

---

**From:** Costin, Loretta  
**Sent:** Wednesday, March 30, 2011 2:27 PM  
**Subject:** Clarification on "Industry Certification Instructional Hours Survey" RESPONSE  
**Attachments:** Instructional Hours Survey of 2011-2012 Comprehensive List.XLS  
  
**Importance:** High

*Statewide E-mail to: District Career and Technical Education Directors*

**RE: Clarification on Industry Certification Instructional Hours Survey Response.**  
(Please reference the original Statewide E-mail at the bottom of this message)

Colleagues,

Each district CTE Director should submit only one district-level response to the survey on instructional hours.

For districts with multiple programs offered at different schools, CTE Directors should coordinate responses and provide a district average of instructional hours for certifications offered.

If you have questions about completing the survey please contact Tara McLarnon by e-mail at [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org) - or by phone at (850) 245-9005.

Thank you in advance for your time and effort in completing this survey. Please complete your survey as soon as possible; the final deadline for submissions is April 15, 2011.

*Loretta*

---

Loretta Costin  
Chancellor  
Division of Career and Adult Education  
Florida Department of Education  
325 West Gaines Street, Suite 734  
Tallahassee, Florida 32399-0400

E-mail: [loretta.costin@fldoe.org](mailto:loretta.costin@fldoe.org)  
Telephone: (850) 245-9463  
FAX: (850) 245-9065  
[www.fldoe.org/workforce](http://www.fldoe.org/workforce)

=====

---

***Original Statewide E-mail sent to District Career and Technical Education Directors:***

**From:** Costin, Loretta  
**Sent:** Friday, March 25, 2011 12:39 PM  
**Subject:** Survey of Instructional Hours Necessary to Earn Industry Certifications  
**Importance:** High

Colleagues,

The Division of Career and Adult Education is gathering information on district policies regarding classroom instructional hours necessary to earn industry certifications on the Comprehensive Industry Certification List. The survey requests information on the number of classroom instructional hours necessary to earn certifications offered in your district during the 2010-11 school year.

Your estimate of instructional hours should be based only on instructional time required to earn the specific certification. For example, if the student would typically earn the certification after completing the third course in a sequence of CTE courses, the instructional time should be based on the percentage of hours in those classes that relate specifically to the competencies for earning that certification. If those courses include competencies that are not required to earn the certification, that instructional time should not be included.

The survey has been created in Microsoft Excel and must be saved to your own computer. To assist you in identifying certifications the list is sorted first into all certifications on the CAPE Funding List, followed by new certifications added to the Comprehensive List, and followed by all remaining certifications sorted alphabetically by title. Responses should be typed directly into the survey and returned in the Excel format with your response. Please provide contact information in case additional follow-up is needed. Once complete, please save the survey to your computer and send as an attachment to [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org).

If you have questions about completing the survey please contact Tara McLarnon by e-mail or by phone at (850) 245-9005.

Thank you in advance for your time and effort in completing this survey. Please complete your survey as soon as possible. The final deadline for submissions is April 15, 2011.

*Loretta*

---

Loretta Costin  
Chancellor  
Division of Career and Adult Education  
Florida Department of Education  
325 West Gaines Street, Suite 734  
Tallahassee, Florida 32399-0400

E-mail: [loretta.costin@fldoe.org](mailto:loretta.costin@fldoe.org)  
Telephone: (850) 245-9463  
(New FAX: (850) 245-9010)

[www.fldoe.org/workforce](http://www.fldoe.org/workforce)