



FREE LOCAL-RESOURCE DECISION TOOL

Florida Co-op, Tutor and Provider Vetting Workbook

A parent-centered interview and comparison system for checking identity, learning fit, policies, accessibility, safety practices, total cost, and scholarship claims.

Inside this resource

- ☐ Family-needs brief
- ☐ Identity and source verification
- ☐ Safety and supervision questions
- ☐ Learning-fit and accessibility interview
- ☐ Cost and scholarship-claim check
- ☐ Side-by-side decision scorecard

Created by a homeschool parent. Built for Florida families.

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DEFINE THE NEED

Know what you are hiring or joining

A co-op, social group, tutor, class provider, therapist, evaluator, and marketplace seller solve different problems. Define the outcome before comparing names, reviews, or prices.

Directory scope

A listing is a discovery starting point, not an endorsement. Verify current ownership, policies, qualifications, availability, and fit directly.

Student or family need

Type of resource sought

Subject, skill, or community goal

Age/grade range

Location and travel limit

Schedule and frequency

Budget ceiling

Accessibility or support needs

Must-have parent involvement level



CONFIRM IDENTITY

Verify the organization behind the offer

The right verification depends on the service. A business filing does not prove instructional quality, and a social-media following does not prove a license or scholarship status.

- ☐ Confirm the current legal or operating name, contact person, physical/service location, and working website.
- ☐ Check Florida Sunbiz when a Florida business or nonprofit entity is claimed.
- ☐ Use the correct state licensing board when a regulated professional credential is claimed.
- ☐ Ask for the exact credential number, issuing body, status, and expiration date when the credential matters to the service.
- ☐ Confirm who will actually teach, supervise, evaluate, transport, or provide the service.
- ☐ Ask how complaints, refunds, cancellations, closures, and record requests are handled.
- ☐ Save the dated source pages or written answers that support the decision.

Organization

Contact

Website

Entity/credential checked

Date checked

Result and notes



Safety, supervision, and logistics interview

Question	Answer	Document/policy	Follow-up
Who supervises students?			
Parent present or drop-off?			
Background-screening practice?			
Check-in and release process?			
Emergency and incident procedure?			
Allergy/medication process?			
Transportation offered?			
Facility and restroom access?			
Weather/closure communication?			
Refund/cancellation terms?			

Use judgment

No single policy guarantees safety. Compare the written practice, the actual environment, the age and needs of the child, and the family's own supervision expectations.



Instruction and service-quality interview

Topic	Questions and evidence	Notes
Goals	What outcomes are taught or supported? How are they explained to families?	
Placement	How is starting level determined? Can placement change?	
Instruction	What does a normal session look like? Who teaches?	
Feedback	How is progress communicated? Are work samples or records provided?	
Group fit	Typical group size, age range, skill range, and behavior expectations?	
Materials	What is included, required, consumable, or purchased separately?	
Parent role	Preparation, attendance, volunteer, grading, or follow-through expected?	
Trial	Observation, sample, placement session, or trial period available?	



Accessibility and support conversation

Strengths and interests to share

Communication method

Sensory, mobility, or medical considerations

Attention and executive-function supports

Assistive technology or alternative response format

Break, regulation, or quiet-space needs

Parent-presence expectations

Emergency or elopement plan, if applicable

Supports provider can and cannot offer

Get specifics

A welcoming statement matters, but a usable plan names who does what, in which settings, and what happens when the planned support is not enough.



Cost, PEP, and documentation worksheet

Base tuition or service price

Registration or membership fee

Materials, uniforms, trips, or technology

Cancellation and refund terms

Payment schedule

Scholarship program claimed

Official provider/status source checked

Current purchasing-guide category checked

Preauthorization or direct-purchase workflow

Invoice and supporting documents promised

Family-funded amount if not approved

Never rely on marketing alone

A provider's prior reimbursement, marketplace presence, or statement that it 'accepts scholarship funds' does not guarantee a particular family, service, or purchase will be approved.



COMPARE

Side-by-side decision scorecard

Criterion	Option A	Option B	Option C	Weight/notes
Goal fit				
Instructor/provider				
Student comfort				
Accessibility				
Safety practices				
Schedule/travel				
Parent workload				
Total cost				
Documentation				
Trial/exit flexibility				

Best current fit

Biggest unresolved risk

What must be confirmed

Decision/review date



VERIFY

Official Florida starting points

[Florida Division of Corporations - Sunbiz entity search](#)

[Florida DBPR - License search for regulated professions](#)

[Step Up For Students - Current PEP resources](#)

[Step Up For Students - Current purchasing guides](#)

[Florida Department of Education - Home Education](#)

**Reviewed
October 2, 2026**

Use the agency or board that controls the specific credential or program. This workbook is not legal, safety, licensing, or scholarship advice.

Final questions and references
