


Gary Chartrand, *Chair*  
John R. Padget, *Vice Chair*  
*Members*  
John A. Colón  
Marva Johnson  
Rebecca Fishman Lipsey  
Michael Olenick  
Andy Tuck



## **MEMORANDUM**

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

**FROM:** Rod Duckworth 

**DATE:** March 5, 2015

**SUBJECT: 2015-16 CAPE Industry Certification Funding List**

The Division of Career and Adult Education is announcing the release of the preliminary 2015-16 CAPE Industry Certification Funding List. Only the industry certifications on the final 2015-16 list will be eligible for additional FTE in calculation of the 2016-17 Florida Education Finance Program (FEFP).

Districts may submit requests to the division for additions to the 2015-16 CAPE Industry Certification Funding List. Certifications must meet the following criteria to be considered for the list:

- Must be recommended by the CareerSource Florida Board (Note: this list of recommended certifications was previously labeled the “Comprehensive Industry Certification List”).
- Must be achievable by secondary students.
- Must require a minimum of 150 hours of instruction.

For the 2015-16 school year, districts may submit requests to add the Creative Cloud version of Adobe Certified Associate (ACA) – Photoshop to the 2015-16 CAPE Industry Certification Funding List as a CAPE Industry Certification under the ADOBE022 code. As a CAPE Industry Certification, ACA – Photoshop (Creative Cloud) may be given in middle or high school. A new examination version is being developed for Creative Cloud to be released prior to the beginning of the 2015-16 school year. Certifications must be earned using this new examination version for Creative Cloud to be reported under the ADOBE022 code.

It is the current intent of the division to transition the present Adobe Certified Associate (ACA) – Photoshop code (ADOBE012) to a CAPE Digital Tool Certificate designation on the 2015-16 CAPE Industry Certification Funding List. As a CAPE Digital Tool Certificate, ACA – Photoshop will only be fundable for elementary or middle school students.

## 2015-16 CAPE Industry Certification Funding List

March 5, 2015

Page Two

All certifications on the preliminary 2015-16 CAPE Industry Certification Funding List will undergo a review of test administration practices and test validity measures. In addition, certifications requested to be added to the 2015-16 CAPE Industry Certification Funding List will undergo the same review.

**Requests should be submitted as soon as possible to facilitate an adequate review. An electronic copy of the Excel request form must be emailed to the Division of Career and Adult Education by the district career and technical education (CTE) director to the following email address: [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org). The final deadline for requests is April 1, 2015.**

Below is a summary of the request process:

- District CTE director submits a request to the Division of Career and Adult Education, using the attached Excel Request Form. **This form must be completed using Microsoft Excel and returned as an electronic document.** This request should include all industry certifications that are being requested for your district. Do not submit a separate Excel request form for each certification requested. If you would like to submit a request for more certifications than the form allows, please contact Sean Friend. Incomplete forms will not be processed.
- Division staff will evaluate all requests based on whether the requested items meet the above criteria.
- Districts shall be notified of the decision for inclusion on the 2015-16 CAPE Industry Certification Funding List through a posting on the department's web site at the following link: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary>. This posting will occur by June 15, 2015.

The following attachments are included:

Attachment 1: 2015-16 Preliminary CAPE Industry Certification Funding List (PDF format)

Attachment 2: 2015-16 Industry Certifications Recommended by the CareerSource Florida Board (PDF format)

Attachment 3: 2015-16 Industry Certifications Recommended by the CareerSource Florida Board that are Eligible for Request (PDF format)

Attachment 4: CAPE Industry Certifications from the "2014-15 CAPE Industry Certification Funding List" that were Not Recommended by the CareerSource Florida Board (PDF format)

Attachment 5: 2015-16 CAPE Industry Certification Funding List Request Form (Excel format)

Attachment 6: Directions for Completing the 2015-16 CAPE Industry Certification Funding List Request Form (PDF format)

See Attachment 3 for the list of certifications that may be requested.

2015-16 CAPE Industry Certification Funding List

March 5, 2015

Page Three

For technical questions about submitting your request on the Excel form, please contact Sean Friend at [sean.friend@fldoe.org](mailto:sean.friend@fldoe.org) or 850-245-9030.

RD/sf

Attachments