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## **MEMORANDUM**

**TO:** School District Superintendents  
District Career and Technical Education Directors

**FROM:** Henry Mack, Chancellor, Division of Career and Adult Education  
Jacob Oliva, Chancellor, Division of Public Schools

**DATE:** April 13, 2020

**SUBJECT: At Home Testing for Industry Certifications**

On March 23, the Florida Department of Education (department) issued Emergency Order (EO) No. [2020-EO-01](#), authorizing the department to remove career, technical and adult education testing and reporting requirements that may act as a barrier to the state's transition to remote teaching and learning. In view of this, the department is implementing a plan to allow at home testing of currently enrolled K-12 students for industry certifications on the 2019-20 CAPE Industry Certification Funding List.

To ensure for continued access to certification exams as part of courses that are now being offered online, students may be authorized to take an industry certification at home through remote testing under the following conditions. The certifying agency for a credential:

1. Issues the same credential that would have been earned in their traditional proctoring situations,
2. Has processes that ensure confirmation of student test taker's identity,
3. Ensures electronic versions of the exam are delivered securely,
4. Monitors the test administration remotely through a virtual proctor; and,
5. Implements a process for identifying testing irregularities.

The Division of Career and Adult Education (division) will contact the certifying agencies and testing vendors regarding these requirements on your behalf. An appropriate representative from the certifying agency will return a signed attestation confirming their remote testing method meets these criteria. The approval for at home testing for an industry certification may be revoked by the department at any time and for any reason. Lastly, requirements in Rule 6A-6.0573(16), F.A.C., remain valid and are not being waived as part of this order.

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Industry certification examinations for which an attestation has been provided will be posted on the department website at the following location: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/>. Importantly, however, school districts must verify that the certification is on this list in order to report industry certifications earned while in an at-home testing environment for accountability and funding purposes. This list will be updated as additional information is received from certifying agencies and the division will make attempts to notify your respective career and technical education director of updates.

If you have any questions, please contact Kathryn Wheeler at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850-245-9030.

HM/JO/kw