

DISTRICT FUNDING INQUIRY

Why was a Career and Professional Education (CAPE) industry certification not included in FEFP calculation?

The Department of Education uses information on the K-12 Student Information System, Industry Certification Format, to calculate the additional Florida Educational Finance Program (FEFP) membership for inclusion in the FEFP. Information from K-12 Appendices Z and FF are used to conduct the calculation. To assist districts in understanding why a certification may not have been included in the FEFP calculation, the following guidelines are provided.

For certifications earned in secondary courses or Digital Tool Certificates:

1. Verify that the record submission to the Industry Certification Format was sent by the district, has an industry certification outcome equal to “P”, passed all required edits and has matching demographic record. Data may appear on local systems but was not submitted correctly to the Industry Certification format.
 - a. Ask your MIS staff for the Industry Certification DPSdd.GQ.F71433O.YXXXX5 O-File report which is requested from the NWRICCC Student Component menu. An example of the file name with the year is for the 2023-24 school year the file would be named DPSdd.GQ.F71433O.Y23245. During amendment periods or after Survey 5 closes, these reports run over the weekend. NOTE: Your MIS staff will have to add headers to this report upon importing into a viewable format, such as Microsoft Excel. The F71433 Report format can be found in the current school years student information system at the following link: <https://www.fldoe.org/accountability/data-sys/database-manuals-updates/>. Once you are in the current school year’s student information system click reporting formats and then click industry certification.
 - b. During the submission period for Survey 5, districts must the use F71435 which shows any rejects to the Industry Certification format. The reject report DPSdd.GQ.F71435.YXXXX5 generates automatically following processing of batch files.
 - c. Common errors include missing Student Demographic records, missing Industry Certification records, and incorrect information in the record submissions.
2. Verify that the certification code submitted was eligible for funding as follows:
 - a. Certification is funding eligible on the K-12 Student Information System Appendix Z: Industry Certification Identifier. The certification must be a yes in column E, Additional FTE Eligible under s.1011.62(1)(o), F.S. Appendix Z can be accessed from the P-K-12 Database manual page under the current school years student information system at the following link: <https://www.fldoe.org/accountability/data-sys/database-manuals-updates/>.
 - b. Course in which the certification was reported is included on Appendix FF for the district and school. Note: This only applies to CAPE Industry Certifications and CAPE Acceleration Industry Certifications, not Digital Tool Certificates. The Appendix FF can be accessed from the P-K-12 Database manual page under the current school years student information system at the following link: <https://www.fldoe.org/accountability/data-sys/database-manuals-updates/>.
3. Verify that the certification was not funded in a prior year FEFP calculation. The F71535 report can be used to verify the certification was not funded in a prior year and other indicators listed below. It is a district on-demand report that can be used to check for industry certifications that have been reported by the district but are not being

funded. To make use of this report, districts must submit data by the load date. The report will generate automatically following processing of batch files. It is best to run this report during the third career-themed course registration window. Note: the F715353 does not account for certain dual enrollment criteria.

The report includes District of Instruction, FLEID, First Name, Last Name, Industry Certification ID, Certification Title, Funding Weight, School of Instruction, Course Number, Course Year, Grade level and the following indicators:

1. Is the course on Appendix FF? Y or N.
2. Is the course on Appendix FF with the certification? Y or N. Could be X if a prior year certificate from 1718 or earlier is submitted.
3. Was this certification funded in a prior year? Y or N.
4. If funded in a prior year, in what district? District number (or NA if not funded).
5. If funded in a prior year, in what year? Year (or 9999 if not funded).
6. Is this certification a current year bundled certification? Y or N.
7. Is this certification a bundled cert where a similar certification was funded in a prior year? Y or N.
8. If a bundled certification was funded in a prior year, what district? District number (or NA if not funded).
9. If a bundled certification was funded in a prior year, in what year? Year (or 9999 if not funded).

For certifications earned in dual enrollment courses:

1. See section above (items 1a – 1c above).
2. Verify that the certification code submitted was eligible for funding as follows:
 - a. If dual enrollment was with a private or state university, check the K-12 Student Information System [Appendix Z](#) for whether the certification was funding eligible and confirm that the course number is listed on [Appendix FF](#).
 - b. If the dual enrollment was with a postsecondary school district institution or Florida College System institution, check whether the certification was postsecondary funding eligible on the CAPE industry certification funding list and confirm that the course number is listed on Appendix FF. The CAPE funding list can be found at the following link: <https://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.stml>.
3. Verify that the certification was not funded in a prior year FEFP calculation using F71535 report. See step 3 in previous section for the indicators included in the F71535 report.

Next Step

If the district is unable to determine whether a certification was funded after conducting steps one through three, please email industrycertification@fldoe.org to request assistance. Do not include student information in the email.