



State Board of Education

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Division of Career and Adult Education

**MEMORANDUM**

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

**FROM:** Rod Duckworth *RW*

**DATE:** March 3, 2017

**SUBJECT:** **2017-18 CAPE Industry Certification Funding List**

The Division of Career and Adult Education (division) is announcing the release of the *preliminary* 2017-18 CAPE Industry Certification Funding List. Only the industry certifications on the final 2017-18 list will be eligible for additional FTE in the 2018-19 Florida Education Finance Program (FEFP).

Districts may submit requests to the division for additions to the 2017-18 CAPE Industry Certification Funding List. Certifications must meet the following criteria to be considered for the list:

- Must be on the list of CareerSource Florida recommendations for 2017-18.
- Must be achievable by students in a secondary level program.
- Must require a minimum of 150 hours of instruction.

All certifications on the *preliminary* 2017-18 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 *finalized* 2017-18 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 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, 2017.**

## 2017-18 CAPE Industry Certification Funding List

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Below is a summary of the request process:

- District CTE director submits a request to the division 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. 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 2017-18 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, 2017.

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

The following attachments are included:

Attachment 1: 2017-18 Preliminary CAPE Industry Certification Funding List (PDF format)

Attachment 2: 2017-18 CareerSource Florida Recommendations (PDF format)

Attachment 3: 2017-18 CareerSource Florida Recommendations that are Eligible for Request (PDF format)

Attachment 4: CAPE Industry Certifications from the "2016-17 CAPE Industry Certification Funding List" that were Not Recommended by the CareerSource Florida Board (PDF format)

Attachment 5: 2017-18 CAPE Industry Certification Funding List Request Form (Excel format)

Attachment 6: Directions for Completing the 2017-18 CAPE Industry Certification Funding List Request Form (PDF format)

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