

TECHNICAL ASSISTANCE PAPER

Florida Career and Professional Education Act

Division of Career and Adult Education

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Tallahassee, FL 32399

**Note: This document does not include amendments related to 2025 legislation which impacts the implementation of CAPE Programs.*



FLORIDA DEPARTMENT OF
EDUCATION
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Purpose

The purpose of this technical assistance paper is to assist education leaders and administrators in the consistent implementation of the Florida Career and Professional Education (CAPE) Act.

Background

In 2007, the Florida Legislature passed the Career and Professional Education Act (Act).¹ The purpose of the Act was to provide a statewide planning partnership between the business and education communities to attract, expand and retain targeted, high-value industry and to sustain a strong knowledge-based economy.² The objectives of the Act are as follows³:

- To improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- To provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and lead to industry certification;
- To support local and regional economic development;
- To respond to Florida's critical workforce needs; and
- To provide state residents with access to high-wage and high-demand careers.

To implement the Act, the Florida Department of Education (FDOE), the Department of Commerce⁴ and CareerSource Florida⁵ are partnered together, along with the Reimagining Education and Career Help (REACH) office, for the development of a Master Credentials List which serves as the basis for industry certifications available for the CAPE Act implementation. At the local level, each school district is required to develop a strategic three-year plan in collaboration with economic development agencies, local workforce boards and postsecondary institutions.⁶

Section 1003.492(2), Florida Statutes (F.S.), provides the following definition of industry certification for the CAPE Act:

Industry certification as used in this section is a voluntary process through which students are assessed by an independent, third-party certifying entity using

¹ s. 1003.491, F.S.; Ch. 2007-216, Laws of Fla. (2007).

² Id.

³ s. 1003.491(1), F.S.

⁴ House Bill 5 (Chapter 2023-173, Laws of Florida) changed the name of the Department of Economic Opportunity (DEO) to the Department of Commerce.

⁵ In 2014, Workforce Florida, Inc. (WFI) started doing business as CareerSource Florida.

⁶ s. 1003.491(2)-(3), F.S.

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predetermined standards for knowledge, skills, and competencies, resulting in the award of a credential that is identified on the Master Credentials List under s. 445.004(4).

The Master Credentials list submission process is handled by CareerSource Florida. For more information on this process, visit the [CareerSource Florida Credentials Review Committee](#) page. For questions on the MCL please email MCL@careersourceflorida.com.

This technical assistance paper addresses questions on recent legislation, funding and data reporting. For questions, please contact the Division of Career and Adult Education by phone at 850-245-9030 or email at industry-certification@fldoe.org.

PROGRAM REQUIREMENTS

Q1. What are the relevant statutes for the Career and Professional Education (CAPE) Act?

The key statutes within the Florida Education Code for the Act are as follows:

- Section 1003.4203, F.S.: Digital materials, CAPE Digital Tool certificates and technical assistance
- Section 1003.491, F.S.: Florida Career and Professional Education Act
- Section 1003.492, F.S.: Industry-certified career education programs
- Section 1003.493, F.S.: Career and professional academies and career-themed courses
- Section 1003.4935, F.S.: Middle grades career and professional academy courses and career-themed courses
- Section 1008.44, F.S.: CAPE Industry Certification Funding List
- Section 1011.62(1)(o), F.S.: Subsection of the Florida Education Finance Program dealing with additional Full-time Equivalent (FTE) calculation

Other statutes which impact the Act include the following:

- Section 445.004, F.S.: CareerSource Florida, Inc., and the state board; creation; purpose; membership; duties and powers.

The [Florida Statutes](#) are searchable online.

Q2. What are the applicable rules pursuant to the K-12 components of the CAPE Act?

Per Rule 6A-6.0576, Florida Administrative Code (F.A.C.), the list of approved industry certifications for the academic year is adopted annually by the State Board of Education (SBOE). All administrative rules can be accessed at the [Department of State's](#) site.

Q3. Does the Department of Education have a web resource page to assist in the implementation of the CAPE Act?

Yes. The FDOE's Division of Career and Adult Education maintains a website for the Career and Professional Education Act and its implementation for secondary K-12 programs. The [Secondary Resources](#) page provides links to several resources including required forms, funding value summaries for industry certifications, links to reporting appendices and Bright Futures Gold Seal CAPE scholarship information. The [CAPE Florida Educational](#)

[Finance Program \(FEFP\) Resources](#) page contains information on the funding related document on career themed course registration, the additional FTE for CTE pathway completers; and the career dual enrollment approved courses for additional FTE.

Q4. What is the CAPE Industry Certification Funding List?

The CAPE Industry Certification Funding List is the list of fundable industry certifications adopted by the State Board in Rule 6A-6.0576, F.A.C. The CAPE funding list includes secondary and postsecondary industry certifications and digital tool certificates.⁷ The [CAPE Industry Certification Funding List](#) is posted online and updated when changes are made.

The following table shows types of certificates and certifications that are included on the CAPE Industry Certification Funding List. Designations for the different types of certificates and certifications are included on the list adopted by the SBOE.

Industry Certifications and Certificates with Secondary Funding Eligibility (effective for 2024-25)

Type	Grades Level	Description	Statutory References
CAPE Digital Tool Certificates	K-8	To earn a certificate, students must pass an assessment of digital skills in the following areas: word processing; spreadsheets; sound, motion and color presentations; digital arts; cybersecurity.	s. 1003.4203(2), F.S. s. 1008.44(1)(b), F.S. s. 1011.62(1)(o), F.S.
CAPE Industry Certifications	6-12	These are industry certifications that either do not articulate for college credit or do articulate for up to 14 college credits based on a statewide articulation agreement.	s. 1003.4203(3), F.S. s. 1008.44(1)(a), F.S. s. 1011.62(1)(o), F.S.

⁷ Prior to the 22-23 school year, the Department maintained two separate lists for secondary and postsecondary industry certifications. Changes to section (s.) 1008.44, F.S. from House Bill 1507 (Chapter 2021-164, Laws of Florida) require a single list and a single rule for CAPE beginning in the 2022-23 school year.

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Type	Grades Level	Description	Statutory References
CAPE Acceleration Industry Certifications	6-12	These are industry certifications that articulate for 15 or more college credits based on a statewide articulation agreement.	s. 1003.4203(4), F.S. s. 1008.44(1)(c), F.S. s. 1011.62(1)(o), F.S.

Industry Certifications with Postsecondary Funding Eligibility

Type	Grades Level	Description	Statutory References
Industry Certifications	Postsecondary	These industry certifications are for clock hour and credit hour programs. Some certifications have funding eligibility for both secondary and postsecondary.	s. 1008.44(2), F.S. s. 1011.80(6)(b), F.S. s. 1011.81(2)(b), F.S.

Q5. How does an industry certification get on the CAPE Industry Certification Funding List? How may a district request an item be added to the CAPE Industry Certification Funding List?

To be considered for the CAPE list, the certification must be on the Master Credentials List (MCL). Industry certifications approved for the MCL are eligible for inclusion on the CAPE Funding List. The FDOE is authorized to review and select industry certification and Digital Tool Certificates for the CAPE funding list, in accordance with statutory requirements and rules.

There are separate processes for the submission of industry certifications for the MCL and the CAPE funding list. The MCL submission process is managed by CareerSource Florida and is open year-round with quarterly review periods aligned to the meeting period for the Credentials Review Committee (CRC), which approves recommendations for the MCL. Credentials submitted must meet the criteria in the framework of quality summary posted on the [Credentials Review Committee](#) site. The MCL application can be found on the [CareerSource Florida](#) site for the Master Credentials List. Submissions for CAPE Postsecondary funding must be submitted through the MCL application process as well.

To qualify for inclusion on the CAPE Industry Certification Funding List, industry certifications must meet the requirements outlined in the CRCs framework of quality as well as the requirements for approval by the State Board of Education in Rule 6A-6.0576, F.A.C.

To be considered for initial adoption on the annual CAPE funding list, the certification must be submitted for the MCL by the end of September of the prior year. For example, the deadline for CAPE funding submissions for the 2025-2026 school year was Sept. 30, 2024.

School districts must request an industry certification on the MCL for CAPE secondary funding eligibility through the request window which is open from March 5 to April 1 of each year⁸. See question 6 for information on the request process for K-12 funding review.

Q6. How does a school district request a certification for secondary funding eligibility on the CAPE funding list?

The request process is outlined in paragraph (7) of Rule 6A-6.0576, F.A.C. To submit a request for secondary funding eligibility, school district CTE directors must submit a form, FCAPE-06, Florida Career and Professional Education Act Funding and Program Request, to the FDOE for review and approval. The form must show the linkage of 15 standards in a valid secondary career preparatory, technical education or apprenticeship program to 15 competencies in the industry certification. The certification must also meet the requirements for CAPE industry certifications.⁹ Approved certifications will be added to the following school year's CAPE list with secondary funding eligibility. The secondary program linkage will be added to the following school year's Secondary Career and Technical Education Program to Industry Certification Linkage List.

The window for K-12 CAPE funding eligibility requests is open from March 5 to April 1 each school year.¹⁰ This request window serves multiple purposes:

- Request FEFP funding eligibility and secondary program linkages for an industry certification which was added to the Master Credentials List since the last funding list adoption.
- Request FEFP funding eligibility and secondary program linkages for an industry certification on the Master Credentials List which only has postsecondary funding eligibility on the most recent CAPE funding list.

NOTE: This same window is also used to request new program linkages for certifications that are previously approved for the CAPE funding list.

⁸ Rule 6A-6.0576(7)(a), F.A.C.

⁹ Rule 6A-6.0576(5), F.A.C.

¹⁰ Rule 6A-6.0576(7)(a), F.A.C.



Q7. The CAPE Industry Certification Funding List includes information on the certification version. Are districts limited to that version or higher versions of the certification for reporting to the state on student performance on industry certifications?

Yes.¹¹ All industry certifications on the annual CAPE Industry Certification Funding List must meet the minimum version identified in the “Certification Version, if applicable” column to be reported to the FDOE. For example, the Microsoft Office Specialist: Microsoft Office 2016 Master Specialist (MICRO017) is only approved for the Office 2016 Microsoft Word Expert, Excel Expert, PowerPoint, Access and Outlook exam versions.

FUNDING FOR INDUSTRY CERTIFICATION ATTAINMENT

Q8. What are the K-12 funding weights for the add-on FTE calculation for industry certifications and digital tool certificates in the Florida Education Finance Program (FEFP)?

Certifications have differential weights for the add-on FTE calculation in s. 1011.62(1)(o), F.S. Funding weights are assigned based on the type of certificate and certification as follows:

Funding Weight (2024-25)	Description of Weight
0.025 FTE	CAPE Digital Tool Certificate
0.1 FTE	CAPE Industry Certification (no articulation agreement)
0.2 FTE	CAPE Industry Certification with a statewide articulation agreement of up to 14 college credits
0.5 FTE	CAPE Acceleration Industry Certification with a statewide articulation agreement of 15 to 29 college credits
1.0 FTE	CAPE Acceleration Industry Certification with a statewide articulation agreement of 30 or more college credits

¹¹ s. 1008.44(4)(a), F.S.

The K-12 funding weights for each certification are indicated on the CAPE Industry Certification Funding List.

Q9. Are students earning industry certifications in career and professional academies included in the FEFP calculation?

No, students in career and professional academies are not included in the FEFP calculation. Additionally, academy enrollment is not required for the calculation.

Q10. Are students who earn certifications in dual enrollment courses eligible for additional FTE membership in the FEFP calculation? Does this include dual enrollment in private postsecondary institutions?

In some cases, certifications earned through dual enrollment are fundable in the calculation.¹² If the certifications earned through dual enrollment are not postsecondary fundable on the CAPE Industry Certification Funding List for districts or Florida College System institutions with which the dual enrollment occurred, the student's attainment of a certification may be included in the FEFP calculation.¹³ If the certification is earned through dual enrollment with a private postsecondary institution, the certification may be fundable. Certifications must be earned in registered career-themed courses to be fundable. See career-themed course registration requirements in Question 28.

Q11. Will a student earning more than one certification or certificate on the "CAPE Industry Certification Funding List" generate the additional FTE membership for each certification earned?

Yes. There is no funding cap for a student.¹⁴

Q12. If the course is registered as a career-themed course with at least one certification, does it matter what certifications are registered with it?

Yes. Only the industry certifications indicated with the course during career-themed course registration are fundable in the FEFP.¹⁵ Up to fifteen (15) certification codes may be registered with each career-themed course. School districts must verify that the industry certifications is linked to a minimum of five (5) unique standards from secondary CTC course in a curriculum framework.¹⁶ After the close of each career-themed course

¹² Id.

¹³ s. 1011.62(1)(o)1.b., F.S.

¹⁴ Id.

¹⁵ Rule 6A-6.0576(11)(d), F.A.C.

¹⁶ Rule 6A-6.0576(12)(c)-(d), F.A.C.

registration window, the Division of Career and Adult Education reviews the submissions and provides an updated Appendix FF. This appendix should be used by districts to verify that all courses and appropriate certifications have been registered and will be eligible for funding. See question 28 regarding the required registration windows for career-themed courses.

Q13. When does a district receive funding for students earning industry certifications in accordance with s. 1011.62(1)(o), F.S.?

There is a one-year lag between the year in which industry certifications are earned and performance funding. The calculation of the additional full-time equivalent membership is based on the prior year's industry certification performance data.¹⁷ For example, the 2025-26 FEFP calculation is based on certificate and certification performance in 2024-25. The additional full-time equivalent membership is included beginning with the third calculation of the FEFP.¹⁸ The calculations are available on the [FEFP Funding and Financial Reporting](#) page. Funding is disbursed as part of the standard funding allocations to districts.

NOTE: This funding is not provided in lump sum distribution but would be included in bi-weekly distribution of funds to districts as part of their FEFP allocation after the third calculation as provided in s. 1011.66, F.S. Career and technical education staff should consult with district finance staff regarding the internal distribution of funds.

Q14. Does the funding associated with additional FTE membership have to be provided to the program which generated the industry certification?

Section 1011.62(1)(o)2., F.S., requires that each district must allocate at least 80 percent of the funds provided for industry certification to the program that generated the funds with any remaining funds provided for CAPE industry certification for school district career and technical education. This language also applies to the additional FTE for CTE pathway completers.

¹⁷ s. 1011.62(1)(o)(3), F.S.

¹⁸ s. 1011.65, F.S. and Rule 6A-1.0451, F.A.C.

Q15. May the funding associated with additional FTE membership be used to fund the instructional salary of the teachers whose students are earning industry certifications?

No. Section 1011.62(1)(o)2., F.S., prohibits the use of the allocation to supplant funds provided for the basic operation of the program, which includes instructional salaries of teachers. Districts are provided funds for the course enrollments through s. 1011.62, F.S.

Q16. What reports are available so that districts know which students earning industry certifications generated the additional FTE calculation for the district in the FEFP?

Districts may download a report that provides information on each student for whom payment was included in the FEFP calculation based on industry certification and digital tool certificate attainment. The F71297 report is available with the following information:

- Duplicated count of students and certifications included in the FEFP calculation.
- Includes fields for Student ID, First Name, Last Name, District of Instruction, School of Instruction, Industry Certification ID, Year Earned, Grade level, Course Number, Funding Weight for the certification, Indicator for shared value between multiple districts.

Your district's management information system (MIS) staff should be able to assist in downloading these reports. For additional information, please contact the Department's MIS staff at ASKEIAS@fldoe.org or 850-245-0400.

Additional district reports on reported industry certifications are also available through the mainframe. For a list of all the CAPE F series reports please visit the [CAPE FEFP Resources](#) page.

Q17. What reports are available for districts to see what industry certifications did not generate FTE funding?

A comprehensive report that compares reported certifications to funded certification is not available. To determine the difference between reported and funded certifications, district staff may use the funded report (F71297) to compare to reported industry certifications on the F71433O to identify which records were funded.

One report (F71535) is available at the district's request which does some comparison to assist districts in identifying records that may not be funded to correct errors in the career-themed course registration or initial Survey 5 data submission. There are several

limitations on this report and it does not identify all the reasons why a certification was not funded.

The F71535 report may be used to check for common errors in the submission of industry certifications that cause an industry certification not to be funded in the FEFP calculation. To make use of this report, districts must submit data by the load date for the Survey 5 Industry Certification format. This report can be used to determine if updates to the registered career-themed courses need to be made during the final registration window, which is held July 15 through end of August. NOTE: If this report is run after the close of the third registration window, errors related to the career-themed course registration cannot be fixed.

The F71535 includes District of Instruction, FLEID, First Name, Last Name, Industry Certification ID, Certification Title, Funding Weight, School of Instruction, Course Number, Course Year, Grade level and the following indicators:

- Is the course on Appendix FF?
- Is the course on Appendix FF with the certification?
- Was this certification funded in a prior year?
- If funded in a prior year, in what district?
- If funded in a prior year, in what year?
- Is this certification a current year bundled certification?
- Is this certification a bundled certification where a similar certification was funded in a prior year?
- If a bundled certification was funded in a prior year, what district? District number (or NA if not funded).

Please note that not all funding criteria are assessed by this report. For example:

- The certification record should have a matching student demographic record.
- The certification record should be in an appropriate grade.
- The certification record should have the appropriate FTE Type found in the Certification ID table.
- The certification record should indicate that the student passed the test.
- The report does not check certain dual enrollment criteria.

Q18. The total FTE reported in the work papers for the FEFP, 3rd calculation, does not match the total FTE that I calculate from the F71297. Why do the totals not match?

If a student has moved districts and is reported earning the same certification in more than one district, the FTE for that certification is pro-rated between the two districts in the FEFP calculation for that year.

Q19. If a student earns an industry certification prior to the year in which that certification was added to the CAPE Industry Certification Funding List, can the district receive credit in the additional FTE membership calculation?

No. The CAPE Industry Certification Funding List is an annual list; items are only valid for the year in which they are included on the list.¹⁹

Q20. What are the provisions for the payment of required teacher bonuses for student attainment of industry certifications?

Section 1011.62(1)(o)3., F.S., requires the following teacher bonuses from the industry certification additional FTE calculation:

- For industry certifications earned in the 2013-2014 school year and in subsequent years, each classroom teacher who provided direct instruction toward the attainment of an industry certification that qualified for additional full-time equivalent membership.
- Value of the bonus varies as follows:
 - \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the CAPE Industry Certification Funding List with a weight of 0.1.
 - \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the CAPE Industry Certification Funding List with a weight of 0.2.
 - \$100 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the CAPE Industry Certification Funding List with a weight of 0.5 or 1.0.

¹⁹ Rule 6A-6.0576, F.A.C. The CAPE Industry Certification Funding List is adopted each year by the SBOE in this rule. Typically, industry certifications are added or removed during the adoptions which occurs at the August or September board meeting.

Bonuses are awarded to teachers who are employed by the district in the year in which the additional FTE membership is included in the calculation.²⁰ Teachers who are employed by the school district and teach dual enrollment courses that generate additional FTE in the FEFP calculation are entitled to receive this bonus.²¹

There is no annual cap on payment of teacher bonuses. Teachers who provide direct instruction toward the attainment of funded industry certifications must be paid bonuses based on the total number of certifications, outlined in s.1011.62(1)(o)3., F.S. School districts are responsible for determining which teachers provided the district instruction leading to the attainment of the industry certification.

Q21. If multiple teachers provided instruction for courses that led to the attainment of an industry certification, is each teacher entitled to the bonus amount specified in the statute?

Yes.²² Each classroom teacher who provided direct instruction toward the attainment of a CAPE industry certification that qualified for additional full-time equivalent membership shall be distributed the bonuses specified in s. 1011.62(1)(o)3., F.S. The statute does not require proration of the bonus among all eligible teachers. Teachers eligible for the bonus must be identified by the school district.

Q22. Florida Statutes do not include a required teacher bonus for teachers of students that earn CAPE Digital Tool Certificates with a weight of 0.025 FTE. Could a district establish an amount at the local level?

Yes. Teacher bonuses for CAPE Digital Tool Certifications are not provided for in statute nor are they prohibited. Districts may choose to use the CAPE funds provided to the program for this purpose.

ADDITIONAL CAPE-RELATED FEFP FUNDING

Q23. What is required for a student to generate the 0.3 pathway FTE funding?

For the 2023-24 school year and beyond, to generate the 0.3 pathway funding a student must complete three or more course sequences in a single career and technical education program or program of study and earn a related CAPE industry certification.²³ The list of

²⁰ s. 1011.62(1)(o)3., F.S.

²¹ s. 1011.62(1)(o)3., F.S.

²² Id.

²³ Rule 6A-6.0576(11)(a)-(c), F.A.C.

eligible programs and associated industry certifications for these programs are adopted in Rule 6A-6.0576, F.A.C.

- Secondary Career and Technical Education Programs and Associated Courses with Dual Enrollment Course Substitutions: This list contains all of the programs eligible for the 0.3 funding with associated courses and dual enrollment substitutions. The list also includes the program course sequences.
- Secondary Career and Technical Education Program to Industry Certification Linkage List: This list contains all of the program to certification linkages for the 0.3 pathway funding. For information on requesting a new linkage see question 6.

Both lists can be found on the [CAPE FEFP resources](#) page.

Q24. Florida Statutes do not include a required teacher bonus for teachers of students who generated the 0.3 pathway FTE. May a district provide teacher bonuses with the funding generated in the FEFP?

Yes. The provision of bonuses for teachers from the funding generated from the 0.3 FTE calculation is at the district's discretion. Districts may choose to use the CAPE funds provided to the program for this purpose.

Q25. What reports are available for the 0.3 pathway funding?

For the 24-25 FEFP calculation, reports will be available to districts that include the student information, course sequences and industry certification that generated the funding. The FDOE will communicate with school districts on the availability of the reports. The reports will be available via ShareFile for school district CTE staff.

Q26. What is required for the student to generate the additional FTE for the Career Dual Enrollment course completion?

As specified in s. 1011.62(1)(i), F.S., a student who completes a career course through the dual enrollment program with a grade of "A" in a pathway that leads to an industry certification that is included on the CAPE Industry Certification Funding List is eligible for the 0.08 FTE career dual enrollment funding.

Rule 6A-6.0577, F.A.C., outlines the implementation of this additional FTE. The rule can be accessed at the [Department of State's rule information](#) page.

The Career Dual Enrollment Course list must be used by the district to calculate and report the additional FTE membership. A copy of the list of approved courses can be downloaded from the [CAPE FEFP Resources](#) page.

Q27. Is there any additional reporting required for the Career Dual Enrollment course completion funding?

The additional FTE for career dual enrollment course completion is reported on the Student Additional Funding format. For the 2024-25 reporting, the “FTE Earned, Dual Enrollment Course” is the data element that the district is to use to report the additional FTE. The data element can be found in the [student information system](#) under Student Additional Funding format.

DATA COLLECTION AND REPORTING

Q28. What are career-themed courses? How and when are career-themed courses offered by school districts registered with the FDOE?

As specified in Florida Statute, 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 SBOE.²⁴ Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs. Districts are responsible for identifying which industry certifications align to priority workforce needs and must register career-themed courses annually with the certifications being offered in those courses²⁵.

Career-themed course registration is required annually for implementation of the additional FTE membership calculation in the FEFP. Only courses for which there is enrollment in the reporting year may be registered.

The annual registration process for career-themed courses is specified in Rule 6A-6.0576(12), F.A.C. There are three windows in which career-themed courses may be registered:

1st Window: October 16 through the last business day in November

2nd Window: February 1 through first business day in March

3rd Window (final): July 15 through the last business day in August

As part of this registration process, superintendents are required to certify the registered career-themed course meets all of the requirements in the law.²⁶ If a superintendent does

²⁴ s. 1003.493(1)(b), F.S.

²⁵ Rule 6A-6.0576(12)(c), F.A.C.

²⁶ See Form FCAPE-02 which is incorporated by reference in Rule 6A-6.0576(12)(h), F.A.C.

not certify the registration, the course is not registered and will not generate additional funding for industry certifications in earned in the course and school.

Dual enrollment courses may be registered as career-themed courses to be eligible for the additional FTE membership calculation in the FEFP.²⁷ Districts should only register dual enrollment courses that meet the statutory requirements for a career-themed course and for which a certification on the CAPE Industry Certification Funding List is part of the program.

Q29. If a school district missed the final deadline for registering career-themed courses can the courses still be registered?

No.²⁸ Three opportunities are provided. See Q28 for registration time periods.

Q30. Does the teacher of a career-themed course need to hold all certifications that are linked in the registration? If multiple teachers are instructors of record for the course at a school, do all teachers need to hold the certifications for the course to be registered?

Yes and yes.²⁹ Teachers must hold all the industry certifications that the students are expected to earn in the course. If the teacher holds a higher-level certification (e.g., Registered Nurse) than what the student is expected to earn (e.g., Certified Nursing Assistant or Certified EKG Technician), then the teacher is not required to hold the lower-level certification. A bachelor's degree is not a higher level of certification for a CAPE industry certification. If you have questions about a particular certification, please contact industrycertification@fldoe.org.

Q31. How are students enrolled in registered career and professional academies reported to the FDOE?

Due to amendments enacted by Senate Bill 1688 (2023) and changes to s. 1003.491(5) F.S., the division updated the CAPE academy data element from career and professional academy identifier to career and professional academy participant. With the data element update, career and professional academy registration is no longer required, and appendix Y is no longer produced. To provide information on academies, the division sends a survey to district CTE directors in the fall of each year to collect information on career and professional academies offered by school districts.

²⁷ s. 1011.62(1)(o)1.b., F.S.

²⁸ Rule 6A-6.0576(12), F.A.C.

²⁹ Rule 6A-6.0576(12)(s), F.A.C.; s. 1003.493, F.S.

The data element for reporting student participation in academies is Career and Professional Academy Participant. Students are reported with a Y if the student participated in a career and professional academy and a N if the student did not participate. There are two reporting formats for which student enrollment in career and professional academies should be reported. Reporting for students in academies should occur in both formats.

- Federal State Indicator Status for Surveys 2, 3 and 5
 - All students enrolled in career and professional academies should be reported on all surveys on this reporting format.
 - Students should be reported in Survey 5 if they were enrolled in an academy at any point during the year.
- Industry Certification for Survey 5
 - Any student who attempted or earned an industry certification in a career and professional academy should be reported on this format.
 - Only certifications earned as a result of participation in the academy should have the academy information included on this format.

For information about the reporting formats, see the [K-12 Database Manuals](#).

Q32. How are students who attempt or earn CAPE Industry Certifications or CAPE Acceleration Industry Certifications on the “CAPE Industry Certification Funding List” reported to the FDOE?

Districts must report attempted or earned industry certifications in Survey 5 on the Industry Certification format.³⁰ The [details and required reporting information for the reporting formats](#) are posted on the website.

Districts must report the industry certifications earned with a valid course number.³¹ For students who earn multiple certifications, a separate record must be submitted for each attempted or earned certification. Districts may report industry certifications earned by students who were not part of the CAPE Act implementation for use in school grades and other reports.³²

³⁰ s. 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C.

³¹ s. 1008.385(2), F.S.

³² Id.

The following appendices provide codes used for data reporting on the Industry Certification format:

- Appendix Z: Includes the industry certification identifiers associated with items approved by the SBOE for the “CAPE Industry Certification Funding List.”
 - NOTE: This list may include other codes that are used for Perkins reporting not included in the “CAPE Industry Certification Funding List” or for postsecondary only fundable certifications. See the column “Weight for FEFP Calculation in s. 1011.62(1)(o)” for information on whether the certification may generate additional FTE membership. CAPE Industry Certifications and CAPE Acceleration Industry Certifications are denoted with a 1 or 2, respectively, in the column for Type.
- Appendix FF: List of career-themed courses registered by the school district.

The following data elements are part of the reporting process:

- Industry Certification Identifier: The identifier assigned by the FDOE to specify the industry certification that the student has attempted. This element should be used to report industry certification activity for any student who attempts to earn an industry certification/certificate. See Appendix Z for reportable codes; only certifications on this appendix with a non-zero value in the “Weight for FEFP” column are potentially eligible for additional FEFP funding.
- Industry Certification Outcome: An indicator of whether the student passed the attempted industry certification/certificate. Only students who successfully complete the industry certification/certificate are eligible to generate additional FTE membership under s. 1011.62(1)(o), F.S. This element should be used to report the outcome of the industry certification/certificate attempted for all students, including elementary and middle grades students.
- Course Number: The official state number assigned to school district courses listed or referenced in the Course Code Directory. Each industry certification must be linked to a course that provided the instruction required to earn the certification.³³ NOTE: The course numbers reported here will be matched against the Appendix FF – Registered Career-Themed Courses for implementation of the funding calculation.
- Industry Certification Date Earned: The numeric representation of the date the participant passed/earned the industry certification or technical skill assessment. The format of the date earned is MMDDYYYY.

³³ ss. 1008.385(2) and 1011.62(1)(o), F.S.

If the student was enrolled in a career and professional academy for the certification earned, the following data element should be reported as well:

- Career and Professional Academy Participant: Students who participated in a career and professional academy are to be reported with a Y if the participated in a career and professional academy or an N if the student did not participate in a career and professional academy.

Please review the [database and technical documents](#) on the department’s website for details on this reporting.

Q33. How are elementary and middle grades students who earn a CAPE Digital Tool Certificate reported to the FDOE?

Districts must report certificates attempted or earned in Survey 5 on the Industry Certification format.³⁴ However, there are some differences in the requirements when compared to CAPE Industry Certifications or CAPE Acceleration Industry Certifications. For CAPE Digital Tool Certificates, the following rules apply to reporting:

- Certificates can only be reported for students in grades K-8.
- For a student with a grade level of K-5, all zeroes must be reported for the course number.
- For a student with a grade level of 6-8, report the course number if the attainment of that certificate can be linked to the instruction provided in that course; otherwise, all zeroes may be reported for the course number.
- Prior year reporting is not allowed for CAPE Digital Tool Certificates.

Q34. How long after a course is completed may a district report industry certification outcomes of students?

School districts may report students who complete industry certifications during the update period allowed by the FDOE for Survey 5 after an initial submission.³⁵ The survey period dates are approved and published on an annual basis in the [database manual](#).³⁶

Beginning in the 2023-24 reporting year, if a certification has been approved for lagged reporting on the CAPE Industry Certification Funding list, the district may report the certification with a prior year course.³⁷ To receive funding, the course must have been

³⁴ s. 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C.

³⁵ Rule 6A-1.0451, F.A.C.

³⁶ s. 1008.385(2), F.S., Rule 6A-1.0014, F.A.C.

³⁷ Rule 6A-6.0576 (10)(b), F.A.C.

registered as a career-themed course with the certification and the certification must still be on the CAPE Industry Certification Funding List during the reporting year.

Q35. Can a district receive bonus funding for a student who earns an industry certification exam after graduation?

Yes, as long as the industry certification is earned within the reporting period for Survey 5 for the school year, the industry certification may be reported and funded. If a certification's approval expires by a certain date, the certification may not be reported after that date.

Q36. If a student earns an industry certification after the close of the reporting cycle, how can the industry certification still be reported?

In limited circumstances, the certification may be reported using the prior year course submission process. This process may be used for circumstances under which the student could not sit for the industry certification exam(s) until after the course reporting cycle was closed due to additional requirements that needed to be met (e.g., reaching a certain age). Beginning in the 2023-24 year, only certain certifications identified on the annual CAPE list are approved for lagged funding and certifications must be reported within two academic years after the course was taken.³⁸

This record can be reported using two school year data elements on the Industry Certification format. See example below for reporting an industry certification in 2024-25 that was earned as a result of a course taken in 2023-24.

School Year – Record Submission = 2425

Course Number = prior year course associated with the industry certification attempted.

Industry Certification Identifier = industry certification attempted

Industry Certification Outcome = P

School Year – Course Taken = 2425

Students must be enrolled in the record submission year for the prior year record to be reported.

³⁸ Id.

Q37. Does a district have to report data on students who take industry certification examinations, but who do not successfully earn the certification?

Yes. Districts must report on all students who attempt to earn an industry certification or certificate.³⁹ There are separate data elements for industry certification identifier and industry certification outcome with multiple values on the outcome data element to reflect the student performance on the examination.⁴⁰ (See question 32)

Q38. May a district report an industry certification as being earned if the required work experience is not achieved by the student?

The district may report the certification as being earned if the required work experience was not obtained only if the SBOE has granted a waiver of the required work experience on the adopted CAPE Industry Certification Funding List.⁴¹ The [CAPE Industry Certification Funding List](#) has column that indicates if the certification is granted a waiver of the work experience requirement.

Q39. A student has attempted an industry certification exam three times and only passed on the third attempt. When a student attempts an industry certification, are all attempts to earn an industry certification reported on the Industry Certification format?

No. For multiple attempts, only the final outcome for the year should be reported.

Q40. If a student passes an exam that counts toward the requirements for two different industry certifications, can the student be reported for both certifications?

No.⁴² Students who earn additional FTE membership for a CAPE Industry Certification may not use the previously funded examination to satisfy the requirements for earning another CAPE Industry Certification.

Example 1: A student earns Adobe Certified Professional - Photoshop (ADOBE022) in 2020-21 or earlier. That exam may not be reported and funded as part of the Adobe Certified Professional in Visual Design (ADOBE024).

³⁹ s. 1003.493(5), F.S.

⁴⁰ Rule 6A-1.0014, F.A.C.

⁴¹ s. 1008.44(3), F.S.

⁴² Rule 6A-6.0576(10)(f), F.A.C.

Example 2: A student has passed the Adobe Photoshop exam, which is a requirement for the Adobe Certified Professional in Visual Design (ADOBE024). This exam is also an option for the Adobe Certified Professional in Video Design (ADOBE023) and the Adobe Certified Professional in Web Design (ADOBE025). This exam may not be used to report more than one certification exam bundle.

Q41. For districts who want to offer students all three Adobe Certified Professional certifications, what exams should be used to avoid problems with meeting the requirements of Rule 6A-6.0576, F.A.C.?

The following strategy is advised for districts aiming to offer multiple Adobe Certified Professional certifications to students:

- ADOBE023 - Adobe Certified Professional in Video Design (Requires Premiere Pro and After Effects or Photoshop)
 - The student should take Premier Pro and After Effects.
- ADOBE024 - Adobe Certified Professional in Visual Design (Requires Photoshop and Illustrator or InDesign)
 - The student should take Photoshop and Illustrator or InDesign.
- ADOBE025 - Adobe Certified Professional in Web Design (Requires Dreamweaver and Animate or Photoshop)
 - The student should take Dreamweaver and Animate. In general, the best solution will always be to only use Photoshop for the required exam in ADOBE024, to maximize the potential usage of exams.

Q42. If a student earns an individual TOSA Adobe Digital Tools can the bundled Adobe industry certification be reported?

A student would not be funded for earning the TOSA Adobe digital tools and the TOSA bundled Adobe industry certification in the same year. The following scenarios are reportable and fundable:

- A student takes one of the TOSA Adobe Photoshop in 7th grade and get funded as a digital tool and then in 8th grade, they earn TOSA InDesign and complete the bundle and are funded for the TOSA Adobe bundle as an industry certification.
- A student takes TOSA Adobe Photoshop in 8th grade and is funded as a digital tool and then they earn TOSA InDesign as a 9th grader and complete the bundle and are funded for the TOSA Adobe bundle as an industry certification.

Q43. For districts that want to offer students the Entrepreneurship (INTUT002) & Small Business and the higher level, Master Entrepreneurship Certification (INTUT003), how should the certifications be reported since the master credential requires the passage of INTUT002?

Earning INTUT002 is required for INTUT003. If a student earns both INTUT002 and INTUT003 only one of the certifications will be funded. Both certifications have articulation agreements; therefore, they have the same funding weight in the FEFP. If a student intends to earn the higher level INTUT003 certification, the district may delay reporting until the second exam is passed. If INTUT002 is funded in one year, INTUT003 will not be fundable in a future year.

Q44. In reviewing my data report on funded certifications, the reports do not include all of the students who should have earned funding for an industry certification. What are the reasons why industry certifications earned in my district were not funded?

The three most common reasons are the following:

- The certification was not registered as part of a career-themed course,
- The certification reported was not earned in a career themed course, or
- The certification was funded in a previous year for the student.

During the career-themed course registration process, districts register courses at the district, school and certification level. The registered course must match a record on the Industry Certification format. If the industry certification records do not match the registration information on Appendix FF or the certification was not included in the career-themed course registration, the certification code will not be funded.

It is important to make sure that the course numbers registered and reported match. Below is an example of a course number mismatch that would not be funded:

	Course #	Course Name
Registered	8720330	Building Construction Technologies 3
Reported	8722030	Building Trades and Construction Design Technology 3

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Here is an example of a registered and reported course that would be funded:

	Course #	Course Name
Registered	8720330	Building Construction Technologies 3
Reported	8720330	Building Construction Technologies 3

Similarly, it is important to make sure that the certification codes registered and reported match. Below is an example of a certification code mismatch that would not be funded:

	DOE Code	Certification Title
Registered	FLFBR001	Agritechnology Specialist Certification
Reported	FLFBR007	Agriculture Associate Certification

Here is an example of a registered and reported certification code that would be funded:

	DOE Code	Certification Title
Registered	FLFBR001	Agritechnology Specialist Certification
Reported	FLFBR001	Agritechnology Specialist Certification

See question 17 for more detailed information.

TEST ADMINISTRATION PROCEDURES

Q45. Are teachers allowed to proctor the certificate and certification written exam administrations of their own students or to proctor an industry certification for which they are providing direct instruction?

No, with one exception.⁴³ The only condition under which a teacher may serve as a proctor is when he or she is the only individual approved by the certifying agency to serve as a proctor at the school. In extremely rare cases where only one individual is eligible to be approved as a proctor, the teacher may proctor the exams and must be independently monitored by a second individual who does not provide direct instruction for the industry certification content to the individuals taking the test(s).

⁴³ Rule 6A-6.0576(13)(a)(3), F.A.C.

Q46. Is there a standard waiting period between test administrations for the written exams associated with the attainment of a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate?

Yes. Rule 6A-6.0576, F.A.C., specifies that in order for a district to report industry certification data, the written exams associated with the industry certification or certificate must have been administered with a minimum of 20 calendar days between test administrations.⁴⁴ The only exception to this rule is if the exam attempt is invalidated by the certifying agency due to a testing irregularity.

Q47. Can an exception be made to the 20-day retest policy due to any special circumstance like the following: 1) A student who was entitled to extra time for the test was not given the time in the first attempt, 2) the student was tested on a different version of the software being tested or 3) the school year is going to end in less than 20 days?

No. If the student was issued a valid score for the certification exam, then no exceptions can be made. See Q46.

Q48. A student was accidentally retested prior to the 20-day retest period. Does the student need to wait 20 days from the second attempt or 20 days from the original attempt?

Rule 6A-6.0576, F.A.C., requires 20 days between administrations.⁴⁵ If the student was accidentally retested prior to the 20-day retest period they would need to wait 20 days before the second attempt.

Q49. Is there a maximum number of times during an academic year that the written exams for a CAPE Industry Certification, CAPE Acceleration Industry Certification, or CAPE Digital Tool Certificate can be administered for the outcomes to be reported to the Florida Department of Education?

Yes. SBOE rule specifies that for a district to report industry certification data, the written exams must have been administered no more than three times during the academic year⁴⁶. If the student passed on a fourth attempt during the academic year, this record cannot be reported on the industry certification format.

⁴⁴ Rule 6A-6.0576(9)(c)5., F.A.C.

⁴⁵ Rule 6A-6.0576(9)(c)5., F.A.C.

⁴⁶ Id.

Q50. Do the test administration procedures apply to a core curriculum content exam that is a required exam to earn a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate?

Yes. All written exams required to earn an industry certification or certificate must comply with the test administration procedures outlined in Rule 6A-6.0576, F.A.C., including the minimum 20-day waiting period.

Q51. Do the test administration procedures apply to certifications that are being taken through dual enrollment?

Yes. All written exams required to earn an industry certification or certificate must comply with the test administration procedures outlined in Rule 6A-6.0576, F.A.C., including the minimum 20-day waiting period.

Q52. How does the 20-day waiting period apply to industry certifications that require more than one written exam such as ADOBE023?

The 20-day waiting period applies to the specific exams required within that certification. If a student pursuing the Adobe Certified Professional in Video Design certification, which requires Premiere Pro and After Effects or Photoshop, fails the Premier Pro exam, the 20-day waiting period applies to retesting on that specific exam. The student does not have to wait 20 days between different types of exams such as Adobe Premier Pro and Adobe After Effects.

Q53. Some of the schools in our district use block scheduling. Are there accommodations for the minimum 20-day waiting period for students on block schedules taking certification or certificate exams?

No. The minimum 20-day waiting period applies to all students taking industry certification or certificate exams; there is no exception for block scheduled students in Rule 6A-6.0576, F.A.C.

Q54. If a student fails a written exam for a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate then retakes and passes it before the minimum 20-day waiting period, what should the district do?

The student attainment of the industry certification or certificate may not be reported to the FDOE as it does not comply with the test administration procedures as outlined in Rule 6A-6.0576(9)(c), F.A.C.

Q55. A student took and failed the written exam for a CAPE Industry Certification, CAPE Acceleration Industry Certification or CAPE Digital Tool Certificate on October 1. What is the earliest date this student is eligible to retake the exam under the minimum 20-day waiting period?

A minimum of 20 calendar days is required between test administrations.⁴⁷ This means the student can retest on day 21. The student is eligible to retake that industry certification or certificate exam on or after October 22. There is no exception should the date fall on a weekend.

Q56. There was a technical glitch during test administration of a written exam. Does the 20-day waiting period apply to situations in which an exam was invalidated by the certifying agency?

No. Since the results of that exam were invalidated by the certifying agency, it does not count as one of the three allowable exam administrations and is not subject to the language in Rule 6A-6.0576, F.A.C. FDOE recommends that the district obtain a letter from the certifying agency explaining the technical glitch for audit purposes.

Q57. Are Digital Tool Certificates subject to the teacher and proctor conduct provisions and local test administration procedures that are outlined in the rule?

Yes.⁴⁸ Teacher and proctor conduct provisions and local test administration procedures are required for all industry certifications, including Digital Tool Certificates.

Q58. Rule 6A-6.0576, F.A.C., requires teachers, monitors and proctors to sign Form FCAPE-03, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement. Is the district required to send these forms to the FDOE?

No. The district should not submit these forms to the FDOE. Signed FCAPE-03 forms are to be maintained by the school district for a minimum of five (5) years.⁴⁹ The district determines appropriate archival standards in accordance with statewide records retention requirements.

⁴⁷ Rule 6A-6.0576(9)(c)5., F.A.C.

⁴⁸ Rule 6A-6.0576(14), F.A.C.

⁴⁹ Rule 6A-6.0576(15)(b)-(c), F.A.C.

Q59. The district has identified testing irregularities in which the written exams were not administrated in accordance with the procedures specified by the certification agency. May the district report the student’s certification outcomes for these irregular test administrations?

No.⁵⁰ Districts are not permitted to report industry certification outcomes if the test administration does not comply with the requirements or if the certifying agency invalidated test results or revoked a credential.

Q60. Are teachers, proctors or monitors allowed to proctor while under investigation for a testing violation?

No, a teacher, proctor or monitor that is currently under investigation for a testing violation may not serve as a proctor for any industry certification exams while the investigation is ongoing.⁵¹

Q61. A teacher, proctor or monitor has a confirmed testing violation. What is required after the finding?

In the event of a confirmed finding of a testing violation, the teacher, proctor or monitor may not serve as a proctor for a minimum of twelve (12) months and must complete a department approved course in the area of Educational Ethics. The teacher or proctor shall submit documentation verifying successful completion to the Department of Education.⁵²

School districts can contact their local Human Resources or professional practices department on options for a local ethics course. Professional Practices at the Department of Education also has an option for an ethics course. Documentation of the completed ethics course is to be sent to industrycertification@fldoe.org.

In the event of a second confirmed finding of a testing violation, the teacher, proctor or monitor is permanently prohibited from serving as a proctor or administrator.⁵³

⁵⁰ Rule 6A-6.0576(10)(c)4., F.A.C.

⁵¹ Rule 6A-6.0576(16)(a), F.A.C.

⁵² Rule 6A-6.0576(16)(b), F.A.C.

⁵³ Rule 6A-6.0576(16)(c), F.A.C.

Q62. An industry certification awarded to a student was invalidated or revoked by the certifying agency. May the original award of the certification be used to award mathematics and science credit under the provision of s. 1003.4282, F.S.?

No. A credential would be invalidated by a certifying agency under circumstances in which the test was not administered in accordance with the testing requirements of the certifying agency. Districts are not permitted to report data on certifications that were not earned in accordance with test administration procedures.⁵⁴

OTHER QUESTIONS

Q63. What industry certifications can be applied toward achievement of the Florida Bright Futures Gold Seal CAPE Scholarship?

Industry certifications which articulate for college credit may be used to meet the requirements for the Florida Bright Futures Gold Seal CAPE Scholarship.⁵⁵ See the following resources for more information:

- [Gold Standard Career Pathways Articulation Agreements](#)
- [Florida Bright Futures Scholarship program](#)

Q64. May industry certifications be used for course substitutions in academic areas? Which industry certifications can be used?

Yes.⁵⁶ The following substitutions are allowed:

- A student who earns an industry certification for which there is a statewide college credit articulation agreement approved by the SBOE may substitute the certification for one mathematics credit. Substitution may occur for up to two mathematics credits, except for Algebra I and Geometry.
- A student who earns an industry certification for which there is a statewide college credit articulation agreement approved by the SBOE may substitute the certification for one science credit, except for Biology I.

Industry certifications cannot be used in place of Algebra 1, Geometry or Biology 1.

⁵⁴ Rule 6A-6.0576(10)(c)4, F.A.C.

⁵⁵ s. 1009.536(2), F.S.

⁵⁶ s. 1003.4282(3), F.S.

Information on industry certifications with articulation agreements may be accessed on the [Articulation page for industry certification agreements](#).

Q65. The FDOE retired the articulation agreements for two agriculture-related certifications because the associate in science degree for which the agreements were in effect was removed from the statewide inventory of programs. Is a district able to award high school credit under s. 1003.4282(3)(b), F.S., for mathematics credit or s. 1003.4282(3)(c), F.S., for science credit in a future year for students who earned the certification in a year in the articulation agreement was in effect and adopted in the SBOE rule? Or does the district need to claim the high school mathematics or science credit no later than the year in which the articulation agreements were in effect?

Districts should claim the math or science substitution on the transcript no later than the year in which the agreement is in place. However, in circumstances where the transcript requires updating in a future year for a student who is still enrolled in the district, the district may correct the student's transcript record to reflect the award of credit.

Q66. A certifying agency retired an industry certification in 2021-22 which was approved on the CAPE Industry Certification Funding List and had an articulation agreement. If an industry certification was earned by a student in 2021-22 and at the time the certification was eligible to be used for the award of high school credit under s. 1003.4282(3)(b), F.S., for mathematics credit or s. 1003.4282(3)(c), F.S., for science credit, is the district allowed to enter the course credit substitution on the student's transcript in a future year (2022-23 or later)?

Districts should claim the math or science substitution on the transcript no later than the year in which the certification was approved on the annual CAPE Industry Certification Funding List. However, in circumstances where the transcript requires updating in a future year for a student who is still enrolled in the district, the district may correct the student's transcript record to reflect the award of credit.