

Substitute Policy Summary ***(Rule 60BB-8.410)**

A Voluntary Prekindergarten (VPK) substitute must be of Good Moral Character and be screened using the level 2 screening requirements before employment as a substitute. The following information **must** be submitted to the Coalition for approval prior to assigning a substitute to any VPK classroom.

- ◆ The name of the substitute instructor
- ◆ The VPK class to which the substitute instructor is assigned
- ◆ Documentation demonstrating that the substitute instructor has a current level 2 background screening (FBI, FDLE and LOCAL), affidavit of good moral character and applicable credentials; and
- ◆ The estimated number of days the substitute instructor is expected to offer instruction in the VPK classroom.

A substitute teacher **must** meet the qualifications of a credentialed instructor or **one** the following requirements before employment as a VPK substitute instructor.

❖ **School Year Program:**

- ◆ An associate's or higher degree in any field of study **OR**
- ◆ A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition; **OR**
- ◆ A credential approved by the Department of Children and Family Services as being equivalent to or greater than the national CDA **OR**
- ◆ A Department of Children and Family Services 40-clock-hour Introductory Child Care Training course, as described in rule 65C-22.013, F.A.C., if the class is offered in a child care facility **OR**
- ◆ A Department of Children and Family Services 40-clock-hour Family Child Care Home training as described in rule 65C20.013, F.A.C., if the class is offered in a large family child care home; **OR**
- ◆ A Department of Children and Family Services 30-clock-hour Family Child Care Home training as described in rule 65C-20.009, F.A.C. if the class is offered in a family day care home.

❖ **Summer Program:**

- ◆ An associate's or higher degree in any field of study **OR**
- ◆ A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition; **OR**
- ◆ A credential approved by the Department of Children and Family Services as being equivalent to or greater than the national CDA.

Required: All substitute instructors must meet the Level 2 background screening (**FBI, FDLE and LOCAL**) standards within the past 5 years and have a current affidavit of good moral character.

Circumstances: The substitute instructor may be assigned only if the credentialed instructor is **ABSENT** from the premises.

Time Limitation: A substitute instructor may be assigned to substitute for an absent credentialed instructor for no more than 30% of the VPK program. Thirty percent of the School Year (540 hour) program is 162 hours. Thirty percent of the Summer (300 hours) program is 90 hours. It is the provider's responsibility to maintain a record of the number of hours a substitute instructor has been assigned to each VPK classroom. This record will be reviewed during the annual monitoring. A new credential instructor **must** be assigned to replace the absent instructor in the event the absence of the credential instructor exceeds 30 percent of the program hours.

*The official policy can be found at: <https://www.flrules.org/gateway/readFile.asp?sid=1&tid=6510172&type=1&file=60BB-8.410.htm>