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Submitting Preceptor Certificates for Florida State Course Credit Waiver Background:

The State of Florida awards certificates for tuition remission to individuals who precept or supervise students, (not a faculty member).

The state calls them Intern Participation Certificates. It is one way for the university to reward our preceptors for all they do. Persons who engage in direct supervision of at least one university student for 300 contact hours (may be accumulated over multiple semesters but must have at least 100 direct contact hours per semester) are eligible to apply.

The certificates are valid for three (3) years from the date of issuance. Colleges send a list of preceptors to the Director of Student Teaching in the College of Education. The information required must contain the name, Social Security number, address and phone number of each preceptor who provides evidence in a log of student contact hours over the semester. The names of the students, the dates precepted, and the total hours precepted for each student must be provided with the preceptor's name.

Preceptors do have the responsibility to keep a log of precepted hours, students and dates and the site. Preceptors may accumulate hours by precepting one student over a longer time or more students over a shorter time. The key is that it must be direct supervision. This doesn't mean that the preceptor has to be with the student every minute but that he or she would be directly available to the student and would be responsible for the student for the time period. Preceptors who submits applications and do not hear in a reasonable period of time, for example 3-6 months, should notify us so they can reissue the applications. After a longer period of time, we might not be able to verify facts for them.

The certificate may be used at any public university or college in Florida within that three (3) year period for up to six (6) credits.

The University, and the Christine E. Lynn College of Nursing are very grateful for the time and assistance provided to its nursing students.