



# Submission Process and Guidelines for Career and Professional Education Act

PROGRAM YEAR 2018-2019

The Florida Career and Professional Education (CAPE) Act was created to provide a statewide planning partnership between the business and education communities to attract, expand and retain targeted, high-value industry to sustain a strong, knowledge-based economy.

The primary purpose of the Florida Career and Professional Education Act is to:

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

[\[Source: FS 1003.491\]](#)

## **Who is eligible to submit?**

Only local workforce development boards or public school principals can submit applications. Other entities interested in submitting certifications for consideration must go through a local workforce development board or public school principal.

## **How will submissions be researched and vetted prior to review by the CareerSource Florida Board of Directors' consideration in February?**

Following completion of the submission cycle on **September 29**, all submissions will be researched by CareerSource Florida, the Florida Department of Education and the Department of Economic Opportunity to determine if they meet eligibility criteria. This includes academic rigor, within an industry that addresses a critical local or statewide economic need, linked to an occupation that is included in the workforce system's targeted occupations list; or linked to an occupation that is identified as emerging. Current labor market data, including, but not limited to, supply and demand information will be used.

## **Who approves certifications for inclusion on the List?**

The CareerSource Florida Board of Directors will consider and act on CareerSource Florida staff recommendations in February 2018 for delivery of an approved list of recommendations to the Florida Department of Education for funding consideration by March 1, 2018. The Florida Department of Education will make the final determination on certifications eligible for 2018-2019 CAPE Industry Certification funding. The CAPE Industry Certification Funding List for 2018-19 will be published by the Department of Education August 1, 2018.

## When are submissions due?

All submissions are due no later than September 29, 2017 for certifications to be considered for the 2018-19 program year (July 1, 2018-June 30, 2019).

## CAPE Certification Submission Process

An applicant reviews the 2017-2018 [CAPE Industry Certification Funding List](#). If the certification is on this list, it does not have to be resubmitted for the 2018-2019 cycle.

All certifications submitted for consideration must be linked to occupation(s): on [Enterprise Florida's Statewide and Local Targeted Occupations List](#), aligned to Enterprise Florida's Targeted Industry Clusters or an infrastructure industry, an occupation that is identified as emerging or within an industry that addresses a critical local or statewide economic need.

## Application

Submissions to this application must be made through a local workforce development board or a school principal. A separate form must be used for each individual certification being submitted.

The application must be completed and include endorsements from ALL three of the following entities:

- [Florida-based state or regional business/trade association](#)
- [Local workforce development board](#)
- [Economic development organization](#)

**Please be sure to have all required information ready before completing the form.** After completing the application form, be sure to submit it.

**All required fields on the form must be completed. Failure to do so will result in an ineligible submission and will not be considered. During the review process, additional information may be requested from the submitter.**

## Submission Review

Completed submissions proceed through an internal review process to determine eligibility. All certifications passing the eligibility criteria, will be presented to the CareerSource Florida Board of Director for consideration.

**If you have other questions, please contact** Warren Davis, Policy Analyst at CareerSource Florida by phone at 850.889.0698 or by email at [wdavis@careersourceflorida.com](mailto:wdavis@careersourceflorida.com).