



## **CAREER AND PROFESSIONAL EDUCATION (CAPE) ACT SUBMISSION GUIDELINES FOR NEW CERTIFICATIONS**

**For 2012-2013**

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

The primary purpose of the Florida Career and Professional Education Act is to:

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

[Source: FS 1003.491]

The implementation of the Act requires cross-agency coordination involving Workforce Florida, Inc. (WFI), the new Department of Economic Opportunity (DEO) [formerly the Agency for Workforce Innovation (AWI)] and the Florida Department of Education (DOE). Specific responsibilities/time frames are outlined in the timeline below.

On an annual basis, Workforce Florida updates and publishes an approved *Comprehensive Industry Certification List*. In order to ensure the approved certifications are in line with the purposes of the law as stated above, additions to the approved list may be requested using the process outlined below. All submissions must be presented in this fashion. Failure to submit requests in this manner may result in the request not being considered. Any additional information to substantiate the request may also be provided.

### **REVIEW PROCESS**

Initially, the certification(s) being submitted will go through an internal review process. All certifications submitted for consideration must be:

- 1) linked to occupations on Florida's Statewide Demand Occupations List for 2012-2013 or Enterprise Florida's Emerging Industries List, and
- 2) nationally recognized or accepted by Florida industry\*, and
- 3) a product of a third independent party.

Also, the submission must:

- 4) identify applicable profession(s), and
- 5) describe the requirements (education, training, experience, etc) for completion and specify what qualifications will be verified through the process, and
- 6) include a final phase that tests the relevant skills or experience a person has attained and determines the acceptable skill/experience level by a proctored exam\*\* and
- 7) provide a certificate or award document specifying what qualifications have been verified through the process.

\* WFI will consult with Banner Centers and other Employer Groups to determine acceptance of certifications by Florida's industries

\*\*Certification exams must be proctored regardless of delivery medium

## **CAREER AND PROFESSIONAL EDUCATION (CAPE) ACT CERTIFICATION SUBMISSION PROCESS**

- 1) Please review the current approved 2011-2012 Comprehensive Certification List posted on WFI'S website: [www.workforceflorida.com](http://www.workforceflorida.com) If the certification you are interested in submitting is on this list, then you will not need to submit it for 2012-2013. From time to time, revisions to certifications on the approved Comprehensive Industry Certification List may evolve from changes by the certifying entities relating to the release of newer versions, upgrades or other changes that may occur relating to eligibility issues of certification requirements including certifications no longer available. FOR NEWER VERSIONS, UPGRADES OR ANY CHANGES TO EXISTIING CERTIFICATIONS ON THE CURRENT 2011-2012 COMPREHENSIVE INDUSTRY CERTIFICATION LIST, PLEASE DO NOT SUBMIT THESE CHANGES USING THIS PROCESS. PLEASE E-MAIL THIS INFORMATION TO: [jburgess@workforceflorida.com](mailto:jburgess@workforceflorida.com)
- 2) Complete and submit the electronic form. Click the following link or copy and paste it into your Internet browser to complete the form. [Please note: sometimes it takes a few moments to complete the download]

### [2012 Cape Act Certification Submission Form](#)

- 3) A separate form must be used for each individual certification being submitted. If needed, additional information may be requested from the submitting entity by WFI.
- 4) ALSO, send a hard copy of the form(s) with an original signature of the person submitting the request to: Jayne Burgess, Program Director, Workforce Florida, Inc., 1580 Waldo Palmer Lane, Suite 1, Tallahassee, Florida 32308
- 5) All submissions are reviewed and researched. Following this initial review, a team of representatives from WFI, DEO and DOE will meet and review all submissions and a determination will be made if the certification meets the necessary eligibility requirements. All eligible certifications are presented to the WFI Board for consideration/approval. All meetings whereby final recommendations will be made will be noticed by Workforce Florida, Inc. on their website: [www.workforceflorida.com](http://www.workforceflorida.com)
- 6) Certifications meeting the required standards will be distributed to various industry groups for vetting. Responses from reviewing entities will be reviewed and final recommendations will be presented to the Workforce Florida Board of Directors for review and approval at their quarterly meeting in February. The approved *Comprehensive Industry Certification List* will be published by Workforce Florida, Inc. by March 1st. It is from this approved, published *Comprehensive Industry Certification List* that the Department of Education identifies certifications to be deemed sufficiently rigorous academically and eligible for additional full-time equivalent (FTE) membership funding and be included on their "Industry Certification Funding List."

**SUBMISSIONS FOR CONSIDERATION FOR PROGRAM YEAR 2012-2013 MUST BE RECEIVED NO LATER THAN *SEPTEMBER 30, 2011*. REQUESTS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED AT THIS TIME AND MUST BE RESUBMITTED THE FOLLOWING YEAR.**



**CAREER AND PROFESSIONAL EDUCATION ACT**

**ANNUAL TIMELINE FOR**

**2012-13 *COMPREHENSIVE* INDUSTRY CERTIFICATION LIST AND**

**2012-2013 INDUSTRY CERTIFICATION *FUNDING* LIST**

<b>DATE ANNUALLY</b>	<b>ACTIVITY</b>
August 15 to September 30	Business and industry groups, Regional Workforce Boards, School Districts and Career and Professional Academies submit certification(s) using the on-line submission process to be considered for addition to the <i>Comprehensive Industry Certification List</i>
August 15- October 31	As requests are submitted, each submission is researched and a preliminary list of new recommendations is compiled. Florida Department of Education (DOE) will assign certification codes.
November	Recommended certifications for consideration for addition to the <i>Comprehensive Industry Certification List</i> are submitted for review.
November 15 to January 14	Proposed certifications will be reviewed/vetted by representatives from Workforce Florida (WFI), Florida Department of Education (DOE), Department of Economic Opportunity (DEO), Employ Florida Banner Centers, industry associations, Florida businesses, and other pertinent groups as deemed necessary by Workforce Florida
February*	Workforce Florida, Inc.'s Board of Directors reviews and considers recommendations and votes on proposed additions and deletions to the <i>Comprehensive Industry Certification List</i>
March 1	Approved <i>Comprehensive Industry Certification List</i> published by Workforce Florida and delivered to the Department of Education.
March 5	Department of Education posts preliminary "2012-13 Industry Certification Funding List"
March 5 to April 1	School districts offering career and professional academies may submit requests to the Department of Education for the final "2012-13 Industry Certification Funding List." (DOE 's process plans for 45 days to review and respond to each request)
July 15	Final "2012-2013 Industry Certification Funding List" will be published by FL DOE
August - September 15	Schools Districts register Career and Professional Academies for upcoming school year

**\*If industry certifications critical to Florida businesses are developed or become available after approval of the *Comprehensive Industry Certification List* by the Workforce Florida Board of Directors in February, the WFI Board *may* consider additions to the list after this approval date.**