

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
HUMAN RESOURCES
CHAPTER 6.0

6.21 – DISTRICT CERTIFICATES

I. The FSUS School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, fine and performing arts teachers, and instructional staff that possess expertise in or extensive knowledge of a particular subject, but do not hold a Florida teaching certificate, full time and part-time non-degreed vocational education teachers, fine and performing arts. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30 of the following year.

II. Qualifications must include, but are not limited to the following requirements:

A. The teacher must submit a complete set of fingerprints in the same manner as required by s. 1012.32;

B. The teacher must submit documentation of education and successful experience, including documentation of:

1. A high school diploma or the equivalent;

2. Completion of 3 years of full time successful experience or the equivalent of part-time experience in the teaching specification area.

III. The following types of Full Time Certificates shall be issued with Board Approval:

A. Nondegreed instructional personnel will be issued a five (5) year Temporary Certificate upon receipt of fingerprint clearance from the Florida

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Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).

B. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.

C. To re-issue a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) Inservice Points shall be considered equivalent.

STATUTORY AUTHORITY: _____, [1001.41](#), [1012.22](#), [1012.23](#), F.S.

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LAW(S) IMPLEMENTED: _____, [1001.43](#), [1012.32](#), [1012.39](#), F.S.

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STATE BOARD OF EDUCATION RULE(S): _____ [6A-1.0502](#)

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HISTORY: ADOPTED:
3/18/25REVISION DATE(S): _____

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