

6A-10.0382 Enrollment and Reporting for School Districts for Students in Career Certificate and Applied Technology Diploma Programs

(1) Purpose. The purpose of this rule is to specify requirements for enrolling students and reporting instructional hours for postsecondary career certificate and applied technology diploma (ATD) programs, for the use of these instructional hours in the district workload funding model required in s. 1011.80, F.S.

(2) Definitions. The following definitions must be used in this rule and incorporated documents:

(a) “Applied Technology Diploma” means a clock hour postsecondary career and technical education program approved by the State Board of Education in Rule 6A-6.0571, F.A.C., in compliance with s. 1004.02(7), F.S.

(b) “CAPE Industry Certification Funding List” or “Funding List” means the list of industry certifications and certificates adopted by the State Board of Education in Rule 6A-6.0576, F.A.C., for implementation of the Florida Career and Professional Education Act. Certifications and certificates identified on the Funding List are assigned additional funding, as specified in ss. 1008.44 and 1011.62, F.S.

(c) “Career Certificate” means a clock hour postsecondary career and technical education program approved by the State Board of Education in Rule 6A-6.0571, F.A.C., in compliance with s. 1004.02(20), F.S.

(d) “Career Dual Enrollment” means the concurrent enrollment of a high school student in courses in a postsecondary career education which leads to an industry certification on the CAPE Industry Certification Funding List.

(e) “Course Drop-Add Period” means the district established period of time allowed for students to drop or add courses to their scheduled enrollment for a reporting term.

(f) “Date of Enrollment” means the first date the course is scheduled for the reporting term.

(g) “Direct Instructional Cost” means costs for the following: salary and fringe benefits for teachers and any other instructional personnel assigned to teach a course; curriculum and instructional materials supplied for students in the program; and instructional equipment for the course delivery.

(h) “Integrated Education and Training (IET)” means a Department of Education approved service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. IET programs can be delivered solely through enrollment in adult general education (AGE) courses or through concurrent enrollment in AGE and career and technical education (CTE) courses.

(i) “Instructional Hours” means the number of scheduled course hours from a student’s first day of enrollment in a course and to his/her last scheduled day of enrollment in the course. The scheduled hours for a course must match the course hours approved for the program in the career certificate or ATD’s curriculum framework.

(3) Instructional Hours Reporting Requirements for Career Certificate and ATD enrollments.

(a) Instructional hours are reported by reporting survey in accordance with the information database requirements of the Comprehensive Management Information System as specified in Rule 6A-1.0014, F.A.C.

(b) If the student’s enrollment in a course is scheduled to occur across reporting surveys, the instructional hours must be pro-rated between the surveys.

(c) The instructional hours reported must not exceed the hours for which a student has paid or deferred tuition or received a waiver for the payment of tuition. However, for students who withdrew after the district’s course drop-add period, the instructional hours may be reported through the end of the course for that survey.

(d) If a student transfers to a different section in the same course during the reporting survey, the instructional hours for the first section must be reported based on the hours from the date of enrollment to the date of transfer and the hours for the second section based upon the first date of enrollment in the new course through the last scheduled date for the course.

(e) In accordance with s. 1011.80(6)(d), F.S., instructional hours for a course or program for which the direct instructional costs have been fully funded by an external agency may not be reported. These costs include any funding provided with a source other than a district’s workforce development funds, other state funded grant programs, federal Perkins postsecondary grant funds or federal adult education funds.

(f) For any student satisfactorily completing the course competencies in fewer hours than the instructional hours for the course, the student may exit early from the course, and instructional hours may be reported for the course through the course end date for that reporting survey.

(g) If a student completed enrollment in the course without satisfying the course competency requirements, the following options are available to provide the student with any instruction required to pass the course:

1. A student may retake the course to satisfy the requirements, including payment of tuition and fees for that course and the instructional hours must be reported, or;

2. A student may audit the course to complete the remaining course competencies and the instructional hours are not reportable to the state.

(h) Instructional hours may not include lunch breaks. Student breaks may not be combined for purposes of establishing a lunch break within the course schedule.

(4) Fundable Instructional Hours for Courses Taken by Career Dual Enrollment Students. For instructional hours in courses taken by dual enrolled students to be reported and funded, the course enrollment must occur in compliance with all program requirements in ss. 1007.271, F.S. and 1011.80, F.S., including the following:

(a) The program in which the course is offered leads to the student attainment of an industry certification on the CAPE Industry Certification Funding List for the year in which the dual enrollment occurs.

(b) The course taken is scheduled to end prior to the student's scheduled high school graduation.

(c) The program and associated courses are offered by the postsecondary school to adult students.

(d) Adult students are enrolled in the same term for at least one section in which dual enrollment occurs.

(e) The dual enrollment student was assessed for the basic skills for any program with a basic skills requirement.

(5) Reporting for IET students concurrently enrolled in adult general education (AGE) and a career and technical education (CTE) program. When instructional hours are reported for IET programs of study that offer contextualized CTE and AGE instruction where the CTE instruction is separately reportable, the CTE and AGE hours may not be double reported for the same block of time and must be reported in separate courses.

(6) Reporting Requirements for Programs in Teach-out Status. If a career certificate or applied technology diploma program is identified as scheduled for deletion from the approved program inventory, a district may report students through the spring reporting survey of the last year of eligible enrollment. No enrollment in that program may be reported after the last spring reporting survey.

(7) Emergency closures of facilities offering career certificate and applied technology diploma courses. If a school is required to close due to safety concerns, natural disasters or other circumstances that prevent normal operations, the district must develop a plan for these instances ensuring students may complete the competencies required for the course and program.

(a) The plan must include a local method for tracking alternative means for delivery of instruction, including rescheduling class times and determining alternative methods for instructional delivery.

(b) The original instructional hours may still be reported, contingent upon compliance with the requirements in subsection (3).

(8) Institutional Documentation Requirements. Each school district shall follow the requirements below as it relates to local policies and records retention requirements.

(a) Written policies and procedures must be on file to ensure local implementation and compliance with this Rule.

(b) School districts must ensure that they comply with any documentation requirements associated with the information database requirements of the Comprehensive Management Information System as specified in Rule 6A-1.0014, F.A.C.

(c) Use of withdrawal codes is a local determination, and these codes are not state reportable. Institutions must maintain local policies and procedures that establish consistent usage and assignment of withdrawal codes.

(d) Each school district shall maintain on file the information required by this rule in electronic format or hard copy for a period of three (3) reporting years or until the completion of all audits for the period during which the course is offered, whichever occurs later.

(9) Effective Reporting Year. These rules shall be effective for reporting beginning with the fall 2026 reporting term.

Rulemaking Authority 1001.02(1), (2)(n), 1011.80(12) FS. Law Implemented 1011.80, FS. History—New