

CHAPTER 6.00 - PERSONNEL

6.192*

DISTRICT SUBSTITUTE TEACHER CERTIFICATES

POLICY:

The School Board authorizes issuance of School District Certificates to substitute teachers. Each certificate shall expire on June 30 of the fiscal year for which it was issued.

- (1) The District Substitute Certificate valid for one (1) school fiscal year shall be issued to an individual who meets criteria established for employment in the School Board Rule entitled "Substitute Teachers" (School Board Policy 6.16*).
- (2) To re-issue a valid annual Substitute Certificate, an individual must submit an application form to the Department of Human Resources.
- (3) To re-issue an expired Substitute Certificate (not annually maintained), an individual shall submit, to the Department of Human Resources, an application form and submit to fingerprint processing as outlined in School Board Policy 6.16 (2)(a). The fingerprint processing fee shall be paid by the individual.

STATUTORY AUTHORITY: 1001.41(2); 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.35; 1012.56, F.S.

State Board of education rule: 6A-1.0502

History:

Adopted: Revision Date(s): February 8, 2005 Formerly: School Board Policy 6.191
