

## Statewide Email

**DATE:** December 9, 2020

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

**TO:** Florida College System Workforce Administrators  
District Career and Technical Education Directors  
District Technical College Directors

**Via:** [Chancellor2@fldoe.org](mailto:Chancellor2@fldoe.org)

**SUBJECT:** New Program Request Forms for Postsecondary CTE Programs

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Colleagues:

Last week, the Division published its new postsecondary CTE program request forms for lower division programs; you will find those [HERE](#).

These request forms are to be utilized to request CTE programs that are not in the State Board of Education's adopted statewide inventory of curriculum frameworks. The new forms aim to ensure for the demonstration of local workforce demand and the clear establishment of a curriculum framework. Of particular note, I would like to highlight some additional enhancements:

- 1) Two request windows to provide greater flexibility to Florida College System institutions and school district technical colleges. Those request windows are:
  - a. November 1 – for requests intending to enroll new students in the fall term of the following academic year or any term thereafter. If conditionally approved upon internal review, these new program requests would be sent to the State Board of Education for approval in early spring. (Recognizing the delay of issuance of the new request forms for new program consideration for the Fall 2021 term, we will welcome such requests on or before January 22, 2021.)
  - b. June 1 – for requests intending to enroll new students in the spring or summer term of the following academic year or any term thereafter. If conditionally approved upon internal review, these new program requests would be sent to the State Board of Education for approval in late summer or early fall.
- 2) Demonstration of the proposed program's labor market demand utilizing the existing process for the CTE audit and the Perkins V Comprehensive Local Needs Assessment through use of primary sources or secondary sources.

Henry Mack  
Chancellor of Career and Adult Education

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At your convenience, please take some time to review the forms. Should you have any questions or need additional information, please contact Kathleen Taylor at [Kathleen.taylor@fldoe.org](mailto:Kathleen.taylor@fldoe.org).

Regards,

Henry

**Henry Mack**

Chancellor

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