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## **MEMORANDUM**

**TO:** School District Postsecondary CTE Directors  
School District Adult Education Directors  
School District Technical College Center Directors  
Florida College System Workforce Administrators  
Florida College System Adult Education Directors

**FROM:** Kevin O'Farrell, Ph.D., Chancellor, Division of Career and Adult Education  
Kathy Hebda, Chancellor, Division of Florida Colleges

**DATE:** February 25, 2025

**SUBJECT:** **Approval of Amendment to Rule 6A-10.040, Florida Administrative Code (F.A.C.)  
Basic Skills Requirements for Postsecondary Career Certificate Education.**

On November 20, 2024, the State Board of Education approved revisions to Rule 6A-10.040, F.A.C., Basic Skills Requirements for Postsecondary Career Certificate Education. This amendment is in accordance with Section 1004.91, Florida Statutes, (F.S.) which requires students enrolled in a career certificate program offered for career education credit of 450 hours or more must complete an entry-level basic skills examination within the first six (6) weeks after admission into the program. The rule amendment includes the following changes:

1. Clarifying language that adopts an updated CTE Basic Skills Licensure Exemption List.
2. The inclusion of scale scores and grade level equivalents for the Test of Adult Basic Education (TABE).
3. The inclusion of scale scores and grade level equivalents for CASAS Goals 900 Series, 2019 for Reading.
4. The addition of the CASAS Math Goals 2 assessment with the scale scores and grade level equivalents.
5. The implementation of two new exemptions. Language added to statute due to HB 917 (2024), amending (s.) 1004.91(3)(a)(2), F.S..

A copy of the rule can be found at the following link: [6A-10.040 : Basic Skills Requirements for Postsecondary Career Certificate Education](#).

For additional questions concerning Rule 6A-10.040, F.A.C., please contact Christine Walsh, Program and Policy Coordinator, Division of Career and Adult Education, at [Christine.Walsh@fldoe.org](mailto:Christine.Walsh@fldoe.org).

KO/KH/cw

Kevin O'Farrell, Ph. D.  
Chancellor of Career and Adult Education