



Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet (ESE students) 2025-2026 (Effective 5/5/25)

Checklist of forms included in the Private Instructional Personnel (PIP) Provider Parent/Provider Packet:

- ☐ PIP Parent/Guardian and Provider Information
- ☐ Parent and PIP Signature Page: Receipt and Acknowledgement of Private Instructional Personnel (PIP) Parent/Guardian and Provider Information (page 6)
- ☐ Registered Behavior Technician (RBT) Documentation Form, if applicable (page 10)
- ☐ Authorization for Release and/or Request of Information (page 7)
- ☐ Acknowledgment and Indemnification Agreement (pages 8-9)

Additional documentation to be uploaded with completed forms:

- ☐ Copy of valid verification of PIP certificate or license
- ☐ Copy of PIP's Hillsborough County JLA vendor badge
- ☐ Copy of PIP's plan or care or treatment plan for the student
- ☐ Copy of PIP's Liability Insurance with HCPS as an additional insured

Upload completed PIP Provider Packet with all required documents to privateinstructionalpersonnel@hcps.net.

Private Instructional Personnel (PIP) Parent/Guardian and Provider Information

It is the desire of Hillsborough County Public Schools to work collaboratively with families and community providers to meet the unique needs of all students, specifically our students with disabilities (students with individual education plans IEPs), in accordance with Florida Statute 1003.572. All private instructional personnel desiring to observe, collaborate and/or provide services in Hillsborough County Public Schools for students with Individual Education Plans (IEPs) must complete an application and submit it and all required documents for approval.

All families and individuals desiring to complete an application for private instructional personnel to observe, provide services and collaborate with Hillsborough County Public School's public instructional personnel must complete a new application annually or if changes occur with private instructional personnel or to the student's school assignment. Each application received will be valid for the regular school year in which it was submitted and approved, if no changes occur during that school year.

All information contained within this packet must be reviewed by parent/guardian and provider prior to PIP-related observation, collaboration, and/or services. Please Keep this information for your records.

Hillsborough County Public Schools (hereinafter referred to as School Board) must ensure the provision of a free and appropriate public education under the Individuals with Disabilities Education Act (IDEA) and related Florida Laws. Florida Statutes, Section 1003.572, addresses the collaboration of public and private instructional personnel. The information provided in this document is intended to identify those who can serve as "private instructional personnel," to provide information regarding "collaboration" between public and private providers, and to clarify the requirements, responsibilities, and expectations of the private instructional personnel (PIP)

Private Instructional Personnel (PIP) Parent/Guardian and Provider Information

Private Instructional Personnel are defined in Florida Statute 1003.572:

1. Board Certified Behavior Analysts: Individuals certified under F.S. 393.17 or licensed under Chapter 490 or Chapter 491 for applied behavior analysis services as defined in F.S. 627.6686 and 641.31098.
 2. Registered Behavior Technicians: Registered behavior technicians who have a nationally recognized paraprofessional certification in behavior analysis and who practice under the supervision of individuals described above in paragraph 1, above, by assisting and supporting such individuals in the provision of applied behavior analysis services. To provide services under this section, a registered behavior technician must be employed by a provider described above in paragraph 1, above.
 3. Speech-Language Pathologists licensed under F.S. 468.1185;
 4. Occupational Therapists licensed under part III of 379 Chapter 468;
 5. Physical Therapists licensed under Chapter 486;
 6. Psychologists licensed under Chapter 490; and
 7. Clinical Social Workers licensed under Chapter 491.
- The collaboration of public and private instructional personnel shall be designed to enhance but not supplant the school district's responsibilities under the Individuals with Disabilities Education Act (IDEA). The school as the local education agency shall provide therapy services to meet the expectations provided in federal law and regulations and state statutes and rules.
 - Collaboration of public and private instructional personnel will work to promote educational progress and assist students in acquiring essential skills, including, but not limited to, readiness for pursuit of higher education goals or employment. Where applicable, public and private instructional personnel shall undertake collaborative programming. Coordination of services and plans between a public school and private instructional personnel is encouraged to avoid duplication or conflicting services or plans.
 - Per Florida Statute, Section 1003.572, the student's public instructional personnel and principal consent to the time and place for observations, collaboration, and the provision of services. Principals, public instructional personnel and PIPs will work together to schedule observations, services, and collaboration in a cooperative fashion, considering the time and space available
 - Services provided by a PIP may be provided during the student's instructional time but may not interfere with the student's instructional time, interfere with or conflict with the student's educational program (including but not limited to IEP, FBA/BIP, instructor/staff methodology), or otherwise detrimentally impact the educational process of the student and/or other students

Parent Responsibilities

1. Contact the school principal to request that a PIP observe, provide services, or collaborate about their child in the educational setting. For observation only or collaboration on an infrequent basis, parents should review the *Hillsborough County Public Schools Guidelines for Agency Access* document.
2. Read the **Private Instructional Personnel (PIP) Parent/Guardian and Provider Packet** and retain for their records.
3. Sign the **Receipt and Acknowledgement of the Private Instructional Personnel (PIP) Parent/Guardian and Provider Information - Signature Page**, in this packet.
4. Sign the **Acknowledgement and Indemnification Agreement** in this packet.
5. If the PIP is a Registered Behavior Technician (RBT), complete and sign the **Registered Behavior Technician (RBT) Documentation Form**, located in this packet.
6. Sign the **Authorization for Release, and/or Request of Information Form** included in this packet.
7. Verify that the PIPs professional certificate or license meets the state definition per certification or licensure by a search for the therapist's profile on the FL Department of Health's Practitioner website and submit a copy with the PIP Packet.
8. Verify with the PIP that the required background screening (fingerprints) and Florida JLA vendor badge are on file with Hillsborough County Public Schools. More information about this is included in the PIP Responsibilities section of this packet.
9. Parent/guardian or PIP uploads information in the privateinstructionalpersonnel@hcps.net group mailbox. Documentation should be submitted as one complete upload whenever possible.
10. Ensure that the PIP reviews the **Private Instructional Personnel (PIP) Provider Responsibilities** included in this packet.
11. Update school personnel regarding any changes in the student's status, specifically regarding the Private Instructional Personnel.
12. Agree to work collaboratively with the school administrator and public instructional personnel as to the time and place of any observation, collaboration, or service.

Private Instructional Personnel (PIP) Provider Responsibilities:

Prior to conducting observations (see below for observations only or collaboration on an infrequent basis), providing services, or otherwise collaborating with public providers in the school setting, the PIP will:

1. Read the **Private Instructional Personnel (PIP) Provider Information** document and retain the information for their records.
2. Contact [Personnel Services / Fingerprinting \(hillsboroughschools.org\)](https://hillsboroughschools.org) to complete the School Board's statutorily required background screening (fingerprinting) procedures. There is a fee for the fingerprinting and badge. The Jessica Lunsford Act office number is 813-840-7178. NOTE: The PIP or parent is responsible for the cost associated with this process. Fingerprints must be on file **with Hillsborough County Public Schools** and a Florida Vendor Badge must be on file with **Hillsborough County Public Schools (this needs to occur even when the PIP is already approved in other counties/holds a JLA badge)**.

3. Parent/guardian or PIP uploads PIP documents to the privateinstructionalpersonnel@hcps.net
4. Upload a **copy of general liability insurance of \$1,000,000/\$3,000,000.00 aggregate naming the Hillsborough County Public Schools School Board 901 E. Kennedy Tampa, FL 33601 as additional insured**. This information must be submitted to the privateinstructionalpersonnel@hcps.net
5. Upload a valid (not expired) **copy of current certification or licensure**. The certification/licensure information must be submitted to the privateinstructionalpersonnel@hcps.net
6. Upload PIP's plan of care or treatment plan for the student.
7. **To assist with timely processing of requests for PIPs, please submit all documentation together, when possible, please identify student in the subject line.**

Once all documentation has been uploaded to the privateinstructionalpersonnel@hcps.net mailbox and the District has processed and confirmed the PIP Request and documents: Parent/Guardian and PIP will be informed of next steps, by the district office.

Observation Only or Collaboration on an Infrequent Basis (See also Hillsborough County Public Schools Guidelines for Agency Access)

For collaboration on an infrequent basis, such as to allow the private instructional personnel (PIP) to observe the student in his/her educational setting, school personnel will be required to enter all individuals seeking access to school grounds into the visitor/volunteer management system. During all visits on campus, school or district professional personnel must be assigned to serve as an escort for the PIP and to accompany the PIP at all times during his/her time on the school campus. PIP or other visitors/volunteers who have a current JLA badge and have been cleared by Hillsborough County Public Schools may complete an observation without an escort at the discretion of the site administrator.

Requests to allow a PIP to observe a student on the school campus, must be submitted to the school administrator no less than 24 hours prior to the request to allow for scheduling. Visits such be scheduled in a manner that minimizes interruptions of instructional time. There is not a requirement that an observation occur prior to services but it is recommended as a best practice. Please note that visitors/volunteers may not provide therapies or engage in any disciplinary actions or be alone with students at any time prior to the required collaboration planning meeting.

Collaboration Meeting

A collaboration planning meeting will be held within 15 school days after all documents have been submitted and processed. The collaboration meeting is required prior to the PIP engaging in collaboration, observations (except as identified in the section on infrequent collaboration or observation), or the provision of services on the school campus. The collaboration meeting's purpose is to discuss collaboration strategies, set forth expectations of the PIP while on campus, and determine an appropriate place and time for the PIP's collaboration, observations, and services. Participants in the meeting may include the principal or designee, public instructional personnel or public providers, parents/guardians, and private instructional personnel. The principal or designee will identify and review the District's expectations for the PIP while on the school campus.

The PIP collaboration process is meant to enhance the student's education and therefore, a student's receipt of private services may not interfere with or supplant the District's provision of FAPE (Free Appropriate Public Education) and may not otherwise interfere with the district's ability to provide state curriculum or the specially designed instruction and related services that the IEP team has determined are required for the student. To the

extent that PIP services are determined by a principal to interfere or conflict with the provision of FAPE or have a negative impact on instructional time, then a principal may consider limiting the provision of the impacted student's PIP services to non-instructional portions of the school day. At the collaboration planning meeting, the principal, public school personnel, parents, and private providers will engage in collaborative planning, consider the student's current needs, consider the PIPs plan of care/treatment plan and its implications in the educational setting and review other important information including but not limited to:

1. Time and place must be agreed upon by the school administrator and PIP before services begin. When determining time and place, every effort should be made to limit disruption in the instructional setting. Services provided by the PIP to an individual student may not conflict with the student's IEP/BIP/other educational plan, or otherwise compromise the privacy rights of any student.
2. The PIP must agree that approval is requested separately for each student, at each school site, prior to providing service. The PIP must contact the school principal at each site to schedule a Collaboration Meeting before entering the campus to observe, collaborate or provide services.
3. The PIP must check in with the school administrator the first time visiting a school and to obtain information regarding safety and crisis management protocols.
4. The PIP must check in at the front office for each visit.
5. The PIP must seek approval from the school administration before having a second professional observe the student in the school environment. Virtual observation is not permitted.
6. The PIP must update school personnel regarding any changes in the student's status.
7. The PIP must maintain strict confidentiality of all students regarding the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
8. The PIP must always use universal precautions.
9. PIP may not engage in restraint or seclusion or engage in any physical interaction that is prohibited in district policy of a student while on the school campus.
10. The PIP must agree to bring and use only the materials or equipment owned by the PIP for instructional purposes and not seek to use materials or equipment owned by the School Board or school staff.
11. The PIP must agree to be attentive to the observation/collaboration or service-related task, which includes limited personal cell phone usage during class time or contact time with the student.
12. The PIP must utilize and abide by commonly accepted practices in their field, comply with all applicable School Board Policies, comply with Florida and Federal law, use common sense and be aware of safety concerns. They must agree to secure a working knowledge of all School Board policies, rules, and procedures and abide by them while present on School Board property. Please refer to the following link: [Policy Manual / Bylaws and Policies \(hillsboroughschools.org\)](https://hillsboroughschools.org/PolicyManual/BylawsandPolicies)
13. The PIP will not interfere with the administration of any district or state testing.

PIP will at all times:

1. Ensure the district has a valid (not expired) copy of certification or licensure.
2. Ensure the district has a valid (not expired) copy of general liability insurance.
3. Ensure certification/licensure, including any required supervision, in accordance with **Florida Statute 1003.572 - Collaboration of public and private instructional personnel.**
4. Ensure they act professionally and conform to school rules, School Board Policies, and the contents of the Private Instructional Personnel (PIP) Collaboration Meeting Form.

In the event the PIP is unable to meet the requirements outlined above, or maintain appropriate professional behaviors within the school, the School Board reserves the right to exclude the PIP from access to school property and may report the PIP to the appropriate certification/licensing board. If this were to occur, the parent may request another PIP for the student.

Parent: To assist the School Board in clarifying the responsibilities of the PIP while on a District campus please provide the attached document titled **PIP Information and PIP Responsibilities** and review it with your PIP. **If you have questions, please contact Exceptional Student Education, Compliance at (813) 273-7060.**

Please Select one or more as appropriate (e.g ESY only new site and School year 25-26 new site if applicable):

- o **ESY Only (New Site)** - requires PIP Packet with credentials and Collaboration Meeting with new ESY site
- o **ESY and School Year 25-26 (Same Site)** - requires PIP Packet (no credentials if current) and Collaboration Meeting
- o **School Year 25-26 (Same Site)** - requires PIP Packet (no credentials if current) and Collaboration Meeting
- o **School Year 25-26 (New Site)** - requires PIP Packet with credentials and Collaboration Meeting
- o **School Year 25-26 (New student)** - requires PIP Packet with credentials and Collaboration Meeting

Receipt & Acknowledgment of Private Instructional Personnel (PIP) Parent/Guardian and Provider Information

Parent and PIP Signature Page

Parent request for a PIP: Signatures below indicate that the parent/guardian and Private Instructional Personnel (PIP) have reviewed and understand the information contained in the **Private Instructional Personnel (PIP) Provider Packet (ESE students)**, including the **Private Instructional Personnel (PIP) Parent/Guardian and Provider Information**. Further, indicating that parent/guardian and PIP will abide by the information and requirements, responsibilities and expectations outlined in the packet, including parent contacting the school principal to initiate the PIP process by requesting collaboration between a PIP and our public-school personnel on a school campus.

Print First and last name of student

Student's ID Number

Student's current school

Student's Grade Level

Date **Printed Name: Parent/Guardian of Student**

Signature: Parent/Guardian of Student

Parent Phone number-print clearly

Parent email address-print clearly

Date **Printed Name: PIP**

Signature: PIP

PIP Phone number – print clearly

PIP email address – print clearly

PIP area of Certification/License (Certificate/License must also be submitted via privateinstructionalpersonnel@hcps.net mailbox)

Parent and PIP Must confirm “Yes” to move forward with the process:

_____ **Yes** “Yes” indicates PIP understands and acknowledges that submission of the PIP paperwork, to provide PIP services in a school, will not occur until the PIP has been verified by the Personnel/Fingerprinting Department at 813-840-7178.
For observation only or collaboration on an infrequent basis, please refer to that section of the PIP packet for additional information.

_____ **Yes** “Yes” indicates that the PIP understands and acknowledges the expectation: That once the packet is approved, the parent/guardian and the school principal will be notified. The Parent and PIP must contact the school principal to schedule a Collaboration Meeting before entering a school building to provide PIP services. The Collaboration Meeting is school-specific and will be scheduled within 15 business days of notification that the request for PIP packet is complete. If the student transfers to or attends another school in the district at any time during the school year, the PIP must contact that school's principal for a Collaboration Meeting before entering the school building to provide PIP services at the new school. .

Primary Agency Contact First and Last Name

Primary Agency Contact Phone Number

Primary Agency Contact Email Address - print clearly

NOTE: If PIP is a **Registered Behavior Technician (RBT)**, then the Registered Behavior Technician Documentation Form must be completed by the RBT and reviewed by the parent/guardian. The RBT form is in the PIP Packet. Supervising BCBA credentials are required.

AUTHORIZATION FOR RELEASE AND/OR REQUEST OF INFORMATION

I, _____ hereby request and authorize:

(Print First, Last Name)

(Name of Person and/or School/Agency)

(Street Address)

(City)

(State)

(Zip Code)

(Phone Number)

(Fax Number)

To engage in verbal and/or written communication with and release records to:

(Name of Person and/or School Agency) (Street Address) (City) (State) (Zip Code) (Phone Number)

Regarding the information checked below:

☐ Psychological and/or Psychiatric Evaluation

☐ Exceptional Student Education/Section 504 Records

☐ Health/Medical Records

☐ Educational Records (e.g. transcripts)

☐ Vocational Records

☐ Other _____

For the Purpose of:

All information I authorize to be released or requested will be held strictly confidential and cannot be released by the recipient without an additional written consent. I understand this authorization will expire one (1) year after the date signed, or on _____, 20____, whichever is earlier. A copy of this authorization is valid in lieu of the original. I further understand I may withdraw my consent at any time.

Student's Signature (if age of majority) _____ Date _____

Parent or Guardian Signature (if student is under 18) _____

Relationship to Individual _____

USE THIS SPACE IF CONSENT IS WITHDRAWN

DATE CONSENT IS WITHDRAWN

STUDENT OR PARENT OR GUARDIAN'S SIGNATURE

Acknowledgment and Indemnification Agreement

Print First and Last Name: Parent(s)/Guardian(s) of Student

I/We hereby acknowledge that the parent provided Private Instructional Personnel (hereinafter referred to as PIP) is not an employee, agent, or assign of the School Board of Hillsborough County Public Schools. The parties to this agreement further agree that the parent provided PIP does not have an expectation of employment with the School Board of Hillsborough County Public Schools (hereinafter referred to as School Board). The parties to this agreement further agree that the parent provided PIP has no right or expectation to the benefits, rights, or protections of an employee of the School Board, including, but not limited to wages, workers compensation insurance, health insurance, disability insurance, fringe benefits, or any other benefits, rights, or protections afforded to School Board employees by contract or law.

The parties to this agreement, specifically including the parent/guardian of the relevant minor(s), hereby agree and acknowledge that the School Board, which includes its employees and others action on its behalf (referred to as School Board) shall have no liability for any damages of any kind that are caused by the negligence, intentional acts, unintentional acts, or any other acts of the parent provided PIP. The effect of this agreement means that the parent/guardian of the relevant minor(s), hereby fully release the School Board from any and all damages that are caused by the negligence, intentional acts, unintentional acts, or any other acts of the parent provided PIP. This release of liability specifically includes, but is not limited to, any and all claims concerning the School Board's supervision, direction, or control of the parent provided PIP, as well as the allowance of the PIP to be present on School Board property or act on School Board property.

In the event the parent provider PIP fails to have the required insurance coverage under this agreement or the coverage does not compensate for the loss incurred by the School Board as a result of the acts of the parent provided PIP, the undersigned parent/guardian hereby agrees and acknowledges that the undersigned parent/guardian shall indemnify (compensate), protect, and hold harmless the School Board for any and all damages that are caused by the negligence, intentional acts, unintentional acts, or any other acts of the parent provided PIP. In the event that the School Board incurs any costs, legal fees, or losses resulting from claims or judgments arising out of the negligence, intentional acts, unintentional acts, or any other acts of the parent provided PIP, then such parent/guardian agrees to fully reimburse School Board for the same within a reasonable timeframe upon request by the School Board.

The parties to this agreement understand that confidential student records and information will be shared between the School Board staff and the PIP. The undersigned parent/guardian understands that all such records may be confidential under Federal Law and Florida Law, including, but not limited to §1002.22, Florida Statutes and 20 U.S.C.A. § 1232g, and waives all rights of confidentiality, thereby allowing SCHOOL BOARD to provide copies of my records to the PIP.

The parent provided PIP agrees to keep secure, secret, and confidential any and all confidential student information and records that PIP obtains or receives, either through direct contact concerning the subject student that the PIP is assisting, or through indirect contact, inadvertence, or by overhearing the confidential student information or records of other students in the vicinity of the PIP while on school grounds. The PIP shall indemnify, protect, and hold harmless the School Board of Hillsborough County Public Schools, as set forth above, for any violation of the confidentiality of student information or records.

The School Board of Hillsborough County Public Schools specifically reserves any and all rights, benefits, and protections afforded to it by Florida Law, whether it be by statute, administrative law, regulation, general law, or common-law. These protections specifically include but are not limited to those afforded by Section 768.28, Florida Statutes, sovereign immunity, and any other controlling legal precedent. The parties to this agreement agree that the provisions of this agreement, and the application of any relevant laws, are to be construed in a manner that is most favorable to the School Board, so as to provide protection, indemnification, and a release of liability to the School Board.

The parent shall ensure that the PIP secures a working knowledge of, and abides by, all School Board policies, rules, and procedures while present on School Board property. The parent provided PIP further understands that any observation, collaboration, or provision of private services under this agreement are subject to the consent of the applicable school principal and public instructional personnel as to time and place.

_____	_____	_____
Date	Printed Name: Parent/Guardian of Student	Signature: Parent/Guardian of Student

_____	_____	_____
Date	Printed Name: Parent/Guardian of Student	Signature: Parent/Guardian of Student

Registered Behavior Technician (RBT) Documentation Form

Note: Supervision of RBTs is **not** permitted via Telehealth or any other virtual means. Supervision in the educational environment is reasonably scheduled and/or limited as needed to preserve the educational environment from disruption or overcrowding.

Print First and Last Name of Registered Behavior Technician

I verify that I meet the following criteria:

A. I have a nationally recognized paraprofessional certification in behavior analysis.

Yes ____ No ____

B. I practice under the supervision of an authorized professional (i.e., an individual certified under s. 393.17, F.S., or licensed under chapter 490 or chapter 491 for applied behavior analysis services as defined in ss. 627.6686 and 641.31098, F.S.).

Yes__ No ____

Print First and Last Name of Supervising Professional

Phone number of Supervising Professional

Supervising Professional's Agency

Supervising Professional's email

Supervising Professional's Certification/License Type: _____ **Expiration date:** _____

Supervising Professional must meet certification and licensing requirements as outlined in Florida Statute 1003.572-Collaboration of public and private instructional personnel.

Signature below indicates acknowledgement and understanding that **Private Instructional Personnel are defined in Florida Statute 1003.572 -Collaboration of public and private instructional personnel** and that the RBT will abide by all certification/licensure requirements contained therein, including the requirement of supervision of an individual as described in Statute. Further, the signatures below indicate acknowledgement that non-compliance with requirements/expectations may lead to being removed from a campus and being reported to the appropriate certification/licensing board.

Date

Printed Name: Parent/Guardian

Signature: Parent/Guardian

Date

Printed Name: PIP – Registered Behavior Technician

Signature of PIP-RBT