

# FLORIDA DEPARTMENT OF EDUCATION



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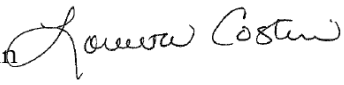
Loretta Costin, Interim Chancellor  
Division of Career and Adult Education



March 15, 2010

## MEMORANDUM

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

**FROM:** Loretta Costin 

**SUBJECT:** Industry Certification Funding List

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The Division of Career and Adult Education announces the release of the *preliminary* 2010-11 Industry Certification Funding List. Only the industry certifications on the final 2010-11 list will be eligible for additional FTE in calculation of the 2011-12 Florida Education Finance Program (FEFP) or for the 2010-11 school grades calculation.

Districts may submit requests to the Division for additions to the 2010-11 Industry Certification Funding List. Certifications must meet the following criteria to be considered for the list:

- Must be on the 2010-11 Comprehensive Industry Certification list approved by Workforce Florida, Inc.
- Must be achievable by students in a secondary level program.
- 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.

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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.
- Division staff will evaluate all requests based on whether the requested items meet the above criteria. A list of requested certifications will be posted on the web site weekly.
- District CTE director will be sent a notification via e-mail regarding whether the industry certification will be recommended for inclusion on the final 2010-11 Industry Certification Funding List that will be sent to the State Board of Education for approval.

The following attachments are included:

1. 2010-11 Preliminary Industry Certification Funding List (PDF format)
2. List of certifications on the 2010-11 Comprehensive Industry Certification List that are not included on the preliminary list (PDF format)
3. Industry Certification Request form (Excel format) and:
4. Directions for completing the Industry Certification Request form

**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](mailto:industrycertification@fldoe.org). The final deadline for requests is April 15, 2010.**

The Agency for Workforce Innovation has published the 2010-11 Comprehensive Industry Certification List on their web site. See the following web link:  
<http://www.workforceflorida.com/cape/cape.htm> .

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

LC/tm

Attachments