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MEMORANDUM

TO: Florida College System Chief Academic Affairs Officers and Occupational Deans

FROM: Yolanda Singletary, Post-Secondary Liaison, Division of Career & Technical Education and Division of Florida Colleges

DATE: August 20, 2018

SUBJECT: **Certification Requirements for College Automotive Service Technology (AST) Programs**

Section (s.) 1004.925, Florida Statutes (F. S.), requires that all automotive service technology programs be industry certified in accordance with rules adopted by the State Board of Education. In addition, the statute specifies the following:

Effective with the 2013-2014 fiscal year, students enrolled in an automotive service technology education program that is not industry certified pursuant to this section shall not be eligible to be reported for state funding.

Rule 6A-6.05731, Florida Administrative Code (F.A.C.), outlines the certification requirements for these programs.

When reviewing each college's compliance with this rule, the Division of Career and Adult Education (DCAE) analyzed the three most recent years of reported enrollment as well as certification dates provided by the certifying agency. For the 2018-2019 reporting year, enrollment in 2015-2016, 2016-2017 and 2017-2018 will be used to determine which institutions are required to meet s. 1004.925, F.S. Institutions that do not meet the requirements during a reporting window could be ineligible to report enrollments for funding. For the 2018-2019 year, the Florida College System windows for reporting data are as follows:

- Reporting Window 1E: August 17, 2018 to October 5, 2018
- Reporting Window 2E: December 28, 2018 to March 8, 2019
- Reporting Window 3E: April 5, 2019 to June 14, 2019

For colleges whose Automotive Service Excellence (ASE) Education Foundation (formerly NATEF) certification expires before the survey dates, any reported enrollment will not be used in funding calculations until the programs are certified in accordance with s. 1004.925, F.S. and Rule 6A-6.05731, F.A.C.

DCAE determines institutional compliance by:

1. Identifying institutions that reported enrollment in at least one AST program in the 2015-2016 reporting year.
2. Determining which institutions also reported enrollment for 2016-2017 and/or 2017-2018. NOTE: Data available as of June 11, 2018, were used to prepare this memorandum.
3. Determining if the institution will be certified during the reporting window.

If an institution had enrollment in 2014-2015, but is no longer offering an AST program, the college may continue to receive a letter once the institution falls out of compliance unless one of the following has occurred: the college has no reported enrollment for two full years; the institution has no reported enrollment for one full year and DCAE has received a letter from the college administrator who oversees AST or the college chief academic affairs officer notifying us of closure of the program; or if the college was previously certified and DCAE has received a letter from the certifying agency confirming closure of the program.

Following is a list that summarizes colleges that reported enrollments in 2015-2016, 2016-2017 and/or 2017-2018 and each college's ASE Education Foundation expiration.

- Broward College, July 2023
- Chipola College, December 2020
- College of Central Florida*, June 2019
- Daytona State College, December 2018
- Eastern Florida State College, April 2023
- Florida State College at Jacksonville, February 2020
- Hillsborough Community College, January 2019
- Indian River State College, January 2022
- Palm Beach State College, May 2021
- Santa Fe College, July 2022
- Seminole State College of Florida, November 2022
- South Florida State College, May 2022
- South Florida State College-DeSoto campus, April 2022

** college reported no enrollments in 2017-18*

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For information regarding accreditation documentation, or to discuss the accreditation status of your college's AST program, institutions may contact Richard "Ted" Norman at 850-245-9015 or Richard.Norman@fldoe.org. He may also be contacted if the program at a college falls under the accreditation of another college site.

YS/ps

cc: Reports Coordinators