



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Office of Professional Practices Services

**Office of Professional Practices Services:  
Updates and Reminders  
December 13, 2024**

## What to expect?

- Today will give you a better understanding of who and what should be reported to the Office of Professional Practices Services.
- What to include in your reporting packet, timely reporting and how to avoid reporting errors will be discussed.
- This session will also help you build awareness and be proactive about supporting your staff in understanding recent cases and how to make good choices.

## **Section (s.) 1012.796, Florida Statutes (F.S.), Complaints against teachers and administrators; procedure; penalties**

- Requires the department to investigate legally sufficient complaints of educator misconduct.
- Requires each school district to file in writing all legally sufficient complaints on certified individuals within **30** days of knowledge.
- Requires each school district to provide unredacted documents to the department and all information known or collected by the district or school.
- Requires the complaint and all information obtained by the department to be exempt from public record until conclusion of the investigation.

## Legally Sufficient

“...ultimate facts which show a violation occurred as provided in s. 1012.795 and defined by rule of the State Board of Education....”

# Who and what to report to PPS?

1

- The person holds or has applied for:
  - temporary Florida educator certificate
  - professional Florida educator certificate
  - athletic coaching certificate

2

- The district or school's review substantiates all or part of the allegation is legally sufficient.

3

- The legally sufficient complaint supports a violation of s. 1012.795, F.S., or 6A-10.081, Florida Administrative Code (F.A.C.).

## **Section 1012.795, F.S. – Common Violations**

- (1)(a) - Obtained or attempted to obtain an educator certificate by fraudulent means.
- (1)(b) - Knowingly failed to report actual or suspected child abuse as required in s. 1006.061, F.S.
- (1)(f) - Has been convicted or found guilty of, has had adjudication withheld for, or has pled guilty or nolo contendere to a misdemeanor, felony, or any other criminal charge, other than a minor traffic violation.
- (1)(p) - Has violated test security as provided in s. 1008.24, F.S.

## **Rule 6A-10.081, F.A.C. – Common Violations (Continued)**

- (2)(a)1. - Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- (2)(a)5. - Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- (2)(b)3 - Shall not use institutional privileges for personal gain or advantage.
- (2)(b)4. - Shall accept no gratuity, gift or favor that might influence professional judgment.

## **Rule 6A-10.081, F.A.C. – Common Violations (Continued)**

- (2)(c)1. - Shall maintain honesty in all professional dealings.
- (2)(c)8. - Shall not submit fraudulent information on any document in connection with professional activities.
- (2)(c)13. - Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance.



## What to include in your reporting packet?

- Reporting Form
- Investigative Report
- Victim / Witness Statements
- Employment Action (if any)
- Class / Team / Field Trip Roster
- Evidence

## Evidence

- Photographs / Videos
- Communications
  - Emails
  - Text Messages
  - Letters / Cards
- Financial Records / Audits
- Documents
- Testing Information
- Reasonable Suspicion Observation Forms



**Questions?**



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## Contact Information

Office of Professional Practices Services (PPS)

325 West Gaines Street, Suite 224

Tallahassee, Florida 32399-0400

850.245.0438

[www.myfloridateacher.com](http://www.myfloridateacher.com)



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# **Rule 6A-10.084, F.A.C., Disqualification List**

**Office of Professional Practices Services:  
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December 13, 2024**

## Purpose of the Disqualification List

- The Disqualification List includes all educational support employees, instructional personnel and administrative personnel who have been convicted of a disqualifying offense or engaged in sexual misconduct with a student.
- The rule went into effect on June 1, 2022.
- The rule sets forth the criteria for placing a qualified individual on the Disqualification List and removal from the list, as well as the responsibilities of the employing entities that report persons for inclusion on the list.

## Roles of Reporting Entities

- It is the responsibility of a reporting entity to:
  1. Ensure that only persons subject to the list as set forth in this rule are submitted to the department for placement on the Disqualification List;
  2. Designate a person responsible for providing information and responding to department inquiries related to the Disqualification List; and
  3. Provide written notice to any person submitted for inclusion on the Disqualification List.

## **Roles of Reporting Entities (continued)**

4. Review the Disqualification List prior to hiring any employee. Individuals on the Disqualification List are disqualified from employment with any school district, charter school, or private school that participates in the state scholarship program.



## Role of the Department

- It is the responsibility of the department to:
  1. Host the site for the Disqualification List and serve as the administrator for the list;
  2. Notify reporting entities of any additional information needed in order for the department to include a person on the list; and
  3. Consider requests for removal from the list.

## Who will be included on the list?

- Employees who have engaged in sexual misconduct with a student;
- Employees who have a qualifying disposition for an offense listed in s. 435.04, F.S., as required by s. 1012.315, F.S.; or
- An individual whose authority to own or operate a private school in this state has been permanently denied or revoked by the Commissioner of Education.

## Who will be included on the list? (continued)

- An educator who has had their Florida Educator Certificate permanently revoked by the Education Practices Commission.
- An individual who has been permanently denied a Florida Educator Certificate by the Education Practices Commission.

## Steps to ‘Log In’ to the Database through Single Sign-on (SSO)

<https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

- Contact the local information technology (IT) administrator for access to the ‘Staff Terminations and Disqualification List’ application. You can find the contact information on the SSO support page.

<http://fldoe.org/disqualificationlist>

# Single Sign-on Page

## FDOE Single Sign-On

The Single Sign-On (SSO) Portal provides users within Florida's educational community with a convenient way to log into multiple state resources with one account.

➤ SELECT AN OPTION BELOW TO GET STARTED



**EDUCATORS**



**GUEST ACCESS**

# Single Sign-on Page (continued)

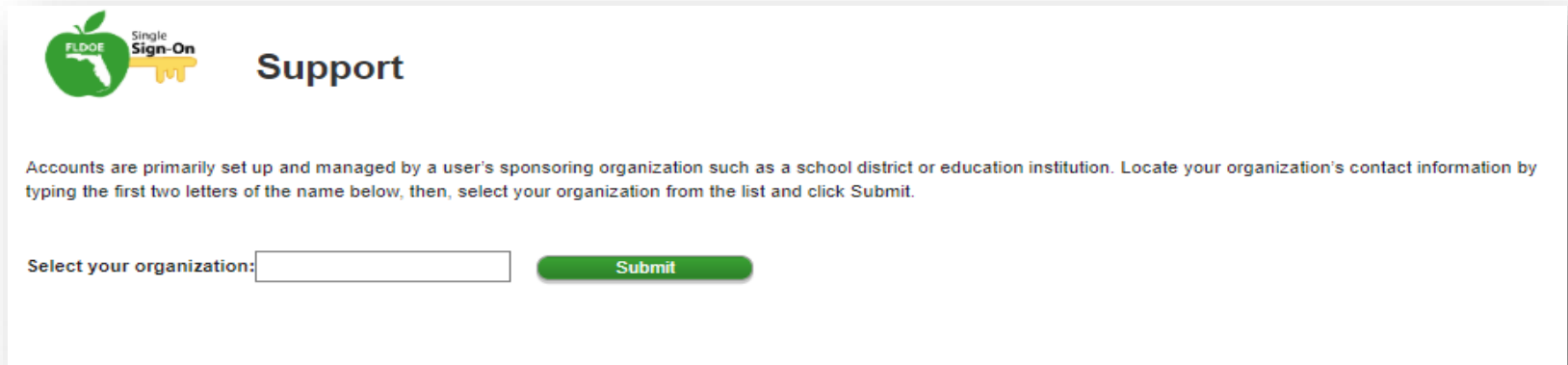


Sign in with one of these accounts

-  SSO Hosted Users
-  Florida Department of Education
-  Alachua County School District
- B** Baker County School District
- B** Bradford County School District
- B** Brevard County School District
- B** Broward County School District

# Single Sign-on Support

<https://portal.fldoesso.org/PORTAL/Sign-On/Resources/Support.aspx>



The screenshot shows the 'Support' page for Single Sign-On. It features the FLD0E logo and a key icon. Below the header, there is a paragraph of text explaining that accounts are managed by a sponsoring organization and that users should locate their organization's contact information by typing the first two letters of the name into a search box. A 'Submit' button is located to the right of the search box.

**Support**

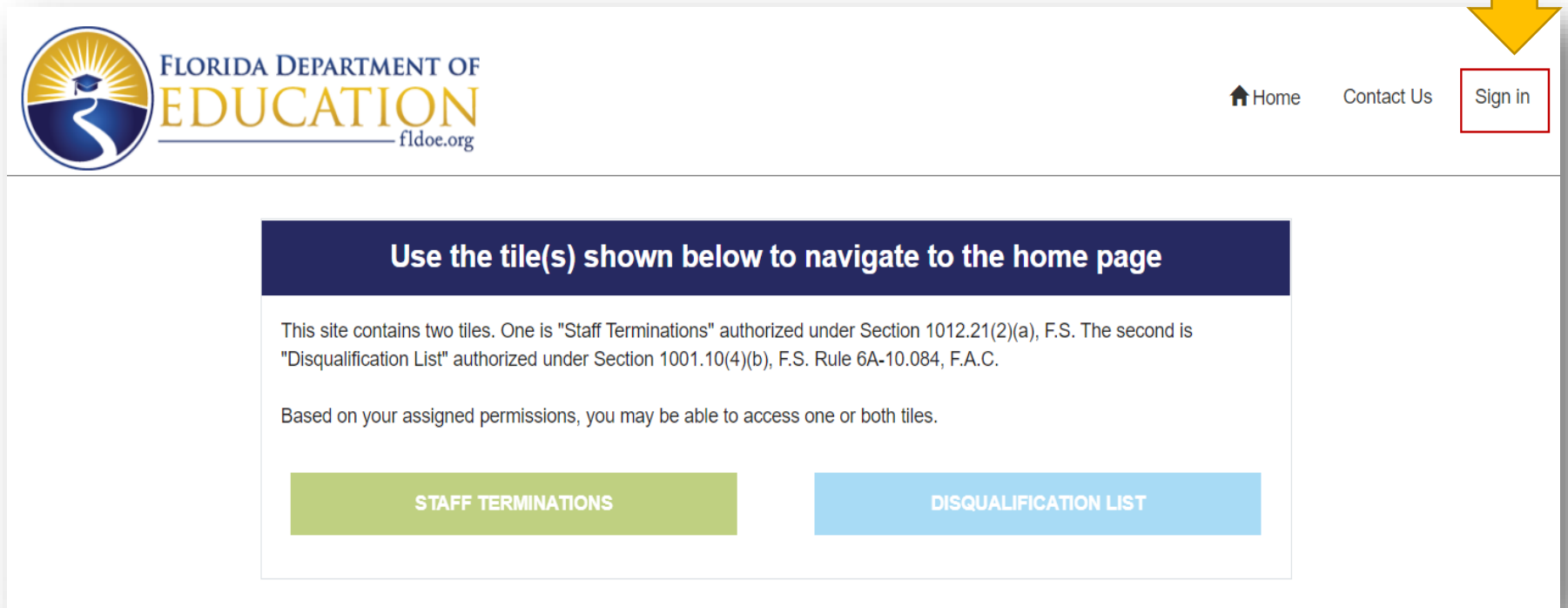
Accounts are primarily set up and managed by a user's sponsoring organization such as a school district or education institution. Locate your organization's contact information by typing the first two letters of the name below, then, select your organization from the list and click Submit.


Select your organization:

## User Roles:

SSO Role/Group Name	Description
DQ Charter Users	Charter school users
DQ Comm Office Users	Commissioner's office users
DQ District Users	District users
DQ DOE Admin Users	Florida Department of Education (FDOE) Admin users
DQ EPC Users	Education Practices Commission (EPC) users
DQ Private Users	Private school users

# Single Sign-on



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[Home](#) [Contact Us](#) [Sign in](#)

**Use the tile(s) shown below to navigate to the home page**

This site contains two tiles. One is "Staff Terminations" authorized under Section 1012.21(2)(a), F.S. The second is "Disqualification List" authorized under Section 1001.10(4)(b), F.S. Rule 6A-10.084, F.A.C.

Based on your assigned permissions, you may be able to access one or both tiles.

[STAFF TERMINATIONS](#) [DISQUALIFICATION LIST](#)



# Database Location



 Home

Contact Us

Resources

Home Galupoli

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STAFF TERMINATIONS

DISQUALIFICATION LIST

← Click

## Main Menu (continued)

### Florida Department of Education (FDOE) - Disqualification List

#### Main Menu

- Instructions
- Statute and Rule References
- Search Records
- Submit Records
- Contact FDOE



# Searching Records

## Search Criteria

First Name:

Last Name:

Middle Name:

Social Security Number (SSN) Last 4 Digits:

SEARCH

EXPORT

RETURN TO MAIN MENU

## Search Results

Last Name	MiddleName	First Name	DOB	SSN	Created By	Created On	Updated By	Updated On	Reporting Entity	Actions
Reynolds		Tim	3/1/2022	1234	Brent Ely	3/17/2022 11:42 AM	Robert Holloway	4/27/2022 11:54 AM	Charter Schools	▼
Test		District Type	3/1/2022	5687	Jon District	4/6/2022 10:59 AM	Brent Ely	4/27/2022 12:04 PM	Charter Schools	▼
Sample		TestUser1	4/7/2022	2222	Shawna Reid	4/15/2022 2:39 PM	PMO Admin Role	4/27/2022 12:02 PM	Private Schools	▼

# Search Results

## Search Criteria

First Name:

Last Name:

Middle Name:

Social Security Number (SSN) Last 4 Digits:

SEARCH

EXPORT

RETURN TO MAIN MENU

## Search Results

Last Name	MiddleName	First Name	DOB	SSN	Created By	Created On	Updated By	Updated On	Reporting Entity	Actions
Reynolds		Tim	3/1/2022	1234	Brent Ely	3/17/2022 11:42 AM	Robert Holloway	4/27/2022 11:54 AM	Charter Schools	▼

VIEW RECORD - DISTRICT SCHOOLS

Personal information of the individual to be included on the Disqualification List

First Name: \*

Test2

Date of Birth (DOB): \*

3/1/2022

Middle Name:

R

Social Security Number (SSN) Last 4 Digits: \*

8888

Last Name: \*

User

Underlying conduct information of the individual to be included on the Disqualification List

Sexual misconduct with a student as defined by this rule, occurring on or after June 1, 2022

No  Yes

Misconduct identified in s. 1012.315, F.S., occurring on or after June 1, 2022

No  Yes

- Adjudicated guilty by a court (based upon a plea of guilt or verdict of guilt)  
 Found guilty of, has pled guilty or pled nolo contendere and adjudication of guilt has been withheld

Felony Offense

No  Yes

- Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.  
 Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.

Misdemeanor Offense

No  Yes

- Section 787.025, relating to luring or enticing a child.

Any criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under any statute listed

No  Yes

Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which qualifies the individual for inclusion on the Registered Juvenile Sex Offender List

No  Yes

Date of Underlying Conduct:

2/28/2022

Final Order Number: \*

246810

Final Order Date: \*

3/24/2022

## Main Menu (continued)

### Florida Department of Education (FDOE) - Disqualification List

#### Main Menu

- Instructions
- Statute and Rule References
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- Contact FDOE



# Submit Records

Education Practices Commission (EPC) Certification of Final Determination of Eligibility for the Disqualification List  
Educator Certificate Holder

## Personal information of the individual to be included on the Disqualification List

**First Name: \***

**Date of Birth (DOB): \***

M/D/YYYY



**Middle Name:**

**Social Security Number (SSN) Last 4 Digits: \***

**Last Name: \***

## Individual's status as applicant or certificate holder to be included on the Disqualification List

**Individual's Status: \***

Educator Certificate Holder



# Submit Records (continued)

## Verification of information of the individual to be included on the Disqualification List

In order to report a person for the Disqualification List, the following must be true, as reflected by checking the boxes below.

I verify that a final order, dated on or after June 1, 2022, contains a determination that the person's ability to hold an educator certificate has been permanently denied or revoked. \*

No  Yes

I verify that this determination is based upon a finding, supported by clear and convincing evidence or documentation\*, that the person committed either sexual misconduct with a student\* or that the person has been convicted\* of one of the crimes listed in s. 1012.315, F.S. \*

No  Yes

I verify that the sexual misconduct or crime occurred on or after June 1, 2022. \*

No  Yes

I confirm that the person has been provided written notice of the consequences of placement on the Disqualification List, as set forth in the capitalized language found in Rule 6A-10.084(3)(b)3., F.A.C. \*

No  Yes

\*Please see Rule 6A-10.084, F.A.C., for a definition of the term.



# Submit Records (continued)

## Underlying conduct information of the individual to be included on the Disqualification List

Please select at least one option from below:

**Sexual misconduct with a student as defined by this rule, occurring on or after June 1, 2022**

No  Yes

**Misconduct identified in s. 1012.315, F.S., occurring on or after June 1, 2022**

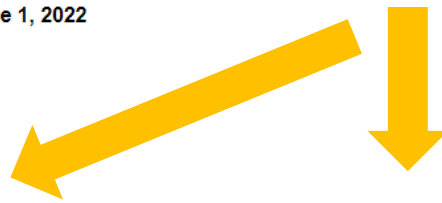
No  Yes

**Date of Underlying Conduct:**



**Final Order Number: \***

**Final Order Date: \***

## Employment information of the individual to be included on the Disqualification List

**Position Type:**

Instructional Personnel  Administrative Personnel  Educational Support Personnel  Other

**Last Date of Employment:**



**Separation Type:**

# Submit Records (continued)

## Employment site information of the individual to be included on the Disqualification List

Entity Name: \*

School Name

School Address:

## Comments

Comments



Incorporated in Rule 6A-10.084, F.A.C., Form No. DQ-1b, Effective June 1, 2022

SUBMIT

RETURN TO MAIN MENU



**Questions?**



[www.FLDOE.org](http://www.FLDOE.org)



[www.FLDOE.org](http://www.FLDOE.org)



# Background Screenings and Fingerprints

**Office of Professional Practices Services:  
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## 2023 Legislative Changes to Background Screenings and Fingerprints

- Beginning on March 1, 2025, or when the Agency for Health Care Administration (AHCA) determines, the definition of “specified agency” in s. 435.02(7), F.S., will be amended to include:
  - The Department of Education
  - Each District Unit under s. 1001.30, F.S.
  - Special District Units under s. 1011.24, F.S.
  - The Florida School for the Deaf and the Blind
  - The Florida Virtual School
  - Virtual instruction programs
  - Charter schools

## 2023 Legislative Changes to Background Screenings and Fingerprints (continued)

- Hope operators
- Private schools that participate in scholarship programs
- Alternative schools under s. 1008.341, F.S.
- Regional workforce boards providing services
- Local licensing agencies approved pursuant to s. 402.307, F.S.

## 2023 Legislative Changes to Background Screenings and Fingerprints (continued)

- The previously mentioned educational entities will be granted access to the Care Provider Background Screening Clearinghouse operated by the AHCA.
- The Clearinghouse will not be operational until March 1, 2025, at the earliest.
- Education staff will be phased into the Clearinghouse based on the “rescreening” schedule.



## 2023 Legislative Changes to Background Screenings and Fingerprints (continued)

- Once the Clearinghouse is accepting educational employees:
  - Charter schools and alternative schools will no longer be required to file fingerprints with their local school district.
  - Background and employment screenings will be conducted by each employing entity.



**Questions?**



[www.FLDOE.org](http://www.FLDOE.org)



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