

FLORIDA EDUCATOR RESOURCE GUIDE

How to Become a STEP Up For Students Provider in Florida

For Teachers, Tutors & Microschool Operators

Everything you need to register, get approved, and start getting paid through Florida's largest school choice scholarship program.

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WHAT IS STEP UP FOR STUDENTS?

Program Overview

Step Up For Students (SUFS) is Florida's largest scholarship funding organization. It administers several state-authorized scholarship programs that give families funds to choose the education option that works best for their child — including private schools, tutoring, microschools, online programs, and more.

As an approved provider, you can accept these scholarship funds directly from families and get paid through SUFS's online platform called **EMA (Education Market Assistant)**.

THE FOUR MAIN SCHOLARSHIPS

Scholarship	Who It Serves	Avg. Award
FTC / FES-EO (Private School)	All K-12 Florida students eligible for public school	~\$8,000/yr
FES-UA (Unique Abilities)	Students ages 3-22 with a qualifying disability diagnosis	~\$10,000/yr
PEP (Personalized Education)	Homeschool / parent-directed learners, K-12	~\$8,000/yr
New Worlds	K-5 students for reading/math tutoring	Varies

Good news for educators: You do NOT need to work with a private school to become a provider. Tutors, home education programs, and microschools all qualify under PEP and FES-UA.

WHICH PROVIDER TYPE ARE YOU?

Provider Types for Educators

Step Up accepts several types of educational providers. Here are the most relevant for teachers, tutors, and microschool operators:

Provider Type	What It Means	Eligible Scholarships
Part-Time Tutor	Academic tutoring in specific subjects; typically 1-on-1 or small group	FES-UA, FTC, FES-EO, New Worlds, PEP
Full-Time Tutor	Serves as the student's primary educator (up to 5 students at a time)	FES-UA, PEP
Home Ed Instructional Program (Microschool)	Organized instructional program for home-educated students; the microschool model	FES-UA, PEP

Elective / Enrichment Provider	Non-core classes: music, art, coding, PE, life skills, AI, etc.	FES-UA, FTC, FES-EO, PEP
PEP Hybrid School	Private school that also accepts part-time PEP scholarship students	PEP

THE STEP-BY-STEP PROCESS

How to Become an Approved Provider

Important: If you already have a Step Up parent/family account in EMA, you **MUST** create your provider account using a **different email address**.

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Determine Your Provider Type and Account Type

Before you create any accounts, identify which provider type fits your situation, then choose the correct EMA account type:

Your Situation	Account Type to Create
You run a tutoring or microschool business and don't personally teach	Business Account ONLY
You run the business AND personally provide services to students	Combined Business + Personal Account
You are a solo tutor/instructor, no employees, no EIN (use SSN)	Combined Business + Personal Account (use SSN instead of EIN)
You work for someone else's business as a credentialed teacher/tutor	Personal Account ONLY (business owner creates the Business Account)

Remember: All payments go to the Business Account, never to a Personal Account.

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Gather Your Required Documents

Document requirements vary by provider type. Gather these **BEFORE** starting your EMA account to avoid delays.

For ALL Business Accounts (W-9 info):

- ✓ EIN (or SSN/ITIN if no EIN)
- ✓ Bank account information (for direct deposit)
- ✓ Legal business name as registered with the IRS

If you are a Part-Time Tutor (one of the following qualifies):

- ✓ Valid Florida Educator's Certificate (FL Statute 1012.56)
- ✓ Adjunct teaching certificate from a Florida school district (FL Statute 1012.57)
- ✓ Valid professional standard teaching certificate issued by another state
- ✓ Valid Statement of Status of Eligibility (SOE) from FL Educator Certification
- ✓ Certification by a nationally recognized research-based training program (e.g., Orton-Gillingham, Wilson Reading, Montessori/MACTE)
- ✓ NBPTS or ABCTE national teaching certification
- ✓ Bachelor's or graduate degree in the subject area (diploma or transcript)
- ✓ Official FTCE score report (passing, not more than 10 years old) in the subject area

Hour cap for part-time tutoring: Cannot exceed 720 hours per student (K–3) or 900 hours per student (grades 4–12) annually. Sessions beyond these limits must be submitted under Full-Time Tutoring.

If you are a Full-Time Tutor:

- ✓ Signed Full-Time Private Tutoring Provider Participation Agreement
- ✓ Valid, current teaching certificate for the subject or grade level
- ✓ Certificate of Occupancy — required ONLY if tutoring at a commercial building

Two categories of Full-Time Tutors:

- ***Private Full-Time Tutor*** — may serve up to **5 students** at a time (no commercial space required)
- ***Full-Time Tutor at a Commercial Building*** — may serve up to **25 students** at a time; requires valid Certificate of Occupancy

Both must provide 720 hours of instruction per student (K–3) or 900 hours (grades 4–12) annually.

If you are a Microschool / Home Education Instructional Program:

- ✓ Signed Home Education Program Participation Agreement
- ✓ W-9 business information
- ✓ Publicly available program/course descriptions
- ✓ Published tuition and fee schedule
- ✓ Physical address where classes are held
- ✓ Teachers working for the program do NOT need Personal Accounts — only the business needs one.

Critical: Home Education Instructional Programs MUST operate at a physical location. Online-only programs do NOT qualify under this category. Online instruction is handled separately under Virtual Instruction Providers or Part-Time Tutoring.

If you are an Elective / Enrichment Provider (e.g., AI skills, coding, music):

- ✓ Valid or expired Florida Educator's Certificate
- OR At least 3 years of experience in the subject area (employment records)
- OR Currently enrolled in postsecondary education in the subject area
- OR Degree in the relevant subject area
- OR Certification or national accreditation in the relevant subject area

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Join the Provider Interest List

Before creating your EMA account, Step Up For Students recommends joining their Service Provider Interest List. This gets you on their radar and ensures you receive onboarding communications.

Action Item

- Go to: stepupforstudents.org/schools-and-providers/become-a-service-partner-empowerment/
- Click 'Join the Service Provider Interest List'
- Complete the interest form with your business name, contact info, and service type

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Create Your EMA Provider Account

EMA (Education Market Assistant) is the platform where you manage your services, clients, and payments. Go to the provider login page and create your account.

How to Create Your Account

- Go to: stepupforstudents.org/schools-and-providers/provider-logins/
- Select 'Create Account' and choose the correct account type (Business, Personal, or Both)
- Enter your W-9 information and banking details for the Business Account
- Upload your credential documents for the Personal Account
- If you have employees/contractors, have them create Personal Accounts, then link them to your Business Account

Watch the onboarding videos on the SUFS provider page before starting. Step Up For Students has YouTube tutorials covering Business Accounts, Personal Accounts, and the combined setup. These save significant time.

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Complete Your Profile and List Your Services

Once your account is approved, complete your provider profile and add the specific services you offer. This is how scholarship families find you on the Provider Marketplace.

- Add your service description, subject areas, grade levels, and availability
- Set your rates (tutoring, session fees, enrollment fees)
- Specify which scholarships you accept (FES-UA, PEP, FTC, New Worlds)
- If you have a physical location, upload your Certificate of Occupancy
- Add your logo and any supporting information that helps families choose you

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Connect with Scholarship Families

Once you are listed, families can find you through the SUFS Provider Marketplace or by searching directly for your business name.

- When a family selects you, you will receive a notification in EMA
- Confirm the enrollment or service agreement in the platform
- Deliver your services and submit attendance/session records as required
- Submit payment requests through EMA — funds come from the student's scholarship account

Pro tip: Download the *Step Up For Students Marketing Toolkit* from their *Schools & Providers* page. It includes logos, talking points, and materials you can use to promote your Step Up approval to families.

RULES AND COMPLIANCE

What You Need to Know Before Accepting Funds

Separate email required

Your provider EMA account must use a different email than any family/parent account you already have in the system.

Payments go to Business Accounts only

SUFS will never pay individual Personal Accounts. All scholarship funds are paid to the Business Account, even if you are a solo provider.

Full-time tutors have student limits

A Private Full-Time Tutor may serve up to 5 students at a time. A Full-Time Tutor operating at a commercial building may serve up to 25 students. Both must meet hour minimums: 720 hrs/student for K–3, 900 hrs/student for grades 4–12.

Credentials must stay current

Your uploaded credentials (teaching certificate, degree, etc.) must be valid. Expired credentials may result in account suspension.

Services must match the scholarship

Not every service is approved for every scholarship. Check the Service Categories Chart on the SUFS website before advertising services.

Microschools operate under Home Ed rules

Home Education Instructional Programs must comply with Florida's home education statutes. Students must be registered with their county as home-educated.

QUICK-START CHECKLIST

Your Provider Launch Checklist

- Identify your provider type (part-time tutor, full-time tutor, microschool, enrichment)
- Determine your account type (Business, Personal, or Combined)
- Gather W-9 info: EIN or SSN, bank account details, legal business name
- Gather credential documents: teaching certificate, degree, or experience proof
- Download and sign the relevant Participation Agreement (full-time tutor or home ed program)
- Join the Service Provider Interest List at stepupforstudents.org
- Create your EMA provider account (use a different email from your family account)
- Upload all required documents in EMA
- Complete your service listing and set your rates

- Share your Step Up approval with local scholarship families and homeschool groups

KEY RESOURCES

Helpful Links from Step Up For Students

- **Become a Provider:**
stepupforstudents.org/schools-and-providers/become-a-service-partner-empowerment/
- **Provider Interest Form:** go.stepupforstudents.org/direct-service-provider-interest-form
- **Provider Login / EMA:** stepupforstudents.org/schools-and-providers/provider-logins/
- **Service Categories Chart:**
go.stepupforstudents.org/hubfs/Website/Providers/Service-Categories-Chart.pdf
- **Document Checklist:**
go.stepupforstudents.org/hubfs/Providers/Provider-Checklist-and-Account-Types.pdf
- **Provider Handbook:** go.stepupforstudents.org/hubfs/HANDBOOKS/School%20and%20Provider%20Handbooks/Provider-Handbook.pdf
- **Full-Time Tutor Participation Agreement:** go.stepupforstudents.org/hubfs/Providers/Full-Time%20Private%20Tutor%20Participation%20Agreement.pdf
- **SUFS Phone:** 1-877-735-7837

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This guide is for informational purposes only. Requirements may change. Always verify current requirements directly at stepupforstudents.org.