

FLORIDA DEPARTMENT OF EDUCATION



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Division of Career and Adult Education



January 3, 2012

MEMORANDUM

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

FROM: Kathleen Taylor 

SUBJECT: Industry Certification Data Reporting

The Division of Career and Adult Education has developed a summary of reporting procedures for industry certifications. The industry certification data elements are used for the following purposes:

- Florida Education Finance Program, additional full-time equivalency calculation (Section 1011.62(1)(o), Florida Statutes)
- Accelerated mechanisms component of the high school grades calculation
- Accountability measure for technical skill attainment (Carl D. Perkins Career and Technical Education Act)

The enclosed document explains how districts should report industry certification data, in various reporting scenarios, for the 2011-12 reporting cycle. All industry certification data is reported on the Career and Technical Education Student Course Schedule format (Survey 5).

Beginning with the 2011-12 academic year, students who earn industry certifications while enrolled in career and professional academies must have the academy identifier reported on the Career and Technical Education Student Course Schedule format.

If you have any programmatic questions regarding these procedures, please contact Tara Goodman at 850-245-9002. For detailed technical questions regarding data submissions, please contact Sarah Underwood at 850-245-0400.

KT/g

Enclosure