

Everything you need to  
know about CAPE

# GET THERE

Florida's Workforce Education Initiative

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# Topics

- The Purpose of CAPE
- CAPE Industry Certification Funding List
  - What is the CAPE list
  - The relationship between the CAPE List and the MCL
- Articulation Agreements & Bright Futures
- Test Administration
- Funding / How to spend CAPE Funds
- Data Reporting
- CAPE Updates for 2022-23

# Purpose of CAPE



# What is CAPE?

- The Florida Career and Professional Education (CAPE) 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.

## **Primary purpose of the CAPE Act is to:**

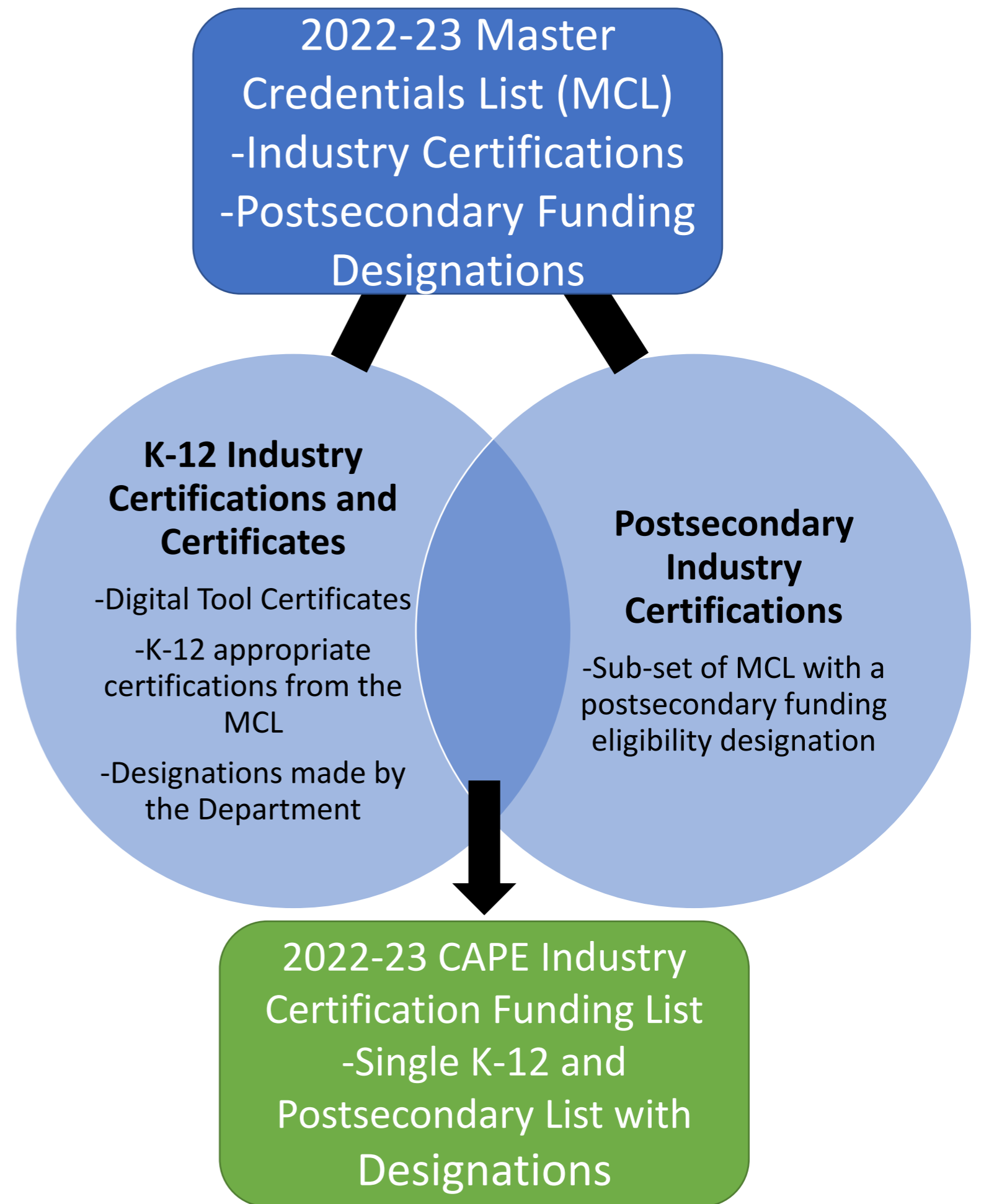
- a. Improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- b. Provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and lead to industry certification;
- c. Support local and regional economic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

# New CAPE Rule 6A-6.0576 Florida Administrative Code (F.A.C.)

- Beginning with the 2022-23 school year, House Bill 1507 requires the adoption of a single CAPE rule and single CAPE industry certification funding list.
- The new rule number is 6A-6.0576, F.A.C., and was adopted at the August 2022 State Board meeting.
- Rule 6A-6.0576, F.A.C., is a single rule for adoption of the CAPE Industry Certification Funding List.
  - Rules 6A-6.0573, and 6A-6.5074, F.A.C., were repealed when the new rule was adopted.
- The rule language can be found at the following link:  
[https://www.flrules.org/gateway/RuleNo.asp?id=6A-6.0576.](https://www.flrules.org/gateway/RuleNo.asp?id=6A-6.0576)

# CAPE Industry Certification Funding List

# Relationship between MCL and CAPE List Development



# Relationship between MCL and CAPE List Development

- The CAPE Industry Certification Funding List is a separate list from the MCL.
  - To be considered for the CAPE list the certification must be on the MCL.
  - The MCL eventually will contain registered apprenticeship programs, industry certifications, licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate degrees, baccalaureate degrees and graduate degrees.
  - Industry Certifications and certificates from the MCL are used to create the CAPE Funding List.
  - The MCL can be found on the Career Source Florida website <https://careersourceflorida.com/boardroom/florida-credentials-review-committee/master-credentials-list/>.



# 2022-23 Combined CAPE List

- The 2022-23 CAPE Industry Certification Funding List can be found at the following link:  
<https://www.fldoe.org/core/fileparse.php/5398/urlt/2223CAPECertFundList.xlsx>.
- The list includes certifications and certificates with secondary and postsecondary funding designations.
  - In the past the department has maintained two separate lists for secondary and postsecondary.
  - Changes to Section (s.) 1008.44, Florida Statutes (F.S.) from HB1507 require a single list and a single rule for CAPE beginning in the 2022-23 school year.
- The **K-12 Florida Education Finance Program (FEFP) Funding Weight Eligible** Column can be used to filter the certifications that are eligible for K-12.

Certification Code	Certification/Credential Title	2022-23 K-12 FEFP Funding Eligible	2022 - 2023 Postsecondary Funding Eligible	Issuing Organization/Provider
ABAYC003	Marine Electrical Certification	Yes	Yes	American Boat & Yacht Council
ACSMD002	Certified Personal Trainer	Yes	Yes	American College of Sports Medicine
ADESK021	Autodesk Certified Professional - AutoCAD	Yes	Yes	Autodesk

# Types of Credentials on the CAPE Industry Certification Funding List

Type	Grades	FEFP Funding Weight	Example
<b>Industry Certifications and Certificates with Secondary Funding Eligibility*</b>			
<b>CAPE Digital Tool Certificates</b>	K-8	0.025 FTE	ICT Multimedia Essentials
<b>CAPE Industry Certifications</b>	6-12	0.1 or 0.2 FTE	Certified Nursing Assistant (CNA) Autodesk Certified User – AutoCAD
<b>CAPE Acceleration Industry Certifications</b>	6-12	0.5 or 1.0 FTE	MSSC Certified Production Technician FAA Aviation Mechanic Technician - Airframe
<b>Industry Certifications with Postsecondary Funding Eligibility**</b>			
<b>Industry Certifications</b>	Postsecondary	N/A	AWS Certified Welder - GTAW Pipe (Carbon Steel) Certified Ethical Hacker (CEH)

\*K-8 students are capped at 0.1 FTE; Certifications with 0.2 or higher FTE have articulation agreements.

\*\*Some certifications have funding eligibility for both secondary and postsecondary.

# 2022-23 – Submission for Any New Certifications

- The Credentials Review Committee is continuing work on the framework of quality to be used for the Master Credentials List process.
- Once this work is complete, all current certifications will be reviewed using the new framework of quality and a new request submission process will be available.
- Check with website for meeting schedules and updates to their process:

<https://careersourceflorida.com/boardroom/florida-credentials-review-committee/>.

# Statewide Articulation Agreements and Gold Seal CAPE



# 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.
  - The list of all statewide articulation agreements can be found at:  
<https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>.
- 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.
- These certifications are weighted as 0.2, 0.5 or 1.0 FTE on the CAPE List.
- For more information on the GSC scholarship visit the following links:
  - <https://www.floridastudentfinancialaidsg.org/PDF/GSC.pdf> and
  - <https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN>.

# INTUT002 and INTUT003

- INTUT002 (ESB) certification was recently approved for articulation of college credit and the weight was updated to a 0.2 FTE on the 2021-22 CAPE list.
- INTUT003 (Master ESB) certification is a 0.1 FTE on the 2021-22 CAPE List.
- The issue of INTUT003 being weighted less than INTUT002 is being reviewed by the Office of Articulation.
- Until resolved INTUT003 will remain a 0.1 FTE on the 2022-23 CAPE List.

# Career-Themed Course & CAPE Academy Registrations

# Career-Themed Courses

- A course, or series of courses, that leads to an industry certification on the CAPE Funding List.
  - 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 CTC!
  - The teacher must hold **all** certifications (or a higher level) to teach the course(s).
  - CTCs are published in Appendix FF.
    - <https://www.fldoe.org/core/fileparse.php/20077/urlt/2223-appendff.pdf>
  - **Registration of CTC is required for funding of Industry Certifications earned!**
    - **There are 3 registration windows.**
      - October 16<sup>th</sup> through the last business day of November.
      - February 1<sup>st</sup> through the first business day in March.
      - July 15<sup>th</sup> through the last business day in August.



# 2022-23 Academy Registration

- There is now **one window** for Career and Professional Academies for **High School** and **Middle School**:
  - August 16<sup>th</sup> through September 15<sup>th</sup>.
- Districts may submit corrections from October 1<sup>st</sup> to the last business day in October.
- Not required for bonus FTE purposes, but information is used for conducting various reports.
- Career and Professional Academies are published in Appendix Y.
  - <https://www.fldoe.org/core/fileparse.php/20077/urlt/2223-appendy.xls>

# CAPE Updates for 2022-23

# FTE Weight Changes due to Articulation Agreement Updates

- 0.2 Effective for 2021-22; amendment to 21-22 CAPE ICFL adopted in March 2022

FDOE Certification Code	Certification Title
ACFED006	Certified Fundamentals Cook
ADESK033	Autodesk Certified Associate in CAD for Mechanical Design
AMEDT004	Registered Medical Assistant (RMA)
CISCO026	Cisco Certified Network Associate (CCNA)
COMPT018	CompTIA IT Fundamentals+
ICOEC006	EC-Council Ethical Hacker Associate
INTUT001	Quickbooks Certified User
INTUT002	Entrepreneurship & Small Business
KNOWL001	Python Coding Specialist

FDOE Certification Code	Certification Title
LINPI001	Linux Essentials 010
MICRO112	Microsoft Technology Associate (MTA) - Introduction to Programming Using Python
NATHA009	Certified Clinical Medical Assistant (CCMA)
NCCER061	NCCER Welding - Level 1 (Secondary)
NCFCT008	National Certified Patient Care Technician (NCPCT)
OEDGP001	PCAP – Certified Associate in Python Programming
PRMIN004	PMI Project Management Ready
PROSO032	Certified Internet Web (CIW) User Interface Designer

# Deletion of CAPE Innovation Courses

- CAPE innovation courses are daggered for deletion in the 2022-23 school year.
- The 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.
- The Department offers similar Advanced Placement courses that will replace the four CAPE Innovation Courses.
  - Districts may register these courses as CTCs.
- 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.

CAPE Innovation Course	Required Industry Certification
Advanced Placement Microeconomics Innovation (2102365)	Microsoft Office Specialist Excel
Advanced Placement English Language and Composition Innovation (1001425)	Microsoft Office Specialist for Word
Advanced Placement Studio Art 2-D Design Portfolio Innovation (0109355)	Adobe Certified Associate Visual Communication using Adobe Photoshop
Advanced Placement Computer Science A Innovation (0200325)	CIW JavaScript Specialist

# CAPE Industry Certification Funding List, 2022-23 Updates

- **The proposed 2022-23 list includes secondary and postsecondary industry certifications.**
- No new certifications.
- ITS certification have replaced the MTA certifications. MICRO076 MTA - Windows OS Fundamentals did not have an ITS replacement.
- NREMT004 Paramedic (EMT-P) replaced FDMQA014.
- Certifications Removed;
  - PROSO021 Certified Internet Web (CIW) Web Design Professional,
  - PROSO022 Certified Internet Web (CIW) Web Design Specialist and
  - PROSO019 Certified Internet Web (CIW) Perl Specialist.
- 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>.

# Microsoft Technology Associate Certifications

- Effective June 30, 2022, Microsoft Corporation retired all Microsoft Technology Associate (MTA) Certifications.
- The Information Technology Specialist (ITS) certifications issued by Certiport are an exact replacement for the MTA certifications.
- FDOE will accept the Information Technology Specialist (ITS) certifications issued by Certiport in place of the MTA certifications beginning in the 2022-23 school year.
  - **New FDOE code** has been assigned to the new certification name.
- Teachers who hold the MTA certifications will not have to take the ITS version.
- Students who have already earned an MTA certifications are not allowed to take the CERTI version of the test. Florida Educational Finance Program (FEFP) funding will not be earned for the ITS Certiport exams if a student has already earned the MTA version.
- Districts will need to adopt the ITS certification and use the CERTI codes in the 2022-23 school year.

# Microsoft Technology Associate: Crosswalk to New DOE Codes

Old DOE Code	Old Certification Title	New DOE Code	New Certification Title
MICRO070	Microsoft Technology Associate (MTA) - Database Administration Fundamentals	CERTI003	Information Technology Specialist (ITS) - Databases
MICRO074	Microsoft Technology Associate (MTA) - Software Development Fundamentals	CERTI004	Information Technology Specialist (ITS) – Software Development
MICRO077	Microsoft Technology Associate (MTA) - Security Fundamentals	CERTI006	Information Technology Specialist (ITS) – Network Security
MICRO078	Microsoft Technology Associate (MTA) - Networking Fundamentals	CERTI007	Information Technology Specialist (ITS) - Networking
MICRO080	Microsoft Technology Associate (MTA) - HTML5 Application Developer Fundamentals	CERTI008	Information Technology Specialist (ITS) - HTML5 Application Development
MICRO102	Microsoft Technology Associate (MTA) - Mobility and Devices Fundamentals	CERTI009	Information Technology Specialist (ITS) - Device Configuration and Management

\*\*Please note that the original memo contained a duplicate code for the device configuration.

# Microsoft Technology Associate: Crosswalk to New DOE Codes

Old DOE Code	Old Certification Title	New DOE Code	New Certification Title
MICRO104	Microsoft Technology Associate (MTA) - Introduction to Programming Using JavaScript	CERTI010	Information Technology Specialist (ITS) - JavaScript
MICRO105	Microsoft Technology Associate (MTA) - Introduction to Programming Using HTML and CSS	CERTI011	Information Technology Specialist (ITS) - HTML and CSS
MICRO112	Microsoft Technology Associate (MTA) - Introduction to Programming Using Python	CERTI012	Information Technology Specialist (ITS) - Python
MICRO114	Microsoft Technology Associate (MTA) - Introduction to Programming Using Java	CERTI013	Information Technology Specialist (ITS) - Java
MICRO115	Microsoft Technology Associate (MTA) - Windows Server Administration Fundamentals	CERTI014	Information Technology Specialist (ITS) - Cloud Computing

\*\*Please note that the original memo contained a duplicate code for the device configuration.



# Test Administration

How to Deliver Industry  
Certification Tests in  
Accordance with the Laws &  
Rule

# Changes to Testing Security Form with Rule 6A-6.0576

Current Form Name	New Form Name in Proposed Rule	Additional Changes
<p><b>FCAPEA-04</b>, Florida CAPE Act Industry Certification Test Administration and Security Agreement</p>	<p><b>FCAPE-03</b>, Florida CAPE Act Industry Certification Test Administration and Security Agreement</p>	<p>None, the document was carried over from 6A-6.0573.</p>
<p><b>FCAPEA-05</b>, Florida Career and Professional Education Act Testing Violation Report</p>	<p><b>FCAPE-04</b>, Florida Career and Professional Education Act Testing Violation Report</p>	<p>The form has been updated to help with processing and reporting. Additionally, the form asks if this violation is a student or proctor issue.</p>

# Requirements for Delivery of Industry Certification Exams and Reporting of Data

- All industry certifications reported must comply with the requirements in rule, 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 annually sign "Florida CAPE Act Industry Certification Test Administration and Security Agreement".
  - By signing the form, teachers, proctors, and monitors 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.
- The Test Administration and Security Agreement is FCAPE-03 in Rule 6A-6.0576.

# Requirements for Delivery of Industry Certification Exams and Reporting of Data

- All industry certifications reported must comply with the requirements in rule, 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.**

# What happens when Test Administration Procedures are not followed?

- **Testing Violation Report (FCAPE-04)**
  - Districts will use a required form to report testing violations.
    - <https://www.fldoe.org/core/fileparse.php/8904/urlt/testing-violation-report.pdf>
  - Per rule, testing violations must be reported to the Florida Department of Education within five (5) business days.
  - District will not be able to report for bonus FTE funding or any other purpose.

**FCAPE-04**  
**Testing Violation**  
**Report**

Per Rule 6A-8.0578, F.A.C., testing violations must be reported to the Florida Department of Education within five (5) business day.

Testing Violation Incident Information			
Date of Incident:	Click or tap to enter a date.	Date of Report:	Click or tap to enter a date.
Name of the individual filing the report:		Click or tap here to enter text.	
School District:		Click or tap here to enter text.	
School Name that the incident took place:		Click or tap here to enter text.	
Number of students tested during the testing session were the violation occurred.		Click or tap here to enter text.	
Number of certifications that a testing Violation Occurred.		Click or tap here to enter text.	
Type of incident (check all that apply)		Proctor(s) violated testing procedures <input type="checkbox"/> Student(s) violated testing procedures <input type="checkbox"/>	
Please describe the incident. Be specific in the details of the incident.		Click or tap here to enter text.	
List the certifications FDOE code and the name of the certification	FDOE Certification Code	Certification Name	
	Click or tap here to enter text.	Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	
	Click or tap here to enter text.	Click or tap here to enter text.	
Is there any evidence that the pass rate for this session was different than typical?		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details as to why: Click or tap here to enter text.	
If the testing violation impacts the security of the exam questions or the validity/reliability of the exam results has the incident been reported to the certifying agency(s)?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

In the table below, list the name, title and contact information of each staff member (e.g. proctors, monitors, instructors) present at the time of the incident.

List all proctors involved or present in the test administration			
Name	Title	DOE Certificate #	Email address
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
List all other individuals involved in or present for the incident			
Name	Title	DOE Certificate #	Email address
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Rule 6A-8.0578, Industry Certification Process requires training on test administration procedures. In the table below list the date(s) on which staff members present at the time of the incident last attended this training, and the date on which form FCAPEA-03 was signed.

Name	Date of Training	Date Form FCAPEA-03 was signed
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

Proctoring Policy and Professional Standards/Human Resources (HR) Reporting Information		
What is the district's process for assigning proctors?	Click or tap here to enter text.	
Was Professional Standards or HR notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: Click or tap to enter a date.
Name of Professional Standards/HR contact	Click or tap here to enter text.	

# CAPE Funding



# FEFP Timeline, 2022-23

## December 2022

- FEFP 3<sup>rd</sup> calculation released.
- Includes the additional FTE based upon 2021-22 data reporting.
- Any data prior to 3<sup>rd</sup> calculation is a placeholder and does not reflect the current program activity.
- 2021-22 Survey 5 closes on October 31, 2022.

## March/April 2023

- Will be the same as 3<sup>rd</sup> calculation because amendment window closes in October.



# 2022-23 FEFP – Estimated Value of Industry Certifications/Certificates/Courses

Type of Outcome	Funding Weight	Estimated Value (Base Student Allocation = \$4,587.40)
CAPE Digital Tool Certificate	0.025	\$114.69
CAPE Industry Certification without articulated credits	0.1	\$458.74
CAPE Industry Certification with up to 14 articulated credits	0.2	\$971.48
CAPE Innovation Course	0.3	\$1376.22
CAPE Acceleration Industry Certification with 15 to 29 credits	0.5	\$2,293.70
CAPE Acceleration Industry Certification with 30 or more credits	1.0	\$4,587.40

## Disbursement 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

- 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 led to the attainment of the certification, the bonus is not pro-rated among the eligible teachers. Each teacher qualifies for the statutory amount.

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

# 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 2022-23 (July 1<sup>st</sup> to June 30<sup>th</sup>) to eligible teachers based on certifications funded in the 2022-23 FEFP calculation (earned in 2021-22).

# 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

# What can funds from the 80 percent allocation be spent on?

**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!**

# What can funds from the 20 percent allocation be spent on?

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

<b>Appendix Z: FDOE Approved Industry Certification List</b>	Unique 8 digit code for Industry Certification Identifier.
<b>Appendix Y</b>	Assigned during academy registration process; 3 digit identifier for reporting students participating in registered middle and high school academies.
<b>Appendix FF</b>	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 Career and Professional Academy Identifier on <b>Federal/State Indicator Status format.</b>
Survey 3, February	Report Career and Professional Academy Identifier on <b>Federal/State Indicator Status format.</b>
Survey 5, July through October	Report Career and Professional Academy Identifier on two formats: <b>Federal/State Indicator Status and Industry Certification.</b>  Report industry certifications/certificates earned and attempted on <b>Industry Certification format:</b> Industry Certification Identifier, And Industry Certification Outcome. Report student performance in CAPE Innovation Courses.

# 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,
  - And 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 2023)**
- **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, the “Estimated Bonus FTE” is indicated.



# 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.
- If the certification is not on this report, it will not be funded.

# 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 15<sup>th</sup> through the last business day in August.

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

**F71535** – Includes the following elements:

- District of Instruction
- District Name
- FLEID
- First Name
- Last Name
- Industry Certification ID
- Certification Title
- Funding Weight
- School of Instruction
- School Name
- Course Number
- Course Year
- Grade level
- Five Indicators:
  - Is the course on Appendix FF?
    - Y or N.
  - Is the course on Appendix FF with the certification? Y or N.
    - Could be X if a prior year certificate from 1718 or earlier is submitted.
  - Was this certification funded in a prior year?
    - Y or N.
  - If funded in a prior year, in what district?
    - District number (or NA if not funded).
  - If funded in a prior year, in what year? Year (or 9999 if not funded).

# What is not covered on the F71535

- 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.
  - The criteria for CAPE Innovation courses.
- Certain dual enrollment criteria are not checked. Districts should continue to ask for help determining lack of eligibility for dual enrollment certifications.

# Top 6 Reasons Why Certifications Don't Get Funded

1. Industry Certification record is created locally but not sent to FDOE.

2. Industry Certification record received reject errors causing the record not to load to FDOE.

3. Industry Certification Outcome on the Industry Certification record does NOT have passing outcome.

4. Industry Certification Identifier on the Industry Certification record has an Identifier that is NOT funding eligible.

5. The Industry Certification record does NOT match the district's registered Career-Themed Course Registration. (This does not apply to Digital Tool Certificates.)

6. The Industry Certification Identifier was funded previously for the student.

# Best Practices for Ensuring 21-22 Industry Certifications are Funded in the 22-23 FEFP



1. Load industry certification data by **July 22, 2022** (Due date for the format).



2. Run the F71415 report to validate funding eligibility of records.



3. Run the new F71535 report to see what certifications were reported but are not being funded.



4. Share reports with your CTE Director, who will be able to review and identify discrepancies with Career-themed course registration and industry certification records.



5. From **July 15 to August 10**, district can update CTC registration for Appendix FF.



6. Submit edits by Survey 5 deadline (October 31, 2022).

# Resource Links

Resource	Links
Rule 6A-6.0576	<a href="https://www.flrules.org/gateway/RuleNo.asp?id=6A-6.0576">https://www.flrules.org/gateway/RuleNo.asp?id=6A-6.0576</a>
CAPE K-12 Landing Page	<a href="https://www.fldoe.org/academics/career-adult-edu/cape-secondary/">https://www.fldoe.org/academics/career-adult-edu/cape-secondary/</a>
Bright Futures: Gold Seal CAPE	<a href="https://www.floridastudentfinancialaidsg.org/PDF/GSC.pdf">https://www.floridastudentfinancialaidsg.org/PDF/GSC.pdf</a> <a href="https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN">https://www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN</a>
Statewide Articulation Agreements	<a href="https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml">https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml</a>
Appendices	Appendix FF: <a href="https://www.fldoe.org/core/fileparse.php/20077/urlt/2223-appendy.xls">https://www.fldoe.org/core/fileparse.php/20077/urlt/2223-appendy.xls</a> Appendix Y: <a href="https://www.fldoe.org/core/fileparse.php/20077/urlt/2223-appendy.xls">https://www.fldoe.org/core/fileparse.php/20077/urlt/2223-appendy.xls</a>
Credentials Review Committee Landing Page <ul style="list-style-type: none"> <li>Includes meeting notices, MCL, submission window when open will be posted here.</li> </ul>	<a href="https://careersourceflorida.com/boardroom/florida-credentials-review-committee/">https://careersourceflorida.com/boardroom/florida-credentials-review-committee/</a>

# Questions



## Contacts

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