

Legal Name \_\_\_\_\_ Application Date \_\_\_\_\_  
 Home Address \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 Email Address \_\_\_\_\_ District Email Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Expiration Date

Florida Department of Education Certificate Number

	Degree	Granting Academic Institution	Date
Academic History			

**Employment History**

Employment Dates	Employer Name	Position	Contact Information

### References

Name	Address	Phone Number	Occupation

**Sealed/Expunged Record**

Have you ever been convicted or found guilty of a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation) and such record(s) was sealed or expunged? A YES or NO answer is required by Florida Law.

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

**Arrest Record**

Have you ever been arrested and/or convicted, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest) to a crime other than a minor traffic violation? (DUI is NOT a minor traffic violation) Florida Law requires a YES or NO answer. Please attach a certified copy of legal disposition and/or court document related to each arrest. Any record that has NOT been SEALED or EXPUNGED must be reported in this section. IF YOU CHECKED YES, YOU MUST GIVE THE INFORMATION REQUESTED FOR EACH CHARGE. YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION BEING PROVIDED.

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

Are you currently under investigation, or been named in an indictment, accusation, or special presentation of any offense other than a minor traffic violation?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

Have you ever had a professional certificate, credential, or license (of any kind) revoked or suspended, or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards or conduct?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

Are there any pending adverse actions against you?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

Had a report of child abuse or sexual activities involving a K-12 student or minor filed against you with a school district, a state or federal agency, a police agency, or in court?

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

Serving as a contract instructor for the FLVS Franchise @ PAEC will require you to carry out the responsibilities below. Please check that you have read, understand, and agree to:

- Welcome students to the course, communicate requirements, encourage participation, and motivate students to complete coursework.
- Develop and maintain a virtual presence to promote a positive and supportive learning environment.
- Complete **ALL** required professional learning.
- Become proficient in the content of assigned courses.
- Develop a course web page that meets FLVS requirements.
- Call and speak to each student and parent at least monthly and document **ALL** contacts.
- Maintain regular "synchronous" office hours virtually or via phone. For those employed in a school district availability is expected from 4:00 - 8:00 PM each weekday.
- Grade all submitted work within 48 hours and provide feedback that is specific, constructive, and actionable.
- Return all phone calls and emails within 48 hours.
- Provide progress reports between the 10<sup>th</sup> and 15<sup>th</sup> of each month in which students are active.
- Personalize emails for students two or more weeks behind pace or earning a D or F.
- Update teacher announcements every 10 days, including an active phone number.
- Communicate with franchise personnel regarding student issues and class load.

- Monitor the GRACE PERIOD carefully to withdraw students, who may potentially fail to complete, with a passing grade.
- Maintain FERPA requirements when communicating about students.
- Adhere to *Principles of Professional Conduct for the Educational Profession in Florida*.
- Complete FLVS Franchise @ PAEC work **outside** school district contract day (applies only to district employees).
- I hereby certify that I am performing service in the capacity of an independent contractor. I have not nor do I intend to hire employees to assist in performing any services under this contract, if granted. This contract, if granted, is for the sole purposes of receiving a stipend for services as an individual.

By signing below and submitting this application, I acknowledge that I am aware of the responsibilities of a contract instructor for FLVS Franchise @ PAEC and agree to meet these requirements if selected to teach. I understand that if I am selected, I will be required to sign a contract agreeing to the duties of an instructor and that I will be obligated to abide by them. I understand that I will be **paid only for students who successfully complete a segment**. I understand it is a requirement that I **monitor the Grace Period carefully** to withdraw students who may potentially fail to complete with a passing grade. I realize that it is my responsibility to motivate students to complete each course. I also agree that if I fail to meet any of the requirements of an online instructor, students may be transferred to another teacher resulting in a complete loss of pay for that semester.

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*Applicant Signature*

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*Date*

Please return the completed and signed application to Cindi Davis by email at [cindi.davis@paec.org](mailto:cindi.davis@paec.org), FAX: 850-638-6109, or mail to Panhandle Area Educational Consortium, 753 West Blvd., Chipley, FL 32428. If you have questions, please call Brenda Crouch at 850-638-6131 ext. 2320.