



Statewide Email

DATE SENT: January 20, 2022

FROM: Henry Mack, Senior Chancellor

TO: District Career Center Directors
District Career and Technical Contacts

Via: CTEAudit@fldoe.org

SUBJECT: Workforce Program Inventory- School District Career Center Information Request

Per the [memo dated January 13, 2022](#), this email contains additional information about accessing Excel file data templates for the workforce program inventory.

The pre-populated templates are now available for download at the following location: <https://drive.google.com/drive/folders/1DhfS6PYyb1o87t9uyD9-TRS04Ao-A6?usp=sharing>. Please note, the files are set to "view only." To begin the process of working on your agency's file, simply download the document from Google Drive and save to your local network. Do not attempt to modify the existing templates or use this drive to store working files.

To provide additional guidance on how to complete the template, attached is a Data Standards Document specific to district career centers. This template varies slightly from the one required of Florida College System institutions. Also attached is the resource document that contains FAQs about the process. Note: Based upon the questions received during last week's webinar, FDOE will update the FAQ document no later than January 28. The updated FAQ will be available on the [CTE Program Resources webpage](#).

With this information, you are now equipped to review and populate both tabs in the Excel template: Tab 1 for Clock Programs and Tab 2 for Non-Credit programs. As you work through the template, please:

- Complete at least the required data about each program.
- Add any missing programs.
- Use strikethrough to delete any programs not active in 2021-22.

We ask that agencies submit their completed workforce program inventories **no later than April 15, 2022**, via email to CTEAudit@fldoe.org. Early submissions are encouraged.

Please visit our [website](#) for up-to-date information on the inventory. Thank you for your assistance in collecting this information.

Contact Information

For questions related to completing the Excel templates: erafal@credentialengine.org

For questions related to the FloridaShines Catalog and Data Standards Documents: catalog@flvc.org

For questions related to statute and policy: CTEAudit@fldoe.org