



### **Statewide Email**

**DATE SENT:** February 18, 2022

**FROM:** CTE Audit

**TO:** FCS Chief Academic Officers  
FSC Workforce Administrators

**Via:** [CTEAudit@fldoe.org](mailto:CTEAudit@fldoe.org)

**SUBJECT:** New Request for Directory Information

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*This email is being sent to chief academic and workforce officers at Florida College System institutions.*

This is a new request for information on campus addresses and institutional descriptions as part of the implementation of House Bill (HB) 1507, which requires the Florida Department of Education (FDOE) to collect an inventory of all workforce education programs active in the 2021-22 year. The data collection process is being facilitated by Credential Engine, the organization that is partnering with FDOE and multiple Florida state agencies on the Education Meets Opportunity Platform.

As noted on our technical assistance webinars, the information provided in the workforce program inventory will be made available to the public on the [FloridaShines Catalog](#) and the [Credential Registry](#), unless the agency wishes to opt out of sharing credential information publicly.

To that end, we are working with Credential Engine and the Florida Virtual Campus (FLVC) to automate the process of uploading credential information. **In order to upload credential information, two time-sensitive pieces of data are needed from each agency:**

- 1) A brief description of the institution (minimum 25 characters)
- 2) Physical addresses of campus locations (minimum of 1 address)

We ask that institutions complete the minimum requested information by **February 25, 2022**, by completing the survey at <https://www.research.net/r/orginforegistry>.

You may visit [https://credentialfinder.org/organization/405/Polk\\_State\\_College](https://credentialfinder.org/organization/405/Polk_State_College) for an example of how the information will be displayed.

Please contact [CTEAudit@fldoe.org](mailto:CTEAudit@fldoe.org) with questions.