

# COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

Samuel L. Ferguson, Executive Director

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## Important Dates:

**September 16**  
Commission Meeting  
Lake Mary

**October 18**  
Renewals due for  
January 2010  
meeting

## CIE Website Links:

[CIE Home](#)

[Institution Login](#)

[Rules & Law](#)

[Staff Directory](#)

## Agenda Information

Location:	Date and Time:
<a href="#">Orlando Marriot Lake Mary</a> 1501 International Parkway Lake Mary, FL 32746 (800) 380-7724 <a href="#">Map</a>	September 16, 2009 Beginning at 9 a.m.
Webcast:	Webcast Requirements:
Go to <a href="http://www.fldoe.org/cie/agenda.asp">http://www.fldoe.org/cie/agenda.asp</a> the day of the meeting and click on the webcast link.	Windows Media Player version 9 or higher

## How do I Become a Workforce Development Training Provider



In response to a continuing flow of requests for information, the staff members at the Agency for Workforce Innovation have put together a concise list of steps that an organization must take to become a provider of training for Workforce Development clients.

Some of the initial steps assume that the institution has not obtained licensure.

1. [Contact a Regional Workforce Board](#) for a Targeted Occupations List (TOL) for your specific region. The program(s) you offer must provide training for one of those Targeted Occupations.
2. Contact the Commission for Independent Education (CIE) at (850) 245-3200 or go online at <http://www.fldoe.org/cie/> to obtain licensure.
3. Meet all requirements as determined by the Regional Workforce Board, which must include an agreement to provide student-based information to the Florida Education Training and Placement Information Program (FETPIP), through CIE.
4. The Regional Workforce Board will add you to the [State List](#) through an Internet based database application.

After your organization has been added to the Eligible Training Providers List (the "State List" referred to in item #4 above) the following steps must be taken to assure your continued eligibility:

1. Maintain licensure through the Commission for Independent Education.
2. Fulfill the requirements specified in your contract with the Regional Workforce Board.
3. Continue to supply student-based information to FETPIP.

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## Updating Adobe Reader®



Acrobat®.

Several institutions have had problems downloading the Adobe (PDF) documents recently. Our research indicates that the difficulties are due to our users having “outdated” versions of Adobe Reader®. The older versions may not have the capability to properly “open” the documents that we have created by using a newer version of Adobe

The Commission web page that contains these documents also has a “link” to the [Adobe home page](#). At this site, you can download the latest version of Adobe Reader® for free. Without getting frequent updates to this free product, you may be unable to properly view the documents that are created by a newer version of Adobe Acrobat®. Therefore, we recommend updating your Adobe Reader® on a regular basis.

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## Ask Licensure



*What is the purpose of the Instructional and Administrative Personnel Forms?*

Instructional and Administrative Personnel Forms (I&A) are an important part of your institutional recordkeeping for meeting Commission standards for licensure. The I&A forms provide the Commission the information required to fulfill Standard 3 for Administrators and Standard 7 for Faculty.

Administrators include those personnel holding positions similar to school director, Florida director, or chief executive officer; chief education/academic officer or director of education or training; placement director; admissions director; and financial aid director. Faculty members include all full-time, part-time and adjunct faculty.

Supporting Credentials - In addition to the I&A forms, your institution is required to maintain evidence of the credentials that qualify faculty members to teach their assigned courses. Official transcripts for all degrees held by the faculty member shall be on file. Your institution is also required to maintain copies of other documents which reflect the instructor’s qualifications to teach, such as copies of licenses and certifications.

Each instructor teaching in a program in which the student must pass state, federal or other licensing examinations must provide evidence of holding a current and valid Florida occupational license in the occupation being taught.

Reference - Compliance with these requirements is referenced by Rule 6E-2.004(3), F.A.C. Standard 3: Administrative Organization and Rule 6E-2.004(7), F.A.C. Standard 7: Faculty.

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### Calendar

COMMISSION MEETING DATES AND LOCATIONS	➤ NEW INSTITUTION  MUST BE RECEIVED NO LATER THAN:	➤ ANNUAL RENEWALS PROGRAM ADDITIONS/MODIFICATIONS AND ALL OTHER LICENSE RELATED MATTERS  MUST BE RECEIVED NO LATER THAN:
September 16, 2009 Orlando	May 19, 2009	June 17, 2009
November 19, 2009 Orlando	July 22, 2009	August 17, 2009
January 28, 2010 Orlando	September 30, 2009	October 18, 2009

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### How to Contact Us

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