

CAREER AND PROFESSIONAL EDUCATION (CAPE) ACT CERTIFICATION SUBMISSION GUIDELINES For 2010-2011

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 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 request(s) in this manner may result in the request not being considered. Any additional information to substantiate the request may also be provided.

Initially, the certification(s) being submitted will go through an internal review process by the Agency for Workforce Innovation to determine if the certification is:

- 1) linked to occupations on Florida's Statewide Demand Occupations List 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) Complete and submit the electronic form. Click the following link or copy and paste it into your Internet browser to complete the form:

Here is the link to the updated form to include in your guidelines:

<https://share.acrobat.com/adc/document.do?docid=0d555fb9-eba6-4703-a619-e2c2309035d3>

- 2) A separate form must be used for each individual certification being submitted.
- 3) **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

- 4) If needed, additional information may be requested from the submitting entity.
- 5) The Agency for Workforce Innovation will review and research each submission. All findings and recommendations for additions will be returned to Workforce Florida for consideration.
- 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. annually 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 2010-2011
MUST BE RECEIVED NO LATER THAN *SEPTEMBER 30, 2009.***

**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
2010-11 COMPREHENSIVE INDUSTRY CERTIFICATION LIST AND
“2010-11 INDUSTRY CERTIFICATION FUNDING LIST”

DATE ANNUALLY	ACTIVITY
August 15 to September 30	Business and industry groups, Regional Workforce Boards, School Districts and Career and Professional Academies submit certification(s) using the designated process to be considered for addition to the <i>Comprehensive Industry Certification List</i>
August 15- October 31	As requests are submitted, AWI will research each submission and compile a preliminary list of new recommendations for consideration by Workforce Florida. Florida DOE will assign certification codes
November 7	List of recommended certifications for consideration for addition to the <i>Comprehensive Industry Certification List</i> will be submitted to Workforce Florida by AWI
November 16 to January 15	Proposed certifications will be reviewed/vetted by Workforce Florida, 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 recommendations, discusses proposed additions, 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
March 15	Department of Education posts preliminary “2010-11 Industry Certification Funding List”
March 15 to May 1	School districts offering career and professional academies may submit requests to the Department of Education for the final “2010-11 Industry Certification Funding List.” (DOE ’s process plans for 45 days to review and respond to each request)
July 1	Final “2010-11 Industry Certification Funding List” will be published by FL DOE
July 15 to 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.

