



NONDEGREED PART-TIME/FULL-TIME VOCATIONAL INSTRUCTIONAL PERSONNEL EMPLOYMENT/CERTIFICATION

Pursuant to School Board Policy 3120.05 and 3120

Revised 06/20/2023

Adrienne McElroy

Brian Granstra

TABLE OF CONTENTS

Definitions of Job Titles -----	Page 1
Employment/Certification Procedures -----	Page 1
Basic Qualifications -----	Page 1
New Educator Training (NET) -----	Page 2
Professional Certification -----	Page 2
Additional Educational Requirements -----	Page 2
Certification Renewal -----	Page 2

Manual Use

This manual is a practical document to guide administrators, managers, and confidential staff members in the certification process for vocational and adult education instructors. This manual does not supersede the instructional contract, instead it is meant to aid in the application of statute F.S.1012.39.

Definitions of Job Titles

Adjunct: At-will non-degreed vocational instructional employee who is not assigned to a regular calendar nor to a regular work day. Adjuncts are substitute/temporary employees and receive neither contracts nor health insurance benefits.

Full-Time: A non-degreed vocational instructional employee who is assigned to a regular calendar and a regular work day is considered a member of the instructional bargaining unit.

Employment/Certification Procedures

The Board authorizes the employment of personnel to teach vocational programs on the basis of occupational expertise and to comply with F.S. 1012.39. The most recent and approved Vocational Curriculum Framework shall be used to further identify the most appropriate qualifications for certification within each program.

Basic Qualifications

- A. The Superintendent or designee shall ensure that each candidate for employment in a vocational instructional position meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for appointment to a vocational instructional position in the District, the applicant must complete the following requirements:

1. Instructional application;
2. Three (3) professional references;
3. Official college transcripts, if applicable;
4. Resume;
5. Copies of appropriate licenses;
6. Successful pre-employment screenings and associated fees;

- B. Occupational Expertise

The prospective employee must 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 high school diploma, an appropriate occupation-specific certification, and establishes the minimum competency in the area of assignment for occupational expertise by one (1) of the three (3) plans specified below:

1. Plan One

At least six (6) years of full-time occupational experience (which could include vocational instruction within the specified area) or the equivalent in part-time experience in the occupational field of the teaching assignment;

2. Plan Two

A minimum of four (4) years of full-time occupational experience (which could include vocational instruction within the specified area) or the equivalent in part-time experience in the occupational field of the teaching assignment in the combination with one (1) of the options listed below:

- a. Thirty-Six (36) Semester Hours of College Credit

The college credit must have been earned at an accredited institution as specified

in F.A.C. 6A-4.003, in skills or theory courses related to the instructional assignment;

b. Successful Completion of a Program of Training

The training program must be specific to the area of assignment and completed as a postsecondary vocational or technical institution approved by the State Board for Vocational Education in the state where the institution is located;

c. A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department which is specific to the area of assignment;

d. Thirty (30) Semester Hours of College Credit

The college credit must have been earned by an occupational competency test (NOCTI - National Occupational Competency Testing Institute) in the area of assignment at an institution which is approved by the State Board for Vocational Education in the state where the institution is located;

3. Plan Three

A minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment in combination with a bachelor's or higher degree. The degree must have been completed at an accredited institution as specified in F.A.C. 6A-4.003 with an undergraduate or graduate degree major related to the instructional assignment.

New Educator Training (NET)

All full-time vocational instructional employees must successfully complete the CCPS New Educator Training (NET) program within one (1) year of hire date. Failure to complete this program is grounds for dismissal.

Professional Certification

A five (5) year District vocational professional certificate shall be issued to vocational instructional employees when the requirements specified below have been met.

- A. Presentation of a current active license and/or occupational certification as appropriate to the program in which the vocational instructional employee works;
- B. Any additional in-service or education as assigned by their supervisor.

Should it be necessary for the Board to choose from among State-certificated and District-certificated teachers, the District-certificated teacher shall have the same rights and privileges as the State-certificated teachers.

Additional Educational Requirements

Per CFEA 2022-2024 Contract Ratified by CFEA 4.29.2022 School Board Approved 05.10.2022:
Teachers who have signed an ESOL/Reading Endorsement agreement and fail to comply with any of the terms of the agreement within two (2) years of employment, shall meet with Human Resources and CFEA representatives to set up a plan for compliance. Those who refuse to meet and/or comply with the plan, shall be subject to disciplinary action, up to and including termination.

Vocational Instructors are in Category 3 for ESOL and need 18 in-service hours of ESOL within 2 calendar years from date of assignment of LEP student.

Certificate Renewal Requirements

District vocational professional certificates must be renewed every five (5) years to remain valid. A total of 120 hours (or points) of in-service coursework are required for recertification. 20 points must be in the area of Exceptional Student Education (ESE), also known as Students with Disabilities (SWD). Courses are offered free of charge through the CCPS Professional Development Center.