



2021-2022 Submission Process and Guidelines for Career and Professional Education Act

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.

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

Industry certification is a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a credential that is nationally recognized and must be at least one of the following:

- (a) Within an industry that addresses a critical local or statewide economic need;
- (b) Linked to an occupation that is included in the workforce system's targeted occupation list; or
- (c) Linked to an occupation that is identified as emerging.

[\[Source: FS 1003.492\]](#)

Please read the questions below *before* submitting information about each certification.

If the answers to all of the following questions are **YES**, then the credential may be eligible for the CAPE Industry Certification Funding List. All information will be verified independently by the review team.



Does the certification meet the definition of an industry certification as defined by Florida Statutes?

1. *Is the certification currently available? If **NO**, when will the certification be available?*
2. *Can the certification be obtained without the use of specific courseware/curriculum?*
3. *Is the certification exam **always** given in an environment proctored by a third-party?*
4. *Does the certification exam require **at least** 150 hours¹ of instruction?*
5. *Is the organization that issues the certification part of the industry that would employ individuals in this area? What is the certifying agency listed on the certificate issued to successful candidates?*
6. *Does the certifying agency provide information about the occupational skills which are demonstrated by the successful candidates on the industry certification exam?*
7. *Is information available on the certifying agency's website regarding this certification? Does an internet search return results directing to information about the certification on the certifying agency's website?*
8. *Is the certification occupationally specific?*

Does the certification document essential skills and competencies which are required for employment in an occupation in demand in Florida?

1. *Is there alignment between the specific occupational skills documented by the industry certification and a [Standard Occupational Classification \(SOC\)](#) System code?*
2. *If an occupational code is identified for linkage to employment, is the occupation identified on the [Statewide Demand Occupation List](#) for the most recent year available?*
3. *If not on the Statewide Demand Occupation List, is the occupation linked to a [targeted occupation sector](#)?*
4. *Will this industry certification help someone get a job?*

¹ The 150 hours of instruction will be verified by the Florida Department of Education staff in the review of the certifying agency's documentation of competencies assessed by the certification.



Is there independent evidence that the submission is for an industry certification versus a test, assessment, or certificate of course completion only?

1. *Is the certification openly available to members of the public? Can members of the public access information on the certifying agency's website on how to take the exam?*
2. *Is the industry recommendation letter from an industry group that would employ individuals who hold the certification?*
3. *Are recommendation letters from a source not directly affiliated with the certifying agency or its board of directors?*

Frequently Asked Questions

Who is eligible to submit?

Only **local workforce development boards or public-school principals including those who work for career and technical education directors** may 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 CareerSource Florida Board of Directors' consideration in February?

Following completion of the submission cycle on **Sept. 15**, 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 2021 for delivery of an approved list of recommendations to DOE for funding consideration by March 1, 2021. The Florida Department of Education will make the final determination on certifications eligible for 2021-2022 CAPE Industry Certification Funding List. This list will be published by the Department of Education August 1, 2021.

When are submissions due?

All submissions are due no later than **Sept. 15, 2020** for certifications to be considered for the 2021-2022 program year (July 1, 2021-June 30, 2022).



CAPE Certification Submission Process

Applicants may review the current 2020-2021. Certifications on this list not marked for deletion do not need to be resubmitted for the 2020-2021 cycle.

All certifications submitted for consideration must be linked to occupation(s): on CareerSource 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.

Applicants may submit a form for certifications that are under development at the time of the submission window; however, CareerSource needs confirmation from the certifying agency by January 1, 2021, that the certification will be available by the beginning of the 2021-2022 school year.

Application

Submissions to this [application](#) must be made through a local workforce development board or a public-school principal including those who work for a career and technical education director. 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:

- [Local workforce development board](#)
- [Florida-based business or regional trade organization](#)
- State, regional or local [economic development organization](#)

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. The certifying agency may need to be contacted for additional information; therefore, it is important that the contact information provided on the submission form is current.

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 Directors for consideration.



Letters of Endorsement Guidance

In addition to the completed online application, endorsement letters *from all three* of the following must be uploaded along with the application:

- [Local workforce development board](#) AND
- [State, regional, or local economic development organization](#) AND
- [Florida-based business or regional trade organization](#)

All letters of endorsement must be presented on letterhead and include the information requested below. [If letterhead is not available, be sure the letter clearly states the entity (association/organization) providing the endorsement. Please include contact information (phone and email), in the event additional information regarding the endorsement is needed.]

For Florida-based businesses or Industry/trade associations:

Guidelines for Florida state-based businesses

State the title of the certification that is being endorsed and substantiate (give reasons for your endorsement)

- How is this certification useful to your company's employees?
- *Does the attainment of this certification have value for your business for validating skills and experience of job candidates? Do individuals hired by your business need to have this certification to quality for employment? If not, do individuals who have the certification receive priority in hiring decisions?*

Guidelines for Industry/Trade Associations

State the title of the certification that is being endorsed and substantiate (give reasons for your endorsement)

- State how this certification is useful to your industry.
- *Does the attainment of this certification have value to your industry in validating skills and experience of job candidates?*
- *Does your industry recognize the importance of this certification in making hiring decisions?*

For Local Workforce Development Boards

State the title of the certification that is being endorsed and substantiate (give reasons for your endorsement)

- State how this certification is useful in your local area.
- *Does the certification align with an occupation on your Local Targeted Industry*



Certification List? If so, which one?

- *Does this certification align with one of your local or targeted industries? If so, which industry?*
- *Does the attainment of this certification have value to companies in your local area?*
- *Does this certification validate the skills and experience of job candidates?*
- *Does the attainment of this certification assist with the placement of a job seeker in a job?*
- *Do companies in your local area recognize the importance of this certification in making hiring decisions?*

For Economic Development Organizations

State the title of the certification that is being endorsed and substantiate (give reasons for your endorsement). For example, please elaborate on the usefulness of this certification in your particular locality or local area.

- *Does attaining this certification have value to companies in your service area?*
- *Does this certification align with your local or regional targeted industries?*
- *Do companies in your local area recognize the importance of this certification in making hiring decisions?*



CAREER AND PROFESSIONAL EDUCATION ACT TIMELINE FOR PROGRAM YEAR 2020-2021

2020	
July	Information sent to stakeholders providing details about updated guidelines, timeline and online submission form
July 31	Online submission period opens
Sept. 15	Online submission period closes
Sept.16 – Dec. 6	Proposed certifications are reviewed/vetted by representatives from CareerSource Florida, the Florida Department of Education, the Department of Economic Opportunity, industry associations, Florida businesses and other pertinent groups as deemed necessary by CareerSource Florida
Dec. 31	Final Date for Certifications to be available
Dec. 2 – Dec. 31	Contact Submitters to provide updates on review
2021	
Jan. 1	Certifying agencies must verify that submitted certifications are available by the beginning of the 2021-2022 school year
February	CareerSource Florida’s Board of Directors considers and approves eligible certifications and forwards these to the Department of Education as “Recommended Certifications” to the Florida Department of Education for CAPE Funding
March 1	Recommendations approved by the CareerSource Florida Board of Directions are delivered to the Florida Department of Education for CAPE Funding consideration
March 5	Department of Education releases preliminary “2021-2022 CAPE Industry Certification Funding List”
March 5 - April 1	School districts submit requests to the Department of Education for the final “2021-2022 CAPE Industry Certification Funding List”
June 15	Recommendations for 2021-22 CAPE Digital Tool Certificates and new industry certifications to be recommended for the CAPE Industry Certification Funding List are released
Aug. 1	Final “2021-2022 CAPE Industry Certification Funding List” published by FDOE
August – October	Schools Districts register Career and Professional Academies for the 2021-2022 school year

Please email questions to cape@careersourceflorida.com.