

TECHNICAL ASSISTANCE PAPER

FLORIDA CAREER AND PROFESSIONAL EDUCATION ACT

UPDATED APRIL 2021



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

PURPOSE

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

BACKGROUND

In 2007, the Florida Legislature passed the Career and Professional Education Act (Act).¹ 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.² The objectives of the Act are as follows³:

- To improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- To provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and lead to industry certification;
- To support local and regional economic development;
- To respond to Florida’s critical workforce needs; and
- To provide state residents with access to high-wage and high-demand careers.

To implement the Act, the Florida Department of Education (FDOE), the Department of Economic Opportunity (DEO) and CareerSource Florida⁴ are partnered together. At the local level, each school district is required to

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

2 Id.

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

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

develop a strategic three-year plan in collaboration with economic development agencies, local workforce boards and postsecondary institutions.⁵

A key component of this Act is a list of state-approved industry certifications that are critical to Florida’s employers.⁶ The legislation originally tasked the Agency for Workforce Innovation (AWI) with defining “Industry Certification.”⁷ The agency has provided Florida Department of Education (FDOE) with the following definition:

A voluntary process through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a time-limited credential that is nationally recognized and applicable to an occupation that is included in the workforce system’s targeted occupation list or determined to be an occupation that is critical, emerging or addresses a local need.

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

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

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

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

6 s. 1003.492, F.S.

7 The original legislation included the Agency for Workforce Innovation (AWI). In 2011, the Florida Legislature merged several agencies and the responsibilities of AWI were transferred to the Department of Economic Opportunity.

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

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

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

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

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

PROGRAM REQUIREMENTS

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

The key Florida Statutes for the Act are as follows:

- Section 570.07, Florida Statutes: Department of Agriculture and Consumer Services; functions, powers, and duties
- Section 1003.4203, Florida Statutes: Digital materials, CAPE Digital Tool certificates, and technical assistance
- Section 1003.491, Florida Statutes: Florida Career and Professional Education Act
- Section 1003.492, Florida Statutes: Industry-certified career education programs
- Section 1003.493, Florida Statutes: Career and professional academies and career-themed courses
- Section 1003.4935, Florida Statutes: Middle grades career and professional academy courses and career-themed courses
- Section 1011.62(1)(o), Florida Statutes: Subsection of the Florida Education Finance Program dealing with additional Full-time Equivalent (FTE) calculation

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

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

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

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

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

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

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

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

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

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

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

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

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

The approximate windows for registration are the following:

High School Window: August 16 to September 15

Middle School Window: September 16 to October 15

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

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

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

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

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

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

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

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

Districts must report the certifications earned with a valid course number.³³ 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.³⁴

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

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

34 *Id.*

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

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

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

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

Industry Certification Outcome: An indicator of whether or not the student passed the attempted industry certification/certificate or outcome of student performance in a CAPE Innovation Course. Only students who successfully complete the industry certification/certificate are eligible to generate additional FTE membership under s. 1011.62(1)(o), F.S. This element should be used to report the outcome of the industry certification/certificate attempted for all students, including elementary and middle grades students.

Course Number: The official state number assigned to school district courses listed or referenced in the Course Code Directory. Each industry certification must be linked to a course that provided the instruction required to earn the certification.³⁵ NOTE: The course numbers reported here will be matched against the Appendix FF – Registered Career-Themed Courses for implementation of the funding calculation.

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

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

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

Please review the database and technical documents on the department’s website for details on this reporting. The database manuals and updates may be accessed at the following website: <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2019-20-student-info-system/index.stml>.

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

Similar to CAPE Industry Certifications, districts must report certificates

³⁵ ss. 1008.385(2) and 1011.62(1)(o), F.S.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

³⁸ Rule 6A-1.0451, F.A.C.

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

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

Q32. How long after a course is completed may a district report industry certification outcomes of students?

School districts may report students who complete industry certifications during the update period allowed by FDOE for Survey 5 after an initial submission.³⁹ The survey period dates are approved and published on an annual basis,⁴⁰ and are posted here:

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

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

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

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

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

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

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

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

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

School Year – Record Submission = 2021

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

Industry Certification Identifier = industry certification attempted

Industry Certification Outcome = P

School Year – Course Taken = 1920

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

Q35. Does a district have to report data on students who take industry certification examinations, but who do not successfully earn the certification?

Yes. Districts must report on all students who attempt to earn an industry certification or certificate.⁴³ There are separate data elements for industry certification identifier and industry certification outcome with multiple values on the outcome data element to reflect the student performance on the

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

42 Id.

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

examination.⁴⁴ (See Q29.)

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

The district may report the certification as being earned if the required work experience was not obtained only if the State Board of Education has granted a waiver of the required work experience on the adopted “CAPE Industry Certification Funding List.”⁴⁵ The “CAPE Industry Certification Funding List” contains information on whether the waiver was granted. See the following link to access the current list: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.stml>.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The three most common reasons are the following:

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

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

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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

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TEST ADMINISTRATION PROCEDURES

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

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

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

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

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

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

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

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

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

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

The requirement is 20 days between administrations.⁵⁰

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

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

50 Id.

51 Id.

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

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

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

Yes.⁵²

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

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

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

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

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

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

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

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

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

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

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

⁵³ Rule 6A-6.0573(13)(c)5., F.A.C.

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

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

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

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

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

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

54 Rule 6A-6.0573(16)

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

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

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

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

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

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

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

OTHER RELATED QUESTIONS

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

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

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

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

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

See the following resources for more information:

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

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

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

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

Yes.⁶¹ The following substitutions are allowed:

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

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

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

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