



# **Technical Assistance Paper**

# Florida Career and Professional Education Act (CAPE)

April 2014

Florida Department of Education Division of Career and Adult Education Rod Duckworth, Chancellor



NOTE: This technical assistance paper has been updated to reflect changes during the 2013 legislative session. It does not include any potential changes made by the 2014 Legislature.

## **Purpose**

The purpose of this technical assistance paper is to assist educational leaders and administrators in the consistent implementation of the Florida Career and Professional Education (CAPE)Act in Section 1003.491, Florida Statutes (F.S.). This is an amended version to reflect changes to the law made during the 2013 legislative session.

## **Background**

In 2007, the Florida Legislature passed the Career and Professional Education Act.<sup>1</sup> The purpose of the act was to provide a statewide planning partnership between the business and education communities in order to attract, expand, and retain targeted, high-value industry and to sustain a strong, knowledge-based economy.<sup>2</sup> The objectives of the act are as follows<sup>3</sup>:

- To improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- To provide rigorous and relevant career-themed courses that articulate to postsecondarylevel coursework and lead to industry certification;
- To support local and regional economic development;
- To respond to Florida's critical workforce needs; and
- To provide state residents with access to high-wage and high-demand careers.

To implement the act, the Florida Department of Education (FDOE), the Department of Economic Opportunity (DEO), and CareerSource Florida<sup>4</sup> are partnered together. At the local level, the act mandates the development of a local strategic plan prepared by school districts with the participation of regional workforce boards and postsecondary institutions.<sup>5</sup>

A key component of this act is a list of state-approved industry certifications that are critical to Florida's employers. The legislation originally tasked the Agency for Workforce Innovation (AWI) with defining "Industry Certification." The agency has provided DOE with the following definition:

A voluntary process, through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a time-limited credential that is nationally recognized and applicable to an occupation that is included in the workforce system's targeted occupation list or determined to be an occupation that is critical, emerging or addresses a local need.

This technical assistance paper addresses questions on the legislation, funding, and data reporting. For questions, please contact Sean Friend by phone at 850-245-9030 or email at <a href="industrycertification@fldoe.org">industrycertification@fldoe.org</a>.

<sup>&</sup>lt;sup>1</sup> Chapter 2007-216, Laws of Florida

<sup>&</sup>lt;sup>2</sup> s. 1003.491, F.S.

<sup>&</sup>lt;sup>3</sup> s. 1003.491(1), F.S.

<sup>&</sup>lt;sup>4</sup> In 2014, Workforce Florida, Inc. (WFI) started doing business as CareerSource Florida.

<sup>&</sup>lt;sup>5</sup> ss. 1003.491(2) and 1003.491(3), F.S.

<sup>&</sup>lt;sup>6</sup> s. 1003.492, F.S.

<sup>&</sup>lt;sup>7</sup> The original legislation included the Agency for Workforce Innovation (AWI). In 2011, the Florida Legislature merged several agencies and the responsibilities of AWI were transferred to the Department of Economic Opportunity.

#### **PROGRAM REQUIREMENTS**

#### Q1. What are the relevant statutes for the Career and Professional Education Act?

The key Florida Statutes for the act are as follows:

Section 1003.491, Florida Statutes - Florida Career and Professional Education Act

Section 1003.492, Florida Statutes – Industry-certified career education programs

Section 1003.493, Florida Statutes – Career and professional academies and career-themed courses Section 1003.4935, Florida Statutes - Middle grades career and professional academy courses and career-themed courses

Section 1011.62(1)(o), Florida Statutes – Calculation of additional full-time equivalent membership based on successful completion of a career-themed course pursuant to ss. 1003.491, 1003.492, and 1003.493 and issuance of industry certification identified in the Industry Certification Funding List pursuant to rules adopted by the State Board of Education.

## Q2. What are the applicable rules pursuant to the K-12 components of the Career and Professional Education Act?

See Rule 6A-6.0573, Florida Administrative Code (F.A.C.).8

# Q3. Does the Department of Education have a web resource page to assist districts in the implementation of the Career and Professional Education Act?

Yes. The Division of Career and Adult Education maintains a website for the Career and Professional Education Act at the following web link: http://www.fldoe.org/workforce/fcpea/default.asp

## Q4. What are the different industry certification lists related to the Career and Professional Education Act?

Comprehensive Industry Certification List: The list is annually approved by CareerSource Florida, which serves as the basis for the Industry Certification Funding List. This list must be published annually by March 1. For example, the 2014-15 Comprehensive Industry Certification List must be published no later than March 1, 2014.

<u>Industry Certification Funding List.</u> This is the list of fundable industry certifications for the implementation of the CAPE Act and adopted by the State Board of Education in Rule 6A-6.0573, F.A.C. To be on this list, a certification must meet the following criteria from Rule 6A-6.0573(3)(b), F.A.C.:

1. The certification must be on the "Comprehensive Industry Certification List."

<sup>&</sup>lt;sup>8</sup> This rule is scheduled to be amended at the May 2014 State Board of Education meeting. An updated version of the "2013-2014 Industry Certification Funding List" will be adopted with changes to the adopted funding weights for six certifications based on new statewide articulation agreements.

<sup>9</sup> s. 1003.492(2), F.S. and Rule 6A-6.0573(4)(a), F.A.C.

<sup>&</sup>lt;sup>10</sup> 6A-6.0573(2), F.A.C.

- 2. The certification must be achievable by secondary students.
- 3. The certification must require a minimum of one hundred fifty (150) hours of instruction.

Only students enrolled in registered career-themed courses who earn industry certifications that are on the "Industry Certification Funding List" may be eligible for additional funding by school districts under Section 1011.62(1)(o), F.S. <sup>11</sup> NOTE: Previous legislation authorized funding for students in career and professional academies, but this funding provision was amended in 2013. <sup>12</sup>

<u>Middle School STEM Industry Certification List</u>. This list was valid for the 2012-13 academic year. It was adopted by the 2012 Legislature for implementation of middle school industry certification and was repealed by the 2013 Legislature.<sup>13</sup>

NOTE: The Perkins Technical Skill Attainment inventory used for the implementation of the federal Carl D. Perkins Career and Technical Education Act is not a list associated with implementation of the CAPE Act.

## Q5. How can a district request an addition to the Comprehensive Industry Certification List?

CareerSource Florida conducts an annual submission process to review new certifications. Usually, the submission process opens in August and closes in the September for the following year. For example, requests for the 2015-16 list would be made in August to September 2014. Please contact CareerSource Florida for details about the submission process. See the following website for information:

http://careersourceflorida.com/initiatives/career-professional-education-act-cape/

# Q6. How may a district request an item from the Comprehensive Industry Certification List be included on the Industry Certification Funding List?

This process is specified in Rule 6A-6.0573(4)(b), F.A.C. School districts are provided with a standard window in which to request certifications for the "Industry Certification Funding List." Following publication of the comprehensive list on March 1, the Florida Department of Education will produce a preliminary "Industry Certification Funding List" no later than March 5.<sup>14</sup> Typically, this list consists of certifications from the current year's funding list that remain on the new comprehensive list. At this time of the release, the department opens a request window for the "Industry Certification Funding List" from March 5 to April 1 of each year. During this window, districts may submit information to request an item for the funding list. The Florida Department of Education will respond to all requests by May 15 of each year. The final "Industry Certification Funding List," with any additions recommended to the State Board of Education, will be published no later than the July 15, preceding the beginning of the school year.

<sup>&</sup>lt;sup>11</sup> Rule 6A-6.0573(7)(a), F.A.C.

<sup>12 §39,</sup> Chapter 2013-27, Laws of Florida.

<sup>&</sup>lt;sup>13</sup> §28, Chapter 2013-27, Laws of Florida.

<sup>&</sup>lt;sup>14</sup> Rule 6A-6.0573(4), F.A.C.

<sup>&</sup>lt;sup>15</sup> Rule 6A-6.0573(4)(b)2., F.A.C.

<sup>&</sup>lt;sup>16</sup> Rule 6A-6.0573(4)(b)3., F.A.C.

<sup>&</sup>lt;sup>17</sup> Rule 6A-6.0573(6), F.A.C.

This list is adopted each year by the State Board of Education as part of an amendment to Rule 6A-6.0573, F.A.C.

Key Timelines for Creation of "Industry Certification Funding List"

Deadline	Activity		
March 1	"Comprehensive Industry Certification List" for the upcoming year is published		
	by CareerSource Florida. <sup>18</sup>		
March 5	Florida Department of Education releases the preliminary "Industry		
	Certification Funding List."19		
March 5-April 1	Districts may submit requests for an addition to the "Industry Certification		
	Funding List." <sup>20</sup>		
July 15	Florida Department of Education releases the final "Industry Certification		
	Funding List." <sup>21</sup>		

# Q7. Do all certifications on the "Industry Certification Funding List" have the same value in the add-on FTE calculation? If not, how are they weighted?

Certifications have differential weights for the add-on FTE calculation in s. 1011.62(1)(o), F.S. The method of weighting has varied since 2010-11. Beginning in 2013-14, a value of 0.2 full-time equivalent membership is calculated for each student who is issued an industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. <sup>22</sup> For industry certifications that do not articulate for college credit, a full-time equivalent value of 0.1 is assigned. <sup>23</sup>

See the following summary table for information on recent methodologies for the assignment of the funding weights:

Year(s)	Weighting Methodology	Statutory Citation
Earned		
2007-08 2008-09 2009-10	No differential weights were applied. Weight of 0.3 for each certification.	In 2007, this weight was included in s. 1011.62(1)(q), F.S.
2010-11		In 2008, this weight was included in s.
		1011.62(1)(o), F.S. In 2009 and 2010, this
		weight was included in s. 1011.62(1)(p), F.S.

<sup>&</sup>lt;sup>18</sup> Rule 6A-6.0573(2), F.A.C.

<sup>&</sup>lt;sup>19</sup> Rule 6A-6.0573(4), F.A.C.

<sup>&</sup>lt;sup>20</sup> Id.

<sup>&</sup>lt;sup>21</sup> Rule 6A-6.0573(6), F.A.C.

<sup>&</sup>lt;sup>22</sup> s. 1011.62(1)(o)1., F.S.

<sup>&</sup>lt;sup>23</sup> Id.

Year(s)	Weighting Methodology	Statutory Citation
Earned		
2011-12	Three values: 0.1, 0.2, 0.3	s. 1011.62(1)(o), F.S.
2012-13		
	The weights varied based on valued assigned the	
	Department of Education which were based 50	
	percent on the rigor of the certification and 50 percent	
	on employment value. The State Board of Education	
	included the assigned values in the Industry	
	Certification Funding List under rules adopted by the	
	state board.	
2013-14	Two values: 0.1, 0.2	s. 1011.62(1)(o), F.S.
	Funding weight is assigned based on whether there is a	
	statewide articulation agreement.	
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## **FUNDING FOR INDUSTRY CERTIFICATIONS**

Q8. What are the requirements for receiving additional funding in the Florida Education Finance Program (FEFP) for students earning industry certifications? What were the major funding changes made? How did these changes affect the 2012-13 and 2013-14 calculations of the add-on FTE?

Beginning with the 2013-14 reporting year, the 2013 Legislature amended the funding requirements in the FEFP.<sup>24</sup> The new statutory requirements for additional full-time equivalent membership are described in s. 1011.62(1)(o), F.S. The following language is included in this section regarding the funding calculation:

A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a career-themed course as defined in s. 1003.493(1)(b) and who is issued an industry certification identified annually in the Industry Certification Funding List approved under rules adopted by the State Board of Education. The maximum full-time equivalent student membership value for any student in grades 9 through 12 is 0.3. A value of 0.2 full-time equivalent membership shall be calculated for each student who is issued an industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For industry certifications that do not articulate for college credit, the Department of Education shall assign a full-time equivalent value of 0.1 for each certification. The State Board of Education shall include the assigned values in the Industry Certification Funding List under rules adopted by the state board. Such value shall be added to the total full-time equivalent student membership in secondary career education programs for grades 9 through 12 in the subsequent year for courses that were not provided through dual enrollment. Industry certifications earned through dual enrollment must be reported and funded pursuant to ss. 1011.80 and 1011.81.

<sup>&</sup>lt;sup>24</sup> §39, Chapter 2013-27, Laws of Florida.

Beginning with the 2014-15 calculation, the high school graduation requirement is removed and the calculation will be done based on the prior year data on industry certifications earned. For the 2013-14 calculation, the statute provides for a one time, catch-up payment for students enrolled in 2012-13 who earned certifications in 2009-10, 2010-11, and 2011-12.<sup>25</sup>

# Q9. Are students in middle school career and professional academies or career-themed courses eligible for additional full-time equivalent (FTE) membership?

Effective for the 2013-14 reporting year, students earning industry certifications in middle school are not eligible for add-on FTE membership in the calculation.<sup>26</sup>

# Q10. Are students who earn certifications in dual enrollment courses eligible for additional full-time equivalent (FTE) membership in the FEFP calculation?

No. If the industry certification is earned through participation in a dual enrollment course, the district is not eligible to generate additional FTE membership. <sup>27</sup> Contingent upon appropriations for postsecondary programs, Florida College System institutions and school districts may receive performance-based incentives for industry certification attainment as provided for in the General Appropriations Act. <sup>28</sup>

# Q11. Will a student earning more than one certification on the "Industry Certification Funding List" generate the additional FTE membership for each certification earned?

It is possible, depending on the additional FTE value for each certification. However, a student earning more than one certification will generate a maximum of 0.3 additional FTE. <sup>29</sup> For example, a student earning three industry certifications in career-themed courses with an additional FTE value of 0.1 for each certification could generate the maximum of 0.3 FTE over the course of their enrollment in high school.

## Q12. When does a district receive funding for students earning industry certifications in accordance with s. 1011.62(1)(0), F.S.?

The calculation of the additional full-time equivalent membership is based on prior year industry certification performance data.<sup>30</sup> For example, the 2014-15 FEFP calculation for industry certifications is based on certifications earned and reported in 2013-14. The additional full-time equivalent membership will be included in the third, fourth, and final calculations of the FEFP.<sup>31</sup> Funding is disbursed as part of the standard funding allocations to districts. NOTE: This funding is not provided in lump sum distribution but would be included in bi-weekly distribution of funds to districts as part of their FEFP allocation. Career and technical education staff should consult with district finance staff regarding the internal distribution of funds.

<sup>&</sup>lt;sup>25</sup> Id.

<sup>26</sup> Tc

<sup>&</sup>lt;sup>27</sup> s. 1011.62(1)(o)1., F.S.

<sup>&</sup>lt;sup>28</sup> Id.

<sup>&</sup>lt;sup>29</sup> Id.

<sup>30</sup> Id.

<sup>&</sup>lt;sup>31</sup> s. 1011.65, F.S. and Rule 6A-1.0451, F.A.C.

# Q13. Does the funding associated with additional FTE membership have to be provided to the program which generated the industry certification?

Section 1011.62(1)(o)2., F.S. requires that each district must allocate at least 80 percent of the funds provided for industry certification to the program that generated the funds.

# Q14. May the funding associated with additional FTE membership be used to fund the instructional salary of the teachers whose students are earning industry certifications?

Section 1011.62(1)(o)2., F.S., prohibits the use of the allocation to supplant funds provided for the basic operation of the program. Districts are provided funds for the course enrollments through s. 1011.62, F.S.

## Q15. What reports are available so that districts know which students generated the additional FTE calculation for the district?

Districts may download reports which provide information on each student for whom payment was included in the FEFP calculation. The following reports are available:

For certifications earned by students in 2012-13 and included in the 2013-14 FEFP calculation:

- F71102 includes fields for Student ID, First Name, Last Name, District of Instruction, School of Instruction, Cumulative FTE earned, and Proportional distribution of FTE (for students that were enrolled in multiple districts) for each student
- F71297 includes fields for Student ID, First Name, Last Name, District of Instruction, School of Instruction, Industry Certification ID, Year Earned, Grade level, Course Number, Teacher ID, Funding Weight for the certification, and Estimated proportional share of total funding weight for each certification

Your district's management information system (MIS) staff should be able to assist in downloading these reports. For additional information, the department's contact for this report is Dr. Tsung-Yuan Lin at <a href="mailto:tsung-yuan.lin@fldoe.org">tsung-yuan.lin@fldoe.org</a>.

NOTE: For the 2013-14 FEFP only, there are two additional reports available, reflecting the one-time payment from the transition from a graduation cohort to an annual performance cohort. The supplementation reports for this calculation are the F71102C and F71297C.

Q16. If a student earns an industry certification prior to the year in which that certification was added to the "Industry Certification Funding List," can the district receive credit in the additional FTE membership calculation?

No. The "Industry Certification Funding List" is an annual list; items are only valid for the year in which they are included on the list.<sup>32</sup>

# Q17: What are the provisions for the payment of required teacher bonuses for student attainment of industry certifications?

Section 1011.62(1)(o)3., F.S., provides the following teacher bonus from the industry certification additional FTE calculation:

- For industry certifications earned in the 2013-2014 school year and in subsequent years
- For each classroom teacher who provided direct instruction toward the attainment of an industry certification that qualified for additional full-time equivalent membership
- Value of the bonus varies as follows:
  - o \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the Industry Certification Funding List with a weight of 0.1.
  - o \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the Industry Certification Funding List with a weight of 0.2.

In addition, bonuses awarded are provided to teachers who are employed by the district in the year in which the additional FTE membership is included in the calculation.<sup>33</sup> The bonus may not exceed \$2,000 per year and is in addition to any regular wage or other bonus the teacher received or is scheduled to receive.<sup>34</sup>

#### **DATA COLLECTION AND REPORTING**

#### Q18. How are career-themed courses reported to the Florida Department of Education?

The registration process for career-themed courses is specified in Rule 6A-6.0573(10), F.A.C. Career-themed courses are registered during an initial registration period from October 16 to November 30 of the reporting year; districts are allowed to submit updates after the initial registration period during the subsequent period of February 1 to March 1.<sup>35</sup> As part of this registration process, superintendents are required to certify the registered career-themed course meets all of the requirements in the law.<sup>36</sup>

<sup>&</sup>lt;sup>32</sup> Rule 6A-6.0573, F.A.C. An "Industry Certification Funding List" is adopted each year by the State Board of Education in this rule.

<sup>&</sup>lt;sup>33</sup> s. 1011.62(1)(o)4., F.S.

<sup>&</sup>lt;sup>34</sup> Id.

<sup>&</sup>lt;sup>35</sup> Rule 6A-6.0573(10)(b), F.A.C.

<sup>&</sup>lt;sup>36</sup> Rule 6A-6.0573(10)(a), F.A.C.

## Q19. How must a district register a high school or a middle school career and professional academy with the Florida Department of Education?

#### For High Schools

The registration process is specified in Rule 6A-6.0573(8), F.A.C. The registration window for high school academies each year will open on or after July 15 and close on September 15, remaining open for a minimum of 30 days.<sup>37</sup> Superintendents are required to certify that each academy meets all of the required elements in s. 1003.493, F.S.<sup>38</sup>

This registration process generates a three-digit identifier for the academy that is used by the district to report enrollment in career and professional academies.

#### For Middle Schools

The registration process is specified in Rule 6A-6.0573(9), F.A.C. The registration window for middle school academies each year will open on or after September 16 and close on October 15, remaining open for a minimum of 30 days.<sup>39</sup> As part of this registration process, superintendents are required to certify that each academy meets all of the required elements in s. 1003.493, F.S.<sup>40</sup>

This registration process generates a three-digit identifier for the academy that is used by the district to report enrollment in career and professional academies. NOTE: Enrollment in career and professional academies is not required to generate the additional FTE (see Q8.)

## Q20. How are students enrolled in registered career and professional academies reported to the Florida Department of Education?

Districts must report students enrolled in registered career and professional academies in Surveys 2, 3, and 5 on the Federal State Indicator Status format.<sup>41</sup> Students should be reported in Survey 5 if they were enrolled in an academy at any point during the year. Students earning industry certifications in career and professional academies and in career-themed courses must be reported on the Career and Technical Education Student Course format, Survey 5.<sup>42</sup>

Please review the database and technical documents on the department's website for details on this reporting. The database manuals and updates may be accessed at the following link: <a href="http://www.fldoe.org/eias/dataweb/default.asp">http://www.fldoe.org/eias/dataweb/default.asp</a>.

# Q21. How are students who earn industry certifications on the "Industry Certification Funding List" reported to the Florida Department of Education?

<sup>&</sup>lt;sup>37</sup> Rule 6A-6.0573(8)(a), F.A.C.

<sup>&</sup>lt;sup>38</sup> Rule 6A-6.0573(8)(b), F.A.C.

<sup>&</sup>lt;sup>39</sup> Rule 6A-6.0573(9)(a), F.A.C.

<sup>&</sup>lt;sup>40</sup> Rule 6A-6.0573(9)(b), F.A.C.

<sup>&</sup>lt;sup>41</sup> The DOE has authority in s. 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C., to develop reporting requirements for school districts to report data for the purposes of implementing state or federal laws.

<sup>42</sup> s. 1003.493(5), F.S.

Districts must report industry certifications taken and earned in Survey 5 on the Career and Technical Education Student Course Schedule format.<sup>43</sup> This includes all students earning industry certifications. The details for the 2013-14 reporting format may be found at the following web link: <a href="http://www.fldoe.org/eias/dataweb/student\_1314.asp">http://www.fldoe.org/eias/dataweb/student\_1314.asp</a>

Districts must report the certifications earned with a valid course number. <sup>44</sup> Districts may report industry certifications earned by students who were not enrolled in career and technical education programs for use in school grades and other reports. <sup>45</sup>

The following data elements are part of the reporting process:

<u>Career and Technical Education/Adult General Education Program Code</u> - The seven-digit numeric program code listed in the Course Code Directory, which is associated with the career education course in which the student is enrolled.<sup>46</sup>

<u>Course Number</u> - The official state number assigned to school district courses listed or referenced in the Course Code Directory. Each industry certification must be linked to a course that provided the instruction required to earn the certification.<sup>47</sup> NOTE: The course numbers reported here will be matched against the Appendix FF – Registered Career-Themed Courses for implementation of the funding calculation.

<u>Industry Certification Identifier</u> - The identifier assigned by the Florida Department of Education to specify the industry certification or technical skill attainment by third-party assessment that the student has taken/attempted. Only industry certifications on the *Industry Certification Funding List* will be eligible to generate additional FTE membership under s. 1011.62(1)(o), F.S. <sup>48</sup> This element should be used to report industry certification activity for all students, including middle school students. Up to three industry certifications may be reported linked to a single course. <sup>49</sup>

<u>Industry Certification Outcome</u> - An indicator of whether or not the student passed the industry certification or technical skill assessment taken/attempted. Only students who successfully complete the industry certification will be eligible to generate additional FTE membership under s. 1011.62(1)(o), F.S. This element should be used to report the outcome of the industry certification attempted for all students, including middle school students.

If the student was enrolled in a career and professional academy for the certification earned, the following data element should be reported as well:

<u>Career and Professional Academy Identifier</u> - The identifier assigned by the Florida Department of Education to the career and professional academy in which the student participated. See Appendix Y for the valid codes. To be classified as a career and professional academy and registered with the Florida Department of Education, a high school academy must meet the requirements in the Florida

<sup>&</sup>lt;sup>43</sup> s. 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C.

<sup>&</sup>lt;sup>44</sup> s. 1008.385(2), F.S.

<sup>&</sup>lt;sup>45</sup> Id.

<sup>46</sup> T.d

<sup>&</sup>lt;sup>47</sup> ss. 1008.385(2) and 1011.62(1)(o), F.S.

<sup>&</sup>lt;sup>48</sup> Rule 6A-6.0573(7)(a)2., F.A.C.

<sup>&</sup>lt;sup>49</sup> Rule 6A-6.5073(7)(b), F.A.C.

Career and Professional Education Act, s. 1003.493, F.S., and a middle school academy must meet the requirements as specified in s. 1009.4935, F.S.

Please review the database and technical documents on the department's website for details on this reporting. The database manuals and updates may be accessed at the following website: <a href="http://www.fldoe.org/eias/dataweb/default.asp">http://www.fldoe.org/eias/dataweb/default.asp</a>.

In summary, the following appendices provide codes used for data reporting purposes:

- Appendix Z: Includes the industry certification identifiers associated with items approved by the State Board of Education for the "Industry Certification Funding List." NOTE: This list includes other codes that are used for Perkins Technical Skill Attainment reporting that are not included in the "Industry Certification Funding List." See the column for "additional FTE eligible under s. 1011.62(1)(o)" for information on whether the certification may generate additional FTE membership.
- Appendix Y: List of academies registered by the school district
- Appendix FF: List of career-themed courses registered by the school district

## Q22. How long after a course is completed may a district report industry certification outcomes of students?

School districts may report students who complete industry certifications during the update period allowed by the Florida Department of Education for Survey 5 after an initial submission. <sup>50</sup> The survey period dates are approved and published by the department on an annual basis. <sup>51</sup> For example, in the 2013-14 reporting cycle, Survey 5 will close on February 27, 2015.

NOTE: Industry certification data used in the school grades formula must be reported by the date announced for that purpose.

## Q23. If a student earns an industry certification after the close of the reporting cycle, can the industry certification still be reported?

Yes, if the student is still enrolled in K-12. If the district does not have information on an industry certification until after the final update window for Survey 5, a method is available to report an industry certification identifier and industry certification outcome linked to a prior year program and course. <sup>52</sup> This option may not be used to correct errors from a prior year's reporting.

This record can be reported using two school year data elements.<sup>53</sup> See example below for reporting an industry certification in 2013-14 that was earned as result of a course taken in 2012-13.

<u>School Year – Record Submission = 1314</u>

<sup>&</sup>lt;sup>50</sup> Rule 6A-1.0451, F.A.C.

<sup>&</sup>lt;sup>51</sup> s. 1008.385(2), F.S.

<sup>&</sup>lt;sup>52</sup> Id.

<sup>&</sup>lt;sup>53</sup> Id.

Career and Technical Education/Adult General Education Program Code = program number associated with course taken

Course Number = prior year course associated with the industry certification attempted Industry Certification Identifier = industry certification attempted

Industry Certification Outcome = pass/fail

School Year – Course Taken = 1213

NOTE: Since career-themed courses were not authorized until July 1, 2012, for the 2012-13 academic year, there should not be any prior year reporting associated with career-themed courses for the 2012-13 reporting year.

## Q24. Does a district have to report data on students who take industry certification examinations, but who do not successfully earn the certification?

Yes. Districts must report on all students in career and professional academies who take an industry certification exam. <sup>54</sup> There are separate data elements for industry certification attempted and industry certification outcome. <sup>55</sup>

## Q25. May a district report an industry certification as being earned if the required work experience is not achieved by the student?

Beginning with the 2013-14 reporting year, the district may report the certification as being earned if the required work experience was not obtained only if the State Board of Education has granted a waiver of the required work experience on the adopted "Industry Certification Funding List." The "2013-14 Industry Certification Funding List" contains information on whether the waiver was granted. See the following link to access this list:

http://www.fldoe.org/workforce/fcpea/default.asp.

<sup>&</sup>lt;sup>54</sup> s. 1003.493(5), F.S..

<sup>&</sup>lt;sup>55</sup> s. 1008.385(2), F.S.

<sup>&</sup>lt;sup>56</sup> s. 1008.44(3), F.S.

Q26. If an industry certification exam is listed on the "2012-13 Middle School STEM Industry Certification List" and this certification includes a required exam for a certification on the "Industry Certification Funding List," can a student reported as earning the certification as a middle school student use performance on the exam on the middle school list toward the successful completion of a certification on the "Industry Certification Funding List"?

No.<sup>57</sup> For example, from the 2012-13 year the "Middle School STEM Industry Certification List" includes MICRO903 – Microsoft Office Specialist (MOS) – PowerPoint (Eligible exams include Office 2007 (77-603) or Office 2010 (77-883). These exams are included as part of the bundle of Microsoft Office Specialist certifications known as MICRO069 - Microsoft Office Specialist (MOS) Bundle Certification included on the "Industry Certification Funding List." A student reported as earning MICRO903 in middle school may not use the same exam (77-603 or 77-883) toward the attainment of MICRO069. The student may still earn the bundled certifications using the other available certifications for Excel, Access, Word, Outlook or SharePoint.

<sup>&</sup>lt;sup>57</sup> Rule 6A-6.0573(7)(d), F.A.C.