

Florida Credentials Review Committee

Meeting Agenda

BETTY EASLEY CONFERENCE CENTER, ROOM 148
4075 ESPLANADE WAY, TALLAHASSEE, FL 32399
DEC. 7, 2022 • 1 P.M. – 4 P.M. ET

Chair's Welcome and Remarks

Katie Crofoot
*Director, REACH Office
Executive Office of the Governor*

Consent Item

Katie Crofoot

- Oct. 31, 2022, meeting minutes

Proposed Framework of Quality

- Demand Thresholds
- Wage Thresholds
- Credential Sequencing

Jennifer Grove/Dehryl McCall
Adrienne Johnston/Adam Briggs, Ph.D.
Katherine Goletz/Tara Goodman

Action Item

Dan McGrew

- Definition of Credentials of Value and Framework of Quality

Evaluation of Credentials and the Next Master Credentials List

Dan McGrew

Post-Secondary Performance Funding Eligibility

Tara Goodman

Open Discussion and Public Comment

Chair's Closing Remarks

Katie Crofoot

Upcoming Meeting
February 2023

Consent Item 1

Approved _____

Disapproved _____

Consent Item

OCTOBER 2022 MEETING MINUTES

In accordance with Article VII, Section 7.3 of the approved bylaws of CareerSource Florida, the corporation is required to keep correct and complete books and records of accounts and shall keep minutes on the proceedings of the Credentials Review Committee.

FOR CONSIDERATION

Approval of October 2022 Meeting Minutes, to include any modifications or changes noted by the Committee.

**Credentials Review Committee
Meeting Minutes
October 31, 2022**

I. CALL TO ORDER

Chair Crofoot called the meeting to order at 10 a.m. on October 31, 2022.

II. ROLL CALL

Lisa Cramer conducted roll call. The following members were present:

Katie Crofoot
Timothy Beard
Michael Biskie
Robert Boyd
Adam Calloway
Hugh Campbell
Kevin Carr
Katherine Goletz
Lloyd Gregg
Jennifer Grove
Diane Head
Kathy Hebda
Debbie Magruder
Kevin O'Farrell
James Taylor

A quorum was present.

III. CONSENT ITEM

Chair Crofoot called for a motion to approve the meeting minutes from June 27, 2022.

Motion: Hugh Campbell
Second: Kevin O'Farrell

There was no discussion or comments from the public.

The consent item passed unanimously.

IV. OVERVIEW OF LABOR MARKET ESTIMATING CONFERENCE DATA

Chair Crofoot stated the REACH Act established a new Labor Market Estimating Conference (LMEC) in the Office of Economic and Demographic Research. The Statute requires the LMEC to produce labor market supply and demand data by occupation and education level at state and regional levels. The Committee

must use the labor market data produced by the LMEC to establish a definition for credentials of value. The LMEC data was received by the committee October 25. The conference product includes critical wage information for all 790 occupations. A representative starting wage, average annual wage, and high-level threshold was provided for each occupation. The conference issued a determination that lists adopted prior to the effective date of the REACH Act and June 30, 2022, will continue to be used unless further analysis adopted by the LMEC indicates otherwise.

A link to the Labor Market Estimating Conference's data was provided in the Microsoft Teams chat.

V. SUBMISSION OF CERTIFICATIONS SEEKING CAPE FUNDING FOR 2023-2024

The Career and Professional Education (CAPE) Funding list identifies industry certifications at the secondary and post-secondary levels that are linked to occupations. The certifications are eligible for additional funding for school boards and state colleges. The latest CAPE funding list was adopted by the State Board of Education in 2021 and was carried forward for the current school year. CAPE Act certifications identified as credentials of value have yet to be submitted, recommended, or approved since 2021. No new credentials have been added to the Master Credentials List.

With receipt of the Labor Market Estimating Conference data, stakeholders can submit new secondary and post-secondary certifications for consideration to be added to the Master Credentials List and to be eligible for CAPE funding.

Chair Crofoot directed staff to open a window from November 1 – November 30 for stakeholders to submit certifications for CAPE funding sought prior to the committee adopting a Framework of Quality. The early application window will allow increased time for the Department of Education to evaluate certifications for CAPE funding eligibility which includes:

- Validating that the certification is an industry-recognized certification.
- Ensuring the number of education hours required is met.
- Validating the certification tests meet specific standards set by the Department.
- New CAPE secondary and post-secondary certifications submitted will be evaluated and validated, along with credentials of value collected by workgroups.
- Incomplete applications will not be eligible for consideration.
- Existing certifications on the Master Credentials List will not need to reapply.

VI. REVIEW OF TIMELINE AND FRAMEWORK OF QUALITY UPDATES

CareerSource Florida Senior Vice President of Business and Workforce Strategies Dan McGrew provided an update on the timeline and progress of the workgroups

The Wage Threshold workgroup has completed analysis of the wage data available through the Bureau of Labor Statistics. The group has analyzed the wage data for individual occupations and wage data from actual program completers available through the Florida Education and Training Placement Information Program (FETPIP).

The Demand Threshold workgroup is developing a process for determining local demand for occupations that do not show up in state or regional demand data. The workgroup is preparing proposed final guidelines for the committee following the feedback provided to the workgroup at the June meeting.

The Credential Sequencing workgroup established a definition for sequencing, which was presented at a previous meeting. The workgroup has identified various ways to validate that the credentials are in sequence based on currently available information. CareerSource Florida is in the process of contracting with a third-party vendor to further develop sequencing relationships to be used in the evaluation of credentials. The contractor will also provide or create Standard Occupation Classification (SOC) code linkages for industry certifications for which no linkages currently exist. The linkage is necessary for evaluation of the master credentials list.

The Credential Identification workgroup has completed the inventory of post-secondary programs offered in post-secondary sectors. The inventory includes program types such as, but not limited to, career certificates, college credit certificates, associate in science degrees, and bachelor's degrees. The group has compiled a list of known industry certifications, including apprenticeships and licenses that are offered in the state of Florida.

At the December 7 meeting in Tallahassee, the goal is to approve a final framework of quality and introduce the concept of post-secondary funding eligibility. The workgroups will propose their definition of credentials of value and the framework of quality for review and approval. Once the framework of quality is approved, the evaluation of credentials will begin. The initial evaluation will include all credentials compiled by the Credential Identification Workgroup and those submitted during the CAPE Application Window, between November 1 and November 30.

At the February 2023 meeting, the committee will meet to adopt the Master Credentials List for the state of Florida. The Master Credentials List will be the first master credentials list developed that uses the established definition of credentials of value. The statute requires the committee to review and approve credential applications quarterly. Accordingly, immediately after this first master credentials list is adopted, the committee will officially open the application for credentials not included in the initial evaluation. Once the application is opened, the committee will be presented with new credentials that meet the framework of quality each quarter for inclusion on the Master Credentials List. The committee will also conduct an annual review to remove

credentials that no longer meet the framework of quality based on changing labor market data throughout the year.

VII. OPEN DISCUSSION AND PUBLIC COMMENT

James Taylor asked if there was any representation from industry seated on the State Board of Education. Kathy Hebda replied that the input from industry happens before it gets to the State Board of Education.

Amy McCallister asked the committee to consider extending the CAPE application window to December 6.

VIII. CHAIR'S CLOSING REMARKS

Chair Crofoot reminded everyone that the CAPE secondary and post-secondary certifications submission window is November 1 – 30 and submission instructions are on the CareerSource Florida website. Chair Crofoot thanked everyone for their time and adjourned the meeting at 11 a.m.

Action Item

DEFINITION OF CREDENTIALS OF VALUE AND FRAMEWORK OF QUALITY

The Reimagining Education and Career Help (REACH) Act, unanimously approved by the Florida Legislature and signed into law by Governor Ron DeSantis last year, addresses the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and equity and access to a more integrated workforce and education system. The REACH Act establishes a blueprint for Florida's talent ecosystem to ensure the state has the talent it needs to remain competitive in a global economy.

The REACH Act, which amended Chapter 445.004, Florida Statutes, went into effect July 1, 2021. The goals of the law are informed by a common understanding of what occupations and skills are most in demand throughout Florida and the creation of a state-approved Master Credentials List that aligns with industry demand.

Under Chapter 14.36(2)(a), Florida Statutes, a credential is defined as "an apprenticeship certificate, industry certification, license, advanced technical certificate, college credit certificate, career certificate, applied technology diploma, Associate in Applied Science degree, Associate in Science degree, Bachelor of Applied Science degree, or Bachelor of Science degree."

As required by the REACH Act, the CareerSource Florida Board of Directors appointed a Credentials Review Committee to establish a definition for **credentials of value**. The committee also is tasked with creation of a **Framework of Quality**, aligned with federally funded workforce accountability requirements.

The committee convened four workgroups, each focused on a specific element of the **Framework of Quality**: wage thresholds, demand thresholds, credential sequencing, and credential-occupation correlation and gap identification. A committee member led each workgroup, which also included stakeholders from Florida's business and education communities as well as subject matter experts from the Department of Economic Opportunity and the Department of Education.

Over the past 11 months, the workgroups conducted research, analysis and discussion to bring forward recommendations resulting in the proposed definition of **credentials of value** and establishment of the **Framework of Quality**.

A **credential of value** is defined as any credential from the above list that also satisfies the criteria set forth in the **Framework of Quality**, which includes demand, wage, and sequencing criteria. Credentials of value will be included on the state's Master Credentials List.

FOR CONSIDERATION

- **Approve both the definition of credentials of value and the criteria set forth in the Framework of Quality, which will determine inclusion on a Master Credentials List for the state of Florida.**

ATTACHMENTS

- Criteria for the Framework of Quality
- Credentials Review Committee Charter 2021
- Framework of Quality Workgroup Rosters

Florida Credentials Review Committee

Criteria for the Framework of Quality

Demand Criteria

Degree and non-degree credentials must be linked to at least one Standard Occupation Classification (SOC) code that is either:

1. Designated by the Labor Market Estimating Conference as an occupation in critical undersupply, either statewide or for an individual region, in the [conference product](#) adopted by the conference Oct. 25, 2022.

-OR-

2. Included on the Florida Department of Economic Opportunity's [Regional Demand Occupation Lists](#) from 2020-2021, 2021-2022, or 2022-2023, either statewide or for an individual region.

Local Demand

Credentials that do not meet criteria 1 or 2 above may be evaluated under **local demand**. Credentials must be submitted by the local workforce development board and meet all of the following criteria for **local demand**:

1. Documented support from the local workforce development board, education institution and economic development organizations in the local area.
2. Evidence that the credential leads to occupations in an industry sector of focus or is in an emerging industry for the local area.
3. Evidence that the number of current or future job openings for the occupation exceed either a threshold established by the local workforce development board or a minimum of 30 openings where no local threshold exists.

Wage Criteria (Non-Degree Credentials Only)

Non-degree credentials must show evidence of earnings outcomes and evidence that earnings outcomes meet middle- to high-level wages. For non-degree credentials that have sufficient and recent wage outcome data in the Florida Education and Training Placement Information Program (FETPIP), the following criteria must be met:

1. Wages reported one year after completion must be greater than or equal to 80% of the median Year One wages for all non-degree credential completers in FETPIP.

-OR-

2. Wages reported five years after completion must be greater than or equal to 80% of the median Year Five wages for all non-degree credential completers in FETPIP.

For non-degree credentials that do not have sufficient and recent wage outcome data in FETPIP, the credential must be linked to a SOC code.

The occupation wages provided by the Labor Market Estimating Conference in the [conference product](#) must meet the following criteria:

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1. The representative starting wage for the occupation must be greater than or equal to the representative starting wage for all occupations requiring a postsecondary nondegree award.

-OR-

2. The average annual wage for the occupation must be greater than or equal to the average annual wage for all occupations requiring a postsecondary nondegree award.

-OR-

3. The high-level wage threshold for the occupation must be greater than or equal to the high-level wage threshold for all occupations requiring a postsecondary nondegree award.

Credential Sequencing Criteria

Non-degree credentials that do not meet the wage criteria must be part of a sequence of credentials that are required for the next-level occupation that does meet the wage criteria. To meet the credential sequencing criteria, the non-degree credential must:

1. Be linked to at least one SOC code that has an average wage greater than or equal to the median wage of high school graduates with no other credential as calculated using FETPIP data.

-AND-

2. Be validated and recognized by industry.

-AND-

3. Demonstrate evidence that the credential is part of an established sequence of credentials that lead to an occupation that meets the Framework of Quality wage criteria.

New industry certifications that meet demand criteria and sequencing criteria 1 and 2 above may be recommended for conditional approval pending review of evidence of a career pathway through articulation or other means when documentation is available. Conditionally approved certifications must be reviewed for sequencing criteria 3 within the first year of addition to the Master Credentials List. If the certification does not meet sequencing criteria 3, the certification will be recommended for removal from the list.

Digital Tool Certificates

Digital tool certificates provide elementary and middle school students with skills that are foundational to the earning of credentials on the Master Credentials List. Under Section 1003.4203(3), Florida Statutes, these certificates are to be included on the Master Credentials List. The Department of Education shall annually transmit a list of all eligible digital tool certificates that shall be included on the Master Credentials List for review and approval by the Credentials Review Committee.

Florida Credentials Review Committee

Title:	CareerSource Florida State Workforce Development Board Credentials Review Committee Charter
Adopted:	09/08/2021
Effective:	09/08/2021

A. INTRODUCTION

Background

Florida House Bill 1507 created Chapter 14.36, Florida Statutes, the Reimagining Education and Career Help (REACH) Act. The REACH Act addresses the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and equity and access to a more integrated workforce and education system for all Floridians. This legislation amended Chapter 445.004, Florida Statutes. The bill was signed into law by Governor Ron DeSantis on June 24, 2021, and went into effect July 1, 2021 as Florida Law 2021-164.

The REACH Act is a bold step to modernize career pathways while promoting an aligned and seamless service delivery framework of workforce services to customers as well as improving employment and training outcomes through stronger connections between training offered and the training needed by employers. The law establishes a blueprint for Florida's talent ecosystem to ensure the state has the talent it needs to remain competitive in the new global economy.

Workforce boards, colleges and industry leaders will converge to create a uniform set of credentials and skills that align education and training to workforce needs. The REACH Act is a major step toward these goals. It creates the REACH Office under the purview of the Governor so that all entities involved in workforce preparation – education, workforce development, and those helping Floridians achieve economic self-sufficiency – are collaborating and informed by a common understanding of what occupations and skills are most in demand throughout Florida and the creation of a state-approved list of credentials that align with industry demand.

Statutory Requirements

Chapter 14.36(2)(a), Florida Statutes, defines "Credential" as an apprenticeship certificate, industry certification, license, advanced technical certificate, college credit certificate, career certificate, applied technology diploma, associate in applied science degree, associate in science degree, Bachelor of Applied Science degree, and Bachelor of Science degree.

Pursuant to Chapter 445.004(4), Florida Statutes, the Florida state workforce development board shall appoint a Credentials Review Committee to identify nondegree credentials and degree credentials of value for approval by the state board and inclusion in the Master Credentials List. Such credentials must include registered apprenticeship programs, industry certifications, licenses, advanced technical certificates, college credit certificates, career

certificates, applied technology diplomas, associate degrees, baccalaureate degrees and graduate degrees.

Except as described in the authorities and powers section below, the Credentials Review Committee will act as an advisory committee or similar group created by CareerSource Florida, Inc. The Credentials Review Committee, its leadership, and CareerSource Florida do not have any direct or implied authority to withhold or direct funds appropriated by the federal government or the Florida Legislature for distribution by the partner entities who make up the membership of the committee.

B. AUTHORITIES AND POWERS

Under the REACH Act, the Credentials Review Committee has the authority to:

- Define a framework of quality that will be used to identify credentials of value to include nondegree and degree credentials, registered apprenticeship programs, industry certifications, licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate degrees, baccalaureate degrees and graduate degrees
- Designate the process for appealing decisions of the Credentials Review Committee
- Designate the process for submitting the Master Credentials List to the Florida State Workforce Board for approval
- Designate the process for forwarding the Master Credentials List to the State Board of Education by January 31, 2022, and annually thereafter
- Designate the date by which the Master Credentials List must be published
- Designate how reports of the Credentials Review Committee will be completed and made available to the public
- Designate any processes for the Credentials Review Committee to use to operate within the authorities established in statute

C. COMMITTEE MEMBERSHIP

Membership

The Credentials Review Committee must include:

Statutorily Designated Members

- The Chancellor of the Florida Department of Education Division of Public Schools
- The Chancellor of the Florida Department of Education Division of Career and Adult Education

- The Chancellor of the Florida College System
- The Chancellor of the State University System
- The Director of the Office of Reimagining Education and Career Help

Appointed Members

- Four (4) members from local workforce development boards with equal representation from urban and rural regions
- Two (2) members from non-public postsecondary institutions
- Two (2) members from industry associations
- Two (2) members from Florida-based businesses
- Two (2) members from the Florida Department of Economic Opportunity
- One (1) member from the Florida Department of Agriculture and Consumer Services

Appointment of Members and Term

The majority of membership of the Credentials Review Committee is designated by statute. Those members who are not designated by statute shall be appointed by the CareerSource Florida Board of Directors or its Executive Committee from a list of qualified, representative and appropriate nominees and volunteers.

The Executive Committee will solicit nominees and volunteers from the Executive Office of the Governor; the Reimagining Education and Career Help Office; the CareerSource Florida Board of Directors; the Florida Department of Economic Opportunity; local workforce development boards; The Florida Department of Education and its Divisions of Public Schools and Career and Adult Education; the Florida College System; the State University System; independent education organizations; the Florida Department of Agriculture and Consumer Services; industry associations; and Florida businesses.

Membership from local workforce development boards, non-public postsecondary institutions, industry associations, and Florida-based businesses should represent diverse geographic areas of the state including urban, rural and suburban areas.

The members of the Credentials Review Committee shall serve for a period of time determined by the CareerSource Florida Board or its Executive Committee. Qualified members of the Credentials Review Committee may be reappointed by the CareerSource Florida Board or its Executive Committee.

Ethics and Transparency

The Credentials Review Committee will promote an ethical and transparent structure. All committee meetings will be conducted in an open manner, comply with federal and state laws and ensure the public has access to information. The Credentials Review Committee is subject to the provisions of Chapter 119, Florida Statutes, relating to public records, and provisions of Chapter 286, Florida Statutes, relating to public meetings.

Chapter 119, Florida Statutes, commonly known as Florida's Public Records Law, provides information on public records in Florida, including policies, definitions, exemptions, general information on records access, inspection, examination and duplication. It is the policy of the state of Florida that "all state, county, and municipal records are open for personal inspection

and copying by any person. Providing access to public records is the duty of each agency” including CareerSource Florida and the Credentials Review Committee. (Chapter 119.01, Florida Statutes).

Chapter 286, Florida Statutes, also known as Florida’s Sunshine Law, establishes a basic right of access to meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The law describes how boards conduct public meetings, how these meetings are noticed, who may attend, and how they may be accessed. This law also describes what records must be kept and made available to the public upon request. CareerSource Florida and the Credentials Review Committee will support best practices in organizational ethics training and implementation of federal and state transparency requirements.

Ethics and Public Disclosure

Credentials Review Committee members are expected to safeguard their ability to make objective, fair and impartial decisions. Credentials Review Committee members may not accept benefits when it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision. Credentials Review Committee members will not use the powers and resources of the committee for personal benefit or for the benefit of immediate family members.

Each member of the Credentials Review Committee including statutorily delegated members and appointees who do not otherwise have to file a financial disclosure pursuant to Section 8, Article II of the State of Florida Constitution, or Chapter 112.3144, Florida Statutes shall file disclosure of financial interests pursuant to Chapter 112.3145, Florida Statutes.

Credentials Review Committee members may be employed by organizations with existing state contracts or may contract with any of the public, private or other entities represented on the Committee. Credentials Review Committee members who have a conflict of interest relating to the authorities and powers defined in this charter made by the committee are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises.

Credentials Review Committee members are in a conflict of interest whenever they themselves, or members of their immediate family, place of employment, business partners or close personal associates may personally benefit either directly or indirectly, financially or otherwise, from their position on the Credentials Review Committee. For the purpose of this charter and business of the committee, “immediate family” is defined as parents, stepparents, spouses or domestic partners, children, stepchildren, full or half siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-grandparents, aunts, uncles, nieces, nephews and grandchildren.

Committee members are required to disclose conflicts of interest prior to any vote or other action by the committee in which business involving these interests will be discussed. Credentials Review Committee members are not required to be dismissed or otherwise not attend a meeting where such business is discussed; however, after disclosing potential conflicts, those who could benefit from a transaction must abstain from discussion and voting on the recommended action.

A conflict of interest may be real, potential, or perceived; the same duty to disclose applies to each. Full disclosure does not remove a conflict of interest. If a committee member is not certain

they are in a conflict-of-interest position, he/she may consult the ethics officer for CareerSource Florida who serves as the ethics and public records officer for the Credentials Review Committee.

All committee members shall sign an acknowledgement of the ethics and public disclosure requirements for membership on the committee. This acknowledgement is filed with the CareerSource Florida Board of Directors.

Chair of Credentials Review Committee

The director of the Reimagining Education and Career Help Office shall serve as the chair of the Credentials Review Committee for the first year of the committee. After one year, the Credentials Review Committee will designate a chair by a majority vote of the committee. If this position becomes vacant during the serving chair's term, an interim chair may be appointed by the CareerSource Florida Board of Directors or the board's Executive Committee until a new chair is designated by a vote of the Credentials Review Committee.

The chair of the CareerSource Florida Board of Directors shall not serve at any time as the chair or interim chair of the Credentials Review Committee; however, members of the state workforce development board may be appointed to serve in other roles on the committee for which they are qualified.

The chair of the Credentials Review Committee shall preside over meetings and delegate tasks to the membership of the committee to fulfill the statutory obligations of the committee. Other than the specific authorities, delegations and requirements described in Chapter 14.26, Florida Statutes, Chapter 445.004, Florida Statutes, and in this charter the Credentials Review Committee and its chair shall have no obligations, policymaking authority or rulemaking ability.

Removal of Committee Members

Designated or appointed members of the Credentials Review Committee may be removed for cause by the Governor. For cause includes, but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, gross mismanagement, waste, or lack of performance.

Designated members of the Credentials Review Committee who no longer serve in their statutorily designated role shall be removed from the Credentials Review Committee and the position shall remain vacant until an interim or permanent designee is selected. Appointed members of the Credentials Review Committee who no longer qualify to serve in their appointed role shall be removed and a replacement will be appointed by the CareerSource Florida Board of Directors or its Executive Committee.

Absences and Permanent Designees

Appointed members of the Committee may be removed by the CareerSource Florida Board or Executive Committee if that appointed member is absent from three (3) consecutive regular meetings of the Credentials Review Committee.

Those Credentials Review Committee members who are statutorily designated members of the committee may, at the committee member's discretion, appoint a proxy or permanent designee

to serve on the committee in the committee member's absence, subject to approval by the chair of the committee. The committee members shall retain the right to attend and vote at any and all regular meetings, but the permanent designee, once accepted by the chair, may, in the committee member's absence, attend and vote at any and all meetings and such attendance and vote shall be as if the board member attended and voted for attendance and voting requirements, including, but not limited to, establishing a board quorum.

D. MEETING SCHEDULES

Meetings

The Credentials Review Committee shall meet at a place provided for by the CareerSource Florida Board of Directors and its administrative entity, the Florida Department of Economic Opportunity. The Credentials Review Committee shall hold the following types of meetings:

- **Regular Meetings.** Regular meetings of the committee shall be held on a quarterly basis each year for the purpose of producing the key deliverables and updating the Master Credentials List as described below.
- **Special Meetings.** Special meetings of the Credentials Review Committee may be called by the chair of the Committee or the chair of the CareerSource Florida Board of Directors.

Meeting Locations and Formats

Both regular and special meetings may be held in person or use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications or webinar, provided that the public is given proper notice of the telecommunications meeting and is given reasonable access to observe and, when appropriate, participate.

Quorum and Voting

A majority of the total current membership of the Credentials Review Committee shall constitute a quorum for a meeting of the Credentials Review Committee. A majority of the committee membership is required to organize and conduct the business of the committee.

Notice of Meetings

Written notice shall be provided stating the place, the day and hour of said meetings of the Credentials Review Committee, and the purpose or purposes of the meeting shall be stated in the notice. Said notice shall comply with notice and procedural requirements of Florida's Government-in-the-Sunshine Law and reasonable efforts shall be made to deliver by electronic mail to each member entitled to vote at such meeting not less than seven (7) nor more than 45 days prior to the date of such meeting. In case of special meetings, or when meetings are called by the CareerSource Florida Board of Directors, the purpose or purposes for which the meeting is called shall be stated in the notice.

Meetings of the Credentials Review Committee may coincide with the date of regular or special meetings of the CareerSource Florida Board of Directors or the State Board of Education but may not be scheduled at the same time as meetings of the CareerSource Florida Board of Directors or State Board of Education.

All notices and agendas for meetings of the Credentials Review Committee shall be posted on CareerSource Florida's website.

E. OPERATIONS AND RECORDS RETENTION

Fiscal Year

The fiscal year for the Credentials Review Committee shall be July 1 through June 30.

Execution of Documents

The chair of the Credentials Review Committee shall have authority to record actions of the committee, including recommendations for the Master Credentials List as approved or not approved.

Books and Records

The CareerSource Florida professional team, REACH Office, Department of Economic Opportunity and the Department of Education shall provide administrative support for the Credentials Review Committee. The CareerSource Florida professional team shall keep correct and complete records of accounts and shall keep recordings of and minutes on the proceedings of the Credentials Review Committee. The CareerSource Florida professional team shall archive records of the Credentials Review Committee with the Bureau of Archives and Records Management of the Division of Library and Information Services of the Department of State.

All information pertaining to the Credentials Review Committee, the process for the approval of credentials of value and the Master Credentials List shall be made available and be easily accessible to the public on all relevant state agency websites.

Pursuant to Chapter 119, Florida Statutes and Chapter 286, Florida Statutes, all books and records of the Credentials Review Committee, except records designated as confidential, may be inspected by any person or his agent or attorney, for any purpose at any reasonable time upon request. The request shall be submitted to the chair of the Credentials Review Committee and the President of CareerSource Florida who shall designate the time and place for such inspection.

All agendas, committee meeting packets and actions of the Credentials Review Committee shall be posted on the CareerSource Florida Board of Directors website.

Budget and Fiscal Accountability

The CareerSource Florida Board of Directors shall adopt a budget for the purposes of holding meetings of the Credentials Review Committee.

No funds other than those appropriated by the Florida Legislature for the purposes of administering the Credentials Review Committee or approved by the CareerSource Florida Board of Directors shall be received or allocated to the operation of the Credentials Review Committee.

All documents relating to funds received, allocated, reimbursed or associated with the Credentials Review Committee shall be retained and accounted for by the CareerSource Florida professional team. Receipts, documents, and other information pertaining to the budget and

operations of the Credentials Review Committee may be inspected in compliance with Chapter 119, Florida Statutes.

F. DUTIES OF THE CREDENTIALS REVIEW COMMITTEE

Framework of Quality and Credentials of Value Definition

The Credentials Review Committee shall establish a definition for credentials of value and create a framework of quality. The framework must align with federally funded workforce accountability requirements and undergo biennial review.

The criteria to determine value for nondegree credentials should, at a minimum, require:

- Evidence the credential meets labor market demand as identified by the Labor Market Estimating Conference created in Section 216.136, Florida Statutes, or meets local demand as identified in the criteria adopted by the Credentials Review Committee. Evidence must include employer information on present credential use or emerging opportunities
- Evidence the competencies mastered upon completion of the credential are aligned with labor market demand
- Evidence of the employment and earnings outcomes for individuals after obtaining the credential. Earnings outcomes must provide middle- to high-level wages with preference given to credentials generating high-level wages. To be identified as a credential of value, credentials that do not meet the earnings outcomes criteria must be part of a sequence of credentials required for the next level occupation that will meet the earnings outcomes criteria. For new credentials, these criteria may be met with conditional eligibility until measurable labor market outcomes are obtained

The Credentials Review Committee shall establish the criteria to determine value for degree programs including associate, baccalaureate and graduate degrees. These criteria shall include:

- Evidence the program meets the labor market demand as identified by the Labor Market Estimating Conference created in Section 216.136 or meets local demand as determined by the committee. Such criteria must be used to designate programs of emphasis under Section 1001.706 and to guide the development of program standards and benchmarks under Section 1004.92

The Credentials Review Committee shall establish a process for prioritizing nondegree credentials and degree programs based on critical statewide or regional shortages.

Master Credentials List

The Credentials Review Committee shall develop a Master Credentials List that must, at a minimum, identify:

- Nondegree credentials and degree programs determined to be of value for purposes of Sections 1008.44 and 1011.61(1), Florida Statutes
- If the credential or degree program meets statewide, regional, or local level demand (as determined by the committee)

- The type of certificate, credential, or degree
- The primary standard occupation classification code

The Credentials Review Committee shall establish a process for:

- At a minimum, quarterly review and approval of credential applications. Approved credentials of value shall be used by the committee to develop the Master Credentials List
- Annual review of the Master Credentials List
- Phasing out credentials on the Master Credentials List that no longer meet the framework of quality
- Designating performance funding eligibility under Sections 1011.80 and 1011.81, Florida Statutes, based upon the highest available certification for postsecondary students
- Beginning with the 2022-2023 school year, submitting the Master Credentials List to the State Board of Education

For the 2021-2022 school year, the Master Credentials List shall be composed of the [Career and Professional Education Act \(CAPE\) Industry Certification Funding List](#) and the [CAPE Postsecondary Industry Certification Funding List](#) under Sections 1008.44 and 1011.62(1) and adopted by the State Board of Education before October 1, 2021.

The Department of Agriculture and Consumer Services, in cooperation with the Institute of Food and Agricultural Sciences at the University of Florida and the College of Agriculture and Food Sciences at the Florida Agricultural and Mechanical University, shall submit industry certifications for agriculture occupations to the Credentials Review Committee to be considered for placement on the Master Credentials List.

CIP to SOC Linkage

The Credentials Review Committee shall establish a process for linking Classifications of Instructional Programs (CIP) to Standard Occupational Classifications (SOC) for all new credentials of value identified on the Master Credentials List. The CIP code aligns instructional programs to occupations. A CIP to SOC link indicates that programs classified in the CIP code category prepare individuals for jobs classified in the SOC code category.

The CareerSource Florida Board of Directors shall submit approved CIP to SOC linkages to the State Board of Education with each credential that is added to the Master Credentials List.

FETPIP Data Elements

Any project conducted by the Department of Education or the workforce development system that requires placement information shall use information provided through the Florida Education and Training Placement Information Program (FETPIP) and shall not initiate automated matching of records in duplication of methods already in place in FETPIP.

The Department of Education shall implement an automated system which matches the social security numbers of former participants in workforce programs and state educational and

training programs with information in the files of state and federal agencies that maintain educational, employment, and United States armed service records and shall implement procedures to identify the occupations of those former participants whose social security numbers are found in employment records.

The Credentials Review Committee shall identify all data elements necessary to collect information on credentials by FETPIP automated system under Section 1008.39.

Returned Value Funding Formula

The Credentials Review Committee shall develop a returned-value funding formula as provided under Sections 1011.80(7) and 1011.81(2)(b), Florida Statutes, to allocate school district performance funds that reward student job placements and wages for students earning industry certifications, with a focus on increasing the economic mobility of underserved populations. One-third of the performance funds shall be allocated based on student job placements. The remaining two-thirds shall be allocated using a tiered, weighted system based on aggregate student wages that exceed minimum wage, with the highest weight applied to the highest wage tier, with additional weight for underserved populations. Student wages above minimum wage are considered to be the value added by the institutions' training. At a minimum, the formula must consider variables such as differences in population and wages across school districts.

When developing the formula, the committee may not penalize Florida College System institutions or school districts if students postpone employment to continue their education.

G. PROCESS FOR APPROVAL OF CREDENTIALS OF VALUE

The framework of quality and rules supporting the framework are shared quarterly with all Florida school districts, educators and instructors in secondary and postsecondary education, career and technical educators, registered apprenticeship programs, the Florida College System, the State University System, independent educators, local workforce development boards and other stakeholders.

- A joint review team established by the Credentials Review Committee to include the Department of Education, Department of Economic Opportunity, CareerSource Florida professional team, and other agencies as determined by the committee, collects and reviews information submitted about credentials of value. The review team is authorized by the Credentials Review Committee to communicate with submitters and stakeholders on their behalf. The review team will follow the process established by the Credentials Review Committee to review submissions.
- The review team presents recommendations to the Credentials Review Committee in the form of an action item describing specific credentials of value that meet the framework of quality established by the committee.
- The Credentials Review Committee may, by a majority, approve recommendations in whole or in part. The Credentials Review Committee may decline or delay approval on any recommendation and send the recommendation back to the review committee to collect more information for presentation at the next quarterly meeting of the Credentials Review Committee.

- All eligible recommendations approved by the Credentials Review Committee are forwarded to the CareerSource Florida Board of Directors for consideration at its next regularly scheduled meeting.
- An action item describing all eligible recommendations approved by the Credentials Review Committee *and* any certifications on which the committee declined or delayed approval pending further information is presented to the CareerSource Florida Board of Directors.
- Recommendations approved by the CareerSource Florida Board of Directors are added to the Master Credentials List.
- The Florida Department of Education releases a preliminary Master Credentials List that includes existing and new credentials of value.
- The Master Credentials List including all certifications is submitted to the State Board of Education.
- The Master Credentials List submitted to the State Board of Education is published and shared with all Florida school districts, educators and instructors in secondary and postsecondary education, career and technical educators, registered apprenticeship programs, the Florida College System, the State University System, independent educators, local workforce development boards and other stakeholders.

H. APPEALS

All meetings of the Credentials Review Committee will be noticed and held in a public forum. Prior to taking a vote on any matter before the committee, board members, stakeholders and the public will be given an opportunity to speak on the matter. Committee members will consider stakeholder and public comment prior to voting to approve, not approve, recommend, not recommend or give consent.

Credentials Review Committee actions or consent are recorded by the committee chair.

Original submitters of credentials of value and local workforce development boards may appeal any specific action or consent items after they are approved or not approved by the Credentials Review Committee.

Appeals may be filed with the CareerSource Florida professional team by contacting the President and Chief Executive Officer of CareerSource Florida. Appeals must be filed in writing within 15 days of the action by the Credentials Review Committee.

Appeals should describe:

- Who is making the appeal and all impacted parties
- The action of the Credentials Review Committee appealed
- Any credentials under review for consideration or reconsideration

- All applicable elements of the framework of quality and administrative rules for consideration
- Requested resolution

The President and Chief Executive Officer of CareerSource Florida will respond, acknowledging receipt of the appeal within three business days.

The President and Chief Executive Officer of CareerSource Florida will consult with the chair of the CareerSource Florida Board of Directors to decide if the appeal shall be scheduled for consideration by the CareerSource Florida Board of Directors Executive Committee.

The chair of the CareerSource Florida Board of Directors may dismiss any appeal, giving an explanation to the appellant in writing.

The chair of the CareerSource Florida Board of Directors may work with the CareerSource Florida professional team to schedule appeals for consideration by the CareerSource Florida Board of Directors Executive Committee.

Appeals presented to the CareerSource Florida Board of Directors Executive Committee include all information on the action by the Credentials Review Committee under review. The CareerSource Florida Board of Directors shall consider the appeal and may:

- Approve the appeal, rescinding the decision of the Credentials Review Committee
- Deny the appeal, upholding the decision of the Credentials Review Committee
- Remand the decision of the Credentials Review Committee back to the Committee for reconsideration at its next quarterly meeting

All decisions of the CareerSource Florida Board of Directors and its Executive Committee on decisions of the Credentials Review Committee are binding and final.

I. REFERENCES

[Chapter 14.36, Florida Statutes](#)

[Chapter 445.004, Florida Statutes](#)

[Chapter 216.136, Florida Statutes](#)

[Chapter 1001.706, Florida Statutes](#)

[Chapter 1004.92, Florida Statutes](#)

[Chapter 1008.39, Florida Statutes](#)

[Chapter 1008.44, Florida Statutes](#)

[Chapter 1011.62\(1\), Florida Statutes](#)

Florida Credentials Review Committee

Framework of Quality Workgroup Rosters

Demand Threshold Workgroup

Committee Member Lead: Jennifer Grove, Baptist Healthcare

Staff Lead: Dehryl McCall, CareerSource Florida

Workgroup Members:

- Kendall Kelley, REACH Office
- Roger Strickland, Florida Board of Governors
- Dr. Keith Richard, Florida Department of Education
- Jimmy Heckman, Florida Department of Economic Opportunity
- Charles Williams, Florida Department of Economic Opportunity
- Dr. Roger Emmelhainz, Florida Department of Economic Opportunity
- John Kaliski, Cambridge Systematics, Inc.
- Roy Baker, Opportunity Florida
- DeeDee Rasmussen, Associated Builders and Contractors North Florida
- Anna Lebesch, JaxUSA
- Michael Corbit, CareerSource Palm Beach County
- Carrie Pasquale, CareerSource Palm Beach County
- David Gilbert, CareerSource South Florida

Wage Threshold Workgroup

Committee Member Lead: Adrienne Johnston, Florida Department of Economic Opportunity

Staff Lead: Dr. Adam Briggs, CareerSource Florida

Workgroup Members:

- Dr. Carrie Henderson, Florida College System
- Emily Sikes, Florida Board of Governors
- Roger Strickland, Florida Board of Governors
- Jimmy Heckman, Florida Department of Economic Opportunity
- Dr. Roger Emmelhainz, Florida Department of Economic Opportunity
- Steven Birnholz, Florida Council of 100
- Tim Hinson, National Electrical Contractors Association
- Michelle Boylan, Enterprise Florida
- David Pieklik, Enterprise Florida
- Richard Williams, CareerSource Chipola
- David Gilbert, CareerSource South Florida

Florida Credentials Review Committee

Credential Sequencing Workgroup

Committee Member Lead: Katherine Goletz, Department of Agriculture and Consumer Services

Staff Lead: Tara Goodman, Florida Department of Education

Workgroup Members:

- Emily Sikes, Florida Board of Governors
- Roger Strickland, Florida Board of Governors
- Kathleen Taylor, Florida Department of Education
- Katie Grissom, Florida Department of Education
- Amy Locklear, Florida College System
- Peter Dyga, Associated Builders and Contractors Florida
- Steven Birnholz, Florida Council of 100
- Beth Cicchetti, Florida Economic Development Council
- Susan Bosse, CareerSource Florida
- Warren Davis, CareerSource Florida
- Heather Mauney, Enterprise Florida
- John Richard, Enterprise Florida
- Melissa Terbrueggen, CareerSource Northeast Florida
- Carrie Pasquale, CareerSource Palm Beach County
- Melanie Stefanowicz, Orange County Schools

Credential-Occupation Correlation and Identification Workgroup

Committee Member Lead: James Taylor, Florida Technology Council

Staff Lead: Dr. Keith Richard, Florida Department of Education

Workgroup Members:

- Dr. Mark Baird, REACH Office
- Kathleen Taylor, Florida Department of Education
- Emily Sikes, Florida Board of Governors
- Roger Strickland, Florida Board of Governors
- Sam Ferguson, Florida Department of Education Commission for Independent Education
- Rhesa Rudolph, Florida Department of Education Commission for Independent Education
- Dr. Carrie Henderson, Florida College System
- Dr. Elizabeth Winslow, Independent Colleges and Universities of Florida
- Jeff Kelly, Florida Department of Business and Professional Regulation
- Kathie Hughes, Florida Department of Economic Opportunity
- Nikki Whitener, Florida Department of Economic Opportunity

Florida Credentials Review Committee

- Marcelo Dossantos, FloridaMakes
- Beth Cicchetti, Florida Economic Development Council
- John Flanagan, CareerSource Tampa Bay
- Byron Clayton, CareerSource Tampa Bay
- Lynn Peoples, TruMont

Florida Credentials Review Committee

Framework of Quality Workgroups December 2022 Update

The Credentials Review Committee has convened four workgroups consisting of subject-matter experts from multiple agencies and various stakeholder partners. These workgroups were established around each element of the Framework of Quality, which will be used to identify credentials of value for inclusion on the Master Credentials List for the State of Florida. The recommendation for the Framework of Quality advanced today represents the culmination of 11 months' worth of focused, intentional work by partners and stakeholders across our collaborative workforce ecosystem.

Each workgroup is led by a member of the Credentials Review Committee and facilitated by a professional team member from one of the lead agencies tasked with implementing the Reimagining Education and Career Help (REACH) Act.

Workgroup	CRC Member Lead	Facilitator
Wage Thresholds	Adrienne Johnston, Florida Department of Economic Opportunity	Adam Briggs, CareerSource Florida
Demand Thresholds	Jennifer Grove, Baptist Health Care	Dehryl McCall, CareerSource Florida
Credential Sequencing	Katherine Goletz, Florida Department of Agriculture and Consumer Services	Tara Goodman, Florida Department of Education
Credential-Occupation Correlation and Gap Identification	James Taylor, Florida Technology Council	Keith Richard, Florida Department of Education

Wage Thresholds

The Wage Thresholds Workgroup has been analyzing existing data to determine a reliable baseline for wages associated with credentials and occupations across our state, focusing on wages connected to non-degree credentials as called for in law.

The primary source of wage outcome data for specific credentials, both degree and non-degree, is the Florida Education and Training Placement Information Program (FETPIP), but FETPIP does not contain wage outcome data for all programs offered. For example, emerging programs and those that have provider-specific completer censuses of 10 or fewer within a reporting period are, for privacy reasons, not reported.

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Consequently, the workgroup needed to develop a method to address elements not fully represented in the FETPIP data. Given the REACH Act's focus on outcomes, the workgroup group sought to use outcome-oriented data as available. The proposed model prioritizes credential-specific wage outcomes while also recognizing the need to establish a more precise method over time.

Upon adoption of a Framework of Quality by the Credentials Review Committee, existing lists of non-degree credentials that satisfy established demand criteria will be evaluated for their associated wage outcomes.

Demand Thresholds

The Demand Thresholds Workgroup reviewed key characteristics and objectives of various methodologies, including demand thresholds from other states, statewide and regional targeted occupations lists, local targeted occupations lists, Florida's Eligible Training Provider List, and methodologies used in the Career & Technical Education Audit, Perkins Comprehensive Local Needs Assessment, Career and Professional Education (CAPE) list demand process and higher education's Programs of Strategic Emphasis, which included a Gap Analysis methodology and a review of the CIP-SOC Search Tool.

The workgroup also examined the existing local demand process used by the 24 local workforce development boards. A survey was developed by and shared with local workforce development boards to gather input on considerations for and improvements to the process.

The workgroup incorporated input from members in identifying the need for alignment of talent supply chain partners at the local/regional level, flexibility within certain parameters to assure the process works for all regions/sub-economies, and a focus on both existing and developing occupations/credentials. The workgroup recommended the local workforce development board be the convener and submitter of applications for credentials seeking inclusion on the Master Credentials List due to local demand.

Once a Framework of Quality is approved by the Credentials Review Committee, CareerSource Florida will incorporate the requirements for local demand identified by this workgroup into the Master Credentials List application currently under development.

Credential Sequencing

The Credential Sequencing Workgroup has reviewed products previously developed for credential sequencing, including the Education Strategy Group's work for the Florida Department of Education. Through this review, the workgroup focused on answering the following questions:

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- What does it mean for a credential to be validated and recognized by industry?
- What is a reasonable minimum wage threshold should be established for a credential to be considered for credential sequencing?
- What does it mean for a credential to be part of a career pathway?

The final consensus derived from these discussions resulted in the following recommendations:

Non-degreed credentials must meet the following conditions to be recommended for inclusion on the Master Credentials List:

1. Be linked to at least one SOC code that has an average wage greater than or equal to the median wage of high school graduates with no other credential as calculated using FETPIP data.

-AND-

2. Be validated and recognized by industry.

-AND-

3. Demonstrate evidence that the credential is part of an established sequence of credentials that lead to an occupation that meets the Framework of Quality wage criteria.

The workgroup also developed recommendations for conditional approval for new industry certifications and data sources for credential sequencing, noting that subject matter experts would need to address gaps in available articulation agreements and additional data collection and research would be required. Accordingly, CareerSource Florida contracted in November with Lightcast to develop data-derived recommendations for additional criteria to establish a sequence of credentials or defined career pathway. Recommendations resulting from Lightcast's body of work will be presented to the Credentials Review Committee for consideration in further refining the Framework of Quality.

Credential-Occupation Correlation and Gap Identification

The Credential-Occupation Correlation and Gap Identification Workgroup created an inventory of the known credentials in Florida, including the programs of study (Classification of Instructional Programs, or CIP, codes) offered in the State University System, Florida College System, Florida's K-12 school districts, Independent Colleges and Universities of Florida and Commission for Independent Education. Additionally, the group identified the known industry certifications (approved by the Florida Department of Education), licenses from known Florida licensing agencies, and apprenticeships, including those that are and are not linked to an educational institution. The workgroup

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also validated CIP-SOC (Standard Occupational Classification) linkages established by a Department of Education vendor.

The workgroup produced an inventory of all the credentials noted above and made modifications to the SkillsEngine CIP-SOC crosswalk. The workgroup then established business rules regarding how to apply the CIP-SOC linkages to programs of study. These business rules are necessary for the evaluation of credentials using the approved Framework of Quality.

Feedback on the business rules to apply CIP-SOC linkages and make additions and deletions to the CIP-SOC crosswalk was incorporated. Feedback also was included to develop the business rules to apply the SkillsEngine CIP-SOC crosswalk. The workgroup will review new CIP-SOC linkages and determine whether to recommend postsecondary education sectors modify their sector-level list of programs offered. Furthermore, as certifications and licenses are linked to SOC codes through the evaluation process, recommendations for governance of the most recent crosswalk will be developed and implemented.