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## **MEMORANDUM**

**TO:** School District Superintendents  
Florida College System Presidents  
Technical College Directors  
District Secondary Career and Technical Education Directors  
District Postsecondary Career and Technical Education Directors  
Florida College System Workforce Administrators

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** June 17, 2024

**SUBJECT: Approval of Rule 6A-6.0577, Florida Administrative Code, (F.A.C.) Career Dual Enrollment Courses for Florida Education Finance Program Calculation**

On May 29, 2024, the State Board of Education (SBOE) approved Rule 6A-6.0577, (F.A.C.) Career Dual Enrollment Courses for Florida Education Finance Program Calculation. The purpose of the rule is to establish a process that enables a school district to add a career dual enrollment course as an eligible course for calculation of the full-time equivalent membership for basic programs.

Pursuant to the criteria in s. 1011.62(1)(i)2., F.S., a value of 0.08 full-time equivalent student membership must be calculated for each student who completes a career course through the dual enrollment program with a grade of "A" or better in a pathway that leads to an industry certification that is included on the CAPE Industry Certification Funding List.

The implementing rule for this statute includes the following information:

- To request review of career dual enrollment courses for approval, districts must submit the postsecondary course number, the postsecondary program in which the course is offered and the industry certification(s) on the CAPE Industry Certification Funding List, found in Rule 6A-6.0576, F.A.C., to which the course leads.
- In order to generate funding, the student must be enrolled in an eligible career dual enrollment course and the student must earn a grade of "A" or better in the course. This course grade must be assigned by the postsecondary institution of enrollment upon completion of the entire course.

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

A copy of the initial list of approved courses for the 2023-24 reporting year can be downloaded from the following link:

<https://www.fldoe.org/core/fileparse.php/8904/urlt/2324DualEnrollList.xlsx>. See actions below on how to request approval of additional postsecondary courses.

### **Action Required**

School districts should identify students who took eligible career dual enrollment courses on the approved list and earned a grade of “A” in the courses. Additional FTE membership may be claimed for these students using reporting on the [Student Additional Funding](#) format for Survey 5. Contact your MIS director for details on how your agency reports this information.

In addition, school districts should review the attached list of career dual enrollment courses. Additional courses may be submitted by providing information using the following Microsoft form: [https://forms.office.com/Pages/ResponsePage.aspx?id=exC\\_Y2\\_Lc0GMHBQGu1y3lPwerEU0f2lEkTWOD4VAHzlURUxFM0hQSDg5MVo2NTk5S1dJUVZNMjlZVi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=exC_Y2_Lc0GMHBQGu1y3lPwerEU0f2lEkTWOD4VAHzlURUxFM0hQSDg5MVo2NTk5S1dJUVZNMjlZVi4u) .

Information requested on this form includes submitter information, the postsecondary course number (as reported by the district in 23-24), the postsecondary program pathway in which course credit can be claimed by the student (program CIP and name), and the related industry certifications on the 2023-24 CAPE Industry Certification Funding List. Only courses in which the district had enrollment in the 2023-24 academic year may be submitted.

Please contact Tara Goodman, Vice Chancellor, Division of Career and Adult Education, at [Tara.goodman@fldoe.org](mailto:Tara.goodman@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