

# **TECHNICAL ASSISTANCE PAPER**

## **FLORIDA CAREER AND PROFESSIONAL EDUCATION ACT**

---

UPDATED APRIL 2021



FLORIDA DEPARTMENT OF  
**EDUCATION**  
CAREER AND ADULT EDUCATION

### PURPOSE

The purpose of this technical assistance paper is to assist education leaders and administrators in the consistent implementation of the Florida Career and Professional Education (CAPE) Act in Section 1003.491, Florida Statutes (F.S.).

### BACKGROUND

In 2007, the Florida Legislature passed the Career and Professional Education Act (Act).<sup>1</sup> The purpose of the Act was to provide a statewide planning partnership between the business and education communities 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 postsecondary-level 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, each school district is required to

1 s. 1003.491, F.S.; Ch. 2007-216, Laws of Fla. (2007).

2 Id.

3 s. 1003.491(1), F.S.

4 In 2014, Workforce Florida, Inc. (WFI) started doing business as CareerSource Florida.

develop a strategic three-year plan in collaboration with economic development agencies, local 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.<sup>6</sup> The legislation originally tasked the Agency for Workforce Innovation (AWI) with defining “Industry Certification.”<sup>7</sup> The agency has provided Florida Department of Education (FDOE) 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.

In 2014, the Legislature amended s. 1003.492(2), F.S., to include the following definition of industry certification:

Industry certification as used in this section is a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a credential that is nationally recognized and must be at least one of the following:

- (a) Within an industry that addresses a critical local or statewide economic need;

---

5 ss. 1003.491(2) and 1003.491(3), F.S.

6 s. 1003.492, F.S.

7 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.

# CAREER AND PROFESSIONAL EDUCATION ACT

## Technical Assistance Paper

- (b) Linked to an occupation that is included in the workforce system’s targeted occupation list; or
- (c) Linked to an occupation that is identified as emerging.

The 2014 amendments also allowed certifications for farm occupations to be included on the approved funding list. The Florida Department of Agriculture and Consumer Services (FDACS) is required to provide recommendations for industry certifications to be considered for placement on the CAPE Industry Certification Funding List.<sup>8</sup> Such certifications for farm occupations must “demonstrate student skill proficiency and be based upon the best available data to address critical local or statewide economic needs.”<sup>9</sup>

This technical assistance paper addresses questions on the legislation, funding and data reporting. For questions, please contact Kathryn Wheeler by phone at 850-245-9030 or email at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org).

---

8 s. 570.07(43), F.S.

9 s. 1003.492(3)(b), F.S.

## **PROGRAM REQUIREMENTS**

### **Q1. What are the relevant statutes for the Career and Professional Education (CAPE) Act?**

The key Florida Statutes for the Act are as follows:

- Section 570.07, Florida Statutes: Department of Agriculture and Consumer Services; functions, powers, and duties
- Section 1003.4203, Florida Statutes: Digital materials, CAPE Digital Tool certificates, and technical assistance
- 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: Subsection of the Florida Education Finance Program dealing with additional Full-time Equivalent (FTE) calculation

The current Florida Statutes can be accessed at the following site: <http://leg.state.fl.us/Statutes>.

### **Q2. What are the applicable rules pursuant to the K-12 components of the CAPE Act?**

See Rule 6A-6.0573, Florida Administrative Code (F.A.C.). All administrative rules can be accessed at the following site: <https://www.flrules.org/>.

### **Q3. Does the Department of Education have a web resource page to assist districts in the implementation of the CAPE 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/academics/career-adult-edu/cape-secondary>

### **Q4. What is the CAPE Industry Certification Funding List?**

The key feature of the CAPE Act is the list of approved certifications known as the “CAPE Industry Certification Funding List,” which is the list of fundable industry certifications adopted by the State Board of Education in Rule 6A-6.0573, F.A.C.

The following table shows three types of certificates and certifications that are included on the “CAPE Industry Certification Funding List.” Designations for the different types of certificates and certifications are included on the list adopted by the State Board of Education.

# CAREER AND PROFESSIONAL EDUCATION ACT

## Technical Assistance Paper

Type of Certification or Certificate	Description	Statutory References
CAPE Digital Tool Certificates	<p>To earn a certificate, students must pass an assessment of digital skills in the following areas: word processing; spreadsheets; sound, motion and color presentations; digital arts; cybersecurity.</p> <p>The certificates are available to students in elementary school and middle school grades.</p>	<p>s. 1003.4203(3), F.S. s. 1008.44(1)(b), F.S. s. 1011.62(1)(o), F.S.</p>
CAPE Industry Certifications	<p>These are industry certifications that either do not articulate for college credit or do articulate for up to 14 college credits based on a statewide articulation agreement.</p> <p>The certifications are available to students in grades 6 through 12.</p>	<p>s. 1003.4203(4), F.S. s. 1008.44(1)(a), F.S. s. 1011.62(1)(o), F.S.</p>

Updated April 2021

<b>Type of Certification or Certificate</b>	<b>Description</b>	<b>Statutory References</b>
CAPE Acceleration Industry Certifications	These are industry certifications that articulate for 15 or more college credit credits based on a statewide articulation agreement.	s. 1003.4203(5)(b), F.S. s. 1008.44(1)(e), F.S. s. 1011.62(1)(o), F.S.

In addition to the above items on the funding list, the law authorizes “CAPE Innovation Courses.” These courses combine academic and career performance outcomes with embedded industry certifications and must incorporate at least two third-party assessments, one of which must be associated with an industry certification on the “CAPE Industry Certification Funding List.”<sup>10</sup>

**Q5. How does an industry certification get on the CAPE Industry Certification Funding List? How may a district request an item be added to the CAPE Industry Certification Funding List?**

CareerSource Florida conducts an annual submission process to identify and review new certifications. Following the development of final CareerSource recommendations, districts may request the addition of an industry certification for the annually adopted CAPE Industry Certification Funding List.

The request cycle is as follows:

**Step 1:** August to September: CareerSource Florida identifies potential credentials through an open submission process.

**Step 2:** October to January: Joint review of submissions by CareerSource Florida, Florida Department of Economic Opportunity and Florida Department of Education.

<sup>10</sup> s. 1003.4203(5)(a), F.S.



**Step 3:** February: CareerSource Florida Board adopts a list of recommended certifications.

**Step 4:** March to April: From CareerSource Florida recommendations, districts may request additions to the CAPE Industry Certification Funding List.

**Step 5:** April to September: Florida Department of Education evaluates submissions, publishes final recommendations and the State Board of Education adopts the CAPE Industry Certification Funding List and administrative rule for the upcoming year.

The contact for details about the submission and review process identified in steps 1 through 3 is CareerSource Florida. See this website for information about their process: [www.careersourceflorida.com/CAPE](http://www.careersourceflorida.com/CAPE)

### **Q6. A new industry certification was approved for the CareerSource Florida List, but it is not on the new CAPE Industry Certification Funding List. Why?**

After the CareerSource list is published, district career and technical education directors have the opportunity to request that certifications recommended by CareerSource be added to the final CAPE Industry Certification Funding List.<sup>11</sup> If the industry certifications are not timely requested by the districts, they are not included on the list.

### **Q7. The CAPE statutes authorize the Department of Agriculture and Consumer Services to make recommendations regarding industry certifications for farm occupations. What is the process for to add industry certifications for farm occupations to the CAPE Industry Certification Funding List?**

---

11 Rule 6A-6.0573(9), F.A.C.

The process for farm occupations is outlined in Rule 6A-6.0573(10), F.A.C. FDOE must receive requests from FDACS by March 15 for the following year and the certification must meet the requirements specified in the rule. In addition, the rule adopts the following definition: “Farm occupation” means an occupation related to the science, business, marketing or technology of agricultural production.<sup>12</sup>

**Q8. Beginning in 2015-16, the CAPE Industry Certification Funding List includes information on the certification version. Are districts limited to that version or higher versions of the certification for reporting to the state on student performance on industry certifications?**

Yes.<sup>13</sup> All industry certifications on the annual CAPE Industry Certification Funding List must meet the minimum version identified in the “Certification Version, if applicable” column to be reported to the Florida Department of Education. For example, AutoCAD 2014 cannot be used to report Autodesk Certified User – AutoCAD (ADESK002) because AutoCAD 2019 is the earliest version allowed.

## FUNDING FOR INDUSTRY CERTIFICATIONS

**Q9. What are the funding weights for the add-on FTE calculation for the CAPE Act?**

Certifications have differential weights for the add-on FTE calculation in s. 1011.62(1)(o), F.S. Funding weights are assigned based on the type of certificate, certification and course as follows:

<sup>12</sup> Rule 6A-6.0573(1)(j), F.A.C.

<sup>13</sup> s. 1008.44(4)(a), F.S.

# CAREER AND PROFESSIONAL EDUCATION ACT

## Technical Assistance Paper

0.025 FTE	CAPE Digital Tool Certificate
0.1 FTE	CAPE Industry Certification (no articulation agreement)
0.2 FTE	CAPE Industry Certification with a statewide articulation agreement of up to 14 college credits
0.3 FTE	CAPE Innovation Course for students who pass all of the required assessments
0.5 FTE	CAPE Acceleration Industry Certification with a statewide articulation agreement of 15 to 29 college credits
1.0 FTE	CAPE Acceleration Industry Certification with a statewide articulation agreement of 30 or more college credits

Funding weights for each certification are indicated on the CAPE Industry Certification Funding List.

### **Q10. Does student enrollment in career and professional academies qualify the students earning industry certifications for inclusion in the Florida Education Finance Program (FEFP) calculation?**

No. Academy enrollment is not required for the calculation.<sup>14</sup>

<sup>14</sup> s. 1011.62(1)(o), F.S.

**Q11. Are students who earn certifications in dual enrollment courses eligible for additional FTE membership in the FEFP calculation? Does this include dual enrollment in private postsecondary institutions?**

Beginning with the 2016-17 FEFP, in some cases, certifications earned through dual enrollment are fundable in the calculation.<sup>15</sup> If the certifications earned through dual enrollment are not fundable on the CAPE Postsecondary Industry Certification Funding List for the district career center, charter technical career center or Florida College System institution with which the dual enrollment occurred, the student’s attainment of a certification may be included in the FEFP calculation.<sup>16</sup> If the certification is earned through dual enrollment with a private postsecondary institution, the certification may be fundable. Certifications still have to be earned in registered career-themed courses to be fundable. See career-themed course registration requirements in Q24.

**Q12. Will a high school student earning more than one certification or certificate on the “CAPE Industry Certification Funding List” or completing CAPE innovation courses generate the additional FTE membership for each certification earned and course completed?**

Yes. There is no funding cap on the number of certifications and courses that can be funded for a high school student.<sup>17</sup> For elementary and middle grades students, there is a funding cap of 0.1 FTE per fiscal year.<sup>18</sup>

**Q13. As long as the course is registered as a career-themed course with at least one certification, does it matter what certifications are registered with it?**

---

15 Id.  
16 s. 1011.62(1)(o)1.b., F.S.  
17 s. 1011.62(1)(o)1.b., F.S.  
18 Id.

Yes. Only the industry certifications indicated with the course during career-themed course registration will be funded in the FEFP.<sup>19</sup> Up to fifteen (15) certification codes may be registered with each career-themed course. After the close of each career-themed course registration window, the Division of Career and Adult Education will provide an updated Appendix FF. This document is to be used by districts to verify that all courses and appropriate certifications have been registered and will be eligible for funding.

### **Q14. When does a district receive funding for students earning industry certifications in accordance with s. 1011.62(1)(o), F.S.?**

There is a one-year lag between the year in which industry certifications are earned or courses are completed and the performance funding. The calculation of the additional full-time equivalent membership is based on the prior year's industry certification performance data.<sup>20</sup> For example, the 2020-21 FEFP calculation is based on certificates, certifications and course performance in 2019-20. The additional full-time equivalent membership will be included in the third and fourth (final) calculations of the FEFP.<sup>21</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 after the third calculation as provided in s. 1011.66, F.S. Career and technical education staff should consult with district finance staff regarding the internal distribution of funds.

### **Q15. Does the funding associated with additional FTE membership have to be provided to the program which generated the industry certification?**

19 6A-6.0573(15)(d), F.A.C.

20 s. 1011.62(1)(o)(3), F.S.

21 s. 1011.65, F.S. and Rule 6A-1.0451, F.A.C.

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.

**Q16. May the funding associated with additional FTE membership be used to fund the instructional salary of the teachers whose students are earning industry certifications?**

No. 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, which includes instructional salaries of teachers. Districts are provided funds for the course enrollments through s. 1011.62, F.S.

**Q17. What reports are available so that districts know which students generated the additional FTE calculation for the district?**

Districts may download a report that provides information on each student for whom payment was included in the FEFP calculation. The following report is available:

- F71297
  - » Duplicated count of students and certifications included in the FEFP calculation
  - » Includes fields for Student ID, First Name, Last Name, District of Instruction, School of Instruction, Industry Certification ID, Year Earned, Grade level, Course Number, Funding Weight for the certification, Estimated proportional share of total funding weight for each certification, Number of Schools Reporting the record and the Student Capped indicator for K-8 students subject to the 0.1 FTE funding cap.

In addition, districts may also run the F71415 report that provides a current calculation of the eligible students. This report is run using the most recently available information on the Industry Certification format.

Your district's management information system (MIS) staff should be able to assist in downloading these reports. For additional information, please contact the Department's MIS staff at [ASKEIAS@fldoe.org](mailto:ASKEIAS@fldoe.org) or 850-245-0400.

**Q18. The total FTE reported in the work papers for the FEFP, 3rd calculation, does not match the total FTE calculated from the F71297. Why do the totals not match?**

There are multiple reasons why the total FTE may not match the detailed information in the F71297 student report. The most common is the statutory cap on funding for students in elementary and middle grades. As specified in s. 1011.62(1)(o), F.S., the additional FTE membership for an elementary or middle grades student may not exceed 0.1 for certificates or certifications earned within the same fiscal year. Students who are subject to the cap will be funded at a maximum of 0.1 FTE. For example, if an 8th grade student earns a CAPE Digital Tool Certificate for 0.025 FTE and the Microsoft Office bundle for 0.2 FTE, the FEFP funding calculation will only include 0.1 FTE for both the certificate and the certification.

A less common reason involves a student who has earned certification in multiple districts during the same reporting year. If a student has moved districts and is reported earning the same certification in more than one district, the FTE for that certification will be pro-rated between the two districts.

**Q19. If a student earns an industry certification prior to the year in which that certification was added to the "CAPE Industry Certification Funding**

### **List,” can the district receive credit in the additional FTE membership calculation?**

No. The “CAPE Industry Certification Funding List” is an annual list; items are only valid for the year in which they are included on the list.<sup>22</sup>

### **Q20. 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., requires the following teacher bonuses 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:
  - » \$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 CAPE Industry Certification Funding List with a weight of 0.1.
  - » \$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 CAPE Industry Certification Funding List with a weight of 0.2.
  - » \$75 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the CAPE Industry Certification Funding List with a weight of 0.3.

---

<sup>22</sup> Rule 6A-6.0573, F.A.C. The “CAPE Industry Certification Funding List” is adopted each year by the State Board of Education in this rule.



- » \$100 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the CAPE Industry Certification Funding List with a weight of 0.5 or 1.0.

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>23</sup> Teachers who are employed by the school district and teach dual enrollment courses that generate additional FTE in the FEP calculation are entitled to receive this bonus.<sup>24</sup>

There is no annual cap on payment of teacher bonuses. Teachers who provide direct instruction toward the attainment of funded industry certifications must be paid bonuses based on the total number of certifications.

**Q21. If multiple teachers provided instruction for courses that led to the attainment of an industry certification, is each teacher entitled to the bonus amount specified in the statute?**

Yes.<sup>25</sup> Each classroom teacher who provided direct instruction toward the attainment of a CAPE industry certification that qualified for additional full-time equivalent membership shall be distributed the bonuses specified in s. 1011.62(1)(o)3., F.S. The statute does not require proration of the bonus among all eligible teachers.

**Q22. Since middle school students are capped at 0.1 FTE per fiscal year, what is the required teacher bonus for certifications earned with a weight of 0.2?**

23 s. 1011.62(1)(o)3.,

24 Id.

25 Id.

Districts are still required to pay the bonus based on the weight identified on the CAPE Industry Certification Funding List. The teacher bonus value for a certification weighted 0.2 is \$50 per student.<sup>26</sup>

**Q23. Florida Statutes do not include a required teacher bonus for teachers for students that earn CAPE Digital Tool Certificates with a weight of 0.025 FTE. Could a district establish an amount at the local level?**

Teacher bonuses for CAPE Digital Tool Certifications are not provided for in the statute. Districts may choose to use the CAPE funds provided to the program for this purpose.

## DATA COLLECTION AND REPORTING

**Q24. How and when are career-themed courses offered by school districts registered with the Florida Department of Education?**

The annual registration process for career-themed courses is specified in Rule 6A-6.0573(15), F.A.C. There are three windows in which career-themed courses may be registered:

1st Window: October 16 through November 30

2nd Window: February through March 1

3rd Window (final): July 15 through August 10

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>27</sup>

---

26 s. 1011.62(1)(o)3.b., F.S.

27 See Form FCAPEA-03 which is incorporated by reference in Rule 6A-6.0573(15)(h), F.A.C.

Dual enrollment courses may be registered as career-themed courses to be eligible for the additional FTE membership calculation in the FEFP.<sup>28</sup> Districts should only register dual enrollment courses that meet the statutory requirements for a career-themed course and for which a certification on the CAPE Industry Certification Funding List is part of the program. All courses registered as career-themed courses are required to be reported annually in the Career and Professional Education (CAPE) Act Report. Only courses for which there is enrollment in the reporting year may be registered.

### **Q25. If a school district missed the final deadline for registering career-themed courses can the courses still be registered?**

No.<sup>29</sup> Careers can be added only during one of these registration windows.. See Q24 for dates.

### **Q26. Does the teacher of a career-themed course need to hold all certifications that are linked in the registration?**

Yes.<sup>30</sup> Teachers must hold all of the industry certifications that the students are expected to earn in the course. If the teacher holds a higher-level certification (e.g., Registered Nurse) than what the student is expected to earn (e.g., Certified Nursing Assistant), then the teacher is not required to hold the lower level certification.

### **Q27. How are high school or middle school career and professional academies registered with the Florida Department of Education?**

---

28 s. 1011.62(1)(o)1.b., F.S.

29 Rule 6A-6.0573(15)(a), F.A.C.

30 Rule 6A-6.0573(15)(f), F.A.C.; s. 1003.493, F.S.

District registration of career and professional academies occurs from August to October for each academic year. The registration process is specified in Rule 6A-6.0573, F.A.C. Superintendents are required to certify that each academy meets all of the required elements in s. 1003.493, F.S.<sup>31</sup> This registration process generates a three-digit identifier for the academy that is used by the district to report enrollment and performance in career and professional academies. NOTE: Enrollment in career and professional academies does not generate the additional FTE (see Q10).

The approximate windows for registration are the following:

High School Window: August 16 to September 15

Middle School Window: September 16 to October 15

### **Q28. How are students enrolled in registered career and professional academies reported to the Florida Department of Education?**

There are two reporting formats for which student enrollment in career and professional academies should be reported. Reporting for students in academies should occur on both formats.

1. Federal State Indicator Status for Surveys 2, 3 and 5
  - a. All students enrolled in registered career and professional academies should be reported on all surveys on this reporting format.
  - b. Students should be reported in Survey 5 if they were enrolled in an academy at any point during the year.
2. Industry Certification for Survey 5
  - a. Any student who attempted or earned an industry certification in a \_\_\_\_\_ registered career and professional academy should be reported on this

<sup>31</sup> See Form FCAPEA-01 which is incorporated by reference in Rule 6A-6.0573(14)(a), F.A.C.

- format.
- b. Only certifications earned as a result of participation in the academy should have the academy information included on this format.

For information about the reporting formats, see the K-12 Database Manuals on this web page: <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/>. Information on these formats is available in the Student Information System links.

**Q29. How are students who attempt or earn CAPE Industry Certification or CAPE Acceleration Industry Certifications on the “CAPE Industry Certification Funding List” reported to the Florida Department of Education?**

Districts must report attempted or earned industry certifications in Survey 5 on the Industry Certification format.<sup>32</sup> The details and required reporting information for the reporting formats may be found at the following web link: <http://fldoe.org/accountability/data-sys/database-manuals-updates/>.

Districts must report the certifications earned with a valid course number.<sup>33</sup> For students who earn multiple certifications, a separate record must be submitted for each attempted or earned certification. Districts may report industry certifications earned by students who were not part of the CAPE Act implementation for use in school grades and other reports.<sup>34</sup>

---

32 s. 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C.

33 s. 1008.385(2), F.S.

34 *Id.*

The following appendices provide codes used for data reporting on the Industry Certification format:

- Appendix Z: Includes the industry certification identifiers associated with items approved by the State Board of Education for the “CAPE Industry Certification Funding List.” NOTE: This list may include other codes that are used for Perkins reporting not included in the “CAPE Industry Certification Funding List.” See the column “additional FTE eligible under s. 1011.62(1)(o)” for information on whether the certification may generate additional FTE membership. CAPE Industry Certifications and CAPE Acceleration Industry Certifications are denoted with a 1 or 2, respectively, in the column for Type.
- Appendix Y: List of career and professional academies registered by the school district
- Appendix FF: List of career-themed courses registered by the school district

The following important data elements are part of the reporting process:

Industry Certification Identifier: The identifier assigned by FDOE to specify the industry certification that the student has attempted. This element should be used to report industry certification activity for any student who attempts to earn an industry certification/certificate.

Industry Certification Outcome: An indicator of whether or not the student passed the attempted industry certification/certificate or outcome of student performance in a CAPE Innovation Course. Only students who successfully complete the industry certification/certificate are 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/certificate attempted for all students, including elementary and middle grades students.

Course Number: 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>35</sup> NOTE: The course numbers reported here will be matched against the Appendix FF – Registered Career-Themed Courses for implementation of the funding calculation.

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

Career and Professional Academy Identifier: The identifier assigned by FDOE to the career and professional academy in which the student participated. See Appendix Y for the valid codes for all academies registered with the Florida Department of Education.

Industry Certification Date Earned: The numeric representation of the date the participant passed/earned the industry certification or technical skill assessment. The format of the date earned is MMDDYYYY.

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: <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2019-20-student-info-system/index.stml>.

### **Q30. How are elementary and middle grades students who earn a CAPE Digital Tool Certificate reported to the Florida Department of Education?**

Similar to CAPE Industry Certifications, districts must report certificates

<sup>35</sup> ss. 1008.385(2) and 1011.62(1)(o), F.S.

attempted or earned in Survey 5 on the Industry Certification format.<sup>36</sup> However, there are some differences in the requirements. For these certificates, the following rules apply to reporting:

- Certificates can only be reported for students in grades K-8.
- For a student with a grade level of K-5, all zeroes must be reported for the course number.
- For a student with a grade level of 6-8, report the course number if the attainment of that certificate can be linked to the instruction provided in that course; otherwise, all zeroes may be reported for the course number.
- Prior year reporting is not allowed for CAPE Digital Tool Certificates.

The data reporting edits for this format including rules for reporting and can be accessed here:

For 2020-21: <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2020-21-student-info-system/index.stml>.

### **Q31. How are students who successfully complete the academic and performance outcomes for a CAPE Innovation Course reported to the Florida Department of Education?**

Districts offering CAPE Innovation Courses are required to report the following information:

- Student enrollment in the CAPE Innovation Course number on the Student Course Schedule format for Surveys 2 and 3.
- Student performance on the Industry Certification Format.<sup>37</sup>

A single industry certification code has been identified for reporting performance outcomes in CAPE Innovation Courses: CAPEI001. There

---

36 s. 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C.

37 s. 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C.



# CAREER AND PROFESSIONAL EDUCATION ACT

## Technical Assistance Paper

are several performance outcomes for the CAPE Innovation Course; these outcomes and directions for reporting are available in the data element description for the Industry Certification Outcome data element: <http://fldoe.org/core/fileparse.php/15229/urlt/1617-140500.pdf>.

The code "CAPEI001" is reported with the course number for the CAPE Innovation Course on the industry certification format for any student enrolled in these courses. For example, a student enrolled in the AP Studio Art 2-D Design Portfolio Innovation course (#0109355) who passes the Adobe Certified Professional in Visual Communication using Adobe Photoshop and earns a "3" or higher on the AP exam would be reported on the Industry Certification format with the course number "0109355", the certification code "CAPEI001" and a data reporting code of "P." The code for the individual certification exam is not reported.

The following table provides various examples of AP exam and industry certification exam performance outcomes and the appropriate data reporting code to be used for a CAPE Innovation Course.

<b>Performance Outcome on the Advanced Placement Exam</b>	<b>Performance Outcome on the Industry Certification Exam for AP Microeconomics Innovation (#2102365)</b>	<b>Data Reporting Code on Industry Certification</b>
Did not take exam	Did not take exam	Z
Did not take exam	Took exam and did not earn the certification	I
Did not take exam	Took exam and earned the MOS Excel certification	I

Updated April 2021

# CAREER AND PROFESSIONAL EDUCATION ACT

## Technical Assistance Paper

<b>Performance Outcome on the Advanced Placement Exam</b>	<b>Performance Outcome on the Industry Certification Exam for AP Microeconomics Innovation (#2102365)</b>	<b>Data Reporting Code on Industry Certification</b>
Took exam and did not earn a "3" or higher	Did not take exam	I
Took exam and earned a "3" or higher	Did not take exam	I
Took exam and did not earn a "3" or higher	Took exam and did not earn the MOS Excel certification	F
Took exam and did not earn a "3" or higher	Took exam and earned the MOS Excel certification	C
Took exam and earned a "3" or higher	Took exam and did not earn the MOS Excel certification	A
Took exam and earned a "3" or higher	Took exam and earned the MOS Excel certification	P

A student who is reported with a "P" may not also be reported by a district for the additional FTE membership for the same Advanced Placement Course.<sup>38</sup>

There are four CAPE Innovation Courses in the Course Code Directory. See the following list with the required related industry certifications:

- 2102365 – Advanced Placement Microeconomics Innovation (Microsoft Office Specialist Excel)
- 1001425 – Advanced Placement English Language and Composition Innovation (Microsoft Office Specialist for Word)
- 0109355 – Advanced Placement Studio Art 2-D Design Portfolio Innovation (Adobe Certified Associate Visual Communication using Adobe Photoshop)

<sup>38</sup> Rule 6A-1.0451, F.A.C.

- 0200325 – Advanced Placement Computer Science A Innovation (CIW JavaScript Specialist)

Schools district must contact the College Board directly regarding the required professional development and materials for offering these courses.

### **Q32. 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 FDOE for Survey 5 after an initial submission.<sup>39</sup> The survey period dates are approved and published on an annual basis,<sup>40</sup> and are posted here:

2020-21 Survey Dates: <http://www.fldoe.org/core/fileparse.php/7574/urlt/2021-surveydates.pdf>.

### **Q33. Can a district receive bonus funding for a student who earns an industry certification exam after graduation?**

Yes, as long as the industry certification is earned within the reporting period for the school year, the industry certification may be reported and funded.

### **Q34. If a student earns an industry certification after the close of the reporting cycle, can the industry certification still be reported?**

Under certain circumstances, the certification may be reported using the prior year course submission process. If the district does not have information on an industry certification until after the final update window for Survey 5, a method

---

39 Rule 6A-1.0451, F.A.C.

40 s. 1008.385(2), F.S.

is available to report an industry certification identifier and industry certification outcome linked to a prior year program and course.<sup>41</sup> This option may not be used to correct errors from a prior year's reporting. This process may be used for circumstances under which the student could not sit for the industry certification exam(s) until after the course reporting cycle was closed.

This record can be reported using two school year data elements on the Industry Certification format.<sup>42</sup> See example below for reporting an industry certification in 2020-21 that was earned as result of a course taken in 2019-20.

School Year – Record Submission = 2021

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

Industry Certification Identifier = industry certification attempted

Industry Certification Outcome = P

School Year – Course Taken = 1920

Students must be enrolled in the record submission year in order for the prior year record to be reported.

### **Q35. 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 who attempt to earn an industry certification or certificate.<sup>43</sup> There are separate data elements for industry certification identifier and industry certification outcome with multiple values on the outcome data element to reflect the student performance on the

41 Rule 6A-6.10014, F.A.C.

42 Id.

43 s. 1003.493(5), F.S.

examination.<sup>44</sup> (See Q29.)

**Q36. May a district report an industry certification as being earned if the required work experience is not achieved by the student?**

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 “CAPE Industry Certification Funding List.”<sup>45</sup> The “CAPE Industry Certification Funding List” contains information on whether the waiver was granted. See the following link to access the current list: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.stml>.

**Q37. A student is administered an industry certification exam three times and passed on the third attempt. Are all attempts to earn an industry certification reported on the Industry Certification format?**

No. For multiple attempts, only the final outcome for the year should be reported.

**Q38. If a middle grades student earns a CAPE Digital Tool Certificate that is also part of an exam bundle, can the Digital Tool exam be used toward attainment of another industry certification?**

No.<sup>46</sup> Middle grades students who earn additional FTE membership for a CAPE Digital Tool Certificate may not use the previously funded examination to satisfy the requirements for earning a CAPE Industry Certification. Example: A middle grades student earns Microsoft Office Specialist: Excel (MICRO801). That exam may not be used and funded as part of the MOS bundle (MICRO069).

44 Rule 6A-1.0014, F.A.C

45 s. 1008.44(3), F.S.

46 s. 1011.62(1)(o)1.b., F.S.

### **Q39. If a student passes an exam that counts toward the requirements for two different industry certifications, can the student be reported for both certifications?**

No.<sup>47</sup> Students who earn additional FTE membership for a CAPE Industry Certification may not use the previously funded examination to satisfy the requirements for earning another CAPE Industry Certification.

Example 1: A student earns Adobe Certified Professional - Photoshop (ADOBE022) in 2020-21 or earlier. That exam may not be reported and funded as part of the Adobe Certified Professional in Visual Design (ADOBE024).

Example 2: A student has passed the Microsoft PowerPoint exam. That exam may not be reported and funded for both the MOS bundle (MICRO069) and the Microsoft Office Master (MICRO017) certification.

Example 3: A student has passed the Adobe Photoshop exam, which is a requirement for the Adobe Certified Professional in Visual Design (ADOBE024). This exam is also an option for the Adobe Certified Professional in Video Design (ADOBE023) and the Adobe Certified Professional in Web Design (ADOBE025). This exam may not be used to report for more than one certification.

### **Q40. For districts who want to offer students all three Adobe Certified Professional certifications, what exams should be used to avoid problems with meeting the requirements of Rule 6A-6.0573?**

The following strategy is advised for districts aiming to offer multiple Adobe Certified Professional certifications to students:

- ADOBE023 - Adobe Certified Professional in Video Design (Requires Premiere Pro and After Effects or Photoshop)
  - » The student should take Premier Pro and After Effects.

---

47 Rule 6A-6.0573(13)(f), F.A.C.

- ADOBE024 - Adobe Certified Professional in Visual Design (Requires Photoshop and Illustrator or InDesign)
  - » The student should take Photoshop and Illustrator or InDesign.
- ADOBE025 - Adobe Certified Professional in Web Design (Requires Dreamweaver and Animate or Photoshop)
  - » The student should take Dreamweaver and Animate.

In general, the best solution will always be to only use Photoshop for the required exam in ADOBE024, to maximize the potential usage of exams.

**Q41. I am reviewing my data reports on which student certifications were funded. The reports do not include all of the students who should have earned industry certifications. What are the reasons why industry certifications earned in my district were not funded?**

The three most common reasons are the following:

- The certification was not registered as part of a career-themed course,
- The certification reported was not earned in a career-themed course, or
- The certification was funded in a previous year for the student.

During the career-themed course registration process, districts register courses at the district and school level. The registered course must match a record on the Industry Certification format. If the industry certification records do not match the registration information on Appendix FF or the certification was not included in the career-themed course registration, the certification code will not be funded.

# CAREER AND PROFESSIONAL EDUCATION ACT

## Technical Assistance Paper

It is important to make sure that the course numbers registered and reported match. Below is an example of a course number mismatch that would not be funded:

	Course #	Course Name
Registered	8720330	Building Construction Technologies 3
Reported	8722030	Building Trades and Construction Design Technology 3

Here is an example of a registered and reported course that would be funded:

	Course #	Course Name
Registered	8720330	Building Construction Technologies 3
Reported	8720330	Building Construction Technologies 3

Similarly, it is important to make sure that the certification codes registered and reported match. Below is an example of a certification code mismatch that would not be funded:

	DOE Code	Certification Title
Registered	FLFBR001	Agritechnology Specialist Certification
Reported	FLFBR007	Agriculture Associate Certification

Here is an example of a registered and reported certification code that would be funded:

	DOE Code	Certification Title
Registered	FLFBR001	Agritechnology Specialist Certification
Reported	FLFBR001	Agritechnology Specialist Certification

Updated April 2021



## TEST ADMINISTRATION PROCEDURES

### **Q42. Are teachers allowed to proctor the certificate and certification written exam administrations of their own students?**

No, with one exception.<sup>48</sup> The only condition under which a teacher may serve as a proctor is when he or she is the only individual approved by the certifying agency to serve as a proctor at the school. In extremely rare cases where only one individual is eligible to be approved as a proctor, the teacher may proctor the exams and must be independently monitored by a second individual who does not provide direct instruction for the industry certification content to the individuals taking the test(s).

### **Q43. Is there a standard waiting period between test administrations for the written exams associated with the attainment of a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate?**

Yes. State Board of Education rule specifies that in order for a district to report industry certification data, the written exams associated with the industry certification or certificate must have been administered with a minimum of 20 calendar days between test administrations.<sup>49</sup> The only exception to this rule is if the exam attempt is invalidated by the certifying agency due to a testing irregularity.

---

48 Rule 6A-6.0573(13)(c)1., F.A.C.

49 Rule 6A-6.0573(13)(c)5., F.A.C.

**Q44. Can an exception be made to the 20-day retest policy due to any of the following circumstances?**

- a. A student who was entitled to extra time for the test was not given the time in the first attempt.**
- b. The student was tested on a different version of the software being tested.**
- c. The school year is going to end in less than 20 days.**

No. If the student was issued a valid score for the certification exam, then no exceptions can be made. See Q42.

**Q45. A student was accidentally retested prior to the 20 day retest period. Does the student need to wait 20 days from the second attempt or 20 days from the original attempt?**

The requirement is 20 days between administrations.<sup>50</sup>

**Q46. Is there a maximum number of times during an academic year that the written exams for a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate can be administered for the outcomes to be reported to the Florida Department of Education?**

Yes. State Board of Education rule specifies that in order for a district to report industry certification data, the written exams must have been administered no more than three times during the academic year.<sup>51</sup> If the student passed on a fourth attempt during the academic year, this record cannot be reported on the industry certification format.

---

50 Id.

51 Id.

**Q47. Do the test administration procedures apply to a core curriculum content exam that is a required exam to earn a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate?**

Yes. All written exams required to earn an industry certification or certificate must comply with the test administration procedures outlined in Rule 6A-6.0573, F.A.C., including the minimum 20-day waiting period.

**Q48. Do the test administration procedures apply to certifications that are being taken through dual enrollment?**

Yes.<sup>52</sup>

**Q49. How does the 20-day waiting period apply to industry certifications that require more than one written exam such as ADOBE023?**

The 20-day waiting period applies to the specific exams required within that certification. If a student pursuing the Adobe Certified Professional in Video Design certification, which requires Premiere Pro and After Effects or Photoshop, fails the Premier Pro exam, the 20-day waiting period applies to retesting on that specific exam. The student does not have to wait 20 days between different types of exams such as Adobe Premier Pro and Adobe After Effects.

**Q50. Some of the schools in our district use block scheduling. Are there accommodations for the minimum 20-day waiting period for students on block schedules taking certification or certificate exams?**

---

52 Rule 6A-6.0753(13)(c), F.A.C.

No. The minimum 20-day waiting period applies to all students taking industry certification or certificate exams; there is no exception for block scheduled students in Rule 6A-6.0573, F.A.C.

**Q51. If a student fails a written exam for a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate then retakes and passes it before the minimum 20-day waiting period, what should the district do?**

The student attainment of the industry certification or certificate may not be reported to the FDOE as it does not comply with the test administration procedures as outlined in Rule 6A-6.0573(13)(c), F.A.C.

**Q52. A student took and failed the written exam for a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate on October 1. What is the earliest date this student is eligible to retake the exam under the minimum 20-day waiting period?**

A minimum of 20 calendar days is required between test administrations.<sup>53</sup> The student is eligible to retake that industry certification or certificate exam on or after October 22. There is no exception should the date fall on a weekend.

**Q53. There was a technical glitch during test administration of a written exam. Does the 20-day waiting period apply to situations in which an exam was invalidated by the certifying agency?**

No. Since the results of that exam were invalidated by the certifying agency, it does not count as one of the three allowable exam administrations and is not subject to the language in Rule 6A-6.0573. FDOE recommends that the district

---

<sup>53</sup> Rule 6A-6.0573(13)(c)5., F.A.C.

obtain a letter from the certifying agency explaining the technical glitch for audit purposes.

**Q54. Are Digital Tool Certificates subject to the teacher and proctor conduct provisions and local test administration procedures that are outlined in the State Board of Education Rule?**

Yes.<sup>54</sup> Teacher and proctor conduct provisions and local test administration procedures are required for all industry certifications, including Digital Tool Certificates.

**Q55. The State Board of Education Rule now requires teachers, monitors and proctors to sign Form FCAPEA-04, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement. Is the district required to send these forms to the Florida Department of Education?**

No. The district should not send these forms to the Florida Department of Education. Signed FCAPEA-04 forms are to be maintained by the school district for a minimum of five (5) years.<sup>55</sup> The district determines appropriate archival standards.

**Q56. The district has identified testing irregularities in which the written exams were not administrated in accordance with the procedures specified by the certification agency. May the district report the student's certification outcomes for these irregular test administrations?**

---

54 Rule 6A-6.0573(16)

55 Rule 6A-6.0573(17)(c)

No.<sup>56</sup> Districts are not permitted to report industry certification outcomes if the test administration does not comply with the requirements or if the certifying agency invalidated test results or revoked a credential.

**Q57. Do the test administration procedures on proctoring and delivery apply to the written certification exams that are part of a CAPE Innovation Course?**

Yes.<sup>57</sup> All of the test administration procedures in Rule 6A-6.0573, F.A.C., apply to the administration of written exams for all certifications and certificates on the CAPE Industry Certification Funding List. All industry certification exams that are part of a CAPE Innovation Course are included on the funding list.

**Q58. An industry certification awarded to a student was invalidated or revoked by the certifying agency. May the original award of the certification be used to award mathematics and science credit under the provision of s. 1003.4282?**

No. A credential would be invalidated by a certifying agency under circumstances in which the test was not administered in accordance with testing requirements of the certifying agency. Districts are not permitted to report data on certifications that were not earned in accordance with test administration procedures.<sup>58</sup>

---

56 Rule 6A-6.0573(13)(c)4., F.A.C.  
57 Rule 6A-6.0573(13)(c), F.A.C.  
58 Rule 6A-6.0573(13)(c)4., F.A.C.

## OTHER RELATED QUESTIONS

### **Q59. What industry certifications can be used to satisfy the high school graduation requirement of one online course?**

Completion of a course in which a student earns a nationally recognized industry certification in information technology that is identified on the Career and Professional Education Act (CAPE) Industry Certification Funding List (s. 1008.44, F.S.) or passage of the information technology certification examination without enrollment in or completion of the corresponding courses.<sup>59</sup>

Further information is provided in the Florida Department of Education Secondary Student Progression Frequently Asked Questions document posted on the following webpage: <http://www.fldoe.org/academics/graduation-requirements/>.

### **Q60. What industry certifications can be applied toward achievement of the Florida Bright Futures Gold Seal CAPE Scholarship?**

Industry certifications which articulate for college credit may be used to meet the requirements for the Florida Bright Futures Gold Seal CAPE Scholarship.<sup>60</sup>

See the following resources for more information:

- Link to the webpage for current Gold Standard Career Pathways Articulation Agreements: <http://fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml> and
- Link to Florida Bright Futures Scholarship program: <http://www.floridastudentfinancialaid.org/ssfad/bf/>.

59 s.1003.4282(4)(b), F.S.

60 s. 1009.536(2), F.S.

### **Q61. May industry certifications be used for course substitutions in academic areas? Which industry certifications can be used?**

Yes.<sup>61</sup> The following substitutions are allowed:

- A student who earns an industry certification for which there is a statewide college credit articulation agreement approved by the State Board of Education may substitute the certification for one mathematics credit. Substitution may occur for up to two mathematics credits, except for Algebra I and Geometry.
- A student who earns an industry certification for which there is a statewide college credit articulation agreement approved by the State Board of Education may substitute the certification for one science credit, except for Biology I.

Industry certifications cannot be used in place of Algebra 1, Geometry or Biology 1.

Information on industry certifications with articulation agreements may be accessed on the following web page: <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

---

61 s. 1003.4282(3), F.S.