

The School District of Escambia County



Workforce Education
ESCAMBIA COUNTY SCHOOL DISTRICT

Digital Tool Certificate/ Industry Certification Manual

Division of Curriculum and Instruction
Steve Marcanio
Assistant Superintendent

Vernon McDaniel Building
75 N. Pace Blvd.
Pensacola, Florida 32505

Workforce Education Department
Dr. Michelle L. Taylor
Director of Career and Technical Education

J.E. Hall Center
30 E Texar Dr.
Pensacola, FL 32503

<http://escambiaschools.org/career>

INTRODUCTION

Purpose of Manual

The objective of this manual is to convey information to all individuals who are involved in student attainment of Industry Certifications or Digital Tool Certificates in Escambia County middle schools, high schools, and George Stone Technical College.

The manual contains:

- Essential information to understand the background, scope and importance of certification attainment
- Operational procedures to be followed to administer attainment processes and provide adequate and auditable records of the certification attainments.
- Administrative Rules to be followed for bonus funding, performance funding, and reporting attainment outcomes.

Background, Scope and Importance

In 2007, the Florida Legislature passed the Career and Professional Education Act. The purpose of the act was to provide a statewide planning partnership between the business and education communities to attract, expand, and retain targeted, high-value industry and to sustain a strong, knowledge-based economy. The objectives of the act are as follows:

- To improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- To provide rigorous and relevant career-themed courses that articulate to postsecondary level coursework and lead to industry certification;
- To support local and regional economic development;
- To respond to Florida's critical workforce needs; and
- To provide state residents with access to high-wage and high-demand careers.

To implement the act, the Florida Department of Education (FDOE), the Department of Economic Opportunity (DEO), and CareerSource Florida are partnered together. At the local level, the act mandates the development of a local [CAPE Strategic Plan](#) prepared by school districts with the participation of regional workforce boards and postsecondary institutions.

A key component of this act is a list of state-approved industry certifications that are critical to Florida's employers. The legislation originally tasked the Agency for Workforce Innovation (AWI) with defining "Industry Certification."

In 2014, Senate Bill 850 s. 1003.492(2), F.S., included the following definition of industry certification:

- (1) Industry certification as used in this section is a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies, resulting in the award of a credential that is nationally recognized and must be at least one of the following:

- (a) Within an industry that addresses a critical local or statewide economic need;
- (b) Linked to an occupation that is included in the workforce system's targeted occupation list; or
- (c) Linked to an occupation that is identified as emerging.

[The ECSD Strategic Plan](#) includes Goal Q.1.6.

Increase the percentage of graduates from the respective graduation rate cohort who earned a passing score on an acceleration examination (AP, IB), a passing grade in a Dual Enrollment course that qualified for college credit, or earned an industry certification (Defined by FDOE as College and Career Acceleration).

The measure of success for this strategy will be based upon increasing the number of students participating in career pathway courses and earning industry certifications.

FLDOE Components

Secondary School Grade — Each school is graded based on the components for which it has sufficient data. School grades provide an easily understandable way to measure the performance of a school. Parents and the public can use the school grade and its components to understand how well each school is serving its students. Schools are graded A, B, C, D, or F.

Middle School Acceleration: This component is based on the percentage of eligible students who passed a high school level EOC assessment or industry certification.

High School College and Career Acceleration: This component is based on the percentage of graduates from the graduation rate cohort who earned a score on an acceleration examination (AP, IB, or AICE) or a grade in a dual enrollment course that qualified students for college credit or earned an industry certification.

School Grade calculation information can be found at

<http://www.fldoe.org/core/fileparse.php/18534/urlt/SchoolGradesCalcGuide18.pdf>

Merit Diploma Designation — When a student has earned a standard high school diploma under section 1003.4282 F.S. and attained one or more industry certifications from the funding list, established per section 1003.492 F.S., the student is eligible for this designation on the high school diploma.

CAPE Bright Futures Scholarship — Eligibility is based on students earning five or more articulated college credits through Gold Standard Industry Certification attainments (Gold Standard Certification can be found at <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>) and thirty hours of community service.

Math and science course substitution — Rigorous industry certifications, identified as Gold Standard Industry Certifications, found at <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>, may satisfy up to two math credits and one science credit.

Calculation of additional Full-Time Equivalent (FTE) membership — To qualify for high school CAPE bonus FTE funding for certifications on the CAPE Funding List, the industry certification must be reported in a registered career-themed course for the school year. (See Workforce Education Specialist and Teacher Responsibilities for CAPE Digital Tools and Industry Certifications Sections in this document) Digital Tool Certificates do not have to be earned in a career-themed course.

CAPE Teacher Bonus — The school district shall distribute to each classroom teacher who provided direct instruction toward the attainment of an industry certification that qualified for additional full-time equivalent membership:

According to statute (FS 1011.62), a teacher bonus for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List in the amount of \$25 with a weight of 0.1*, \$50 for a weight of 0.2, \$75 for 0.3, \$100 for industry certifications of weights of 0.5 and 1.0. In addition, Escambia County School District pays a \$10 teacher bonus for each Digital Tool Certificate attained.

*Except in the case of middle school teachers whose students earn the Internet Business Associate Certification; teachers will earn \$50 per certification.

George Stone Technical College teachers whose students earn CAPE Industry Certifications will receive \$100 per certification with a \$3,000 annual maximum.

CAPE Digital Tool certificates and industry certifications identified on in the CAPE Industry Certification Funding List earn bonus FTE according to the following FDOE-set factors:

- A value of 0.025 full-time equivalent student membership shall be calculated for CAPE Digital Tool Certificates earned by students in elementary and middle school grades. There is a cumulative cap of .1 per student per school year for elementary and middle school CAPE Industry Certification and Digital Tool Certificate attainments.
- A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a career-themed course as defined in s. 1003.493(1)(b) and earned an industry certification identified on in the CAPE Industry Certification Funding List.
- A value of 0.2 full-time equivalent membership shall be calculated for each student who is issued a CAPE an industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For CAPE industry certifications that do not articulate for college credit, the Department of Education shall assign a full-time equivalent value of 0.1 for each certification.
- A value of 0.5 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 15 to 29 college credit hours
- A value of 1.0 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 30 or more college credit hours pursuant to CAPE Acceleration Industry Certifications approved by the commissioner

USDOE Components

The purpose of this Carl D. Perkins Act of 2016 (Strengthening Career and Technical Education for the 21st Century Act) is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs.

Perkins V supports a state and local performance accountability system designed to assess the effectiveness of the state and local funding recipients in achieving progress in secondary and postsecondary CTE.

States are required to develop performance measures for core indicators identified in section 113 of the Act:

Related to industry certification attainment, the Secondary Indicators include:

- 5S1 - % of CTE concentrators graduating from high school with recognized postsecondary credential, including achievement on technical assessments, that are aligned with industry-recognized standards.

The Postsecondary Indicators includes:

- 2P1 - % of CTE Concentrator who receive a recognized postsecondary credential during participation in or within 1 year of program completion.

CAPE Postsecondary Industry Certification Funding

6A-6.0574 CAPE Postsecondary Industry Certification Funding List

- (1) Section 1008.44, F.S., requires the State Board of Education to approve annually a list of industry certifications appropriate for postsecondary programs. This list will be published by the Department of Education and is incorporated by reference in this rule. The CAPE Postsecondary Industry Certification Funding List may be obtained from the Department of Education's website at <http://www.fldoe.org/academics/career-adult-edu/index.stml> or may be obtained from the Department of Education, Room 1548, Turlington Building, 325 West Gaines Street, Tallahassee, FL 32399.
- (2) For inclusion on the "CAPE Postsecondary Industry Certification Funding List," the certification shall:
 - (a) Require written or performance-based examinations for postsecondary students that are designed to award a certificate only when a student demonstrates competency or proficiency in the certification area;
 - (b) Be developed by a third party and administered in accordance with the test administration procedures specified by the certifying agency;

- (c) Require all written examinations be proctored by a third party and not proctored by the individual providing direct instruction for the industry certification;
 - (d) Require performance-based competency examinations be independently evaluated and not performed by the student's direct instructor;
 - (e) Require the exam questions be delivered in a secure manner and not available to the test proctor for an extended period of time, other than the time necessary to receive, distribute, and return any written materials to the scoring entity; and,
 - (f) Require that the written examinations be scored by the certifying agency.
- (3) This list shall contain waivers of age, grade level, diploma or degree, and post-graduation work experience of at least twelve (12) months, in accordance with section 1008.44(3), F.S.
- (a) The specific type of waiver shall be noted on the incorporated list.
 - (b) Students earning a certification with a waived requirement may be reported for funding if the student completed all of the requirements for earning the certification with the exception of the waived component.
- (4) If funds are designated in the General Appropriations Act, this list shall contain a designation of performance funding eligibility in accordance with the provisions of sections 1011.80(6)(b) and 1011.81(2)(b), F.S., based upon the highest available certification for postsecondary students. School districts and Florida College System institutions are eligible for performance funding for students who earn an initial industry certification from the incorporated list with an approved funding designation in the occupational areas identified in the General Appropriations Act.

F.S. 1011.80 Funds for Operation of Workforce Education Programs

- (6)(b) Performance funding for industry certifications for school district workforce education programs is contingent upon specific appropriation in the General Appropriations Act and shall be determined as follows:
1. Occupational areas for which industry certifications may be earned, as established in the General Appropriations Act, are eligible for performance funding. Priority shall be given to the occupational areas emphasized in state, national, or corporate grants provided to Florida educational institutions.
 2. The Chancellor of Career and Adult Education shall identify the industry certifications eligible for funding on the CAPE Postsecondary Industry Certification Funding List approved by the State Board of Education pursuant to s. [1008.44](#), based on the occupational areas specified in the General Appropriations Act.
 3. Each school district shall be provided \$1,000 for each industry certification earned by a workforce education student. The maximum amount of funding appropriated for performance funding pursuant to this paragraph shall be limited to \$15 million annually. If funds are insufficient to fully fund the calculated total award, such funds shall be prorated.

Postsecondary Industry Certification Reporting Process

Upon receiving the results of an industry certification exam, the teacher is responsible for initiating the reporting process. The reporting process requires three steps.

1. Teacher electronically completes an Industry Certification Verification Form which identifies the student, program, teacher, industry certification exam, date the exam was taken, and the result of the exam.
2. Teacher uploads documentation of the exam results/industry credential into Focus on the student's Industry Certification tab.
3. Data specialist receives electronic notification upon the submission of an Industry Certification Verification Form. Once received, data specialist confirms that exam results documentation has been uploaded to Focus. Once confirmed, data specialist enters the data on the student's schedule record, whereby it is then reported to the FLDOE through the Workforce Education Data Systems (WEDS).

Digital Tool Certificate and Industry Certification Protocol

Teacher Industry Certification Requirements

Pursuant to F.S. 1003.493 Career and professional academies and career-themed courses. —

- (4) Each career and professional academy and secondary school providing a career-themed course must:
 - (b) Include one or more **partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community**. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private 2-year and 4-year postsecondary institutions and technical centers. The Department of Education, in consultation with the Board of Governors, shall establish a mechanism to ensure articulation and transfer of credits to postsecondary institutions in this state. **Such partnerships must provide opportunities for:**
 1. **Instruction from highly skilled professionals who possess the Digital Tool Certificate or Industry Certification credentials for courses they are teaching.**

Test Administration Processes

[Administrative Rule 6A-6.0573](#) (see Appendix A) relating to industry certification processes must be followed.

Violation of any of these guidelines will render exam attainments invalid and may result in loss of CAPE Bonus FTE, Teacher CAPE Bonus, and/or potential district discipline and a report to the Teacher Professional Practice Board. Districts are not permitted to report Digital Tool Certificate/Industry Certification outcomes if the test administration does not comply with the requirements or if the certifying agency invalidated test results and/or revoked a credential.

6A-6.0573 (13) (c) 1. The written exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under the following conditions:

- a. If the only individual permitted to be a proctor by the certifying agency is providing direct instruction for the industry certification and only one (1) eligible proctor is approved in a school, the individual providing direct instruction shall be permitted to proctor the exam; and,
- b. All written tests proctored by the individual providing direct instruction are independently monitored by a second individual who does not provide direct instruction for the industry certification to the individuals taking the test(s).

6A-6.0573 (13) (c) 5. The exams leading to the industry certification must not have been administered to a student more than three (3) times during the academic year with a minimum of twenty (20) calendar days between test administrations. If an exam attempt is invalidated by the certifying agency due to a testing irregularity, the district may administer a re-test before the twenty (20) day waiting period has elapsed.

Per Technical Assistance Paper – Florida Career and Professional Education Act

- “The 20-day waiting period applies to the specific exams required within that certification. If a student pursuing the MICRO069 Bundle fails the Microsoft Word exam, the 20-day waiting period applies to retesting on that specific exam. The student does not have to wait 20 days between different types of exams such as Microsoft Word and Microsoft Excel.”
- The 20-day waiting period does not apply to performance-based exams, “State Board of Education rule only references the written exams.”

6A-6.0573 (16) Teacher and proctor conduct provisions for maintaining the validity of the industry certification credential. Industry certifications are independent, third-party verification of technical skills achieved by students. Any practice that jeopardizes the validity of industry certifications disadvantages the students and prospective employers. Teachers who provide direct instruction leading to industry certification exams and proctors assigned to administer industry certification exams shall not engage in any conduct that jeopardizes the validity of the industry certification exam results. Only authorized proctors may be provided access to testing materials associated with industry certification exams.

(a) Teachers providing instruction leading to industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Administer an industry certification exam to students to whom they provide direct instruction for the certification, except as specified in paragraph (13)(c) of this rule.
4. Administer an industry certification exam to themselves or other staff members in the district, if they provide direct instruction to students for the certification.
5. Administer any industry certification exam to a family member.
6. Preview active exam content, even in the presence of a monitor or assigned proctor.

7. Access any testing materials, either computer-based or paper-based, unless assigned as the only available proctor as specified in paragraph (13)(c) of this rule.
8. Reveal, print, copy, screen capture or otherwise reproduce test questions that are part of an active version of an industry certification exam.
9. Take any industry certification exam using any name other than their own legal name.
10. Allow or entice another person to take an exam for a test candidate.
11. Interfere in any way that jeopardizes the integrity of the test with persons assigned to administer or proctor industry certification exams.
12. Provide answer keys to any student before, during or after test administration.
13. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

(b) Authorized proctors or monitors for the industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Reveal, print, copy, screen capture or otherwise reproduce exam questions, unless expressly authorized by the certifying agency for the industry certification.
4. Provide access to an exam to any teacher or other district employee, except as part of any official administration of the exam for the purpose of that teacher or employee obtaining the industry certification.
5. Take any industry certification exam using any name other than their own legal name.
6. Allow or entice another person to take an exam for a test candidate.
7. Provide answer keys to any student before, during, or after test administration.
8. Share credentials provided by the certifying agency for the purpose of administering industry certification exams.
9. Administer any industry certification exam to a family member.
10. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

(17) Local test administration procedures and training for industry certification exam administration. School districts shall create and maintain local test administration procedures for the administration of all industry certification exams.

(a) These test administration procedures must include the following:

1. Verification that each responsible teacher or proctor has received training on test security. Teachers and proctors must annually sign a statement of educational integrity which includes the detrimental and negative impact academic dishonesty brings upon a profession, as well as safety and security hazards which may result when candidates have not met the industry standard for acceptable training.
2. Notification of disciplinary actions and consequences for engaging in or allowing testing irregularities and compromises.
3. Notification of disciplinary actions and consequences for failure to abide by all security protocol.

4. Procedures for handling test interruptions, testing irregularities and technical abnormalities that occur during exam administration.
 5. Training on Florida Statutes and State Board of Education Rules pertaining to industry certification.
- (b) All teachers providing instruction, proctors administering industry certification exams, and monitors for industry certification exams must sign Form FCAPEA-04, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement (<http://www.flrules.org/Gateway/reference.asp?No=Ref-10029>), which is hereby incorporated by reference in this rule to become effective November 2018. Form FCAPEA-04 may be found on the department's website at: <http://fldoe.org/academics/career-adult-edu/cape-secondary/resources.stml>.
- (c) School districts shall maintain records and rosters for required training, including signed documents, for a minimum of five (5) years.

Protocol for breach of testing procedures

In the event, of any incident during a testing session, the following procedure is to be followed:

1. Report any irregularities or suspected breach of security to the teacher who reports it to school administration and the Workforce Education Department.
2. The Director of Workforce Education notifies the Principal, Middle or High School Director, as appropriate.
3. The Director of Workforce Education notifies the Assistant Superintendent of Curriculum and Instruction, as appropriate.
4. The investigation begins by the District Investigator talking to appropriate parties.
5. Depending on outcome:
 - a. When appropriate the Director of Workforce Education will send findings to vendor.
 - b. When appropriate the Director of Workforce Education will send findings to FLDOE.

Workforce Education Specialist Responsibilities

1. Consult with schools to identify and align Digital Tool Certificate/Industry Certifications with curriculum
2. Coordinate exam voucher renewal
3. Provide CAPE industry certification professional development and training to teachers
4. Add qualified proctors to vendor's testing platform as necessary
5. Serve as vendor administrator for Digital Tool Certificate/Industry Certifications

School Responsibilities

Test Scheduling:

The Career and Technical Education teacher is responsible for coordinating CAPE Digital Tool Certificates and Industry Certification exam administration.

All [CAPE Test Administration Procedures](#) must be followed.

The school must have plans to address the following situations:

- Late arrivals – Students arriving after the test has began
- Early Completers – Students completing the test before the end of the test session
- Non-testing students – Students that for a variety of reasons cannot test
- Students needing vendor accommodations for testing

Proctors:

All proctors will be qualified (verify vendor requirements and completed proctor training). Training is to be coordinated by the Career and Technical teacher prior to exam administration.

Testing rooms should be prepared by the instructors the day prior to the date the Digital Tool Certificate/Industry Certification is administered.

Technical Requirements:

Schools are responsible for ensuring that all computer equipment used for Digital Tool Certificate/Industry Certification testing have the required internet connection, software, and updates.

Computers should be checked, and errors resolved, prior to the day of testing.

All IT issues must be reported via a Help Desk Ticket, to the School Technology Coordinator and Workforce Education Technology Specialist who have administrative rights.

Teacher Responsibilities

1. Coordinate exam voucher needs with Workforce Education Specialist.
2. Teacher completes the [Industry Certification Administration Training](#) and submits signed [Teacher Security Agreement FCAPEA-04](#) to Workforce Education Department Technology Coordinator. (The Teacher Security Agreement is required for teacher CAPE Bonus to be paid.)
3. Review testing plan with school administration.
4. Teachers distribute to students taking a Certiport exam, a [Certiport Parental/Guardian Consent Form](#) that must be signed, returned, and kept on file for five (5) years.
5. For all other non-Certiport testing vendors, teachers distribute to students, with [student signature verification](#) that the student received the form, a [Parent/Guardian “Opt Out” Letter](#) that informs the parent/guardian that students will be registered with a vendor that will keep the students’ information in their databases.
 - a. Keep this document five (5) years.
 - b. Students who returns the form stating that the parent does not want the student registered to be tested may not take a Digital Tool/Industry Certification exam.
6. Register students for testing following each vendor’s registration process;
 - a. [Certiport Registration Protocol](#) will be followed
 - b. Other vendors, follow vendor protocol
7. Provide to students the name of all certifications that the student will attempt.

8. Prepare students with exam registration information.
9. Report technology issues via School Technology Coordinator and Workforce Education Technology Coordinator.
10. Coordinate with ESE Department accommodations for students with disabilities if necessary and/or requested. This may include providing a copy of the student's IEP/504 for submission along with testing vendor's accommodation request form with parental permission.
11. Enter exam attempts and outcomes into Optiflow for non-Certiport exams within one (1) week of exam administration.
12. Certiport exam attempts and outcomes are automatically entered into FOCUS.
 - a. Verify Certiport Certifications for all CAPE Certification, Individual MOS (Word, Excel, PowerPoint) must be checked in individual student Tech Ed Tab.
13. Verify Digital Tool Certificate/Industry Certification data in Survey 5.

Proctor Responsibilities

These responsibilities are to be used in addition to any specific instructions and responsibilities provided by the vendor of the Digital Tool Certificate/Industry Certification Exams.

The Proctor oversees the administration of an exam, to include:

1. Inventory testing materials before and after the exam.
2. Maintain attendance seating arrangement to ensure testing security.
3. Distribute and collect testing materials.
4. Provide instructions to test takers.
5. One student at a time, is permitted to leave the testing room for a restroom break.
6. Keep track of time.
7. Maintain a presence in the testing room to discourage talking or cheating.
8. Protect the participants from disturbances and distractions.
9. Refrain from answering any questions relative to the meaning or intent of test items.
10. Report any irregularities or suspected breach of security to the teacher who reports it to school administration and the Workforce Education Specialist.
11. Review and follow prescribed procedures for specific exam administration.
12. Verify if any accommodations will be needed during administration for special needs students.
13. Verify that non-programmable calculators, scratch paper, and pencils will be available to the students during the exam session as allowed by assessment sponsor.
14. Be aware of participants who may be experiencing problems with equipment, connectivity or any other technical difficulty. If a problem occurs, contact the teacher who will notify the Technology Coordinator.
15. Collect testing materials for any participant who wishes to leave the room, as per exam vendor's guidelines.
16. Complete end of exam requirements as per the exam vendor.
17. Collect written exams, answer sheets, or verify electronic tests have been completed properly.
18. Notify the teacher who will notify the school administration in the event of behavior issues.

“Real Time” Digital Tool Certificate and CAPE Industry Certification Reporting

Recognizing the importance of the goal of increasing students’ industry certification attainments, school principals, assistant principals, guidance counselors and teachers benefit when industry certification data is reported in the FOCUS Student Information System in “real time.”

The concept of “Real Time” recording means that data will be recorded in the Focus system as soon as possible after industry certification testing occurs and outcome results are known. “Real Time” reporting means that clear metrics will be available in the “Real Time Industry Certification Report” available in FOCUS to reflect the current status of industry certification testing at the individual certification, teacher and course levels.

Certiport:

Certiport data is automatically entered into FOCUS on a weekly basis.

Optiflow (Non-Certiport):

For non-Certiport exams, teachers will the enter CAPE Industry Certification/Digital Tool Certificate ID and Outcome Code (Pass or Fail) into an Optiflow form and upload supporting documentation at https://workflow.escambia.k12.fl.us/lfserver/x299b53c1z1677947d0e7zx353cgsxubxgsx7h?DFS__TargetWindow=x299b53c1z1677947d0e7zx353cgsxubxgsx7h&DFS__FormType=crp within one (1) week of the exam administration or receipt of the exam results. All “Pass” Outcomes must have certification documentation in the form of an actual certificate or an official vendor score report uploaded with the Optiflow form. There are several approval levels, but when the certifications have been approved for direct entry into FOCUS, you will receive notification.

This is an auditable process because bonus FTE funding is attached to Digital Tool/Industry Certification attainments.

Data Verification:

Teachers may verify the exam ID and is outcome data is accurate anytime by running a District Report in Focus. The path to the report is District Reports > Vocational > Industry Certifications > Industry Certification Attempts.

If data is incorrect, the teacher will notify their Workforce Education Specialist via email. The following information should be included:

1. Student name and ID
2. Name of digital tool/industry certification exam attempted
3. Date of exam
4. Whether the student passed or failed the exam
5. Documentation in the form of a certificate or official vendor score report.

Multiple Exam Attempts:

Regardless of the outcome, all Digital Tool/Industry Certification exam attempts must be reported within seven (7) days of receipt of the results or exam administration. When a student has an outcome of "Fail" on an exam, the student must wait 20 calendar days before retaking any written exam. A student may attempt a single CAPE Industry Certification/Digital Tool Certificate Exam up to three (3) times per school year.

If the student eventually passes the exam, Focus will replace the previous "Fail" Outcome code for the exam with a "Pass" code. The result will be updated when the "Pass" outcome is entered into Focus via the automated Certipoint process or when the teacher submits the result via Optiflow. The seven (7) day reporting timeframe must be maintained even when submitting a new industry certification outcome.

Appendix A

6A-6.0573 Industry Certification Process.

(1) Purpose. The purpose of this rule is to specify the procedures and timelines for implementation of an industry certification process.

(2) Definitions. The following definitions shall be used in this rule and incorporated documents:

(a) "CAPE" means career and professional education.

(b) "CAPE Industry Certification Funding List" means a list of industry certifications, certificates, and courses adopted by the State Board of Education for implementation of the Florida Career and Professional Education Act.

(c) "CAPE Acceleration Industry Certifications" means certifications identified on the "CAPE Industry Certification Funding List" pursuant to the requirements in sections 1003.4203(5)(b) and 1008.44(1)(e), F.S. These certifications have statewide articulation agreements for fifteen (15) or more college credits in a related postsecondary associate degree program.

(d) "CAPE Digital Tool Certificates" means certificates identified on the "CAPE Industry Certification Funding List" pursuant to the requirements in sections 1003.4203(3) and 1008.44(1)(b), F.S. These certificates assess digital skills that are necessary for a student's academic work and are appropriate for elementary school and middle grades students.

(e) "CAPE Industry Certifications" means certifications identified on the "CAPE Industry Certification Funding List" pursuant to the requirements in sections 1003.4203(4) and 1008.44(1)(a), F.S. An industry certification is a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies, resulting in the award of a credential that is nationally recognized, as specified in section 1003.492(3), F.S., or an industry certification for farm occupations as specified in sections 570.07(43) and 1003.492(3), F.S. These certifications either do not have a statewide articulation agreement for college credit or have a statewide articulation agreement for no more than fourteen (14) college credits in a related postsecondary associate degree program.

(f) "CAPE Innovation Courses" means courses identified by the Commissioner of Education pursuant to the requirements in sections 1003.4203(5)(a) and 1008.44(1)(d), F.S. These courses combine academic and career content and include at least two (2) third-party assessments, one (1) of which must be associated with an industry certification identified on the "CAPE Industry Certification Funding List."

(g) "CareerSource Florida Recommendations" is a list of certifications identified by the not-for-profit corporation in section 445.004, F.S., and adopted by their board of directors.

(h) "Career-themed course" means a course as defined in section 1003.493(1)(b), F.S., offered in secondary schools which meets the requirements in section 1003.493(4), F.S. This may be any course available to students in grades 6-12 with career education content related to an industry certification.

(i) "Career and professional academy" means a program as defined in section 1003.493(1)(a), F.S., offered in secondary schools which meets the requirements in section 1003.493(4), F.S. An academy is a research-based program with rigorous

academic and industry-specific curriculum aligned to the priority workforce needs.

(j) "Farm occupation" means an occupation related to the science, business, marketing or technology of agricultural production.

(k) "Monitor" is the individual assigned to independently observe the administration of an industry certification exam.

(l) "Proctor" is the individual assigned to administer industry certification exams.

(3) Adoption of the 2018-2019 CareerSource Florida Recommendations. CareerSource Florida's list of recommended industry certifications (<https://www.flrules.org/Gateway/reference.asp?No=Ref-10026>), is adopted by the State Board of Education and incorporated by reference in this rule. The list may be obtained from the Department of Education, Room 744, Turlington Building, 325 West Gaines Street, Tallahassee, FL 32399.

(4) Annual publication date for the "CareerSource Florida Recommendations." The list of recommended industry certifications shall be published by March 1 of each calendar year for use in development of the "CAPE Industry Certification Funding List" for the subsequent school year.

(5) Adoption of an annual "CAPE Industry Certification Funding List." The "CAPE Industry Certification Funding List" is composed of industry certifications, certificates, and courses as specified in sections 1008.44 and 1011.62(1), F.S.

(a) The list includes the following certifications and certificates:

1. "CAPE Industry Certifications,"
2. "CAPE Acceleration Industry Certifications;" and,
3. "CAPE Digital Tool Certificates."

(b) This list will be known as the "2018-2019 CAPE Industry Certification Funding List, Updated" (<http://www.flrules.org/Gateway/reference.asp?No=Ref-10511>) published by the Department of Education and is incorporated by reference in this rule. The list may be obtained from the Department of Education, Room 744, Turlington Building, 325 West Gaines Street, Tallahassee, FL 32399.

(6) General requirements for inclusion on the "CAPE Industry Certification Funding List." All items on the "CAPE Industry Certification Funding List" must include written or performance-based competency exams. All written exams must be third-party developed, scored by the certifying agency, and given in a proctored testing environment. Written exams to earn the certification may not be scored by any school district staff member. Performance-based competency exams must be independently evaluated and may not be performed by an instructor.

(7) Requirements for "CAPE Industry Certifications," "CAPE Acceleration Industry Certifications," and "CAPE Digital Tool Certificates" for inclusion on the "CAPE Industry Certification Funding List." For "CAPE Industry Certifications" and "CAPE Acceleration Industry Certifications," the Department of Education shall review the "CareerSource Florida Recommendations" to identify certifications eligible for additional full-time equivalent (FTE) membership funding, pursuant to section 1011.62(1), F.S., based upon the criteria listed below.

(a) To be included as a "CAPE Industry Certification" on the "CAPE Industry Certification Funding List," a certification shall:

1. Be on the list of "CareerSource Florida Recommendations,"
2. Be achievable by students in a secondary level program; and,
3. Require a minimum of one hundred fifty (150) hours of instruction.

(b) Pursuant to section 1008.44, F.S., one (1) industry certification that does not articulate for college credit shall be included on the "CAPE Industry Certification Funding List" where CareerSource Florida submits the following information to the Department of Education no later than June 1 of each year:

1. Certifying agency information including name of the certifying agency, contact information for the agency, and web link for the certification on a site maintained by the certifying agency,
2. The requirements to earn the certification including required written and performance tests, work experience, or any other components of earning the certification; and,
3. Information on the test format and test administration policies and procedures including documentation that the written exams are third-party developed, scored by the certifying agency, and given in a proctored testing environment.

(c) To be included as a "CAPE Acceleration Industry Certification" on the "CAPE Industry Certification Funding List," a certification shall:

1. Be on the list of "CareerSource Florida Recommendations,"

2. Be achievable by students in a secondary level program,
3. Require a minimum of one hundred fifty (150) hours of instruction; and,
4. Have a statewide articulation agreement approved by the State Board of Education in rule 6A-10.0401, F.A.C., with fifteen (15) or more college credits.

(d) Requirements for “CAPE Digital Tool Certificates” on the “CAPE Industry Certification Funding List.” To be included as a “CAPE Digital Tool Certificate” on the “CAPE Industry Certification Funding List,” a certificate shall:

1. Be achievable by elementary school and middle grades students,
2. Assess at least one (1) of the following digital skills: word processing; spreadsheets; presentations including sound, motion, and color; digital arts; cybersecurity; and coding; and,
3. Be part of a career pathway leading to the attainment of a “CAPE Industry Certification” on the “CAPE Industry Certification Funding List.”

(e) Priority for the industry certificates designated as “CAPE Digital Tool Certificates” on the “CAPE Industry Certification Funding List” shall be given to those that assess multiple digital skills.

(8) Grade level limitations for industry certifications. No later than August 1 of each year, the Commissioner shall identify the grade level limitations for the subsequent school year. A list of the grade level limitations will be posted on the Department’s website at the following link: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary>. The grade level limitations shall be specified on the next adoption of the “CAPE Industry Certification Funding List.”

(9) School district requests to add a “CAPE Industry Certification” to the “CAPE Industry Certification Funding List.

(a) No later than March 5 of each year, the Department shall produce a preliminary “CAPE Industry Certification Funding List.” This list shall be based on certifications identified on the previous year’s “CAPE Industry Certification Funding List” and on the most recently approved “CareerSource Florida Recommendations.”

(b) School districts shall submit any request to include an industry certification, not on the preliminary “CAPE Industry Certification Funding List,” to the final “CAPE Industry Certification Funding List” to the Department of Education. The Department shall grant the request based upon the following criteria:

1. The request demonstrates that the certification meets the requirements for inclusion on the list as specified in paragraph (7)(a) of this rule; and,
2. The requests is received no later than April 1.

(c) Districts shall be notified of the recommendation for inclusion on the list through a posting by June 15 on the Department’s website at the following link: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary>.

(10) Requirements for inclusion of “CAPE Industry Certifications” for farm occupations on the “CAPE Industry Certification Funding List.” Pursuant to section 570.07(43), F.S., the Department of Agriculture and Consumer Services (DOACS) shall submit industry certifications for farm occupations to the “CAPE Industry Certification Funding List” according to the following requirements:

- (a) The request must be received by the Department no later than March 15;
- (b) The request must be submitted on official DOACS letterhead; and,
- (c) The request must include the following:
 1. The name of the certifying agency, contact information for the agency, and web link for the certification on a site maintained by the certifying agency,
 2. Information on the requirements to earn the certification including required written and performance tests, work experience, or any other components of earning the certification,
 3. Information on the test format and test administration policies and procedures including documentation that that the written exams are third-party developed, scored by the certifying agency, and given in a proctored testing environment; and,
 4. Information on the farm occupations demonstrating that the certification addresses a critical local or statewide economic need.

(d) The Department of Education shall add the industry certification to the “CAPE Industry Certification Funding List” based on the following criteria:

1. The industry certification meets the statutory requirements in sections 570.07 and 1003.492, F.S.,
2. The request meets the requirements set forth in paragraphs (10)(a)-(c) of this rule,
3. The certification meets the following requirements:

a. Written exams are third-party developed, scored by the certifying agency, and given in a proctored testing environment,

b. The certification is achievable by students in a secondary level program; and,

c. The certification requires a minimum of one hundred fifty (150) hours of instruction.

(e) In the event the requested industry certification does not meet the requirements for inclusion on the "CAPE Industry Certification Funding List," the Department of Education shall notify DOACS of deficiencies no later than April 15. DOACS shall provide any additional information that addresses the deficiencies by May 15 in order for the industry certification to be considered for inclusion on the "CAPE Industry Certification Funding List" for the following year.

(11) Publication Date for the "CAPE Industry Certification Funding List." The "CAPE Industry Certification Funding List" for the school year shall be published no later than August 1.

(12) Funding Weights for "CAPE Industry Certifications" and "CAPE Acceleration Industry Certifications." Pursuant to section 1011.62(1), F.S., the weight used for "CAPE Industry Certifications" and "CAPE Acceleration Industry Certifications" in the Florida Education Finance Program (FEFP) shall be based on statewide articulation agreements approved by the State Board of Education in rule 6A-10.0401, F.A.C., which is incorporated herein by reference (<http://www.flrules.org/Gateway/reference.asp?No=Ref-09396>). If an articulation agreement is no longer current and is removed from rule 6A-10.0401, F.A.C., after the start of the academic year, the funding weight will be updated during the adoption cycle for the following academic year. A copy of rule 6A-10.0401, F.A.C. may be obtained from the Department of Education, Room 744, Turlington Building, 325 West Gaines Street, Tallahassee, FL 32399.

(13) Conditions for Florida Education Finance Program (FEFP) calculation and reporting.

(a) A school district shall be eligible for additional full-time equivalent (FTE) membership under the following conditions:

1. Middle grades or high school student is enrolled in a registered career-themed course and completes a "CAPE Industry Certification" or "CAPE Acceleration Industry Certification" on the "CAPE Industry Certification Funding List," or

2. Elementary school or middle grades student completes a "CAPE Digital Tool Certificate" on the "CAPE Industry Certification Funding List," or

3. Middle grades or high school student is enrolled in a "CAPE Innovation Course" and completes all of the requirements for the "CAPE Innovation Course."

(b) Pursuant to section 1011.62(1), F.S., middle grades students who earn additional FTE membership for a CAPE Digital Tool Certificate may not use the previously funded examination to satisfy the requirements for earning a "CAPE Industry Certification," "CAPE Acceleration Industry Certification," or "CAPE Innovation Course." The district shall not report a certification for which a portion of the industry certification exams were previously funded as a "CAPE Digital Tool Certificate."

(c) In order for the district to report successful attainment of certifications, certificates, and course completion on the "CAPE Industry Certification Funding List," the following test administration procedures for all examinations associated with earning the industry certification must be followed:

1. The written exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under the following conditions:

a. If the only individual permitted to be a proctor by the certifying agency is providing direct instruction for the industry certification and only one (1) eligible proctor is approved in a school, the individual providing direct instruction shall be permitted to proctor the exam; and,

b. All written tests proctored by the individual providing direct instruction are independently monitored by a second individual who does not provide direct instruction for the industry certification to the individuals taking the test(s).

2. The written exam questions are delivered in a secure manner and paper-based tests are not available to the test proctor for a period of time, other than the time necessary to receive, distribute, and return any written materials to the scoring entity.

3. The exam is scored by the certifying agency for the industry certification or certificate or an approved vendor of the certifying agency and may not be scored by a representative of the school district or the examinee.

4. The exam has been administered in accordance with the test administration procedures specified by the certifying agency; and,

5. The exams leading to the industry certification must not have been administered to a student more than three (3) times

during the academic year with a minimum of twenty (20) calendar days between test administrations. If an exam attempt is invalidated by the certifying agency due to a testing irregularity, the district may administer a re-test before the twenty (20) day waiting period has elapsed.

6. If the certification is awarded based upon the outcome of a performance-based competency exam only, the successful attainment of the certification may not be reported if the exam is conducted by an instructor at the district or school of instruction.

(d) School districts may report students who complete industry certifications during the update period allowed by the Department of Education for survey 5 after an initial submission as specified in rule 6A-1.0451, F.A.C.

(e) Postsecondary dual enrollment courses must be registered by the district as career-themed courses in order for the "CAPE Industry Certification" or "CAPE Acceleration Industry Certification" earned in these courses to be included in the additional FTE membership calculation, under the conditions specified in section 1011.62(1)(o)1.b., F.S.

(14) Registration of career and professional academies. The Department of Education shall maintain a website for school districts to register high school career and professional academies and middle grades career and professional academies.

(a) For high school career and professional academies, school districts shall submit up-to-date information on each career and professional academy through an annual reporting window which shall open no later than August 16 and close on September 15. Form FCAPEA-01, Florida Career and Professional Education Act Career and Professional Academies, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-05821>) is hereby incorporated by reference in this rule to become effective September 2015, and shall be utilized for reporting the information. Form FCAPEA-01 may be found on the Department's website at: <https://web02.fldoe.org/CAPE/>.

(b) For middle grades career and professional academies, school districts shall submit up-to-date information on each career and professional academy through an annual reporting window which shall open on or after September 16 and close on October 15 and shall be open for a minimum of twenty (20) days. Form FCAPEA-02, Florida Career and Professional Education Act Career and Professional Academies, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-05822>) is hereby incorporated by reference in this rule to become effective October 2016, and shall be utilized for reporting the information. Form FCAPEA-02 may be found on the Department's website at: <https://web02.fldoe.org/CAPE/>.

(15) Registration of career-themed courses eligible for funding as specified in section 1011.62(1)(o), F.S. The Department of Education shall maintain a web-based application which shall be used by school districts for the annual submission of current information on each career-themed course by school.

(a) Eligible courses must be registered by the school district for an academic year during the following registration windows: October 16 to November 30, February 1 to March 1, and August 1 to August 10.

(b) A course must have students enrolled in the academic year in order to be registered.

(c) The registration system shall include all career education courses approved for grades 6 through 12 in the course code directory as adopted in rule 6A-1.09441, F.A.C. Other courses available to students in grades 6 through 12 may be added to the registration system if requested by a school district and with documentation that student mastery of at least five (5) core standards are assessed by an industry certification exam adopted on the CAPE Industry Certification Funding List.

(d) Districts will be eligible for the additional FTE membership provided in section 1011.62(1)(o), F.S., for the industry certifications on the CAPE Industry Certification Funding List which are identified by the school district in the course registration.

(e) A dual enrollment course at a public or private postsecondary institution with which the district has an articulation agreement may be registered as a career-themed course if the course leads to an industry certification on the CAPE Industry Certification Funding List and is not eligible for other performance funds as specified in section 1011.62(1)(o)1.b., F.S.

(f) The registration system shall include a step for final approval by the district superintendent, which shall certify that the course is being registered in accordance with the statutory definition and requirements for career-themed courses in sections 1003.493(1)(b) and 1003.493(4), F.S., including that the course is being taught by instructors in the school who hold the industry certifications or higher level industry certifications for which the course is being registered.

(g) Registration of career-themed courses through which students earn CAPE Industry Certifications and CAPE Acceleration Industry Certifications is required for funding in the FEFP.

(h) Form FCAPEA-03, Florida Career and Professional Education Act Career-Themed Course Registration Form, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-10028>) is hereby incorporated by reference in this rule to become

effective November 2018, and shall be utilized for reporting the career-themed course information. Form FCAPEA-03 may be found on the Department's website at: <https://web02.fldoe.org/CAPE>.

(16) Teacher and proctor conduct provisions for maintaining the validity of the industry certification credential. Industry certifications are independent, third-party verification of technical skills achieved by students. Any practice that jeopardizes the validity of industry certifications disadvantages the students and prospective employers. Teachers who provide direct instruction leading to industry certification exams and proctors assigned to administer industry certification exams shall not engage in any conduct that jeopardizes the validity of the industry certification exam results. Only authorized proctors may be provided access to testing materials associated with industry certification exams.

(a) Teachers providing instruction leading to industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Administer an industry certification exam to students to whom they provide direct instruction for the certification, except as specified in paragraph (13)(c) of this rule.
4. Administer an industry certification exam to themselves or other staff members in the district, if they provide direct instruction to students for the certification.
5. Administer any industry certification exam to a family member.
6. Preview active exam content, even in the presence of a monitor or assigned proctor.
7. Access any testing materials, either computer-based or paper-based, unless assigned as the only available proctor as specified in paragraph (13)(c) of this rule.
8. Reveal, print, copy, screen capture or otherwise reproduce test questions that are part of an active version of an industry certification exam.
9. Take any industry certification exam using any name other than their own legal name.
10. Allow or entice another person to take an exam for a test candidate.
11. Interfere in any way that jeopardizes the integrity of the test with persons assigned to administer or proctor industry certification exams.
12. Provide answer keys to any student before, during or after test administration.
13. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

(b) Authorized proctors or monitors for the industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Reveal, print, copy, screen capture or otherwise reproduce exam questions, unless expressly authorized by the certifying agency for the industry certification.
4. Provide access to an exam to any teacher or other district employee, except as part of any official administration of the exam for the purpose of that teacher or employee obtaining the industry certification.
5. Take any industry certification exam using any name other than their own legal name.
6. Allow or entice another person to take an exam for a test candidate.
7. Provide answer keys to any student before, during, or after test administration.
8. Share credentials provided by the certifying agency for the purpose of administering industry certification exams.
9. Administer any industry certification exam to a family member.
10. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

(17) Local test administration procedures and training for industry certification exam administration. School districts shall create and maintain local test administration procedures for the administration of all industry certification exams.

(a) These test administration procedures must include the following:

1. Verification that each responsible teacher or proctor has received training on test security. Teachers and proctors must annually sign a statement of educational integrity which includes the detrimental and negative impact academic dishonesty

brings upon a profession, as well as safety and security hazards which may result when candidates have not met the industry standard for acceptable training.

2. Notification of disciplinary actions and consequences for engaging in or allowing testing irregularities and compromises.

3. Notification of disciplinary actions and consequences for failure to abide by all security protocol.

4. Procedures for handling test interruptions, testing irregularities and technical abnormalities that occur during exam administration.

5. Training on Florida Statutes and State Board of Education Rules pertaining to industry certification.

(b) All teachers providing instruction, proctors administering industry certification exams, and monitors for industry certification exams must sign Form FCAPEA-04, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement (<http://www.flrules.org/Gateway/reference.asp?No=Ref-10029>), which is hereby incorporated by reference in this rule to become effective November 2018. Form FCAPEA-04 may be found on the department's website at: <http://fldoe.org/academics/career-adult-edu/cape-secondary/resources.stml>.

(c) School districts shall maintain records and rosters for required training, including signed documents, for a minimum of five (5) years.

(18) Reporting requirements for violations of industry certification test administration provisions. In those situations where provisions of subsection (16) of this rule are violated by a teacher or proctor, the district shall prepare a report made to the department and the certifying agency. This notification must occur within five (5) business days, unless the certifying agency has a more stringent requirement. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate.

Rulemaking Authority 1001.02, 1003.4203(9), 1003.492(3), 1008.44, 1011.62(1) FS. Law Implemented 1003.4203, 1003.492, 1003.493, 1003.4935, 1008.44, 1011.62(1), 1012.796 FS. History—New 10-20-08, Amended 8-18-09, 6-22-10, 6-21-11, 10-25-11, 8-23-12, 3-25-13, 11-3-13, 6-25-14, 11-4-14, 5-19-15, 9-30-15, 7-26-16, 10-30-16, 4-25-17, 10-17-17, 6-19-18, 11-28-18, 2-19-19, 6-25-19.