases

SEALED OR EXPUNGED RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (Outcome)

CRIMINAL OFFENSE RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (Outcome)

PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)

State	Year	License or Certificate	Sanction and Reason
Issuing Agency			

State	Year	License or Certificate	Sanction and Reason
Issuing Agency			

State	Year	License or Certificate	Sanction and Reason
Issuing Agency			

APPLICATION and LEGAL DISCLOSURE AFFIDAVIT

I, _____ (Print Name) do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida. I do hereby affirm that all information provided in my application for a Career and Technical Education Certificate is true, accurate, and complete. I understand that any false or incomplete answer may be grounds for immediate termination of employment.

Applicant's Signature

Date

MEMO

Date:

To: Human Resources District Certification

From: CTE Director/Designee

Subject: Recommendation in the case of, _____ Instructor

I recommend _____ for a district teaching certification in
_____ for a Three Year Temporary District Certificate or Five
Year District Certificate.

Validity Dates: From July 1, _____ to June 30, _____.

Signature _____ Date _____

Director

CC:

Superintendent

Personnel File

05/27/2025



OFFICIAL STATEMENT OF ELIGIBILITY FOR DISTRICT CAREER AND TECHNICAL EDUCATION (CTE) CERTIFICATES

Name: _____
Certificate number: _____
Certificate validity period: _____
Certification coverage: _____
Processing Date: _____

DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE.

In accordance with Florida Statutes 1012.39 and Bradford County Public Schools Board Policy, the Superintendent is authorized to develop procedures for employment and certification of non-degreed career and technical certificates.

The district superintendent or designee shall ensure each candidate for employment in a non-degreed full-time career and technical instructional position meets minimum requirements for employment and certification. Further, documentation of eligibility shall be maintained in the employee's official personnel file.

YOU ARE ELIGIBLE FOR A THREE-YEAR TEMPORARY NON-DEGREED CAREER AND TECHNICAL EDUCATION (CTE) CERTIFICATE COVERING

NOTE: YOU MUST HAVE A FIVE-YEAR PROFESSIONAL NON-DEGREED CAREER AND TECHNICAL CERTIFICATE ISSUED PRIOR TO THE DATE OF EXPIRATION LISTED ON YOUR THREE-YEAR TEMPORARY NON-DEGREED CAREER AND TECHNICAL CERTIFICATE.

FOR ISSUANCE OF A FIVE-YEAR PROFESSIONAL NON-DEGREED CAREER AND TECHNICAL CERTIFICATE, THE REQUIREMENTS LISTED BELOW MUST BE COMPLETED:

A. OBTAIN INDUSTRY CERTIFICATION

- Obtain industry certification in the specialized field when state and national certifications are available.

B. COMPLETE ESOL TRAINING

- Successfully complete one eighteen (18) in-service point ESOL course offered through the Northeast Florida Educational Consortium

C. COMPLETE PROFESSIONAL EDUCATION TRAINING IN THE FOLLOWING AREAS:

- Teaching Methods for CTE **Mandatory** (20)
- Introduction to CTE Assessment & Evaluation **Mandatory** (20)
- Standards Based Instruction **Mandatory** (60)
- Teaching Students with Disabilities **Mandatory** (20)
- Classroom Management **Optional** (60)

D. SUBMIT APPLICATION/FEE TO UPDGRADE TO THE FIVE-YEAR PROFESSIONAL CTE CERTIFICATE

- Submit the application and fee to upgrade to the Five-Year Professional Non-Degreed Career and Technical Certificate.

Note: This training may be completed through coursework from an approved, accredited college/university or an approved institution or an approved district teacher education program which is the Florida Association for Career and Technical Education (FACTE).

