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MEMORANDUM

TO: District Technical College Directors
District Career and Technical Education Directors
Florida College System Workforce Administrators

FROM: Kevin O'Farrell, Ph.D.

DATE: September 27, 2022

SUBJECT: Basic Skills Licensure Exemption List Request

The 2022-2023 Basic Skills Licensure Exemption List Request Form is now available on the Department of Career and Adult Education website. Submissions must come from school districts, technical centers or Florida Colleges and must be completed and submitted by the District CTE Director, Technical Center Director, Florida College System Workforce Dean or their designee. The industry certification, state or federal licensure, or proprietary certification instrument requested for Basic Skills Exemption, must be linked to the completion of the full Career and Technical Education program taught by the submitting agency. The request must be submitted no later than Friday, October 21, 2022.

Granting of the exemption fulfills section 1004.91, F.S. "Basic Skills Requirements for Postsecondary Career Certificate Education" which requires students enrolled in a postsecondary program offered for career education credit of 450 hours or more complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

To access the Basic Skills Licensure Exemption List Request Form, please visit [Request Form](#).

If you have any questions about the Basic Skills Licensure Exemption List Request Form, please contact Christine Walsh at Christine.Walsh@fldoe.org or 850-245-9056.

KO/kt/cw

Kevin O'Farrell, Ph.D.
Chancellor of Career and Adult Education