



Workforce Program Inventory

**Florida Department of Education, Florida Virtual Campus and
Credential Engine**

January 13, 2022



FLORIDA DEPARTMENT OF
EDUCATION
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Webinar Logistics

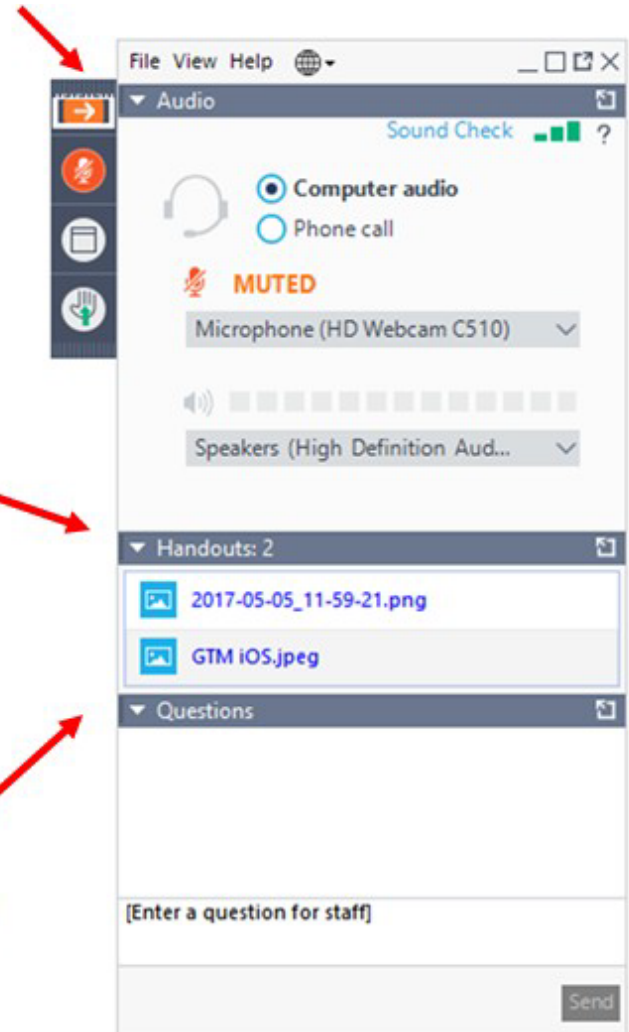
Participants will be on mute for the duration of the webinar.

Material from today's webinar:

In the handouts area you will find a copy of today's presentation.

How to submit questions:

To submit questions during the webinar, please utilize the Questions function. During the Q&A portion of the webinar, questions will be addressed.



Agenda

- Background
- Review of Spreadsheet Template and Definitions
- Timeline and Submission Process
- Resources
- Q&A



Background on Section (s.) 1011.80, Florida Statutes (F.S.)

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Implementation Notes

1011.80(2)(a) The State Board of Education shall establish criteria, based on the framework of quality established by the Credentials Review Committee under s. [445.004](#)(4), **for review and approval of new workforce education programs** by a Florida College System institution or a school district **that are not included in the statewide curriculum framework**.

Current Policy/Practice

- The department maintains curriculum frameworks for career certificates, Associate in Science/Applied Science degrees, college credit certificates and applied technology diplomas.
- When an institution wants to add a new program to the frameworks, they complete a request for consideration.
- If approved internally, it is sent to SBE approval. The SBE approves new curriculum frameworks at the state level.
- Once the framework is approved, any institution may begin offering the program. (School districts are limited to career certificates and ATDs)

Future Policy/Practice

- The department will continue to maintain curriculum frameworks for existing program types.
- When an institution wants to add a new program to the frameworks, they will continue to complete a request form. The future forms will align to the framework of quality.
- The SBE will continue to approve new curriculum frameworks at the state level.
- Once the framework is approved, any institution may begin offering the program. However, institutions must receive SBE expedited approval to be eligible for performance funding.

Implementation Notes

1011.80(2)(a) The State Board of Education shall establish criteria, based on the framework of quality established by the Credentials Review Committee under s. [445.004](#)(4), **for review and approval of new workforce education programs** by a Florida College System institution or a school district **that are not included in the statewide curriculum framework**.

Current Policy/Practice

- The department currently does not produce minimum frameworks for other program types, including CWE and apprenticeship/pre-apprenticeship, at a detailed level. It does maintain reporting codes for state fundable program types to report instructional activity.
- The SBE approves a single curriculum framework at the state level for all CWE programs.
- Data collection on these program types is limited.

Future Policy/Practice

- The department will establish minimum frameworks organized by career cluster for SBE approval, with input from the field.
- Once the framework is approved, any institution may begin offering the program. However, institutions must receive SBE expedited approval to be eligible for performance funding.
- Institutions seeking to offer a new program that does not have an approved minimum framework will have to complete a new program application.
- More data collection is expected.

Implementation Notes

1011.80(2)(b) A Florida College System institution or school district offering a new workforce education program that is in the statewide curriculum framework **may not receive performance funding and additional full-time equivalent membership funding until the workforce education program is reviewed**, through an expedited review process **and approved by the State Board of Education**.

Current Policy/Practice

- Except for baccalaureate degrees, the SBE does not approve individual institutions to offer programs.
- No programs are excluded from performance funding/add-on FTE calculations unless specified in statute/proviso/rule.

Future Policy/Practice

- Institutions must receive SBE expedited approval to be eligible for performance funding and add on-FTE associated with workforce education programs.
- If an institution does not have SBE approval for a program, that program will be excluded from performance funding calculations.
 - These programs are subject to the annual CTE audit and their performance will be reported on the workforce development metrics dashboard.

Resources

- On December 15, 2021, the Florida Department of Education hosted a webinar to provide a deeper look into the requirements of HB 1507 related to program approval and the program inventory.
 - [Download a copy of the slide deck.](#)
 - [View a copy of the webinar recording.](#)
 - [Review section 1011.80, F.S., Funds for operation of workforce education programs.](#)

Planning for Implementation

- The implementation of HB 1507 Section 35 requires:
 - The Florida Department of Education (FDOE) to collect an inventory of all workforce education programs active in the 2021-22 year (**Deadline of April 15, 2022**).
 - The Credential Review Committee to adopt a framework of quality (anticipated spring 2022).
 - FDOE to amend forms related to new program approval requests to align to the framework of quality (spring 2022), effective for new programs in 2022-23 and thereafter.
 - FDOE to create expedited review forms that incorporate the six statutory criteria (anticipated spring 2022) effective for performance funding consideration in 2022-23 and thereafter.
 - FDOE to use the information collected through the inventory to create minimum frameworks for non-credit programs (anticipated fall 2022).

Program Inventory

- Programs that are active in 2021-22 will not be required to undergo an expedited review process to be considered for performance funding or add-on FTE (districts only). Therefore, it is imperative we have an updated inventory of all workforce education programs being offered at district career centers and FCS institutions.
 - This inventory includes credit and clock programs. Because institutions may begin offering programs already approved in curriculum frameworks without approval, FDOE does not have an active program inventory.
 - This inventory also includes "non-credit" CWE and apprenticeship/pre-apprenticeship programs. In addition to establishing a baseline of what programs are being offered by which institutions, this data collection will also inform the development of minimum frameworks.

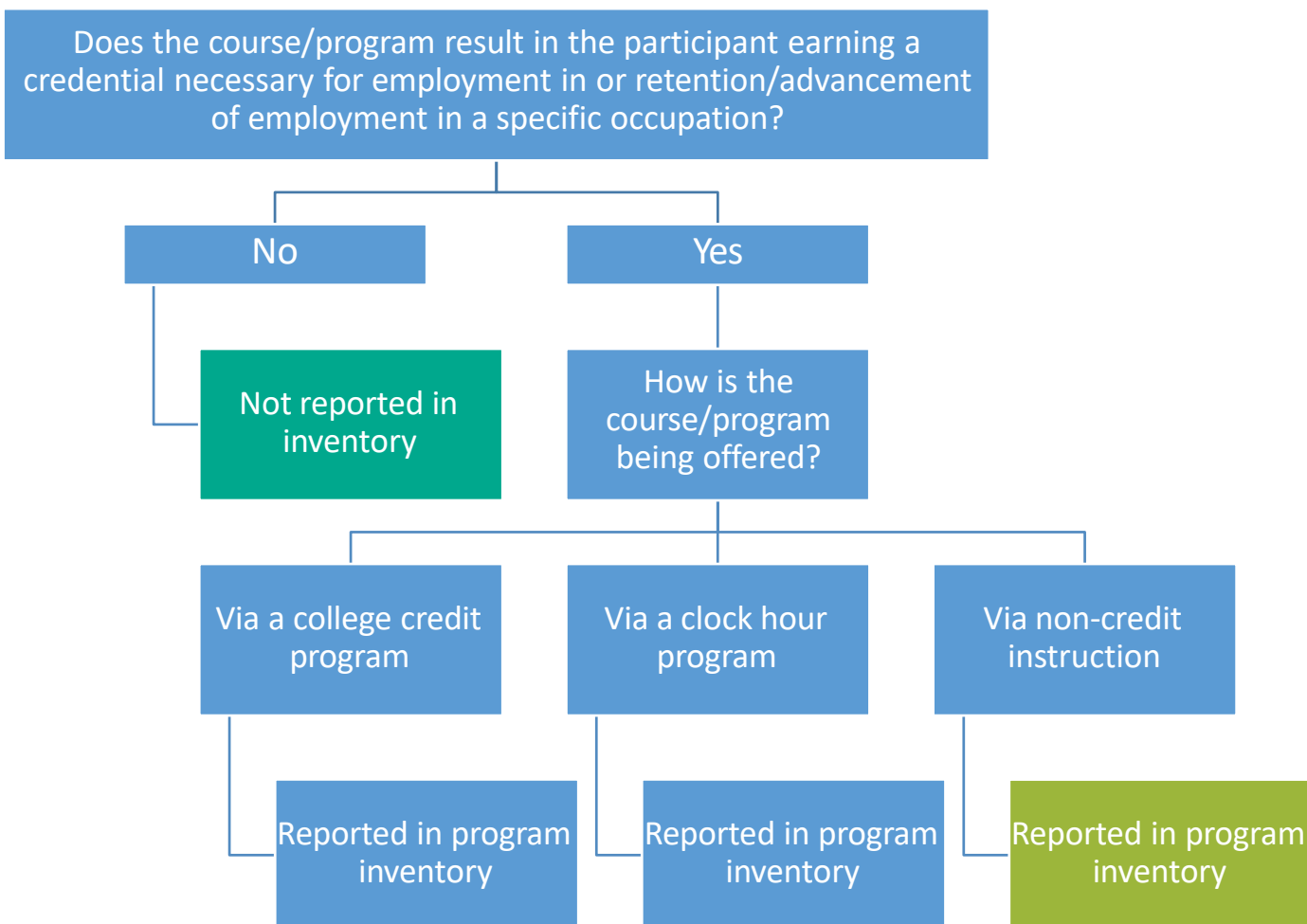
Program Inventory: What is Non-Credit

- All activity that falls under the definition of CWE in s. 1004.02(12), F.S., should be reported in the inventory.

“Continuing workforce education” means instruction that does not result in a registered apprenticeship certificate of completion, technical certificate, diploma, associate in applied science degree, or associate in science degree. Continuing workforce education is for:

- (a) Individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body;*
- (b) New or expanding businesses as described in chapter 288;*
- (c) Business, industry, and government agencies whose products or services are changing so that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity; or*
- (d) Individuals who are enhancing occupational skills necessary to maintain current employment, to cross-train, or to upgrade employment.*

Program Inventory: What is Non-Credit (Continued)



Program Inventory: What is Non-Credit (Continued)

Examples of “Non-Credit” that Should NOT be Reported

- Martial Arts
- Retirement Planning
- Drawing for Beginners
- Conversational Italian for Tourists
- Creative Writing
- Test preparation courses for continuing education purposes (e.g., LSAT, GRE, etc.)
- Courses offered for personal enrichment not employment (e.g., Excel)

Examples of “Non-Credit” that Should be Reported

- Recertification training
- Lean Six Sigma Green Belt
- Certified Nursing Assistant
- Hybrid/Electric Vehicle Servicing and Repair Customized Training
- Test preparation courses for certifications required for employment purposes
- Courses that result in certifications required for employment purposes

Uses for the Program Inventory

- 1) To identify current programs for purposes of implementation of section 35 to be considered for performance funding or add-on FTE.
- 2) To populate the FloridaShines Catalog.
- 3) To implement the provision in HB 1507 requires a workforce development dashboard that measures the state's investments in workforce development.
- 4) To populate the Credential Registry, which is powering the Education Meets Opportunity Platform.

Credential Engine, the organization that maintains the Credential Registry, will be leading the program inventory data collection process. Florida Virtual Campus is leading the integration with the Florida Shines Catalog and development of the data standards dictionaries.



Review of Spreadsheet Template

Data Template Format

- Two tabs: Credit/Clock and Non-Credit
- Rows = unique programs
- Some columns are required and some are optional
 - Some differences between requirements for FCS and districts
- Data Standards Documents with guidance for each field will be sent along with templates

Data Sources for Template

- Credit & Clock Programs
 - Florida Department of Education reports: includes programs that had recent enrollment
 - FloridaShines Catalog: data submitted by FCS institutions or districts
- Non-Credit Programs
 - Synthesis of available information on institution websites (FCS only)



Review of Data Fields

Ashley Thimmes

Statewide Project Coordinator

Florida Virtual Campus

Required Data Fields

CTID	Provided by FLVC	Globally unique Credential Transparency Identifier (CTID) by which the creator, owner or provider of a resource recognizes it in transactions with the external environment (e.g., in verifiable claims involving the resource). This is an auto assigned value by Florida Virtual Campus.
Sector (District or FCS)	Required for FCS & Districts	<i>These data are autogenerated by FloridaShines.</i>
District # or FCS #	Required for FCS & Districts	<i>These data are autogenerated by FloridaShines.</i>
District Name or FCS College Name	Required for FCS & Districts	<i>These data are autogenerated by FloridaShines.</i>
Technical College Name	Required for Districts/Not Applicable to FCS	<i>These data are autogenerated by FloridaShines.</i>
CipCode-10 digit	Required for FCS/Informational for Districts	Identify the 10-digit Classification of Instructional Programs (CIP) Code.
CipCode	Required for FCS/Informational for Districts	Identify the 6-digit Classification of Instructional Programs (CIP) Code.
10-Digit CIP Code (NCES 2010)	Informational for FCS and Districts	<i>These data are being provided by DOE for the 2021-2022 Academic Year for reference only.</i>
6-Digit CIP Code (NCES 2010)	Informational for FCS and Districts	<i>These data are being provided by DOE for the 2021-2022 Academic Year for reference only.</i>
ProgramID	Required for FCS and Districts	Provide index to identify the record at your institution. This value is to identify the index, and not the program code, at your institution.
CTEProgramCode	Required for Districts/Not Applicable to FCS	Identify the 7-digit alpha numeric Program Number.

Required Data Fields (continued)

CurriculumFrameworkProgramName	Required for FCS and Districts	Indicate the Curriculum Framework name of the Program.
ProgramTitle	Required for FCS and Districts	Provide the full program title without abbreviations. Include level and specific degree designation (e.g., Associate in Science in Mathematics, Master of Arts in Literature).
DegreeTypeCode	Required for FCS and Districts	Provide the code indicating the degree type.
TotalCreditType	Required for FCS and Districts	Identify the credit type for the total credits provided in the previous field. Values: 1 = Credit Hours, 2 = Contact Hours, 3 = Clock Hours, 4= Non-Credit.
TotalCredit	Required for FCS and Districts	Indicate the total number of credits required to earn a degree in this program. The type of credit will be identified in the TotalCreditType field.
ForCredit	Required for FCS/Not Applicable for Districts	Indicate if the program is for academic credit resulting in a degree. Example: Associates and Bachelor's degrees will be Yes. A vocational certificate will be No.
InPreparationFor	Required for FCS and Districts	<p>Indicate the:</p> <p>Certification/Credential Title-List any credential issued by an independent, third-party certifying entity for which the program prepares students. Students earn these credentials upon successful passage of assessments, examinations or licensure that measures occupational competency and validates a knowledge base and skills that shows mastery in a particular industry.</p> <p>Issuing Organization/Provider-For the previous certification/credential title, provide the name of the issuing organization/provider.</p> <p>DOE Code-For the previous certification/credential title, provide the DOE-assigned code available from the CAPE secondary and postsecondary industry certification funding lists. Only provide this code if the certification appears on DOE's CAPE lists.</p>

Required Data Fields (continued)

StandardCompletionTime	Required for FCS and Districts	Indicate in weeks or months the completion time of this program. For example: 8 weeks or 4 months.
ProgramDescription	Required for FCS and Districts	Provide a detailed description of the program. Describe its overall objectives and related information.
CredentialStatusType	Required for FCS and Districts	Indicate if this program is currently active. Should the program be deprecated, please indicate by filling in "False".
IsLimitedAccessProgram	Required for FCS and Districts	Indicate if this program has limited enrollment.
DeliveryMethod	Required for FCS and Districts	Provide the code indicating the delivery method. OO= Online Only BD= Blended Delivery IP= In-person
URL	Required for FCS and Districts	Provide the URL for specific program information. A generic institution URL is acceptable.
AdmissionRequire	Required for FCS and Districts	Identify the requirements and/or prerequisites associated with acceptance into this program. Include any information that is important for a student considering application to this program. <i>NOTE: For State College Bachelor's programs, this field is also used by the FLVC Transfer Student Admission Requirements process. For University Bachelor's programs, this field is also used by the FLVC 2+2 Program Admission process.</i>
LanguageOffered	Required for FCS and Districts	Indicate if this program is offered in English. Should there be another language, list False meaning "Other Language".

Optional Data Fields (Continued)

StatePublicly	Optional for FCS and Districts	Select False to indicate that the program should not appear.
ProgramCostURL	Optional for FCS and Districts	Provide the URL that details specific cost about this program. For example, this could be an institution's tuition calculator webpage.
AcceleratedProgram	Optional for FCS and Districts	Indicate if this program is structured to allow a student to meet the requirements of completion in an accelerated format.
AdmissionsURL	Optional for FCS and Districts	Provide the URL for specific program admissions information. A generic institution admissions URL is acceptable.
Admitted	Optional for FCS and Districts	Indicate if the student is required to be admitted in the program prior to registering for courses in the program.
AppDeadline	Optional for FCS and Districts	Indicate the program specific application deadline if different from institution deadline. Supply the word "Open" if there is no set deadline.
NonTraditionalStudent	Optional for FCS and Districts	Identify any unique or program specific strategies for providing learning resources and other support services to nontraditional students that deviate from institution strategies.
OtherInformation	Optional for FCS and Districts	List any items or information that will affect a student enrolling into this program. Include any other considerations that would be instructive or helpful to a student in determining whether to enroll in this program. This would include any special arrangements for students with unique needs.
OtherTuition	Optional for FCS and Districts	Include any additional cost associated with this program beyond the baseline tuition and fees.
ProgramAccredit	Optional for FCS and Districts	List any programmatic or specialized accreditation for this program.
ProgramAdditionalDetail	Optional for FCS and Districts	Identify any additional program specific requirements or information. Include any clinical, on campus or special admissions requirements that deviate from institution requirements.

Optional Data Fields (Continued)

ProgramCapacity	Optional for FCS and Districts	Indicate if this program has any unique capacity enrollment requirements.
SpecialCreditArrangement	Optional for FCS and Districts	Indicate any special credit arrangements unique to this program. List any partnerships or special arrangements that are separate from institution policies.
TechCompetency	Optional for FCS and Districts	List any program specific technical competencies or skills required for participation in this program. Include the need for special training, certificates, etc.
TotalCreditAdditionalInfo	Optional for FCS and Districts	Identify any unique program specific information in reference to core hours, electives or credit requirements that deviate from the institution's policy.
ACM	Optional for FCS/Not Applicable for Districts	Indicate if the program participates in the SREB's (Southern Regional Education Board) Academic Common Market (ACM).
CIPTrackNumber	Optional for FCS/Not Applicable for Districts	Identify the Track Number associated with the CIP Code identified Only required for Bachelor's programs.
ContactEmail	Optional for FCS/Not Applicable for Districts	Supply a contact email address for use by the FLVC 2+2 Program Admission process.
ExternalDegreeAuditCode	Optional for FCS/Not Applicable for Districts	Supply a code that is used to identify this program to your institution's advising system. Note: This field is used by the FLVC Advising System request to satisfy degree requirements.
ProgramTransferPolicies	Optional for FCS/Not Applicable for Districts	Indicate any unique program specific transfer policies or advising requirements that deviate from institution policies.
CompBasedLearning	Optional for Districts/Not Applicable to FCS	Indicate if this program follows a competency-based learning approach, which means a student's progress of the program can be measured by the student's demonstration of the desired learning outcomes.



Timeline and Submission Process

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Credential Engine

Program Inventory Timeline

- **January 22:** Date by Which Agencies will Receive Pre-populated Excel templates
 - Along with templates, agencies will receive Data Standards Documents and other resources
- **Between January 22 and April 15:** Agencies will review and populate Credit/Clock *and* Non-Credit tabs to create full program inventory
 - Add any missing programs
 - Complete at least the required data about each program
 - Use ~~strike through~~ to delete any programs not active in 2021-22
- **April 15:** Deadline for agencies to submit completed 2021-22 workforce program inventories (Excel files)

Submission Process

- Excel files due by **April 15, 2022**
 - Early and staggered submission encouraged
 - Submit to CTEaudit@fldoe.org
- Resources
 - [FDOE Website](#)
 - Program Inventory Template Guidance and FAQ
 - Data Standards Documents
 - Questions encouraged ahead of submission
 - Reach out to erafal@credentialengine.org or catalog@flvc.org for questions



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