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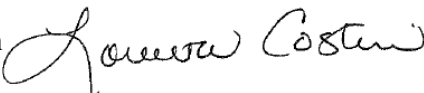
Loretta Costin, Interim Chancellor
Division of Career and Adult Education



February 16, 2010

MEMORANDUM

TO: District Career and Technical Education Directors

FROM: Loretta Costin 

SUBJECT: Industry Certification Data Reporting

The Division of Career and Adult Education has developed a summary of reporting procedures for industry certifications earned by secondary students. The industry certification data elements are used for the following purposes:

- Florida Education Finance Program, additional full-time equivalency calculation (Section 1011.62(1)(o), Florida Statutes)
- Accelerated mechanisms component of the high school grades calculation
- Accountability measure for technical skill attainment (Carl D. Perkins Career and Technical Education Act)

The enclosed document explains how districts should report industry certification data, in various reporting scenarios, for the 2009-10 reporting cycle. All industry certification data is reported on the Vocational Student Course Schedule format (Survey 5).

If you have any programmatic questions regarding these procedures, please contact Tara Goodman at 850-245-9002. For detailed technical questions regarding data submissions, please contact Tsung Lin at 850-245-0400.

LC/g

Enclosure

SUBMITTING INDUSTRY CERTIFICATION DATA

All industry certification information must be submitted on the Vocational Student Course Schedule format, Survey 5 only. See the following link to review the information on this reporting format: http://www.fldoe.org/eias/dataweb/database_0910/0910vscs.asp. Reporting edits on this format can be found here: http://www.fldoe.org/eias/dataweb/database_0910/0910vscs.pdf

There are two data elements on this format that collect information on the industry certification:

Industry Certification Identifier – This is the 8 digit code that identifies the specific industry certification that is being attempted.

View summary here: http://www.fldoe.org/eias/dataweb/database_0910/st189_25.pdf

A list of industry certification identifiers can be found in Appendix Z¹:

http://www.fldoe.org/eias/dataweb/database_0910/appendz.pdf

Industry Certification Outcome - An indicator of whether or not the student passed the industry certification or technical skill assessment taken/attempted.

View summary here: http://www.fldoe.org/eias/dataweb/database_0910/st189_50.pdf

Industry certifications earned or approved assessments passed as a result of participation in career and technical education must be reported linked to the career education programs and courses that lead to the student achieving the certifications.

Districts should also report any industry certifications earned by students who are not participating in career education; this data will be included in the school grades calculation. These should be reported using all zeros for the Program Code and Course Number fields. When submitting records with all zeros in the Course Number field, no matching Vocational Teacher Course record is required.

See below for some examples of how to report selected data elements on the Vocational Student Course Schedule.

Note: To be eligible for the additional FTE calculation in the FEFP, your district also must report the student earning the industry certification as being enrolled in a registered career and professional academy for the year in which the certification was earned as well as reporting the student's graduation information. See reporting requirements for the career and professional academy identifier here: http://www.fldoe.org/eias/dataweb/database_0910/st20_25.pdf.

¹ The appendix also includes valid technical assessments for career and technical education programs that have been approved for the implementation of the Carl D. Perkins Career and Technical Education Act. Not all items included on this appendix are identified as industry certifications for purposes of implementing the Florida Career and Professional Education Act.

EXAMPLES

Current Year Reporting for Selected Data Elements

One industry certification attempted/earned, linked to a secondary career and technical education (CTE) course in 2009-10

Data Element	Submission summary
School Year – Record Submission	0910
Vocational/Adult General Education Program Code	7 digit secondary CTE program number associated with the course taken
Course Number	Secondary CTE course number associated with the industry certification attempted
Industry Certification Identifier (First)	8 digit identifier Approved codes are in Appendix Z
Industry Certification Outcome (First)	P or F
Industry Certification Identifier (Second)	ZZZZZZZZ
Industry Certification Outcome (Second)	Z
School Year – Course Taken	0910

Two industry certifications attempted/earned linked to a secondary career and technical education course in 2009-10

Data Element	Submission summary
School Year – Record Submission	0910
Vocational/Adult General Education Program Code	7 digit secondary CTE program number associated with the course taken
Course Number	Secondary CTE course number associated with the industry certifications attempted
Industry Certification Identifier (First)	8 digit identifier Approved codes are in Appendix Z
Industry Certification Outcome (First)	P or F
Industry Certification Identifier (Second)	8 digit identifier
Industry Certification Outcome (Second)	P or F
School Year – Course Taken	0910

One industry certification attempted/earned linked to a postsecondary career and technical education course in 2009-10

Data Element	Submission summary
School Year – Record Submission	0910
Vocational/Adult General Education Program Code	7 digit secondary CTE program number associated with the course taken OR 0000000
Course Number	Postsecondary course number associated with the industry certification attempted
Industry Certification Identifier (First)	8 digit identifier Approved codes are in Appendix Z
Industry Certification Outcome (First)	P or F
Industry Certification Identifier (Second)	<i>ZZZZZZZZ</i>
Industry Certification Outcome (Second)	Z
School Year – Course Taken	0910

One industry certification attempted/earned and not linked to a career and technical education course in 2009-10

Data Element	Submission summary
School Year – Record Submission	0910
Vocational/Adult General Education Program Code	0000000
Course Number	0000000
Industry Certification Identifier (First)	8 digit identifier Approved codes are in Appendix Z
Industry Certification Outcome (First)	P or F
Industry Certification Identifier (Second)	<i>ZZZZZZZZ</i>
Industry Certification Outcome (Second)	Z
School Year – Course Taken	0910

Prior Year Reporting – Selected Data Elements

One industry certification attempted/earned in 2009-10 linked to a secondary career and technical education course from a prior year (2008-09)

If the district does not have information on an industry certification until after the final update window for Survey 5, a method is available to report an industry certification identifier and industry certification outcome the following year linked to a prior year program and course. The option became available for the 2009-10 reporting cycle.

This record can be reported using two school year data elements. See example below for reporting an industry certification in 2009-10 that was earned as result of a course taken in 2008-09.

Data Element	Submission summary
School Year – Record Submission	0910
Vocational/Adult General Education Program Code	7 digit secondary CTE program number associated with the course taken
Course Number	Secondary CTE course associated with the industry certification attempted
Industry Certification Identifier (First)	8 digit identifier Approved codes are in Appendix Z
Industry Certification Outcome (First)	P or F
Industry Certification Identifier (Second)	ZZZZZZZZ
Industry Certification Outcome (Second)	Z
School Year – Course Taken	0809

Please note that the processing of this certification for the additional FTE membership will be done by looking at the “school year-course taken” and matching to the career and professional academy enrollment and the “Industry Certification Funding List” for that same year.