

**TECHNICAL ASSISTANCE  
PAPER**  
**FLORIDA CAREER  
AND PROFESSIONAL  
EDUCATION ACT**

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FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# 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 (s.) 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 Commerce<sup>4</sup> and CareerSource Florida<sup>5</sup> are partnered together, along with Office of Reimagining Education and Career Help (REACH), for the development of a Master Credentials List which serves as the basis for industry certifications available for the CAPE act implementation. At the local level, each school district is required to develop a strategic three-year plan in collaboration with economic development agencies, local workforce boards and postsecondary institutions.<sup>6</sup>

In 2021, the Legislature amended s. 1003.492(2), F.S., to include the Master Credentials List in the 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 identified on the Master Credentials List under s. 445.004(4).

<sup>1</sup> 1003.491, F.S.; Ch. 2007-216, Laws of Fla. (2007).

<sup>2</sup> [FL](#).

<sup>3</sup> 1003.491(1), F.S.

<sup>4</sup> House Bill 5 (Chapter 2023-173, Laws of Florida) changed the name of the Department of Opportunity (DEO) to the Department of Commerce. In 2014, Workforce Florida, Inc. (WFI) started doing business as CareerSource Florida.

<sup>6</sup> s. 1003.491(2) and 1003.491(3), F.S.

The Master Credentials list submission process is handled by CareerSource Florida. For more information on this process, visit the [CareerSource Florida Credentials Review Committee page](#).

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

## **PROGRAM REQUIREMENTS**

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

The key statutes within the Florida Education Code for the Act are as follows:

- Section 1003.4203, F.S.: Digital materials, CAPE Digital Tool certificates, and technical assistance
- Section 1003.491, F.S.: Florida Career and Professional Education Act
- Section 1003.492, F.S.: Industry-certified career education programs
- Section 1003.493, F.S.: Career and professional academies and career-themed courses
- Section 1003.4935, F.S.: Middle grades career and professional academy courses and career-themed courses
- Section 1008.44, F.S.: CAPE Industry Certification Funding List
- Section 1011.62(1)(o), F.S.: Subsection of the Florida Education Finance Program dealing with additional Full-time Equivalent (FTE) calculation

Other statutes which impact the Act include the following:

- Section 444.004(4), F.S.: CareerSource Florida, Inc., and the state board; creation; purpose; membership; duties and powers.

The [Florida Statutes](#) are searchable online.

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

Rule 6A-6.0576, Florida Administrative Code (F.A.C.), is adopted annually by the State Board of Education (SBOE) with the list of approved industry certifications for the academic year. All administrative rules can be accessed at the [Department of State's rule information page](#).

### **Q3. Does the Department of Education have a web resource page to assist 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 and its implementation for secondary K-12 programs. The [Secondary Resources page](#) provides links to several resources including required forms, funding value summaries for industry certifications, links to reporting appendices and Bright Futures Gold Seal information.

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

The “CAPE Industry Certification Funding List” is the list of fundable industry certifications adopted by the board in Rule 6A-6.0576, F.A.C. Beginning with the 2022-23 school year the CAPE list includes secondary and postsecondary industry certifications and digital tool certificates.<sup>7</sup> The [CAPE Industry Certification Funding List](#) is posted online and updated when changes are made.

The following table shows 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 SBOE.

#### Industry Certifications and Certificates with Secondary Funding Eligibility

Type	Grades Level	Description	Statutory References
CAPE Digital Tool Certificates	K-8	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.	s. 1003.4203(2), F.S. s. 1008.44(1)(b), F.S. s. 1011.62(1)(o), F.S.
CAPE Industry Certifications	6-12	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.	s. 1003.4203(3), F.S. s. 1008.44(1)(a), F.S. s. 1011.62(1)(o), F.S.

<sup>7</sup> Prior to the 22-23 school year the department maintained two separate list for secondary and postsecondary industry certifications. Changes to section (s.) 1008.44, Florida Statutes (F.S.) from House Bill 1507 (Chapter 2021-164, Laws of Florida) require a single list and a single rule for CAPE beginning in the 2022-23 school year.

Type	Grades Level	Description	Statutory References
CAPE Acceleration Industry Certifications	6-12	These are industry certifications that articulate for 15 or more college credits based on a statewide articulation agreement.	s. 1003.4203(4)(b), F.S. s. 1008.44(1)(c), F.S. s. 1011.62(1)(o), F.S.

Effective for the 2023-2024 school year, CAPE Innovation Courses were deleted from the Course Code Directory and from the statute.<sup>8</sup>

#### Industry Certifications with Postsecondary Funding Eligibility

Type	Grades Level	Description	Statutory References
Industry Certifications	Postsecondary	These industry certifications are for clock hour and credit hour programs. Some certifications have funding eligibility for both secondary and postsecondary.	s. 1008.44(2) F.S. s. 1011.80(6)(b) F.S. s. 1011.81(2)(b) F.S.

### **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?**

To be considered for the CAPE list the certification must be on the Master Credentials List (MCL). The Credentials Review Committee (CRC) is responsible for the MCL. Industry Certifications approved for the MCL are used to create the CAPE Funding List. With the passage of Senate Bill 240 (Chapter 2023-81, Laws of Florida) in 2023, the Department of Education is authorized to review and select CAPE Digital Tool Certificates for the list; these credential no longer have to appear on the MCL.<sup>9</sup>

Industry certifications must meet the requirements outlined in the CRCs framework of quality as well as the requirements for CAPE industry certifications.<sup>10</sup> The framework of quality summary is posted on the [Credentials Review Committee site](#).

<sup>8</sup> CAPE Innovation Courses will not be available for the 2023-24 school year. Deletion is due to professional development for teachers of these courses is no longer provided by the College Board. The required industry certification components are not in line with the rigor of industry certifications currently on the CAPE Funding List.

<sup>9</sup> s. 1008.44(1)(b), F.S.

<sup>10</sup> 6A-6.0576(5), F.A.C.

The submission window for the MCL is open year round with deadlines to submit for possible consideration for the year. The deadline for CAPE funding submissions for the 2024-2025 school year is Sept. 30, 2023. The department will continue to communicate the submission deadlines with districts and Florida college system institutions. The MCL application can be found on the [CareerSource Florida site for the Master Credentials List](#).

**Q6. 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>11</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 Professional- AutoCAD (ADESK021) because AutoCAD 2019 is the earliest version allowed.

## FUNDING FOR INDUSTRY CERTIFICATIONS

**Q7. What are the K-12 funding weights for the add-on FTE calculation in the Florida Education Finance Program (FEFP)?**

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:

Funding Weight	Description of Weight
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 <sup>12</sup> NOTE: The last year for funding CAPE Innovation Courses is the 2023-24 FEFP based upon activity in the 2022-23 year.

<sup>11</sup> s. 1008.44(4)(a), F.S.

<sup>12</sup> CAPE Innovation Courses were deleted from the statute in Senate Bill 240 (Chapter 2023-081, Laws of Florida).

Funding Weight	Description of Weight
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

K-12 funding weights for each certification are indicated on the CAPE Industry Certification Funding List.

**Q8. 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>13</sup>

**Q9. 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?**

In some cases, certifications earned through dual enrollment are fundable in the calculation.<sup>14</sup> If the certifications earned through dual enrollment are not postsecondary fundable on the CAPE Industry Certification Funding List for districts or Florida College System institutions with which the dual enrollment occurred, the student’s attainment of a certification may be included in the FEFP calculation.<sup>15</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 Question 22.

**Q10. Will a high school student earning more than one certification or certificate on the “CAPE Industry Certification Funding List” generate the additional FTE membership for each certification earned and course completed?**

Yes. There is no funding cap on the number of certifications that can be funded.<sup>16</sup> Effective July 1, 2023, a funding cap for elementary and middle grades students was removed from the statute.<sup>17</sup>

<sup>13</sup> s. 1011.62(1)(o), F.S.

<sup>14</sup> Id.

<sup>15</sup> s. 1011.62(1)(o)1.b., F.S.

<sup>16</sup> s. 1011.62(1)(o)1.b., F.S.

<sup>17</sup> Id.

**Q11. 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?**

Yes. Only the industry certifications indicated with the course during career-themed course registration will be funded in the FEFP.<sup>18</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.

**Q12. 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>19</sup> For example, the 2023-24 FEFP calculation is based on certificates, certifications and course performance in 2022-23. The additional full-time equivalent membership will be included beginning with the third calculations of the FEFP.<sup>20</sup> The calculations are available on the [FEFP Funding and Financial Reporting page](#). 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.

**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 with any remaining funds provided for CAPE industry certification for school district career and technical education.

**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?**

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

18 6A-6.0576(11)(d), F.A.C.

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

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



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 a report that provides information on each student for whom payment was included in the FEFP calculation. The F71297 report is available with the following conditions.

- 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, Indicator for shared value between multiple districts.

In addition, districts may also run the F71415 report that provides a current calculation of the eligible students prior to the release of the FEFP calculation. This report is run using the most recently available information on the Industry Certification format. This report includes the same information as the F71297 report.

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.

**Q16. What reports are available for districts to see what industry certifications did not generate FTE funding?**

The F71535 is a district on-demand report that can be used to check for common errors in the submission of industry certifications that cause an industry certification not to be funded in the FEFP calculation. In order to make use of this report, districts must submit data by the load date for the Survey 5 Industry Certification format. This report can be used to determine if updates to the registered career-themed courses need to be made during the final registration window, which is held July 15th through end of August.

The F71535 includes District of Instruction, FLEID, First Name, Last Name, Industry Certification ID, Certification Title, Funding Weight, School of Instruction, Course Number, Course Year, Grade level and the following indicators:

- Is the course on Appendix FF?
- Is the course on Appendix FF with the certification?
- Was this certification funded in a prior year?
- If funded in a prior year, in what district?
- If funded in a prior year, in what year?

Certain basic criteria are not checked:

- The certification record should have a matching student demographic record.
- The certification record should be in an appropriate grade.
- The certification record should have the appropriate FTE Type found in the Certification ID table.
- The certification record should indicate that the student passed the test.
- Certain dual enrollment criteria are not checked. Districts should continue to ask for help determining lack of eligibility for dual enrollment certifications.

**Q17. The total FTE reported in the work papers for the FEFP, 3rd calculation, does not match the total FTE that I calculate 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 which existed through the 2022-23 FEFP calculation. Prior to the 2023-24 fiscal year, the additional FTE membership for an elementary or middle grades student could not exceed 0.1 for certificates or certifications earned within the same fiscal year; therefore, students who are subject to the cap were funded at a maximum of 0.1 FTE. For example, if an 8<sup>th</sup> grade student earned a CAPE Digital Tool Certificate for 0.025 FTE and the Entrepreneurship and Small Business certification for 0.2 FTE, the FEFP funding calculation only included 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.

**Q18. 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>21</sup>

**Q19. 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;

<sup>21</sup> Rule 6A-6.0576, F.A.C. The “CAPE Industry Certification Funding List” is adopted each year by the SBOE in this rule. Typically, industry certifications are added or removed during the adoptions which occurs at the August or September board meeting.

- 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.
  - \$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>22</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>23</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.

**Q20. 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>24</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.

**Q21. Florida Statutes do not include a required teacher bonus for teachers of 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 nor are they prohibited. Districts may choose to use the CAPE funds provided to the program for this purpose.

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

23 Id.

24 Id.

# **DATA COLLECTION AND REPORTING**

## **Q22. What are career-themed courses? How and when are career-themed courses offered by school districts registered with the Florida Department of Education?**

As specified in statute, a “career-themed course” is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certification Funding List pursuant to rules adopted by the SBOE.<sup>25</sup> Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs. Districts are responsible for identifying which industry certifications align to priority workforce needs and must register career-themed courses annually with the certifications being offered in those courses.

Career-themed course registration is required annually for implementation of the additional FTE membership calculation in the FEFP. Only courses for which there is enrollment in the reporting year may be registered.

The annual registration process for career-themed courses is specified in Rule 6A-6.0576(11), F.A.C. There are three windows in which career-themed courses may be registered:

- 1st Window: October 16 through the last business day in November
- 2nd Window: February through first business day in March
- 3rd Window (final): July 15 through the last business day in August

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>26</sup>

Dual enrollment courses may be registered as career-themed courses to be eligible for the additional FTE membership calculation in the FEFP.<sup>27</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.

## **Q23. If a school district missed the final deadline for registering career-themed courses can the courses still be registered?**

<sup>25</sup> s. 1003.493(1)(b), F.S.

<sup>26</sup> See Form FCAPEA-03 which is incorporated by reference in Rule 6A-6.0576(11)(h), F.A.C.

<sup>27</sup> s. 1011.62(1)(o)1.b., F.S.

No.<sup>28</sup> Three opportunities are provided. See Q22 for registration time periods.

**Q24. Does the teacher of a career-themed course need to hold all certifications that are linked in the registration? If multiple teachers are instructors of record for the course at a school, do all teachers need to hold the certifications in order for the course to be registered?**

Yes and yes.<sup>29</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 or Certified EKG Technician), then the teacher is not required to hold the lower-level certification. A bachelor's degree is not a higher level of certification for a CAPE industry certification. If you have questions about a particular certification, please contact [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org).

**Q25. How are high school or middle school career and professional academies registered with the Florida Department of Education?**

District registration of career and professional academies occurs annually for each academic year. The registration process is specified in Rule 6A-6.0576, F.A.C. The approximate window for the annual registration is August 16 to September 15.<sup>30</sup> A memo is sent to school district career and technical education staff from the division of career and adult education announcing the opening of the registration window.

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 Q8).

**Q26. 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.

- Federal State Indicator Status for Surveys 2, 3 and 5
  - All students enrolled in registered career and professional academies should be reported on all surveys on this reporting format.
  - Students should be reported in Survey 5 if they were enrolled in an academy at any point during the year.

28 Rule 6A-6.0576(11)(a), F.A.C.

29 Rule 6A-6.0576(11)(f), F.A.C.; s. 1003.493, F.S.

30 Rule 6A-6.0576(10), F.A.C.

31 See Form FCAPEA-01 which is incorporated by reference in Rule 6A-6.0576(10), F.A.C.

- Industry Certification for Survey 5
  - Any student who attempted or earned an industry certification in a registered career and professional academy should be reported on this format.
  - 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](#).

The annually registered career and professional academies are summarized in Appendix Y and included the required data reporting value for each academy.

**Q27. How are students who attempt or earn CAPE Industry Certifications 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](#) are posted on the website.

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>

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 SBOE 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” or for postsecondary only fundable certifications. See the column “Weight for FEP Calculation in 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:

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

- Industry Certification Identifier: The identifier assigned by the 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. See Appendix Z for reportable codes; only certifications on this appendix with a non-zero value in the “Weight for FEFP” column are potentially eligible for additional FEFP funding.
- Industry Certification Outcome: An indicator of whether the student passed the attempted industry certification/certificate. 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.
- 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.

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 the 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.

Please review the [database and technical documents](#) on the department’s website for details on this reporting.

## **Q28. How are elementary and middle grades students who earn a CAPE Digital Tool Certificate reported to the Florida Department of Education?**

Districts must report certificates attempted or earned in Survey 5 on the Industry Certification format.<sup>36</sup> However, there are some differences in the requirements when compared to CAPE Industry Certifications or CAPE Acceleration Industry Certifications. For CAPE Digital Tool Certificates, the following rules apply to reporting:

- Certificates can only be reported for students in grades K-8.

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

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

- 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.

### **Q29. Are CAPE Innovation Courses Still available after the 2022-23 reporting year?**

No. CAPE Innovation courses were deleted from the Course Code Directory and no longer available for the 2023-24 school year. The last year for reporting is the 2022-23 year with data due by October 31. Performance funds will be included in the 2023-24 3<sup>rd</sup> FEFP calculation. The following are the deleted courses:

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

The courses were deleted as there is no longer professional development provided for instructors of these courses. The required industry certification components do not align with the rigor of industry certifications currently on the CAPE Funding List. Districts may register these courses as career-themed courses. Moving away from CAPE Innovation Courses provides districts with greater flexibility to offer more and newer industry certifications included on the CAPE Industry Certification Funding List.

### **Q30. 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 FDOE for Survey 5 after an initial submission.<sup>37</sup> The survey period dates are approved and published on an annual basis in the [database manual](#).<sup>38</sup>

Beginning in the 2023-24 reporting year, if a certification has been approved for lagged reporting on the CAPE Industry Certification Funding list, the district may report the certification with a prior year course.<sup>39</sup> To receive funding, the course must have been registered as a career-themed course with the certification and the certification must still be on the CAPE Industry Certification Funding List during the reporting year.

<sup>37</sup> Rule 6A-1.0451, F.A.C.

<sup>38</sup> s. 1008.385(2), F.S.

<sup>39</sup> Rule 6A-6.0576 (9)(b), F.A.C.



**Q31. 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.

If a certification’s approval expired by a certain date, the certification may not be reported after that date.

**Q32. If a student earns an industry certification after the close of the reporting cycle, how can the industry certification still be reported?**

Under certain circumstances, the certification may be reported using the prior year course submission process. 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 due to additional requirements that needed to be met (e.g., reaching a certain age). Beginning in the 2023-24 year, only certain certifications identified on the annual CAPE list are approved for lagged funding and certifications must be reported within two academic years after the course was taken.<sup>40</sup>

This record can be reported using two school year data elements on the Industry Certification format. See example below for reporting an industry certification in 2022-23 that was earned as a result of a course taken in 2021-22.

School Year – Record Submission = 2223

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 = 2122

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

**Q33. 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>41</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 examination.<sup>42</sup> (See Q27.)

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40 Id.

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

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

**Q34. 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 SBOE has granted a waiver of the required work experience on the adopted CAPE Industry Certification Funding List.<sup>43</sup> The [CAPE Industry Certification Funding List](#) states if the certification has been granted a waiver of the work experience requirement.

**Q35. A student has attempted an industry certification exam three times and only passed on the third attempt. When a student attempts an industry certification, 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.

**Q36. 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>44</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 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 more than one certification exam bundle.

**Q37. 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-6.0576, F.A.C.?**

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.

<sup>43</sup> s. 1008.44(3), F.S.

<sup>44</sup> Rule 6A-6.0576(9)(f), F.A.C.

- ADOBE024- Adobe Certified Professional in Visual Design (Requires Photoshop and Illustrator or In-Design)
  - 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.

**Q38. For districts who want to offer students the Entrepreneurship (INTUT002) & Small Business and the higher level, Master Entrepreneurship Certification (INTUT003), how should the certifications be reported since the master credentials requires the passage of INTUT002?**

Earning INTUT002 is required for INTUT003. If a student earns both INTUT002 and INTUT003 only one of the certifications will be funded. Both certifications have articulation agreements and are funded at a 0.2 FEFP. If a student intends to earn the higher level INTUT003 certification, the district may delay reporting until the second exam is passed. If INTUT002 is funded in one year, INTUT003 will not be fundable in a future year.

**Q39. 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, school, and certification 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. 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

See Q16 on funding reports to identify why industry certifications were not funded.

## **TEST ADMINISTRATION PROCEDURES**

### **Q40. Are teachers allowed to proctor the certificate and certification written exam administrations of their own students?**

No, with one exception.<sup>45</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).

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45 Rule 6A-6.0576(9)(c)1., F.A.C.

**Q41. 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. Rule 6A-6.0576, F.A.C., 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>46</sup> The only exception to this rule is if the exam attempt is invalidated by the certifying agency due to a testing irregularity.

**Q42. Can an exception be made to the 20-day retest policy due to any of the following circumstances: 1) A student who was entitled to extra time for the test was not given the time in the first attempt, 2) the student was tested on a different version of the software being tested, or 3) 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 Q41.

**Q43. 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?**

SBOE rule requires 20 days between administrations.<sup>47</sup> If the student was accidentally retested prior to the 20-day retest period they would need to wait 20 days between the second attempt.

**Q44. 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. Rule 6A-6.0576, F.A.C., specifies that for a district to report industry certification data, the written exams must have been administered no more than three times during the academic year. If the student passed on a fourth attempt during the academic year, this record cannot be reported on the industry certification format.

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<sup>46</sup> Rule 6A-6.0576(9)(c)5., F.A.C.

<sup>47</sup> Id.

**Q45. 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-6.0576, F.A.C., including the minimum 20-day waiting period.

**Q46. Do the test administration procedures apply to certifications that are being taken through dual enrollment?**

Yes, All written exams required to earn an industry certification or certificate must comply with the test administration procedures outlined in Rule 6A-6.0576, F.A.C., including the minimum 20-day waiting period.

**Q47. 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.

**Q48. 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?**

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-6.0576, F.A.C.

**Q49. 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-6.0576(9)(c), F.A.C.

**Q50. 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>48</sup> This means the student can retest on day 21. 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.

**Q51: 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-6.0576, F.A.C. FDOE recommends that the district obtain a letter from the certifying agency explaining the technical glitch for audit purposes.

**Q52: Are Digital Tool Certificates subject to the teacher and proctor conduct provisions and local test administration procedures that are outlined in the rule?**

Yes.<sup>49</sup> Teacher and proctor conduct provisions and local test administration procedures are required for all industry certifications, including Digital Tool Certificates.

**Q53: Rule 6A-6.0576, F.A.C., requires teachers, monitors and proctors to sign Form FCAPE-03, 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 FCAPE-03 forms are to be maintained by the school district for a minimum of five (5) years.<sup>50</sup> The district determines appropriate archival standards.

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48 Rule 6A-6.0576(9)(c)5., F.A.C.  
49 Rule 6A-6.0576(13), F.A.C.  
50 Rule 6A-6.0576(14)(c), F.A.C.

**Q54. The district has identified testing irregularities in which the written exams were not administered in accordance with the procedures specified by the certification agency. May the district report the student’s certification outcomes for these irregular test administrations?**

No.<sup>51</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.

**Q55. 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, F.S.?**

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>52</sup>

## **OTHER QUESTIONS**

**Q56. 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>53</sup> See the following resources for more information:

- [Gold Standard Career Pathways Articulation Agreements](#)
- [Florida Bright Futures Scholarship program](#)

**Q57. May industry certifications be used for course substitutions in academic areas? Which industry certifications can be used?**

Yes.<sup>54</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 SBOE 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 SBOE may substitute the certification for one science credit, except for Biology I.

51 Rule 6A-6.0576(9)(c)4., F.A.C.

52 Rule 6A-6.0576(9)(c)4., F.A.C.

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

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



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 [Articulation page for industry certification agreements](#).

**Q58. The Department of Education retired the articulation agreements for two agriculture related certifications because the associate in science degree for which the agreements were in effect was removed from the statewide inventory of programs. Is a district able to award high school credit under s. 1003.4282(3)(b), F.S., for mathematics credit or s. 1003.4282(3)(c), F.S., for science credit in a future year for students who earned the certification in a year in the articulation agreement was in effect and adopted in the SBOE rule? Or does the district need to claim the high school mathematics or science credit no later than the year in which the articulation agreements were in effect?**

Districts should claim the math or science substitution on the transcript no later than the year in which the agreement is in place. However, in circumstances where the transcript requires update in a future year for a student who is still enrolled in the district, the district may correct and update the student's transcript record to reflect the award of credit.

**Q59. A certifying agency retired an industry certification in 2021-22 which was approved on the CAPE Industry Certification Funding List and had an articulation agreement. If an industry certification was earned by a student in 2021-22 and at the time the certification was eligible to be used for the award of high school credit under s. 1003.4282(3)(b), F.S., for mathematics credit or s. 1003.4282(3)(c), F.S., for science credit, is the district allowed to enter the course credit substitution on the student's transcript in a future year (2022-23 or later)?**

Districts should claim the math or science substitution on the transcript no later than the year in which the certification was approved on the annual CAPE Industry Certification Funding List. However, in circumstances where the transcript requires update in a future year for a student who is still enrolled in the district, the district may correct and update the student's transcript record to reflect the award of credit.