

FLORIDA DEPARTMENT OF EDUCATION



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Division of Community Colleges



Memorandum Number 09-06

May 27, 2009

MEMORANDUM

TO: The Florida College System Presidents

FROM: Willis N. Holcombe *WH*

SUBJECT: Certificate of Professional Preparation for Baccalaureate Degree Holders

State Board of Education Rule 6A-14.030, F.A.C., Instruction and Awards in Community Colleges, authorizes colleges to provide instruction and to confer degrees, certificates, and diplomas. Section (7) of the rule outlines requirements for a *Certificate of Professional Preparation*:

- Provides college level professional instruction of between 9 and 30 credit hours of courses and course equivalent modules.
- Prepares **baccalaureate-degree** holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations.
- Students earn competency-based postsecondary institutional credit, not intended for transfer outside of The Florida College System. However, if the 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 credit in lieu of institutional credit.
- The Program requires approval by the Department of Education.

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Educator Preparation Institutes, which fall under the umbrella of *Certificate of Professional Preparation programs*, have already been approved by the Department of Education. Additional *Certificate of Professional Preparation* programs in areas other than Education are being started and/or plans are underway at colleges to offer them. By State Board rule, these programs require Department of Education approval. Therefore, the Division of Community Colleges has developed a procedure and an application form, including reporting requirements, both attached to this memorandum. Rule 6A-14.030, F.A.C., may be accessed at the following website <https://www.flrules.org/gateway/readFile.asp?sid=0&tid=4254049&type=1&file=6A-14.030.doc>

Should you have any questions or concerns, please contact Ms. Pat Frohe at (850) 245-9481 or at patricia.frohe@fldoe.org

WNH/pfl

Attachments

- c: Council on Instructional Affairs
- College Baccalaureate Liaisons
- College Reports Coordinators
- Dr. Judith Bilsky, Executive Vice Chancellor
- Mr. Gene Kovacs, Bureau Chief, Community College and Technical Center MIS
- Ms. Patricia Frohe, Director, Academic Programs and Baccalaureates
- Ms. Sandra Burkholder, Coordinator of Baccalaureate Programs

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.

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.

**CERTIFICATE OF PROFESSIONAL PREPARATION PROGRAM
APPLICATION FORM
The Florida College System (FCS)
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>)

PROPOSED PROGRAM TITLE _____

Proposed CIP Code (555XXXXX0) _____ Planned Implementation Date _____

Program Length (Credit Hours) _____

Type of Credit (Check One) Institutional Credit (i.e., "0" credit awarded; non-transferable outside FCS)
 Upper Division College Credit

Date _____

Institution Name _____

Contact Name/Title _____

Address _____

Telephone _____ E-Mail _____

JUSTIFICATION (One page for text, additional page(s) for documentation as needed)

Please attach a "Statement of Justification" that includes each of the following (4) items:

1. Identified regional (and statewide, if applicable) business/industry need for the program; provide industry/business supporting documentation.
2. Occupations/career enhancements for which the program would prepare the baccalaureate degree holder.
3. The number of projected job openings and/or growth in the region for those occupations.
4. If the proposed program leads to an industry-recognized certification or license, specify the name of the certification(s), the certifying agency, and the web address that describes the certification.

ACADEMIC CONTENT AND CURRICULUM (One page text, plus chart)

1. Provide the complete program title, department of oversight for the program, a brief program description, and expected specific learning outcomes ("bullets") for the program.
2. Provide admission qualifying criteria for the program.
3. Provide a separate chart outlining any required pre-requisite courses and the Certificate of Professional Preparation program courses, with course descriptions for each course. Include course numbers if they already exist in the Statewide Course Numbering System (SCNS). For any new courses that will be proposed for this certification, provide descriptions.

INSTITUTIONAL APPROVAL

Certificate of Professional Preparation program submissions must be approved by the College's Board of Trustees and signed by the College President.

Date of Board of Trustees Approval _____

President's Signature _____ **Date** _____

SUBMIT COMPLETED APPLICATION AND ATTACHMENTS VIA E-MAIL TO:

Patricia Frohe, Director of Academic Programs and Baccalaureates, The Florida College System,
Florida Department of Education at Patricia.Frohe@fldoe.org or call (850) 245-9481 if you have any questions.