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.)

Carrie Henderson, Ph.D.
Executive Vice Chancellor
Division of Florida Colleges
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.

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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 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.

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### 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**.

<table>
<thead>
<tr>
<th>Current Policy/Practice</th>
<th>Future Policy/Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Except for baccalaureate degrees, the SBE does not approve individual institutions to offer programs.</td>
<td>• Institutions must receive SBE expedited approval to be eligible for performance funding and add on-FTE associated with workforce education programs.</td>
</tr>
<tr>
<td>• No programs are excluded from performance funding/add-on FTE calculations unless specified in statute/proviso/rule.</td>
<td>• If an institution does not have SBE approval for a program, that program will be excluded from performance funding calculations.</td>
</tr>
<tr>
<td></td>
<td>• These programs are subject to the annual CTE audit and their performance will be reported on the workforce development metrics dashboard.</td>
</tr>
</tbody>
</table>
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)

Does the course/program result in the participant earning a credential necessary for employment in or retention/advancement of employment in a specific occupation?

- **No**
  - Not reported in inventory

- **Yes**
  - How is the course/program being offered?
    - Via a college credit program
      - Reported in program inventory
    - Via a clock hour program
      - Reported in program inventory
    - Via non-credit instruction
      - Reported in program inventory

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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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTID</td>
<td>Provided by FLVC</td>
<td>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.</td>
</tr>
<tr>
<td>Sector (District or FCS)</td>
<td>Required for FCS &amp; Districts</td>
<td>These data are autogenerated by FloridaShines.</td>
</tr>
<tr>
<td>District # or FCS #</td>
<td>Required for FCS &amp; Districts</td>
<td>These data are autogenerated by FloridaShines.</td>
</tr>
<tr>
<td>District Name or FCS College Name</td>
<td>Required for FCS &amp; Districts</td>
<td>These data are autogenerated by FloridaShines.</td>
</tr>
<tr>
<td>Technical College Name</td>
<td>Required for Districts/Not Applicable to FCS</td>
<td>These data are autogenerated by FloridaShines.</td>
</tr>
<tr>
<td>CipCode-10 digit</td>
<td>Required for FCS/Informational for Districts</td>
<td>Identify the 10-digit Classification of Instructional Programs (CIP) Code.</td>
</tr>
<tr>
<td>CipCode</td>
<td>Required for FCS/Informational for Districts</td>
<td>Identify the 6-digit Classification of Instructional Programs (CIP) Code.</td>
</tr>
<tr>
<td>10-Digit CIP Code (NCES 2010)</td>
<td>Informational for FCS and Districts</td>
<td>These data are being provided by DOE for the 2021-2022 Academic Year for reference only.</td>
</tr>
<tr>
<td>6-Digit CIP Code (NCES 2010)</td>
<td>Informational for FCS and Districts</td>
<td>These data are being provided by DOE for the 2021-2022 Academic Year for reference only.</td>
</tr>
<tr>
<td>ProgramID</td>
<td>Required for FCS and Districts</td>
<td>Provide index to identify the record at your institution. This value is to identify the index, and not the program code, at your institution.</td>
</tr>
<tr>
<td>CTEProgramCode</td>
<td>Required for Districts/Not Applicable to FCS</td>
<td>Identify the 7-digit alpha numeric Program Number.</td>
</tr>
<tr>
<td>Required Data Fields (Continued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CurriculumFrameWorkProgramName</td>
<td>Required for FCS and Districts</td>
<td>Indicate the Curriculum Framework name of the Program.</td>
</tr>
<tr>
<td>ProgramTitle</td>
<td>Required for FCS and Districts</td>
<td>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).</td>
</tr>
<tr>
<td>DegreeTypeCode</td>
<td>Required for FCS and Districts</td>
<td>Provide the code indicating the degree type.</td>
</tr>
<tr>
<td>TotalCreditType</td>
<td>Required for FCS and Districts</td>
<td>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.</td>
</tr>
<tr>
<td>TotalCredit</td>
<td>Required for FCS and Districts</td>
<td>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.</td>
</tr>
<tr>
<td>ForCredit</td>
<td>Required for FCS/Not Applicable for Districts</td>
<td>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.</td>
</tr>
<tr>
<td>InPreparationFor</td>
<td>Required for FCS and Districts</td>
<td>Indicate the:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Certification/Credential Title</strong>-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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Issuing Organization/Provider</strong>-For the previous certification/credential title, provide the name of the issuing organization/provider.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DOE Code</strong>-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.</td>
</tr>
</tbody>
</table>

[www.FLDOE.org](http://www.FLDOE.org)
# Required Data Fields (Continued)

<table>
<thead>
<tr>
<th><strong>StandardCompletionTime</strong></th>
<th>Required for FCS and Districts</th>
<th>Indicate in weeks or months the completion time of this program. For example: 8 weeks or 4 months.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ProgramDescription</strong></td>
<td>Required for FCS and Districts</td>
<td>Provide a detailed description of the program. Describe its overall objectives and related information.</td>
</tr>
<tr>
<td><strong>CredentialStatusType</strong></td>
<td>Required for FCS and Districts</td>
<td>Indicate if this program is currently active. Should the program be deprecated, please indicate by filling in &quot;False&quot;.</td>
</tr>
<tr>
<td><strong>IsLimitedAccessProgram</strong></td>
<td>Required for FCS and Districts</td>
<td>Indicate if this program has limited enrollment.</td>
</tr>
</tbody>
</table>
| **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. *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.* |
| **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)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>StatePublicly</td>
<td>Optional for FCS and Districts. Select False to indicate that the program should not appear.</td>
</tr>
<tr>
<td>ProgramCostURL</td>
<td>Optional for FCS and Districts. Provide the URL that details specific cost about this program. For example, this could be a website.</td>
</tr>
<tr>
<td>AcceleratedProgram</td>
<td>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.</td>
</tr>
<tr>
<td>AdmissionsURL</td>
<td>Optional for FCS and Districts. Provide the URL for specific program admissions information. A generic institution admissions URL is acceptable.</td>
</tr>
<tr>
<td>Admitted</td>
<td>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.</td>
</tr>
<tr>
<td>AppDeadline</td>
<td>Optional for FCS and Districts. Indicate the program specific application deadline if different from institution deadline. Supply the word &quot;Open&quot; if there is no set deadline.</td>
</tr>
<tr>
<td>NonTraditionalStudent</td>
<td>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.</td>
</tr>
<tr>
<td>OtherInformation</td>
<td>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.</td>
</tr>
<tr>
<td>OtherTuition</td>
<td>Optional for FCS and Districts. Include any additional cost associated with this program beyond the baseline tuition and fees.</td>
</tr>
<tr>
<td>ProgramAccredit</td>
<td>Optional for FCS and Districts. List any programmatic or specialized accreditation for this program.</td>
</tr>
<tr>
<td>ProgramAdditionalDetail</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Details</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Program Capacity              | Optional for FCS and Districts  
Indicate if this program has any unique capacity enrollment requirements.                                                                                                                                  |
| Special Credit Arrangement    | 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.                                      |
| Tech Competency               | 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.                                          |
| Total Credit Additional Info  | 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).                                                                                             |
| CIP Track Number              | Optional for FCS/Not Applicable for Districts  
Identify the Track Number associated with the CIP Code identified Only required for Bachelor's programs.                                                                                                       |
| Contact Email                 | Optional for FCS/Not Applicable for Districts  
Supply a contact email address for use by the FLVC 2+2 Program Admission process.                                                                                                                                 |
| External Degree Audit Code    | 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.                  |
| Program Transfer Policies     | Optional for FCS/Not Applicable for Districts  
Indicate any unique program specific transfer policies or advising requirements that deviate from institution policies.                                                                                                                      |
| Comp-Based Learning           | 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

Emilie Rafal
Director of Programs
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 strikethrough 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](mailto:CTEaudit@fldoe.org)

• Resources
  • [FDOE Website](http://www.FLDOE.org)
  • Program Inventory Template Guidance and FAQ
  • Data Standards Documents
  • Questions encouraged ahead of submission
    • Reach out to [eralfal@credentialengine.org](mailto:eralfal@credentialengine.org) or [catalog@flvc.org](mailto:catalog@flvc.org) for questions
Q&A