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

**FROM:** Henry Mack, Chancellor, Division of Career and Adult Education

**DATE:** March 4, 2021

**SUBJECT: 2021-22 CAPE Industry Certification Funding List**

The Division of Career and Adult Education (division) is announcing the release of the *preliminary* 2021-22 CAPE Industry Certification Funding List. Only the industry certifications on the final 2021-22 list will be eligible for additional FTE in the 2021-22 Florida Education Finance Program (FEFP).

Districts may submit requests to the division for additions to the 2021-22 CAPE Industry Certification Funding List. Certifications must meet the following criteria to be considered for the list:

- Must be on the list of CareerSource Florida new recommendations for 2021-22.
- Must be achievable by students in a secondary level program.
- Must require a minimum of 150 hours of instruction.

**Requests should be submitted as soon as possible to facilitate an adequate review. An electronic copy of the Excel request form must be emailed to the division by the district career and technical education (CTE) director to the following email address: [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org). The final deadline for requests is April 1, 2021.**

Please note that this process does not involve certifications for farm occupations, which are considered through a separate process with the Department of Agriculture and Consumer Services.

Henry Mack  
Chancellor of Career and Adult Education

## 2020-21 CAPE Industry Certification Funding List

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Below is a summary of the request process:

- District CTE director submits a request to the division using the attached Excel Request Form. **This form must be completed using Microsoft Excel and returned as an electronic document.** This request should include **all** industry certifications that are being requested for your district. Do not submit a separate Excel request form for each certification requested. Incomplete forms **will not** be processed. Forms submitted as PDF documents **will not** be processed.
- Division staff will evaluate all requests based on whether the requested items meet the above criteria.
- Districts shall be notified of the decision for inclusion on the 2021-22 CAPE Industry Certification Funding List through a posting on the department's website at the following link: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary>. This posting will occur by June 15, 2021.

See Attachment 3 for the list of certifications that may be requested.

The following attachments are included:

Attachment 1: 2020-21 Preliminary CAPE Industry Certification Funding List (PDF format)

Attachment 2: 2020-21 CareerSource Florida Recommendations (PDF format)

Attachment 3: 2020-21 CareerSource Florida Recommendations that are Eligible for Request (PDF format)

Attachment 4: 2020-21 CAPE Industry Certification Funding List Request Form (Excel format)

For technical questions about submitting your request on the excel form, please contact Kathryn Wheeler at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850-245-9030.

HM/kw

Attachment