



# Secondary Quarterly Webinar September 21, 2020

**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**

## Senate Bill (SB) 434- Designation of School Grades

- Beginning with the 2021-22 school year, schools will receive credit in the College and Career Acceleration component of the school grading calculation for students who complete 300 or more clock hours of approved career dual enrollment courses.
  - Full bill summary can be found here:  
<http://fldoe.org/core/fileparse.php/7749/urlt/SB434-BS.pdf>.
- On August 21, 2020, FDOE's Division of Career and Adult Education sent out a memo requesting course information for all clock-hour dual enrollment courses leading to industry certifications. **This information is due no later than COB, Monday, September 28.** Submissions and questions should be directed to [brianna.garcia@fldoe.org](mailto:brianna.garcia@fldoe.org).
  - The memo can be found here: <http://www.fldoe.org/academics/career-adult-edu/memorums/>.

## House Bill 1193 – Deregulation of Professions & Occupations (Barbering, Facials Specialty, and Nails Specialty Programs)

- The bill provides additional options or reduces the requirements for the several professional occupations, including: Barbering, Facials Specialty, and Nails Specialty Programs.
- FDOE frameworks for all three programs will be updated to reflect hours and rule changes and be effective and posted to the FDOE website on **January 01, 2021. All the rule updates will be finalized in October 2020.**
  1. [Rule 61G3-16.001 F.A.C.](#)- Barbering License hours reduced from 1200 to 900. **Effective Jan. 01, 2021.**
  2. [Rule 61G5-22.006 F.A.C.](#)- Facial (Including Skin Care and Hair Removal) specialty hours reduced from 260 to 220. **Effective Jan. 01, 2021.**
  3. [Rule 61G5-22.015 F.A.C.](#) – Specialty Certification Nails hours reduced from 240 to 180. **Effective Jan. 01, 2021**
- Contact [Pamela.Gilman@fldoe.org](mailto:Pamela.Gilman@fldoe.org) for questions related to this slide.



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# CTE Audit Update

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



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# Program Updates

**Kathleen Taylor**

**Bureau Chief, Division of Career and Adult Education**

# 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](mailto:Kathleen.taylor@fldoe.org)*
- **This waiver runs consecutively with the Governor's emergency order 20-52 and is currently effective through November 7, 2020.**

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

Commissioner Corcoran issued Department of Education [Emergency Order \(EO\) 2020-01](#) on March 23, 2020 that provided flexibility to school districts and Florida College System institutions around the kinds of assessments used to determine basic skills functioning levels in clock hour programs that are 450 hours or greater pursuant to [s. 1004.91 F.S. Requirements for Career Education Program Basic Skills](#) and [Rule 6A-10.040 F.A.C.](#) Recently, we have received inquiries about the extension of this order. The department has updated the guidance as follows:

- ***For the 2020 fall semester only***, programs are authorized to assess basic skills by any reasonable means and are 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 exist a student who meets all other criteria for completion of a clock hour certificate programs that is 450 hours or greater.

For questions or additional information, please contact Kathleen Taylor, Bureau Chief for Career and Adult Education at [Kathleen.taylor@fldoe.org](mailto:Kathleen.taylor@fldoe.org).

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

A district or college cannot waive the requirement locally.

However, the agency may assess basic skills locally by any reasonable means. You need to develop and document a local method for your alternative assessment(s).



## Department of Health Emergency Orders (EO) and CTE Health Science Programs

CTE Program Name	CTE Program Number and CIP Number	Dept. of Health EO No.	What This EO Does	Date Waiver is Effective Through	Other Information	DOH Regulatory Board Contact/Other Contact
<b>EMT</b>	ATD - 0351090408/ W170212  0351090415 – CCC  W170213/ 0351090414 (Career Certificate – Program in Teachout Status)	DOH No. 20-010	With the approval of the training program medical director, substitute supervised remote live videoconferencing or simulation for clinical, and field internship requirement of Florida Administrative Code Rule 64J-1.020(6), until the expiration of Executive Order No. 20- 52, unless extended.	The life of Executive Order 20-52	If Executive Order 20-52 is extended, this provision is automatically extended.	Rickey Stone (850) 245-4440  <a href="mailto:Rickey.Stone@flhealth.gov">Rickey.Stone@flhealth.gov</a>
<b>Firefighter /EMT Combined</b>	P430216/ 0743020312	DOH No. 20-010	(EMT portion ONLY) With the approval of the training program medical director, substitute supervised remote live videoconferencing or simulation for clinical, and field internship requirement of Florida Administrative Code Rule 64J-1.020(6), until the expiration of Executive Order No. 20- 52, unless extended.	The life of Executive Order 20-52	If Executive Order 20-52 is extended, this provision is automatically extended.	Rickey Stone (850) 245-4440  <a href="mailto:Rickey.Stone@flhealth.gov">Rickey.Stone@flhealth.gov</a>
<b>Paramedic</b>	0351090417/ H170212 – ATD  0351090405 - CCC	DOH No. 20-010	With the approval of the training program medical director, substitute supervised remote live videoconferencing or simulation for	The life of Executive Order 20-52	If Executive Order 20-52 is extended, this provision is automatically extended.	Rickey Stone (850) 245-4440



CTE Program Name	CTE Program Number and CIP Number	Dept. of Health EO No.	What This EO Does	Date Waiver is Effective Through	Other Information	DOH Regulatory Board Contact/Other Contact
	W170211/ 0351090416 (Career Certificate – Program in Teachout Status)		clinical, and field internship requirement of Florida Administrative Code Rule 64J-1.020(6), until the expiration of Executive Order No. 20- 52, unless extended.			<a href="mailto:Rickey.Stone@flhealth.gov">Rickey.Stone@flhealth.gov</a>
<b>Practical Nursing</b>	841840 (Secondary)  H170607/ 0351390101 (Career Certificate)	DOH No. 20-003	With approval of dean/program director/program chair or coordinator allows for substitution of remote live videoconferencing for didactic hours and simulation for all supervised clinical instruction hours.	The life of Executive Order 20-52	If Executive Order 20-52 is extended, this provision is automatically extended as it runs consecutively with Executive Order 20-52.	Sherri Sutton-Johnson  (850) 617-1496  <a href="mailto:Sherri.sutton-johnson@flhealth.gov">Sherri.sutton-johnson@flhealth.gov</a>
<b>Nursing R.N.</b>	1351380100 - AS Degree	DOH No. 20-003	With approval of dean/program director/program chair or coordinator allows for substitution of remote live videoconferencing for didactic hours and simulation for all supervised clinical instruction hours.	The life of Executive Order 20-52	If Executive Order 20-52 is extended, this provision is automatically extended as it runs consecutively with Executive Order 20-52.	Sherri Sutton-Johnson  (850) 617-1496  <a href="mailto:Sherri.sutton-johnson@flhealth.gov">Sherri.sutton-johnson@flhealth.gov</a>
<b>Nursing Assisting (CNA)</b>	8417210 (Secondary)  H170690/ 0351390203 (Career Certificate)	DOH No. 20-003	DOH No. 20-003 With approval of dean/program director/program chair or coordinator allows for substitution of remote live videoconferencing for didactic hours and simulation for all supervised clinical instruction hours.	The life of Executive Order 20-52	If Executive Order 20-52 is extended, this provision is automatically extended as it runs consecutively with Executive Order 20-52.	Sherri Sutton-Johnson  (850) 617-1496



CTE Program Name	CTE Program Number and CIP Number	Dept. of Health EO No.	What This EO Does	Date Waiver is Effective Through	Other Information	DOH Regulatory Board Contact/Other Contact
	H170602/ 0351390200 (Career Certificate- Program in Teachout Status)	DOH No. 20-012	Suspends provisions of section 464.203 (1) (b) that requires skills demonstration on the CNA certification examination. Provided the examination candidate successfully completed a Board of Nursing approved CNA training program within the past six months.	30 NOV 2020		<a href="mailto:Sherri.sutton-johnson@flhealth.gov">Sherri.sutton-johnson@flhealth.gov</a>
<b>Dental Hygiene</b>	1351060200 – A.S. Degree	DOH No. 20-012	Suspends provisions of section 466.006 and 466.007 and allows for use of mannequins or simulation in lieu of live patients during the administration of the American Dental Licensing Examination (ADEX) and Dental Hygiene Examination	30 NOV 2020		Florida Board of Dentistry (850)245-4474  Kathy Kelly, Executive Director ADEX (503)742-1104 <a href="mailto:office@adexexam.org">office@adexexam.org</a>



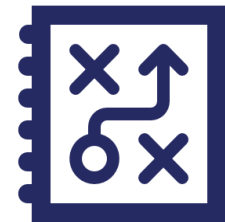
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# Spring 2020 CTE Instructor Vacancy Survey Results

**Lee Chipps-Walton**  
**Program Specialist,**  
**Division of Career and Adult Education**

## Overview

- In January of 2020, a survey went out to district and college CTE administration
- This survey asked for input on two areas:
  1. Instructional vacancies by CTE program
  2. Strategies to improve CTE instructor recruitment, retention, and training
- This presentation will highlight 5 key findings from this survey



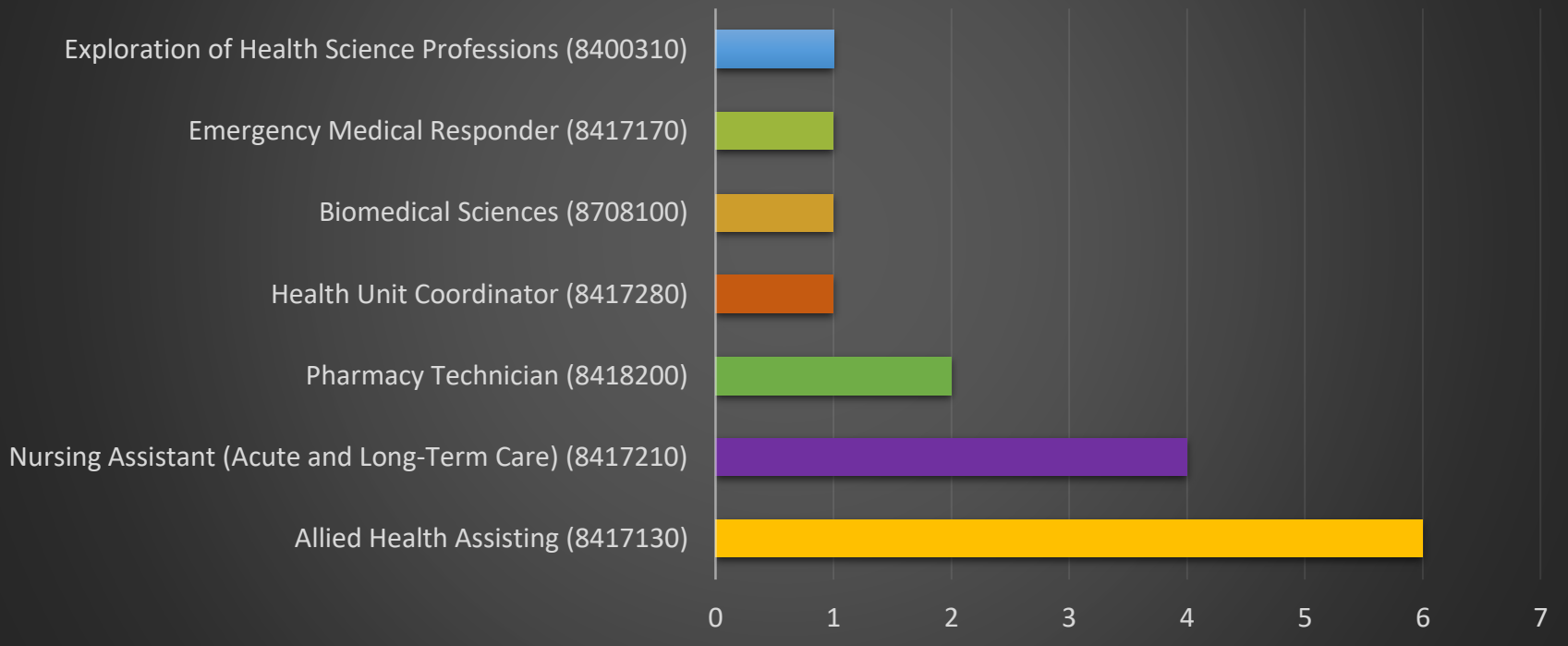


*Finding #1:*  
**Nursing programs  
reported significantly more  
vacancies than any other CTE  
program.**



# Secondary Health Sciences Shortage Data

## Health Science Programs with Anticipated Vacancies for 2020-21





*Essential  
Question:*

**How can the FDOE  
help alleviate this  
nursing instructor  
shortage and  
industry  
bottleneck?**

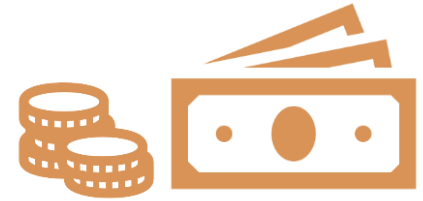
# Solution Search for Nursing Instructor Shortage



- **Coordinate Collaborative Recruitment Campaign:** identify stakeholders and integrate into existing recruitment opportunities.
- **Investigate School Loan Repayment/Forgiveness Options for Instructor Service.**

*Finding #2:*

**Instructor pay is a major  
obstacle for recruitment  
and retention**



# Stating the Obvious About Instructor Compensation

- 64 comments noted compensation as an obstacle to recruitment and retention.
- Several strategies emerged from the comments:
  - Additional bonuses and benefits (e.g., industry certification performance)
  - Targeting funds towards challenging to recruit industries
  - Putting secondary instructors on 12- month contracts



*Essential  
Question:*

**What can the FDOE do  
to help agencies  
strategize total instructor  
compensation, including  
bonuses and benefits?**

# Solution Search for Instructor Compensation



- Collaboratively **investigate total compensation strategies** consistent with Statute and collective bargaining complexities.
- Identifying agencies that are successfully **adjunct sharing** across educational levels and spotlight their work.



*Finding #3:*  
**Instructor job opening  
publicity requested**

# Spreading the Word on Instructor Job Openings



- 26 recruitment comments centered around the FDOE assisting in recruitment by raising awareness of CTE instructor openings
- Strategies shared:
  - Advertising
  - Online job listings
  - Job fairs



*Essential  
Question:*

**What can the FDOE do  
to help agencies recruit  
from industry?**

# Solution Search for Publicity for Instructor Job Openings



- Investigate **job posting platform** options.
- Participate in and provide promotional materials for **job fairs**.

*Finding #4:*

**New teachers need support to  
successfully transition from  
industry to classroom**

# Turning Industry Experts into Teaching Experts



- 26 comments were about additional online training, new teacher training, and using training as a retention strategy
- The feedback regarding new teacher training centered largely around transitioning from industry and building pedagogical skills necessary for classroom success



*Essential  
Question:*

**What do all new  
CTE teachers need to  
be successful? How  
can FDOE help meet  
these needs?**

# Solution Search for New CTE Teacher Supports



- Initiate **summer "bootcamp"** new instructor training.
- Expand and improve **online professional development**.



*Finding #5:*

**To stay current with industry and education, CTE instructors need collaboration and experiences**



## Keeping Up with Evolving Industries

- 11 respondents asked for training, mentoring, and collaboration that was industry specific
- Examples:
  - “...paid summer externships in program-related businesses...”
  - “...CTE peer mentoring...”
  - “...online training by Career Cluster to help teachers collaborate...”
- These requests seem to indicate a need for industry-specific peer support as well as ongoing instructor technical skill development.



*Essential  
Question:*

**What do CTE instructors  
need to stay current with  
ever-  
changing industries?**



# Solution Search for Ongoing Technical Skill Development

- Pursue business relationships for **summer industry externships** for instructors
- Facilitate the sharing of high-quality **CTE curriculum resources** that are industry- and program-specific
- Pursue options for **industry-specific online collaboration and mentoring** between CTE instructors



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## Other Programmatic Items of Interest

# New Webinar Series: CTE Educator Web Wednesdays

On Sept. 30th @ 11am, Dr. Lupe Diaz from Miami-Dade County Presents:  
**Work-Based Learning During COVID-19**

Sign up and details on future webinars forthcoming!



# Career Center Dual Enrollment Agreements

- Each career center established under s. 1001.44, F.S. shall enter into an agreement with each high school in any school district it serves. Beginning with the 2019-2020 school year, the agreement must be completed annually and submitted by the career center to the Department of Education by August 1.
- Each agreement must:
  - (a) Identify the courses and programs that are available to students through career dual enrollment and the clock hour credits that students will earn upon completion of each course and program.
  - (b) Delineate the high school credit earned for the completion of each career dual enrollment course.
  - (c) Identify any college credit articulation agreements associated with each clock hour program.

# Career Center Dual Enrollment Agreements

- (d) Describe how students and parents will be informed of career dual enrollment opportunities and related workforce demand, how students can apply to participate in a career dual enrollment program and register for courses through his or her high school, and the postsecondary career education expectations for participating students.
- (e) Establish any additional eligibility requirements for participation and a process for determining eligibility and monitoring the progress of participating students.
- (f) Delineate costs incurred by each entity and determine how transportation will be provided for students who are unable to provide their own transportation.

Please submit your completed dual enrollment agreements to our online submission site, <https://app4.fldoe.org/DualEnrollment/>.

For questions about career center dual enrollment submissions, please contact Yolanda Singletary at [Yolanda.Singletary@fldoe.org](mailto:Yolanda.Singletary@fldoe.org) or Amanda Walker at [Amanda.Walker@fldoe.org](mailto:Amanda.Walker@fldoe.org).





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# Cooperative Education OJT Manual

**Kaitlin Vickers**  
**Program Specialist, Division of Career**  
**and Adult Education**

## New Co-op/OJT Manual is now available

- The manual can be found on the Diversified Education web page.
- Thank you to all of the teachers and district staff that participated in the review!

<http://fldoe.org/academics/career-adult-edu/career-tech-edu/additional-cte-programs-courses/diversified-edu.stml>

# New Co-op/OJT Manual

The new manual consists of several web pages.

- Teacher, Student, and Employer Guides
- Sample Documents
- Child Labor Laws
- Q&A page

<http://fldoe.org/academics/career-adult-edu/career-tech-edu/additional-cte-programs-courses/diversified-edu.shtml>

Kaitlin Vickers: State Supervisor

[kaitlin.vickers@fldoe.org](mailto:kaitlin.vickers@fldoe.org)

(850)245-9017



# Federal and State Initiatives (FSI) Section Update

**Bruce Harrington**

**Senior Education Program Director, Division of Career  
and Adult Education**

## Perkins RFA Reviews

- Review of submitted Perkins RFAs continues.
- Agencies are being contacted concerning missing portions of the applications, corrections or necessary additional information.
- When providing requested changes and updates, please email directly to the FDOE staff person requesting the changes.

## Perkins Resources

For questions or comments, please send an email to [Perkins@fldoe.org](mailto:Perkins@fldoe.org)

The FDOE Perkins landing page is <http://www.fldoe.org/perkins>



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# Data Reporting

**Tara Goodman**

**Vice Chancellor, Division of Career and Adult  
Education**

## 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
- For 2019-20, we will not be validating OCP data reporting
- We are working with the BEESS division on updates to the Modified Occupational Completion point code data element





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# CAPE Industry Certifications

**Kathryn Wheeler**

**CAPE Industry Certification Manager, Division of  
Career and Adult Education**

## 2019-20 Appendix FF

- The Final 2019-20 Appendix FF has posted here:

<http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2019-20-student-info-system/>

- This consists of all Career-Themed Courses registered during the three registrations for the 2019-20 academic year.
- Appendix FF is used for the funding of industry certifications earned.

## 2019-20 Survey 5 Close Date

- Industry certifications earned for the 2019-20 school year must be reported by the Survey 5 close date, **October 31, 2020**.

# 2020-21 CAPE Industry Certification Funding List

- The list, detailed list, and change document are posted:
- <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.shtml>
- Rule 6A-6.0573 will go to the State Board of Education on September 23rd. 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.

## Remote Proctoring in 2020-21

- Beginning next month, FDOE will work with certifying agencies to identify industry certification exams that may be taken through remote proctoring.
- Certifying agencies will be required to sign an updated attestation form that aligns with the requirements outlined in Rule 6A-6.0573.
- A list of certifications with remote proctoring options will be posted & updated as needed at <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.shtml>.

# CAPE Academy Registrations for 2020-21

- CAPE High School Academy Registration closed September 15<sup>th</sup>.
- CAPE Middle School Academy Registration is open through October 15<sup>th</sup>.

# Career-Themed Course Registrations, 2020-21

- October 16 – November 30: 1<sup>st</sup> window
- February 1 – March 1: 2<sup>nd</sup> window
- July 15 – August 10: 3<sup>rd</sup> (final) window

# CareerSource Florida Submission Process

- The window for submitting applications for certifications to be included on the 2021-22 CAPE Industry Certification Funding List was extended to September 25th.
- Information about the application process is posted at [www.careersourceflorida.com/cape](http://www.careersourceflorida.com/cape).
- CareerSource Florida, the Department of Economic Opportunity and FDOE will review the submissions over the next few months ahead of the CareerSource Florida Board Meeting in February.





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# Grants/Compliance Update

**Gloria Spradley-Brown**

**Bureau Chief, Division of Career and Adult Education**

# Grants Administration and Compliance

## 2020-2021 Program Year

- Office of Grants Management Cloud Sharing Service – ShareFile
- Restricted access to assigned contacts
  - To make changes or for technical assistance contact the Office of Grants Management at [OGM@fldoe.org](mailto:OGM@fldoe.org)
- Grant Applications Submissions
- DOE 200 Award Notification
- Each contacts will receive an email
- Agency contact should download approved document
- Amendments Submissions

# Grants Administration and Compliance

## Project Amendments:

- request in advance of the changes/purchase
- align with CLNA, SSQ, Labor Market Data
- use the appropriate function and/or object code with the appropriate line item
- complete the DOE 150 and 151 forms
  - Narrative should clearly explain the requested modification/change
  - Equipment Form (if applicable)
- timely
- submit documents via ShareFile

# Grants Administration and Compliance

## Grant Management Reminders:

- **Equipment Purchases:**
  - Maintain accurate inventory records
  - COVID-19 Donation or Loan of PPE and other Medical Equipment with Federal Funds
    - (Memo from Chancellor Mack date 4-17-20)
- **Not Allowable:**
  - Direct Payment to students
    - Stipends, Best Buy Vouchers, Day Care Vouchers

# Grants Administration and Compliance

## Compliance:

- Fall Virtual Desk Monitoring Reviews are underway.
- Compliance documents submitted to specific virtual monitoring ShareFile
  - The unique file name is VDMR-Fall\_2020\_school name
- Technical Assistance and 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
- Compliance

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

# Questions



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