

FLORIDA DEPARTMENT OF EDUCATION



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Kathleen Taylor, Interim Chancellor
Division of Career and Adult Education



March 5, 2012

MEMORANDUM

TO: District Career and Technical Education Directors

FROM: Kathleen Taylor, Interim Chancellor 

SUBJECT: Industry Certification Funding List

The Division of Career and Adult Education announces the release of the preliminary 2012-13 Industry Certification Funding List. Only the industry certifications on the final 2012-13 list will be eligible for additional FTE in calculation of the 2013-14 Florida Education Finance Program (FEFP) or for the 2012-13 school grades calculation.

Districts may submit requests to the Division for additions to the 2012-13 Industry Certification Funding List. Certifications must meet the following criteria to be considered for the list:

- § Must be on the 2012-13 Comprehensive Industry Certification list approved by Workforce Florida, Inc.
- § Must be achievable by secondary students.
- § Must require a minimum of 150 hours of instruction.
- § Must have been offered for at least one year in any school district.*

*The final requirement above may be waived by the Commissioner of Education when failure to do so would inhibit preparation of students for rapidly emerging workforce opportunities. Districts must indicate the need for a waiver and provide a justification on the request form.

Below is a summary of the request process:

- § District Career and Technical Education (CTE) director submits a request to the Division of Career and Adult Education, using the attached Excel Request Form. **This form must be completed using Microsoft Excel and returned as an electronic document.** This request should include **all** industry certifications that are being requested for your district. Do not submit a separate Excel request form for each certification requested. If you would like to submit a request for more certifications than the form allows, please contact Tara McLarnon. Incomplete forms **will not** be processed.
- § Division staff will evaluate all requests based on whether the requested items meet the above criteria.
- § District CTE directors will be sent a notification via e-mail regarding whether the industry certification will be recommended for inclusion on the final 2012-13 Industry Certification Funding List that will be sent to the State Board of Education for approval. This notification will occur by May 15, 2012.

The following attachments are included:

1. 2012-13 Preliminary Industry Certification Funding List (PDF format)
2. 2012-13 Comprehensive Industry Certification Funding List
3. List of certifications on the 2012-13 Comprehensive Industry Certification List that are not included on the preliminary list (PDF format)
4. List of secondary and clock-hour postsecondary programs (PDF Format)
5. Industry Certifications from the "2011-12 Industry Certification Funding List" that are not eligible for inclusion on the "2012-13 Industry Certification Funding List" (PDF Format)
6. Request form (Excel format) and
7. Directions for completing the form (PDF Format)

Requests should be submitted as soon as possible to facilitate an adequate review. An electronic copy of the Excel request form must be e-mailed to the Division of Career and Adult Education by the district CTE director to the following e-mail address: industrycertification@fldoe.org. The final deadline for requests is April 1, 2012.

Workforce Florida, Inc. has published the 2012-13 Comprehensive Industry Certification List on their website. See the following web link:
<http://workforceflorida.com/PrioritiesInitiatives/EducationalInitiatives/cape.php>

For technical questions about submitting your request on the Excel form, please contact Tara McLarnon at tara.mclarnon@fldoe.org or 850-245-9005. For general policy questions, please contact Tara Goodman at tara.goodman@fldoe.org or 850-245-9001.

KT/tm

Attachments