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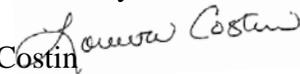
Loretta Costin, Chancellor  
Division of Career and Adult Education



May 3, 2011

## MEMORANDUM

**TO:** District Secondary Career and Technical Education Directors

**FROM:** Loretta Costin 

**SUBJECT:** 2010-11 Data Reporting for the Florida Career and Professional Education Act

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The Division of Career and Adult Education would like to remind school districts of the data reporting requirements for industry certification and career and professional academy information. There are several elements to effective data reporting for the Career and Professional Education Act.

### Reporting Students in Registered Career and Professional Academies

Enrollment of students in registered career and professional academies is required in Surveys 2, 3, and 5 of the K-12 Student Information System. School districts annually register career and professional academies in their schools; this registration assigns a three-digit identifier to each academy. A summary of all registered academies with the 3-digit identifier is posted in Appendix Y, which can be accessed through the following link:

[http://www.fldoe.org/eias/dataweb/database\\_1011/appendy.pdf](http://www.fldoe.org/eias/dataweb/database_1011/appendy.pdf)

The data element used to report academy participation is the *Career and Professional Academy Identifier*. The data element definition can be found here:

[http://www.fldoe.org/eias/dataweb/database\\_1011/st20\\_25.pdf](http://www.fldoe.org/eias/dataweb/database_1011/st20_25.pdf)

Districts may report up to two Career and Professional Academy Identifiers for each student. If the student participated in more than two academies, report the most recent academies.

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### **Reporting Industry Certifications Attempted and Earned**

Industry certification data is reported using the Vocational Student Course Format for Survey 5. Districts can access the K-12 Student Information System information at the following website:  
[http://www.fldoe.org/eias/dataweb/student\\_1011.asp](http://www.fldoe.org/eias/dataweb/student_1011.asp)

The following two data elements are used to report outcomes on industry certifications as well as approved technical skill assessments:

*Industry Certification Identifier:*

[http://www.fldoe.org/eias/dataweb/database\\_1011/st189\\_25.pdf](http://www.fldoe.org/eias/dataweb/database_1011/st189_25.pdf)

*Industry Certification Outcome:*

[http://www.fldoe.org/eias/dataweb/database\\_1011/st189\\_50.pdf](http://www.fldoe.org/eias/dataweb/database_1011/st189_50.pdf)

A list of valid codes for reporting industry certifications is available in Appendix Z. This appendix has valid codes for all industry certifications and technical skill assessments approved for Perkins. Items on the annual Industry Certification Funding List are denoted in the last column of the table. The appendix for 2010-11 can be accessed through the following link:

[http://www.fldoe.org/eias/dataweb/database\\_1011/appendz.pdf](http://www.fldoe.org/eias/dataweb/database_1011/appendz.pdf)

Districts may report students as earning the industry certification when all required components for the certification have been completed. Survey 5 data is submitted by the district beginning in August 2011, with a final amendment date of February 29, 2012.

In February 2010, the Division of Career and Adult Education released a memo summarizing some of the technical aspects of industry certification data reporting. The technical memo is posted on the Division's website here:

<http://www.fldoe.org/workforce/pdf/icdr.pdf>

The memo includes scenarios for reporting industry certification data for students who are enrolled in secondary career and technical education (CTE) courses or dual enrollment courses and for students who are not enrolled in a CTE course.

If you have any questions about data reporting for 2010-11, please contact Tara Goodman at [tara.goodman@fldoe.org](mailto:tara.goodman@fldoe.org) or Tara McLarnon at [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org). These contacts can be reached via phone at 850-245-9001.

Thank you.

/tgg