

## CERTIFICATE OF PROFESSIONAL PREPARATION PROGRAM APPROVAL PROCESS

### The Florida College System Florida Department of Education

#### **6A-14.030, F.A.C., Instruction and Awards in Community Colleges.**

**(7) Certificate of Professional Preparation.** Community colleges may provide college level professional instruction, consisting of not less than nine (9) and not more than thirty (30) credit hours of courses and course equivalent modules, to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations. Satisfactory completion of these courses and modules shall be recognized by the award of units of measure called institutional credit. Institutional credit is postsecondary credit that is competency-based and has been assigned an instructional level of zero. Institutional credit is not intended for transfer outside of the Florida Community College System. Upon satisfactory completion of a planned program that has been approved by the Department of Education, including the demonstration of competencies and the attainment of predetermined and specific performance requirements, and subject to law and rule, the certificate of professional preparation shall be awarded. If a community college is authorized to award a baccalaureate degree in the subject area of the certificate of professional preparation, then the college may award upper division college credit for such instruction in lieu of institutional credit. (See entire Rule at <https://www.flrules.org>)

#### **APPLICATION**

- Application and approval information for the Certificate of Professional Preparation in The Florida College System can be accessed at <http://www.fldoe.org/cc/>.
- Submit a completed application form (signed by the College President) and all required additional application materials by email to Patricia Frohe, Director of Academic Programs and Baccalaureates, The Florida College System at [Patricia.Frohe@fldoe.org](mailto:Patricia.Frohe@fldoe.org).

#### **APPROVAL PROCESS**

- The Florida College System reviews each application for a Certificate of Professional Preparation program.
- The Division provides recommendations to the college within 60 days of receiving the program application.
- Revisions to the application by the college are due back to the Division within 30 days of receiving the recommendations from the DOE.
- Revisions are reviewed, and the Division will provide a letter to the College President stating that the program is “approved” or “not approved” within 30 days of receiving the final revisions to the application for the Certificate of Professional Preparation program.