

## **Career and Technical Center Dual Enrollment Agreements**

Dual enrollment is the award of both secondary and postsecondary credit documented on both the high school transcript and the transcript of the postsecondary institution, not the location of instruction. Dual enrollment is an acceleration mechanism and courses taken through the dual enrollment program are postsecondary courses taught by faculty with the credentials required for the certificate or degree level as required by the institutional accrediting body and/or the program licensing board (e.g. Florida Board of Nursing). There are arrangements whereby secondary students can take secondary-level courses at postsecondary institutions. These arrangements are sometimes referred to as “shared enrollment” but they are not dual enrollment because the student is enrolled in a secondary course and program number and is receiving secondary credit only. Applied academics for adult education programs, college preparatory instruction, and other pre-collegiate instruction are ineligible for dual enrollment credit because students do not receive postsecondary credit. Physical education skills courses are also ineligible for dual enrollment.

Career dual enrollment is a specific form of dual enrollment in which students enroll in postsecondary courses that lead to an industry certification as identified in s. 1008.44, F.S. Career dual enrollment is available to students in public schools, home education and private high schools that are in compliance with s. 1002.42(2), F.S. and provide secondary curriculum pursuant to s. 1003.4282, F.S.

The following questions are provided to summarize the key components of a career dual enrollment program, and assist district sponsored career and technical centers in the development of their dual enrollment articulation agreements with the high schools that they serve.

### **Career dual enrollment articulation agreements:**

**1. Are school district operated career and technical centers required to have a dual enrollment articulation agreement?**

Yes, based on changes made to s. 1007.271(7), F.S. by HB 7071 (2019), district-sponsored career and technical centers are now required to enter into career dual enrollment articulation agreements with each high school in any school district that it serves. Additionally, the centers must enter into agreements with home education students, private school students and students with disabilities that meet the initial eligibility requirements.

**2. What provision must be included in the dual enrolment articulation agreements?**

At a minimum the following must be included in the district-sponsored career and technical center’s agreements with each high school that it serves:

- A description of how students and parents are informed of the career dual enrollment opportunities available, the process by which a student would apply for the program, and enroll in courses, including initial and continued eligibility requirements.
- Information about related workforce demand, and identify the courses and programs that are available to students through the career dual enrollment program.
- Delineation of clock hour credits and high school credits earned upon the completion of each career dual enrollment course.
- Identification of any college credit articulation agreements associated with each clock hours program.
- Any additional eligibility requirements established for participation in the program, including the process for determining participation eligibility and monitoring of student progress once admitted to the program.
- A delineation of cost incurred by each entity participating in the agreement, including tuition, fees and books/instructional materials.
- Description of how transportation will be provided for students who are unable to provide their own transportation.

**3. How do the district-sponsored career and technical centers submit their agreements to the Office of Articulation at the Florida Department of Education?**

Dual enrollment articulation agreements are due to the department each year by August 1.

The Office of Articulation has developed an online system for the submission of dual enrollment articulation agreements developed by district career centers, Florida College System and State University System institutions. The site is available at: <https://app4.fldoe.org/DualEnrollment/>.

Centers may submit multiple high school agreements at a time, so long as the agreements are identical in their substantive content, through the site by indicating the appropriate participating school districts and providing the appropriate language for each section. A copy of each signed agreement should be attached to the submission for final review by the department.

**4. Will the Department publish the agreements submitted by the center?**

Yes, the department will create and publish on the Office of Articulation website an ADA compliant version of the centers' agreements.

**5. Are district-sponsored career and technical centers allowed to charge tuition and fees, including registration and laboratory fees, to dual enrollment students?**

No. As stated in s. 1007.271(2), F.S., “a student enrolled as a dual enrollment student is exempt from the payment of registration, tuition, and laboratory fees.” In s. 1009.25 (1)(a), F.S., fee exemptions are identified for students in school district workforce education programs which include a student enrolled in a dual enrollment or early admission program pursuant to s. 1007.271, F.S. If the cost of any materials for the program are included in laboratory fees charged by the institution, the student would be exempt from those costs (e.g. tools, supplies, etc.).

**6. Is assistance available from the Office of Articulation for developing and submitting the agreements?**

Yes, Amanda Walker is available to assist the centers throughout this process. She may be contacted at (850) 245-9549 or [Amanda.Walker@fldoe.org](mailto:Amanda.Walker@fldoe.org).

**Student eligibility requirements:**

**1. What are the eligibility requirements for students to participate in career dual enrollment with a career center or charter technical career center?**

Students must meet the following eligibility criteria per Section 1007.271(3), F.S.:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program;
- 2.0 unweighted high school GPA to enroll in career dual enrollment courses
- Meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement; and
- Not be scheduled to graduate from high school prior to the completion of the dual enrollment course.

**2. What if the student does not have the required GPA?**

Participation in dual enrollment by students without the required GPA is at the discretion of the postsecondary institution and the school district. Exceptions may be granted on an individual student basis if both educational entities agree and the criteria for exceptions are included in the Dual Enrollment Articulation Agreement.

**3. Are students dual enrolled in career education courses required to take a basic skills examination within 6 weeks of entry into the first course in a CTE program of 450 hours or more?**

Yes, as specified in s. 1004.91(2), F.S. and Rule 6A-10.040, students who enroll in a program offered for career credit of 450 hours or more shall complete an entry-level examination within the first six weeks after admission into the program. In addition, the s. 1011.80(10), F.S.

regarding funding for workforce development programs states “[a] student may not be reported for funding in a dual enrollment workforce education program unless the student has completed the basic skills assessment pursuant to 1004.91.”