

From Zero to Hero: Everything you need to know to be a CAPE Superhero!

Kathryn Wheeler

Florida Charter School Conference

October 21, 2021



Florida's Workforce Education Initiative

From Zero to Hero: Everything you need to know to be a CAPE Superhero!

- The Purpose of CAPE
- CAPE (K12) Industry Certification Funding List
 - Career-Themed Course and CAPE Academy Registration
 - CAPE Updates for 2021-22
 - Test Administration
 - Funding / How to spend CAPE Funds
 - Data Reporting

The Purpose of CAPE

What is CAPE?

- The Florida Career and Professional Education Act was created in 2007 to provide a statewide planning partnership between the business and education communities in order to attract, expand and retain targeted, high-value industry and to sustain a strong, knowledge-based economy.

The primary purpose of the CAPE Act is to:

- a. Improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- b. Provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and lead to industry certification;
- c. Support local and regional economic development;
- d. Respond to Florida's critical workforce needs; and
- e. Provide state residents with access to high-wage and high-demand careers.

Benefits of CAPE for Students

- Students earn industry certifications that make them more college and career-ready.
- Some industry certifications articulate for college credit.
- College credit articulated may contribute to requirements for the Gold Seal CAPE (GSC) Scholarship.

Other Benefits of CAPE

- Bonus FTE funding
- Teacher bonuses
- School grades



CAPE (K12) Industry Certification Funding List

Some Types of Credentials on the List

Type	Grades	Funding Weight	Example
CAPE Digital Tool Certificates	K-8	0.025 FTE	ICT Multimedia Essentials
CAPE Industry Certifications	6-12	0.1 or 0.2 FTE	Certified Nursing Assistant (CNA) Autodesk Certified User – AutoCAD
CAPE Acceleration Industry Certifications	6-12	0.5 or 1.0 FTE	MSSC Certified Production Technician FAA Aviation Mechanic Technician - Airframe

- K-8 students are capped at 0.1 FTE
- Certifications with 0.2 or higher FTE have statewide articulation agreements:
 - 0.2 FTE – up to 14 college credits
 - 0.5 FTE – 15 to 29 college credits
 - 1.0 FTE – 30 or more college credits

Statewide Articulation Agreements

- Industry Certifications which articulate college credit toward **specific** associate degree programs.
- Established by college deans in collaboration with the Florida College System.
- May contribute to student earning the Florida Gold Seal CAPE (GSC) Scholarship, which requires a minimum of **5 postsecondary credit hours** through CAPE industry certifications that articulate for college credit.

Statewide Articulation Agreements

Example 1:

A high school drafting student earns

Autodesk Certified User – AutoCAD (ADESK002)

articulates 3 college credits to

Architectural Design & Construction Technology

AS degree

Accepted at any FCS institution offering the degree!

Statewide Articulation Agreements

Example 2:

A high school drafting student earns

- Autodesk Certified User – AutoCAD (ADESK002), **and**
- Autodesk Certified User – Revit Architecture (ADESK008)

Each certification articulates 3 postsecondary credit hours.

In Example 2, the student has achieved the following:

- Earned **two in-demand industry certifications**,
- Articulated **6 college credits** (a cost savings of \$641.40), and
- Met a requirement for **GSC**.

The student may enter into a specific degree program with **advanced standing**.

GSC Scholars who complete the AS degree program may also receive an award for a maximum of **60 credit hours toward an eligible baccalaureate degree**.

Career-Themed Course & CAPE Academy Registrations

Career-Themed Courses

- A course, or series of courses, that leads to an industry certification on the CAPE ICFL.
- All CTE courses are eligible.
- Non-CTE courses may be requested.
- **All** certifications to be earned in the course must be registered. (max. 15)
- Course must have enrollment to be a Career-Themed Course.
- The teacher must hold **all** certifications (or a higher level) to teach the course(s)

Career-Themed Course Registration

- Three registration windows:
 - October 16 through November 30
 - February through March 1
 - July 15th through August 10
- CTCs are published in Appendix FF
- Registration of CTC is required for funding of Industry Certifications earned!
- CTE Directors are responsible for registering all CTCs in the district, including those offered at Charter Schools and DJJ Institutions.

Academy Registration

- High School: August 16th – September 15th
- Middle School: September 16th – October 15th
- Not required for bonus FTE purposes, but information is used for conducting various reports.
- Appendix Y

CAPE Updates for 2021-22

CAPE Industry Certification Funding List 2021-22 Updates

- 22 New Industry Certifications
- 27 Certifications Removed
- Version Updates
- FTE Weight Changes due to Articulation Agreement Updates
- 7 new Digital Tool Certificates

- List, Detailed List and CAPE Change Document are posted here: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.shtml>.

Rule Updates for 2021-22

6A-6.0573, Industry Certification Process

- This rule adopts the 2021-22 CAPE Industry Certification Funding List.
- Updates include:
 - Addition of teacher conduct provisions for maintaining the validity of Digital Tool Certificates;
 - Clarifications on teacher and proctor conduct provisions for industry certifications; and
 - Clarifications on local test administration procedures and training for industry certification exam administration.
- This rule was approved at the August State Board of Education meeting, and went into effect on September 21st.
- Full text of the rule may be accessed at <https://www.flrules.org/>.



Test Administration

How to deliver industry certification tests
in accordance with the laws & rule

Requirements for Delivery of Industry Certification Exams and Reporting of Data

- All industry certifications reported must comply with Rule 6A-6.0573, F.A.C., which includes:
 - Teachers may not proctor certification exams for subjects they teach.
 - Exam questions are delivered in a secure manner.
 - The exam is scored by certifying agency or vendor, not a school district employee.
 - A student **cannot be given an exam more than 3 times** during the academic year. There must be a **minimum of 20 calendar days between test administrations.**

Rule 6A-6.0573 (13),(16), F.A.C.

Requirements for Delivery of Industry Certification Exams and Reporting of Data, Continued

- All industry certifications reported must comply with Rule 6A-6.0573, F.A.C., which includes:
 - School districts shall create and maintain local test administration procedures for the administration of all industry certification exams.
 - Teachers, proctors, and monitors for industry certification exams must sign [Form FCAPEA-04, Florida CAPE Act Industry Certification Test Administration and Security Agreement](#).

[Rule 6A-6.0573, \(16\),\(17\), F.A.C.](#)

Industry Certification Test Administration and Security Agreement (Form FCAPEA-04)

- Teachers, proctors and monitors for industry certification exams attest the following:
 - They have reviewed all test administration and security procedures outlined in the Rule.
 - They will not reveal or disclose any information about the test items or engage in any acts that would violate the security of industry certification exams or cause student achievement to be inaccurately represented.

[Rule 6A-6.0573](#), (16),(17), F.A.C.

What happens when Test Administration Procedures are not followed?

- The district is required to report to FDOE within 5 days of the incident.
- Someone may lose a job.
- Someone may not get a bonus.
- District will not be able to report for bonus FTE funding or any other purpose.
- Testing may be suspended in school and/or district.
- Certification agency may have to rewrite test questions.
- Students tests are invalidated.

Funding

FEFP Timeline, 2021-22

- December 2021
 - FEFP 3rd calculation released
 - Includes the additional FTE based upon 2020-21 data reporting
 - Any data prior to 3rd calculation is a placeholder and does not reflect the current program activity
 - 2020-21 Survey 5 closes on October 31, 2021
- March/April 2021
 - Will be the same as 3rd calculation because amendment window closes in October

2021-22 FEFP – Estimated Value of Industry Certifications/Certificates/Courses

Type of Outcome	Funding Weight	Estimated Value (Base Student Allocation = \$4,372.91)
CAPE Digital Tool Certificate	0.025	\$109.32
CAPE Industry Certification without articulated credits	0.1	\$437.29
CAPE Industry Certification with up to 14 articulated credits	0.2	\$874.58
CAPE Innovation Course	0.3	\$1,311.87
CAPE Acceleration Industry Certification with 15 to 29 credits	0.5	\$2,186.46
CAPE Acceleration Industry Certification with 30 or more credits	1.0	\$4,372.91

Disbursements to Programs

- FEFP calculations are available here:
 - <http://www.fldoe.org/finance/fl-edu-finance-program-fefp/fl-edu-finance-program-fefp-calculatio.shtml>
- District staff must work with their own finance office regarding the disbursement of funds.

Required Teacher Bonuses

Funding Weight	Bonus
0.1	\$25
0.2	\$50
0.3	\$75
0.5	\$100
1.0	\$100

Required Teacher Bonuses

- Provided to teachers *who are employed by the district in the year in which the additional FTE membership calculation is included in the calculation.*
- Bonus awarded is *in addition to any regular wage or other bonus the teacher received or is scheduled to receive.*
- *All teachers whose instruction leads to the industry certification attainment must receive the bonus.*
- If more than one teacher's instruction lead to the attainment of the certification, the *bonus is not pro-rated among the eligible teachers.* Each teacher qualifies for the statutory amount.

Distribution of Teacher Bonuses

- The source for bonuses is the funds generated in the FEFP calculation for the add-on FTE.
 - The Florida Department of Education does not calculate or distribute teacher bonuses.
- Districts need processes to determine which teachers provided direct instruction for the industry certification and when the bonuses will be calculated and distributed.
- Bonuses are distributed by the district in fiscal year 2021-22 (July 1 to June 30) to eligible teachers based on certifications funded in the 2019-20 FEFP calculation (earned in 2020-21).

Certifications Earned through Dual Enrollment

- FEFP statute allows funding for certifications earned through dual enrollment in certain circumstances.
- Districts may provide for an agreement between the high school and the technical center, or the school district and the postsecondary institution may enter into an agreement for equitable distribution of the bonus funds.

How to Spend CAPE Funds

On what can funds from the 80 percent allocation be spent?

- Example 1: Industry certification exams
- Example 2: Instructional materials needed to prepare or take the industry certification exam
- Example 3: Equipment used to prepare or take the industry certification exam
- **Talk to your district finance office!**

- **And yes, it's ok to allocate more than 80 percent to the specific CAPE program!**

On what can funds from the 20 percent allocation be spent?

- The remaining 20 percent of the funds may be spent on other CAPE program expenses such as:
 - Administrative costs
 - New industry certification programs (at schools with or without existing industry certification programs)
- **100 percent of the funds are for CAPE!**

What does “supplanting” mean?

- “Supplant” means “replace”
 - **Don’t do it!**
- Examples of Supplanting
 - Paying the salary of your classroom teacher
 - Paying for general classroom supplies like desks, cabinets or basic construction supplies

Where is the list of items on which my district can spend CAPE funding?

- No state list of allowable expenses exists.



- Districts must follow all applicable state laws for the expenditure of these state funds
- **Talk to your district finance office!**

Data Reporting



Appendices for Reporting

Appendix Z	Unique 8 digit code for Industry Certification Identifier
Appendix Y	Assigned during academy registration process; 3 digit identifier for reporting students participating in registered middle and high school academies
Appendix FF	List of all career-themed courses and industry certifications registered by a district (used for FEFP funding eligibility calculation)

Standard Data Reporting Cycle

Survey	Information Reported
Survey 2, October	Report <i>Career and Professional Academy Identifier</i> on Federal/State Indicator Status format
Survey 3, February	Report <i>Career and Professional Academy Identifier</i> on Federal/State Indicator Status format
Survey 5, July through October	<p>Report <i>Career and Professional Academy Identifier</i> on two formats: Federal/State Indicator Status and Industry Certification</p> <p>Report industry certifications/certificates earned and attempted on Industry Certification format: <i>Industry Certification Identifier</i> <i>Industry Certification Outcome</i></p> <p>Report student performance in CAPE Innovation Courses</p>

Element for Identifying Dual Enrollment Funding Eligibility – Dual Enrollment Institution Type

- This data element is used to determine whether a certification earned through dual enrollment is fundable.
- Districts will identify the type of postsecondary institution in which the dual enrollment occurred:
 - District Career Center/Charter Technical Career Center
 - Florida College System Institution
 - Nonpublic postsecondary institution
 - State university

Reporting Outcomes

- Data Element: Industry Certification Outcome
- The final student outcome should be reported for an industry certification.
 - If a student took the industry certification more than once, only the outcome of the final attempt should be reported.
- Codes for Industry Certification and CAPE Digital Tool Certificates:
 - P = Earned Certification/Certificate
 - F = Attempted but did not earn Certification/Certificate

Data Reports on Funding Calculation – Student Level

- **Created with the FEFP Calculations (Not available until January 2022)**
- **F71297** – Includes the following elements:
 - District of instruction
 - Survey number
 - School of instruction
 - Student ID
 - First name
 - Last name
 - Industry certification ID
 - Year earned
 - Grade level
 - Course number
 - Funding weight
 - District pro-rated FTE
 - Capped FTE
 - Pro-rated FTE value

Notes on F71297 Elements

- District Pro-rated FTE = Indicator if the student was subject to a pro-ration because the same certification was reported for funding in more than one district in the same year.
 - 1 when reported by just one district; 2 when reported by two districts; 3+ (or more: number will be the number of districts that reported the same certification)
- Capped FTE = Indicator if grade K-8 student level cap of 0.1 FTE was applied
 - Y for yes; N for no (all grade 9-12 records will automatically be N)
 - Would only apply if student grade level was less than 9th grade
- Pro-rated FTE Value
 - If Student Level Funding Cap was applied
 - Calculated by multiplying the “Estimated Proportionate Share of Funding Weight” by 0.1 FTE

F71415 – On Demand Report

- Simulates the programming for the FEFP Funding Report (F71297).
- Must have reported data on the Industry Certification format before you can run this report.

F71535 – New On Demand Report: Certifications that are not being funded

- This district on-demand report can be used to check for industry certifications that have been reported by the district but are not being funded.
- In order to make use of this report, districts must submit data by the load date.
- 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 August 10th.

Best Practices for ensuring Charter School funding for Industry Certifications earned

1. Ensure that the course content aligns with the industry certification(s) that will be earned in the course.
2. Ensure that the teacher for each Career-themed Course holds all of the industry certifications that will be registered with the course.
3. Work with your district CTE Director to register your Charter School's Career-themed Courses by the district deadline.
4. Work with your school district to report industry certification outcomes so that the district may submit records by the load date in July.
5. Ask your district CTE Director for F71415 and F71535 reports when available, and provide updated information for the final CTC registration window if needed.
6. Request the F71297 finding file when it is available.

House Bill 1507



Upcoming Changes due to HB 1507:

Master Credentials List

- Includes registered apprenticeship programs, industry certifications, licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate degrees, baccalaureate degrees and graduate degrees.
- For the 2021-2022 school year, the Master Credentials List shall be comprised of the CAPE Industry Certification Funding List and the CAPE Postsecondary Industry Certification Funding List under ss. 1008.44 and 1011.62(1), Florida Statutes (F.S.), and adopted by the State Board of Education before October 1, 2021.

Upcoming Changes due to HB 1507:

Credentials Review Committee

Shall establish a process for:

- Quarterly review and approval of credential applications used to develop the Master Credentials List.
- Annual review of the Master Credentials List.
- Phasing out credentials on the Master Credentials List that no longer meet the framework of quality.
- Designating performance funding eligibility under ss. 1011.80 and 1011.81, F.S., based upon the highest available certification for postsecondary students.
- Beginning with the 2022-2023 school year, the CareerSource Florida State Board shall submit the Master Credentials List to the State Board of Education.

Contacts

Kathryn Wheeler, CAPE Industry Certification Manager
Kathryn.Wheeler@fldoe.org or industrycertification@fldoe.org
850-245-9030

Tara Goodman, Vice Chancellor
Tara.Goodman@fldoe.org
850-245-9001

School Grades Office
Accountability@fldoe.org
850-245-0411

