

CAPE ACT CERTIFICATION SUBMISSION GUIDELINES



ABOUT CAPE

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

PURPOSE

The purpose of the Florida Career and Professional Education (CAPE) Act is to:

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

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

2022-2023 SUBMISSION REQUIREMENTS

APPLICANT

Only local workforce development board staff; public school principals, including those who work for career and technical education directors; and Florida College System administrators may submit applications. Each individual certification requires a separate application.

Certifications currently on the [Florida Master Credentials List](#) and industry certifications currently offered within Florida's education system *should not* be resubmitted as they will be automatically evaluated. View the [list of industry certifications](#) that will be automatically evaluated for inclusion on the 2022-2023 CAPE Industry Certification List.

Do not submit certifications under development at the time of the submission window. Certifications must meet the definition of industry certification established by [FS 1003.492](#).

Applications determined to be incomplete *will not* be evaluated for inclusion on Florida's Master Credentials List or for CAPE funding eligibility.

Applications not approved may be resubmitted for evaluation when the Master Credentials List application becomes available in February 2023.



OCCUPATION AND INDUSTRY

Occupation

There must be an alignment between the specific skills documented by the certification and a [Standard Occupational Classification](#) (SOC) code. The occupation will need to be identified on the Labor Market Estimating Conference [Conference Documents](#) as undersupplied or on the 2020-2021, 2021-2022, or 2022-2023 Florida Department of Economic Opportunity [Regional Demand Occupations List](#).

Industry

There must be an alignment between the certification and an Enterprise Florida [Targeted Industry](#) or the emerging industry must address a critical local or statewide economic need.

ENDORSEMENTS

The submission must include letters of endorsement from *all* of the following:

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

All letters of endorsement must clearly state the name and contact information of the entity providing the endorsement, the title of the certification and reason for the endorsement. The endorsement should address the following:

- Does this certification add value to companies or to an industry in your area?
- Does this certification validate the skills and experience of job candidates?
- Does your industry recognize the importance of this certification in making hiring decisions?
- Does attaining this certification help a job seeker secure employment?

CERTIFICATION TESTING

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.



TIMELINE

Application submissions will only be accepted during a set submission window and will proceed through an internal review process to determine eligibility.

| 2022 | |
|--------|--|
| NOV 01 | CAPE submission period for 2022-2023 secondary and postsecondary certifications opens. |
| NOV 30 | CAPE submission period for 2022-2023 secondary and postsecondary certifications closes. |
| DEC 08 | CAPE submissions evaluation using Florida's new Framework of Quality begins. |
| 2023 | |
| FEB | <p>Credentials Review Committee approves Master Credentials List. Credentials eligible for CAPE funding are identified.</p> <p>Application for additions to the Master Credentials List opens for ongoing quarterly review.</p> <p>CareerSource Florida Board of Directors approves delivery of updated Master Credentials List to the State Board of Education.</p> |
| MAR 22 | State Board of Education votes on the 2022-2023 CAPE Industry Certification List, which is a subset of the Master Credentials List. |
| MAY | Credentials Review Committee approves additions to Master Credentials List that meet the Framework of Quality standards. |
| AUG | CAPE Industry Certification Funding List published by Florida Department of Education. |



FREQUENTLY ASKED QUESTIONS

HOW DOES THIS APPLICATION SUBMISSION WINDOW AFFECT THE 2022-2023 CAPE INDUSTRY CERTIFICATION LIST?

The November 2022 application submissions window allows for new CAPE industry certifications to be considered for inclusion on the Master Credentials List. This will allow the State Board of Education to consider additions to the 2022-2023 CAPE Industry Certification Funding List at its March 2023 meeting. Certifications that are not currently offered within Florida's education system or are not currently on the Master Credentials List may be submitted for consideration via a completed application no later than Nov. 30, 2022.

Industry certifications currently on the [Florida Master Credentials List](#) and [industry certifications](#) currently offered within Florida's education system will be automatically evaluated and therefore *should not* be resubmitted.

WHO IS ELIGIBLE TO SUBMIT?

Only local workforce development board staff; public school principals, including those who work for career and technical education directors; and Florida College System administrators may submit applications. Other entities interested in submitting certifications for consideration must go through one of these three named entities.

HOW WILL SUBMISSIONS BE RESEARCHED AND VETTED?

All submissions are evaluated and validated by CareerSource Florida, the Florida Department of Education and the Department of Economic Opportunity to ensure they meet eligibility criteria for CAPE funding. Requirements include having academic rigor, being within an industry that addresses a critical local or statewide economic need and being linked to an occupation in critical undersupply as identified by the Labor Market Estimating Conference or included in the state or regional occupational demand list. Labor market data, provided by the state Labor Market Estimating Conference and Department of Economic Opportunity, will be used for validation.

WHO APPROVES CERTIFICATIONS FOR INCLUSION?

The Credentials Review Committee will approve additions to Florida's Master Credentials List. Credentials included on this list that also meet CAPE secondary and postsecondary funding eligibility criteria will be identified by the Florida Department of Education to create a CAPE Industry Certification List. The Florida Department of Education will make the final determination on certifications, which will be presented to the State Board of Education for final approval.



WHAT IS THE CREDENTIAL EVALUATION PROCESS?

Upon the Credentials Review Committee's adoption of a Framework of Quality in December 2023, an initial review of credentials in the state of Florida will commence.

Applying the state's new Framework of Quality is the first step in evaluating credentials for inclusion on the Master Credentials List anticipated to be approved in February 2023. Credentials of Value as defined by the state Reimagining Education and Career Help (REACH) Act include "apprenticeship certificates, industry certifications, licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate in applied science degrees, associate in science degrees, Bachelor of Applied Science degrees, and Bachelor of Science degrees."

- Credentials evaluated in this initial review cycle include:
 - Career and Professional Education Act (CAPE) secondary and postsecondary industry certifications submitted between Nov 1 – Nov 30
 - Secondary and postsecondary certifications eligible for CAPE funding must be on the Master Credentials List.
 - Existing certifications on the [Florida Master Credential List](#)
 - Sub-baccalaureate credentials collected from:
 - Florida District Technical Colleges
 - Florida College System
 - State University System of Florida
 - Independent Colleges and Universities of Florida
 - Commission for Independent Education
 - Registered Apprenticeships in Florida
 - Occupational Licenses

Please email questions to cape@careersourceflorida.com.