



School District of Manatee County
215 Manatee Avenue
Bradenton, FL 34205
941-708-8770

Procedures for Obtaining a District Issued Non-Degree Career & Technical Certificate

A Non-Degree Career & Technical Certificate

The School District of Manatee County defines non-degreed teachers of Career and Technical Education programs as those staff members whose qualifications are established based on occupation expertise in the areas of agriculture, business, health occupations, family and consumer science, and industrial, marketing, public service education, engineering and technology.

A person holding a Career and Technical Education Certificate must be assigned to teach only Career and Technical Education Courses as identified in the Florida Course Code Directory.

Career and Technical Education courses may be taught by qualified non-degreed personnel with expertise based upon verified satisfactory occupational experience.

Eligibility Requirements:

- Be at least 18 years of age.
- File an affidavit that the applicant subscribes to and will uphold the principles incorporated in the Constitution of the United States and the Constitution of the State of Florida and that the information provided in the application is true, accurate, and complete.
- Six years of occupational expertise in the field, or
- Four years of occupational experience in the field plus an associate degree in the corresponding area, or
- Two years of occupational experience in the field plus a bachelor's degree in the corresponding area.
- All District certifications require that the applicant hold a licensure or industry certification when available.
- Each person who seeks non-degreed certification must be fingerprinted and screened in accordance with s. [1012.32](#) and must not be ineligible for such certification under s. [1012.315](#).
- Be competent and capable of performing the duties, functions and responsibilities of an educator.
- Be of good moral character.

Employment Application

The Non-Degreed Career and Technical Certificate applicant must complete an instructional employment application in the same manner as all other instructional applicants. Please contact Personnel Services for additional information related to the application: (941) 708-8770

Qualifying for the Career Technical & Technical Certificate

To be cleared by Human Resources for an interview, the applicant must be eligible for the district issued certificate in a specific subject area. The applicant can then interview only for those vacancies in that class for that area of certification.

Application Process

Non-Degree Career/Technical Certificate applicants must complete the District's application for employment and submit a payment through the SDMC [RevTrak Web](#) Store in the amount of **\$78.00 for each subject requested**.

In addition to completing the District's application for employment and paying the fees as referenced above, all Non-Degree Career/Technical applicants must also include:

- 1) A set of official transcripts for any college credit or degrees completed
- 2) Copies of licenses or applicable certificates for performing the trade
- 3) Employment Verification of the prior occupational experience

All application materials must be returned to:

School District of Manatee County - Office of Teacher Certification

U.S. Mail: 215 Manatee Avenue, Bradenton, FL 34205 – or – *Interoffice*: SSC Building

NOTE: A District issued Non-degree Career & Technical Certificate is issued only after the applicant has satisfied all certification requirements and has cleared pre-employment drug screening and fingerprint/background screening.