

# FLORIDA DEPARTMENT OF EDUCATION



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Division of Career and Adult Education



June 15, 2012

## MEMORANDUM

TO: Secondary CTE Directors

FROM: Rod Duckworth *RD*

SUBJECT: 2012-2013 Industry Certification Recommendations and Instructional Hours

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The Division of Career and Adult Education program staff has completed an initial review of the new industry certifications that will be recommended to the State Board of Education for the "2012-2013 Industry Certification Funding List." As part of the review, the instructional hours for recommended industry certifications have been calculated. These instructional hours will be used for assignment of funding weights in accordance with section 1011.62(1)(o)FS. As delineated in State Board Rule 6A-6.0573 *Industry Certification Process*, this review was conducted using one of the following methods:

1. Identification of specific instructional hours by the certifying agency, or
2. Alignment of state curriculum frameworks to the competencies required for the industry certification based on a review of standards adopted by the State Board of Education in the curriculum framework for the secondary and postsecondary programs that align with the certification.
  - o A primary program was identified that curriculum staff determined contained the largest number of curriculum standards that correlated to a particular industry certification's exam competencies. Many industry certifications can be aligned to more than one career and technical program but, for the purposes of establishing instructional hours, just one primary program was used in the review.

- Once the primary program linkage was established, the program standards that closely correlated to the industry certification exam competencies were identified, and the estimated instructional hours to teach the curriculum standard was calculated.

The attached file contains the instructional hours recommended by the Division of Career and Adult Education for use in the industry certification weighting process. As part of the review process, the Division will host a one-hour conference call, during which participants may provide comments and feedback on the calculated instructional hours. Conference call details are as follows:

**Date:** June 21, 2012  
**Time:** 10:00 a.m., EDT  
**Conference Call:** 1-888-670-3525  
**Conference Code:** 6246588702

**In advance of the conference call, please review the recommended instructional hours. If you would like to request an adjustment to the hours for a given certification, please use the attached *CAPE Industry Certification Instructional Hours Adjustment Request Form* to do so. Submit the form no later than 5 p.m. on Wednesday, June 20, 2012, to Tara McLarnon at [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org).**

Should you have programmatic questions, please contact Kathleen Taylor at [kathleen.taylor@fldoe.org](mailto:kathleen.taylor@fldoe.org) or via phone at 850-245-9062. If you have questions regarding the law or the State Board of Education rule for the industry certification process, please contact Tara Goodman at [tara.goodman@fldoe.org](mailto:tara.goodman@fldoe.org) or via phone at 850-245-9001.

Thank you.

RD/kbt

Attachments