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MEMORANDUM

TO: School District Superintendents
Florida College System Presidents

FROM: Ashley Meros, Ph.D.

DATE: July 1, 2026

SUBJECT: Florida Workforce Pell Certification and State Validation Process

The Florida Department of Education, Division of Career and Adult Education, has launched the Workforce Pell Institutional Certification and State Validation Process. As outlined in previous implementation guidance, Florida's implementation model includes three primary stages:

- State Program Approval
- Institutional Certification and State Validation
- Federal Title IV Submission

This process is designed to balance timely student access to Workforce Pell with strong accountability, program quality and workforce alignment.

Institutions seeking to offer Workforce Pell through programs included on Florida's state-approved eligible program list must complete the institutional certification process prior to seeking federal approval for student access to Workforce Pell funding. Institutional certification forms are now available on the Workforce Pell webpage at www.fldoe.org/workforcepell.

Through the certification process, institutions will certify that eligible programs meet applicable federal and state requirements, including program length, instructional hours, credential alignment, workforce demand alignment and required performance outcomes. Institutions will also provide supporting documentation necessary for state review and validation.

Following submission, the Department will review and validate institutional certifications to ensure compliance with Workforce Pell requirements and alignment with Florida's implementation framework. Once validated, institutions may proceed with the applicable federal processes necessary to make approved programs available for Workforce Pell funding.

Ashley Meros, Ph.D.
Chancellor of Career and Adult Education

To support institutions through this process, the Department will host a Workforce Pell Institutional Certification and State Validation Webinar on July 8, 2026 at 2:30PM EDT. The webinar will provide an overview of certification requirements, validation procedures, submission expectations and opportunities for questions and discussion. Registration information and additional details will be posted on the Workforce Pell webpage and distributed through future communications.

Workforce Pell implementation will continue through a phased and iterative process. Additional guidance, resources and technical assistance will be released as implementation activities continue and additional information becomes available.

The Department appreciates your partnership in expanding access to high-quality workforce education opportunities that lead to meaningful employment and long-term career advancement for Florida students. For questions regarding Workforce Pell implementation, please email us at workforcepell@fldoe.org.

AM

Cc: School District Career and Technical Education Directors
School District Technical College Directors
Florida College System Workforce Administrators
Financial Aid Administrators
Paul O. Burns, Ed.D., Senior Chancellor
Kevin O'Farrell, Ph.D., Senior Chancellor
Kathryn Hebda, Chancellor, Division of Florida Colleges
Tiffany Hurst, Executive Director, Commission for Independent Education
Suzanne Pridgeon, Deputy Commissioner, Finance and Operations