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TO: Adult Education Directors, District
Adult Education Directors, Florida Colleges
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FROM: Kevin O’Farrell, Ph.D.

DATE: August 27, 2024

SUBJECT: Progress Toward Milestone Measurable Skill Gain Expansion

The Florida Department of Education has expanded its policy on how adult education participants may earn Measurable Skill Gain (MSG) Type 4 – Progress Toward Milestone. Per Workforce Innovation and Opportunity Act (WIOA) regulations, Adult Education participant and program success is measured by the attainment of MSGs. Currently, there are five MSG types. MSG one and two are available to all adult education participants and MSG three, four and five are additionally available to adult education students who are integrated education and training (IET) participants, only.

With the approval of the U.S. Department of Education’s Office of Career Technical and Adult Education (OCTAE), Florida IET participants may earn MSG Type 4, Progress Toward Milestone, for full program completion of a registered preapprenticeship program and, new beginning this 2024-25 reporting year, for earning an occupation completion point (OCP) through postsecondary program or course enrollment at a district technical center or Florida College System institution.

MSG Type 4, Progress Toward Milestone	Milestone Achieved
Full program completion of a registered preapprenticeship program.	The goal of preapprenticeship programs is to serve as a pipeline to apprenticeship program enrollment. Credits earned in preapprenticeship programs additionally count toward apprenticeship program completion. For this reason, preapprenticeship program completion is an approved progress toward the milestone of apprenticeship program enrollment and completion.
Earning an occupational completion point (OCP) in a postsecondary program.	OCPs are standardized, occupation-based milestones achievable throughout CTE postsecondary programs. They are also recognized, transferrable and in the case of terminal OCPs, may be used to achieve gainful employment. For this reason, OCPs are an approved progress toward the milestone of postsecondary program completion.

Reference [WDIS Appendix S, Postsecondary Career Education Programs with Occupational Completion Points](#) or [CCTCMIS reference file CIP 2025](#) for a detailed list of all postsecondary CTE programs and their recognized OCPs.

If your agency desires to utilize the new MSG Type 4 option for current or new IET programs, please work with IET Director, Catherine O’Neil for approval, first. Once approved, the information will be added to the IET Program Number appendix and officially recognized for accountability purposes.

Measurable Skill Gains List

1. Educational Functioning Level Gain
 - a. Educational functioning level gain as measured by a pre-test and post-test level gain.
 - b. Educational functioning level gain for Adult High School program participants earning enough credits or Carnegie units to move from an EFL of 5 to an EFL of 6.
 - c. Educational functioning level gain for participants who enroll in postsecondary education and training during the program year.
 - d. Educational functioning level for participants who pass a subtest on a state-recognized high school equivalency examination (GED® subject area test).
2. Documented attainment of a secondary school diploma or its recognized equivalent.
3. Postsecondary transcript or report card for sufficient credit hours that shows a participant is meeting the state unit’s academic standards (IET participants, only).
4. Satisfactory or better progress report, toward established milestones (IET participants, only).
 - a. Full program completion of a registered preapprenticeship program
 - b. Earning an occupational completion point (OCP) in a postsecondary program. – **new 2024-25**
5. Successfully passing an exam that is required for a particular occupation or progress in attaining technical or occupational skills, as evidenced by trade-related benchmarks such as knowledge-based exams (IET participants, only).

For additional detail and data reporting guidance on each MSG type, please reference the [WIOA Primary Indicators of Performance Data Reporting Guide](#) located on the Research & Evaluation webpage.

If you have any questions regarding state data reporting, contact Dr. Brittany C. Ross, Director of Research and Evaluation at Brittany.Ross@fldoe.org .

If you have any questions regarding IET program approvals, please contact Catherine L. O’Neil, Director of Integrated Education and Training at Catherine.ONeil@fldoe.org .

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cc: Tara Goodman, Vice Chancellor, Division of Career and Adult Education
Kimberly Pippin, Bureau Chief, Community College and Technical Center Management
Information Services