The CIE Annual Data Collection has Ended

The CIE Annual Data Collection started in October and has ended, as scheduled, on November 30, 2009. All licensed institutions were required to report enrollment, graduation and placement outcomes using this online instrument.

If you have any questions about the CIE Annual Data Collection, please call the Commission at (850) 245-3200 and ask for Max Ketterman or Joey Smith.

The FETPIP Data Collection has Ended

The FETPIP Data Collection began in October and ended on December 31, 2009. Participation in the FETPIP Data Collection was voluntary for all institutions that are licensed by the CIE. However, participation in the FETPIP Data Collection was required for those licensed institutions that are Workforce Development training providers.

If you have any questions about the FETPIP Data Collection, please call the Commission at (850) 245-3200 and ask for Max Ketterman or Joey Smith.

Ask Licensure

What is the procedure for offering new programs or program modifications at an institution?

For institutions that hold a Provisional License -
You may not add new programs while under Provisional License. Also, you may not alter the length of any licensed program by more than 20 percent, change the title of any program or credential awarded, or discontinue a program while under Provisional License.

For institutions that hold an Annual License –

Additions or modifications contemplated while holding an Annual License must receive approval from the Commission before implementation.

For institutions that are Licensed by Means of Accreditation -

Modifications or additions that are submitted by institutions which are Licensed by Means of Accreditation must include a copy of all correspondence with accrediting agencies and other regulatory agencies regarding those programs (this correspondence must include the letter of approval from your accrediting agency).

The Commission must be notified, in writing, prior to initiating any change that affects your institution. Almost all changes require Commission approval before implementation. Contact your Program Specialist for the appropriate forms, documentation and any fee information.

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### Calendar

<table>
<thead>
<tr>
<th>COMMISSION MEETING DATES AND LOCATIONS</th>
<th>NEW INSTITUTION MUST BE RECEIVED NO LATER THAN:</th>
<th>ANNUAL RENEWALS PROGRAM ADDITIONS/MODIFICATIONS AND ALL OTHER LICENSE RELATED MATTERS MUST BE RECEIVED NO LATER THAN:</th>
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</thead>
<tbody>
<tr>
<td>January 28, 2010 Orlando</td>
<td>September 30, 2009</td>
<td>October 18, 2009</td>
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<tr>
<td>March 31, 2010 Howey-In-The-Hills</td>
<td>November 16, 2009</td>
<td>December 16, 2009</td>
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### How to Contact Us

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