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MEMORANDUM

TO: School District Superintendents
District Career and Technical Education Directors

FROM: Kevin O’Farrell, Chancellor, Division of Career and Adult Education

DATE: February 7, 2024

SUBJECT: **Approval of Rule 6A-1.09442 Process and Minimum Standards for the Award of High School Credit for Career and Technical Student Organization Participation**

On January 17, 2024, the State Board of Education (SBOE) approved Rule 6A-1.09442, Florida Administrative Code (F.A.C.), Process and Minimum Standards for the Award of High School Credit for Career and Technical Student Organization (CTSO) Participation. The purpose of the rule is to establish a process that enables a school district to award high school credit to a student with demonstrable participation in a career and technical student organization.

The rule includes the following information:

1. Minimum requirements to receive credit for CTSO participation including the amount of hours required for credit and type of CTSO activities that count toward credit;
2. Process for awarding high school credit including type of credit awarded; and
3. Required procedures for evaluation of demonstrable participation in CTSO activities for the award of high school credit in accordance with this rule.

Action Required

Beginning in the 2023-24 school year, a student in grade 6 through 12 may be awarded one high school credit upon providing his or her school with verifiable documentation showing an accumulation of at least 135 hours of participation in CTSO activities that occur outside of regular class time. The 135-hour threshold may be accumulated over the course of one or more academic years. Section (5) of the rule outlines the type of credit that may be awarded to a student based on diploma type.

Kevin O’Farrell, Ph.D.
Chancellor of Career and Adult Education

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School Districts must develop procedures to evaluate and award high school credit for demonstrable participation in CTSO activities in accordance with this rule. Section (6) of the rule outlines the procedures that must be included.

Please contact Lee Chipps Walton, Director of the Office of Career and Technical Education for the Division of Career and Adult Education, at Lee.Chipps-Walton@fldoe.org if you have questions.

KO/kv/es

cc: Dr. Paul O. Burns, Chancellor, Division of Public Schools
Tara Goodman, Vice Chancellor, Division of Career and Adult Education
Ashley Yopp, Associate Vice Chancellor, Division of Career and Adult Education