



Secondary Quarterly Webinar January 25, 2021

Division of Career and Adult Education



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Division Update



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Legislative Update

Brianna Garcia

Policy Analyst

Division of Career and Adult Education

2021 Florida Legislative Session Information

- The first committee week kicked off Jan 11
- Committee weeks continue **Jan 25- Feb 19**
- The first day of Regular Session is **March 2**
- The last day of Regular Session is April 30

Committee meeting schedules can be found at the following links:

- House: <https://www.myfloridahouse.gov/Sections/HouseSchedule/houseschedule.aspx>
- Senate: <https://www.flsenate.gov/Session/Calendars/2021>

All committee meetings are broadcasted on thefloridachannel.org

If you are interested in relevant bills filed, you can email
brianna.garcia@fldoe.org



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CTE Audit Update

Dr. Keith Richard
Statewide Director of
Career and Technical Education Quality
Division of Career and Adult Education



Program Updates

Kathleen Taylor

Bureau Chief

Division of Career and Adult Education



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CTE Curriculum Frameworks

2021-2022 Curriculum Frameworks

- The “Draft” 2021-2022 curriculum frameworks and change document will be published in February.
- Consult the draft change document to learn about:
 - Structural changes to frameworks listed by Career Cluster
 - List of “Daggered” programs and the projected deletion date
 - List of new or replacement programs available for school districts

Secondary OCP Reporting

- Beginning with 2020-21, secondary curriculum frameworks will no longer include Occupational Completion Point Codes
 - The data element has been deleted from the 2020-21 EIS handbook and from the CTE student course schedule
- We are working with the BEESS division on updates to the Modified Occupational Completion point code data element.

EO-20-02 Continued Flexibility for CTE Curriculum Framework Requirements

- Rule 6A-6.0571, F.A.C., incorporates the state curriculum frameworks by reference. The state inventory of career and technical education program frameworks specify program length and instructional standards (student learning outcomes).
- Currently, subsection 2 of the rule allows the Commissioner of Education to approve a school's waiver request submitted by a district school board or the Florida College System institution's board of trustees to allow the school or institution to substitute locally approved intended outcomes for State Board approved outcomes provided the program is unregulated.
- Subsection 2 of this rule is waived to allow flexibility to locally waive certain instructional requirements in the frameworks such as required work/field experience for unregulated programs. (List of unregulated programs requiring field experiences is posted at <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml>).

EO-20-02 Continued Flexibility for CTE Curriculum Framework Requirements

- This provision does not apply to regulated programs and the remaining provisions (standard program length, teacher certification requirements, basic skills requirements (if applicable)) of the rule remain in place.
- The following is an example of how the waiver may be used:
 - Medical Assisting program requires the completion of 40 field hours in a clinical setting. This waiver allows districts the authority to locally waive this requirement and substitute other locally-developed outcomes without Commissioner approval.
 - (Sample) agriculture-related standard: *transport, groom and show selected livestock animals in exhibition setting* state standard is locally modified to *Demonstrate proper grooming techniques on selected companion or livestock animals via electronic synchronous or asynchronous means.*
- *For questions or additional information please contact Kathleen Taylor at Kathleen.taylor@fldoe.org*
- **This waiver runs consecutively with the Governor’s emergency order 20-52 and is currently effective through February 27, 2021.**

Status of COVID-19 Waivers for Clock Hour Programs and Career Dual Enrollment

- The flexibility afforded to school districts, technical colleges and Florida College System institutions around the kinds of assessments used to determine basic skills functioning levels, pursuant to section [1004.91](#) Florida Statute (F.S.) and [Rule 6A-10.040](#) Florida Administrative Code (F.A.C.), was effective **through the 2020 fall semester only**. This flexibility provided authorization for local programs to assess basic skills by any reasonable means and was not limited to the assessments listed in Rule 6A-10.040, F.A.C., or bound by the time limits set forth in order to exit a student who meets all other criteria for completion of a clock hour certificate program that is 450 hours or greater.
- This is an important reminder that the [aforementioned flexibility is no longer effective for the 2021 spring semester](#). Unless otherwise exempt, in accordance with section 1004.91 F.S., students must be evaluated utilizing an assessment identified in Rule 6A-10.040 F.A.C.

Additional guidance will be sent from Chancellor Mack's office. For questions or additional information, please contact Kathleen Taylor, Bureau Chief for Career and Adult Education, at Kathleen.taylor@fldoe.org.

Health Science Clinical/Hands-On Waivers

**Executive Order 20-52 has been extended until
February 27, 2021**

Regulated programs: full simulation is approved for all clinical/hands-on program requirements through the life of EO 20-52.

Non-regulated programs: full simulation is approved for all clinical/hands-on program requirements through the life of EO 20-52.

Certified Nursing Assistant Examination: waiver of hands-on/skills demonstration extended through March 31, 2021, per DOH No. 20-015



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Other Programmatic Items of Interest

CTE Educator Webinar Series

Date	Topic & Facilitator	Primary Audience	Link
Wednesday, January 27 th , 2021 at 11am- 12pm EST	Expanding Middle School CTE with Kate Kreamer of Advance CTE	Secondary Admin & Instructors	Reserve your spot now!
Wednesday, February 10 th , 2021 at 11am- 12pm EST	Accommodations for Students with Disabilities in Work-Based Learning with Brandi Boyer Rutherford & Johana Valdivieso of the Division of Vocational Rehabilitation	Secondary & Postsecondary Admin and Instructors	Reserve your spot now!
Wednesday, March 10 th , 2021 at 11am- 12pm EST	Bridging the Gap: Connecting Business and Education with the Greater Naples Chamber of Commerce and Collier County Public Schools	Secondary & Postsecondary Admin and Instructors	Reserve your spot now!
Wednesday, April 14 th , 2021 at 11am-12pm EST	CTE Leadership and Organizational Theory with Dr. Lisa Martino of the University of Central Florida	Secondary & Postsecondary Admin and Instructors	Reserve your spot now!

Career Cluster Professional Learning Communities

Save the Date	Topic & Facilitator	Primary Audience (Program TBD)
<p>Tuesday, February 2nd 4pm-5pm EST Mark your calendar</p>		
<p>Tuesday, February 16th 4pm-5pm EST Mark your calendar</p>	<p>Agriculture, Food, and Natural Resources</p>	<p>Secondary Instructors of Agriculture, Food, & Natural Resources</p>
<p>Tuesday, March 2nd 4pm 5pm EST Mark your calendar</p>	<p>Arts, A/V Technology & Communication; and/or Law, Public Safety & Security</p>	<p>Instructors of Arts, A/V Technology & Communication or Law, Public Safety & Security</p>
<p>Tuesday, March 16th 4pm 5pm EST Mark your calendar</p>		

Career Cluster Professional Learning Communities

Save the Date	Topic & Facilitator	Primary Audience (Program TBD)
<p>Tuesday, April 6th 4pm 5pm EST Mark your calendar</p>		
<p>Tuesday, April 20th 4pm 5pm EST Mark your calendar</p>	<p>Health Science and/or Human Services</p>	<p>Instructors of Health Science or Human Services</p>
<p>Tuesday, May 4th 4pm 5pm EST Mark your calendar</p>	<p>Manufacturing; Transportation, Distribution & Logistics and/or Engineering & Technology</p>	<p>Instructors of Manufacturing, Transportation, Distribution & Logistics or Engineering & Technology</p>
<p>Tuesday, May 18th 4pm 5pm EST Mark your calendar</p>		



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Cooperative Education OJT Manual

Kaitlin Vickers
Program Specialist
Division of Career and Adult Education

Electronic Signatures for OJT Timecards

- Co-operative OJT programs can now collect timecards with electronic signatures.
 - E-signature software such as Adobe Sign or DocuSign sent to a verified supervisor's email.
 - Training site supervisor can email the electronically signed document to the supervising teacher.
- <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/additional-cte-programs-courses/ojt/documents.shtml>

Electronic Signatures for OJT Timecards

- What information needs to be kept on file?
 - Copy of the following records for auditing purposes:
 - A copy of the electronically signed timecard.
 - The email verifying the timecard was sent by the supervisor.
 - A copy of the Co-operative Education OJT Electronic Signature Verification Form.
- <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/additional-cte-programs-courses/ojt/documents.shtml>



Guidance for Districts on Electronic Timecard Signatures for Co-operative Education OJT

What is the benefit of electronic signatures?	Electronic signatures provide a paperless workflow and electronic tracking system. With many students choosing a virtual learning option, the process becomes more efficient and more secure than the paper version.
What are the options for Electronic signatures for timecards?	<ul style="list-style-type: none"> - E-signature software such as Adobe Sign or DocuSign sent to a verified supervisor's email. <ul style="list-style-type: none"> o The e-signature software can send the timecard directly to the student and the supervisor for signature. - Supervisor can email the electronically signed document. <ul style="list-style-type: none"> o Students will submit their electronically signed timecard to their supervisor and must be emailed back by the supervisor on record.
What information needs to be kept on file?	<p>The district will need to keep a hard copy of the following records for auditing purposes:</p> <ul style="list-style-type: none"> - A copy of the electronically signed timecard. - The email verifying the timecard was sent by the supervisor. - A copy of the <u>Co-operative Education OJT Electronic Signature Verification Form</u>. <ul style="list-style-type: none"> o Please note that students may have multiple supervisors.
What if the supervising teacher or training site supervisor changes?	The Co-operative Education OJT Electronic Signature Verification Form can be modified to add the new supervisor or teacher. The district or school can require a new form to be filled out.

Co-operative Education OJT Electronic Signature Verification Form

I, _____, the training site supervisor of _____, agree to electronically sign the weekly/monthly timecard to verify the hours worked. These timecards are to verify attendance records of the student's enrollment in the co-operative education OJT program.

Students Place of Employment:		
School Name and District:		
Required Signatures:	Date Signed	
Training Site Supervisor's Signature:		
Student Signature:		
Supervising Teacher Signature:		
Please provide the email addresses of all supervisors authorized to electronically sign and verify the student's timecard.		
Name	Position/Title	Email Address

Congratulations to FDOE's Eric Owens

- Over 15 years of dedication to CTE
 - Servant-style leadership
 - Student success advocate
- Eric's contributions will always be valued and remembered.
- To celebrate his much-deserved retirement, we encourage you to send congratulatory messages to eric.owens@fldoe.org





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Federal and State Initiatives (FSI) Section Update

Bruce Harrington

Senior Education Program Director

Division of Career and Adult Education

Florida Perkins Consolidated Annual Report (CAR)

- Florida's annual CAR was submitted to the federal Office of Career and Adult Education by the December 31, 2020, deadline.
- The CAR report consists of:
 - Grant budget expenditures
 - Local agency grant allocations
 - Career and Technical Education program concentrator reports by cluster and demographic
 - Methods of Administration Biennial Report by the Office of Educational Opportunity

Perkins – Looking ahead

- Neither the state nor local agencies were held accountable for the new Perkins V performance targets for the 2019-2020 program year.
- However, both the state and local agencies will be held accountable in the 2020-2021 program year.
- The RFAs for the 2021-2022 program year are currently under development.
- The required local agency biannual Comprehensive Local Needs Assessments were conducted in 2019-2020 and are required to be conducted again in the 2021-2022 program year.



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Data Reporting

Tara Goodman

Vice Chancellor

Division of Career and Adult Education

Welcome to our new Research and Evaluation Director

- Brittany C. Ross
- Email: Brittany.Ross@fldoe.org
- Phone 850-245-9005

New Data Elements

- Division is working on new data elements for the 21-22 year in the following areas:
 - Apprenticeship/Preapprenticeship Program Sponsor information
 - Work-based Learning Activities
- Under consideration:
 - Industry Certification Exam Test Delivery

2020-21 Data Reporting Schedule – EIS

Survey	Survey Week	Required Load Date	System Closes
Survey 2	October 5-9	October 16, 2020	December 15, 2020
Survey 3	February 8-12	February 19, 2021	April 15, 2021
Survey 5		July 23, 2021	October 31, 2021

Link to all Survey Dates: <https://www.fldoe.org/core/fileparse.php/7574/urlt/2021-surveydates.pdf>

Survey 3 Reminders

- Enrollment in CAPE academies must be reported on the Federal/State Indicator Status Format
 - Includes high school and middle school academies
 - If you registered an academy, we should see enrollment reported
- Reminder that automotive programs must be accredited in order to report enrollment in surveys 2 and 3.
 - All agencies were notified in September if they had a program that had a program whose accreditation had expired or was set to expire in the current reporting year.
 - For questions please contact Robert Blevins at 850-245-9015 or Robert.Blevins@fldoe.org



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CAPE Industry Certifications

Kathryn Wheeler

CAPE Industry Certification Manager

Division of Career and Adult Education

Third Calculation

- Bonus FTE district files are ready to download from the Northwest Regional Data Center
- The file name is DPSdd.GQ.F71297.Y20212; the format for this file is in DPS.DISTRICT.FORMATS.Y2021 (F71297).
- Please download your file by the end of January, as these files are only posted for a limited time.
- The standard FEFP workpapers for 3rd calculation have not been posted. An alternative method of sharing the final FTE calculated for industry certification attainment is being worked out.

Rule Updates for 2020-21

- Updates to Rule 6A-6.0573, Industry Certification Process, became effective October 27, 2020. Updates include:
 - Remote proctoring provisions;
 - The third (final) Career-Themed Course Registration window is now July 15th - August 10th;
 - Exams may not be used to satisfy the requirements for more than one industry certification or certificate; and,
 - Clarifying language.
- Full text may be accessed via:

<https://www.flrules.org/gateway/ruleNo.asp?id=6A-6.0573>

Rule Updates: Remote Proctoring

- “Remote proctoring” is the process of taking an exam while the test taker is in one location and the virtual proctor is in another location.
- “Virtual proctor” is a live human who remotely watches the test taker during the exam. This person must see the test candidate and the exam synchronously, as well as the environment in which the test is taken

Rule Updates: Remote Proctoring

- Certifying agencies may elect to offer remotely proctored testing options.
- Remotely proctored exams must include:
 1. Confirmation of student test taker's identity;
 2. Virtual proctor;
 3. Secure delivery of electronic exam; and,
 4. Process for identifying testing irregularities.
- The certifying agency must issue the same credential that would have been earned in the traditional proctoring setting.

Rule Updates: Remote Proctoring

- Certifying agencies are required to sign an updated attestation form that aligns with the requirements outlined in Rule 6A-6.0573. (This is different from the attestation form signed in 2019-20.)
- A list of certifications with remote proctoring options has been posted and will be updated as needed. This may be accessed via:

<http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.shtml>.

Rule Updates: Conditions for FEFP Calculation and Reporting

- Exams may not be used to satisfy the requirements for more than one industry certification or certificate.

CAPE Academy Registrations for 2020-21

- All middle and high school CAPE Academies registered for the 2020-21 school year are listed in Appendix Y.
- Appendix Y is posted on the Student Information System webpage and may be accessed through the following direct link:

<http://www.fldoe.org/core/fileparse.php/19879/urlt/2021-appendy.xls>

Career-Themed Course Registrations, 2020-21

Registration Windows:

1. October 16 – November 30
2. **February 1 – March 1**
3. July 15 – August 10 (**Final**)

Career-Themed Course Registrations, 2020-21

- Registrations made during the first window are listed in Appendix FF, which is posted on the Student Information System webpage and may be accessed through the following direct link:

<http://www.fldoe.org/core/fileparse.php/19879/urlt/2021-appendff.xls>

Career-Themed Course Registration

- A Career-themed Course is a **course, or a course in a series of courses, that leads to an industry certification** identified in the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education.
- Career-themed courses **have industry-specific curriculum aligned directly to priority workforce** needs established by the local workforce development board or the Department of Economic Opportunity.

In order to register a Career-Themed Course,

- The course must have students enrolled.
- Instructors must hold the same industry certifications (or higher level) for which the course is being registered. This applies to all certifications registered with the course.
- District superintendent must certify that the course is being registered per s. 1003.493(1)(b) and s. 1003.493(4), F.S.

Career-Themed Course Registration

- Occasionally FDOE will flag courses registered with industry certifications that appear to have little to no relation to the course content.
- These will not be included in Appendix FF unless the district is able to provide documentation that student mastery of at least five (5) core standards from the course is assessed by the industry certification exam.

Career-Themed Course Registration Training

- On-demand webinar coming soon!

CareerSource Florida Submission Process

- Information about the application process is posted at www.careersourceflorida.com/cape.
- CareerSource Florida, the Department of Economic Opportunity and FDOE held meetings as needed with submitters in preparation for the CareerSource Florida Board Meeting next month.



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Grants/Compliance Update

Gloria Spradley-Brown

Bureau Chief

Division of Career and Adult Education

Grants Administration and Compliance

- **100% of Perkins V 4-Year Plans are Completed**
- **Project Amendments**
 - Use the appropriate function and object code with the appropriate line item
 - Submit documents via Office of Grants Management ShareFile System
- **Competitive Grant Reviews Completed**
 - **Entrepreneurship Education and Training (EET)**
 - **Department of Juvenile Justice (DJJ)**
 - CTE Program **MUST** be on the approved CLNA

Grants Administration and Compliance

Compliance:

- Spring Virtual Desk Monitoring Reviews are underway.
- If you have any questions please reach out to [Kara Kearce](#), director of Quality Assurance and Compliance, 850-245-9033.

Grants Administration and Compliance

Program Management Resources:

- Green Book
- Amendment Forms
- Uniform Guidance (UG)
- Red Book (School Districts)
- Accounting Manual (Florida Colleges)
- Compliance

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Education web page: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/>

Questions



www.FLDOE.org

Tara Goodman, Vice Chancellor

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