

Florida Credentials Review Committee

Getting Started with the Master Credentials List Application

The Master Credentials List identifies credentials of value by aligning credentials available through the state's workforce education and training programs with jobs that lead to economic self-sufficiency for our state's residents.

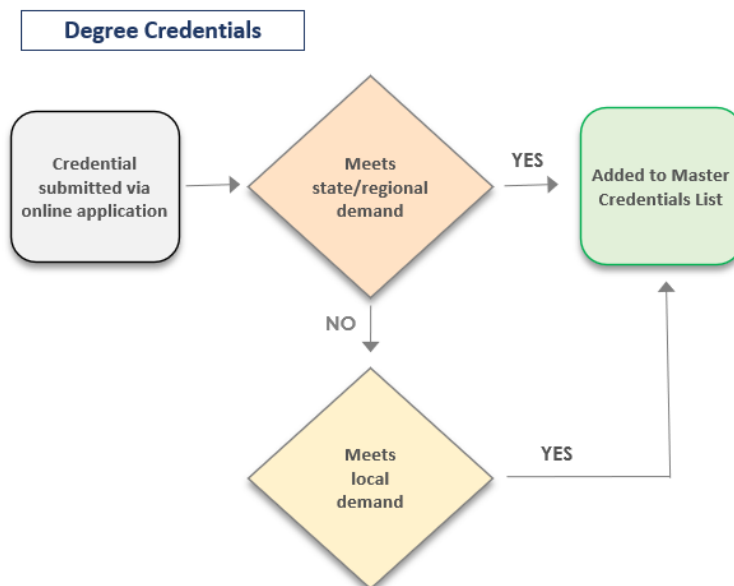
Created by Florida's Reimagining Education and Career Help (REACH) Act, the Master Credentials List:

1. Serves as a public and transparent inventory of state-approved credentials of value.
2. Directs the use of federal and state funds for workforce education and training programs that lead to approved credentials of value.
3. Guides workforce education and training programs by informing the public of the credentials that have value in the current or future job market.

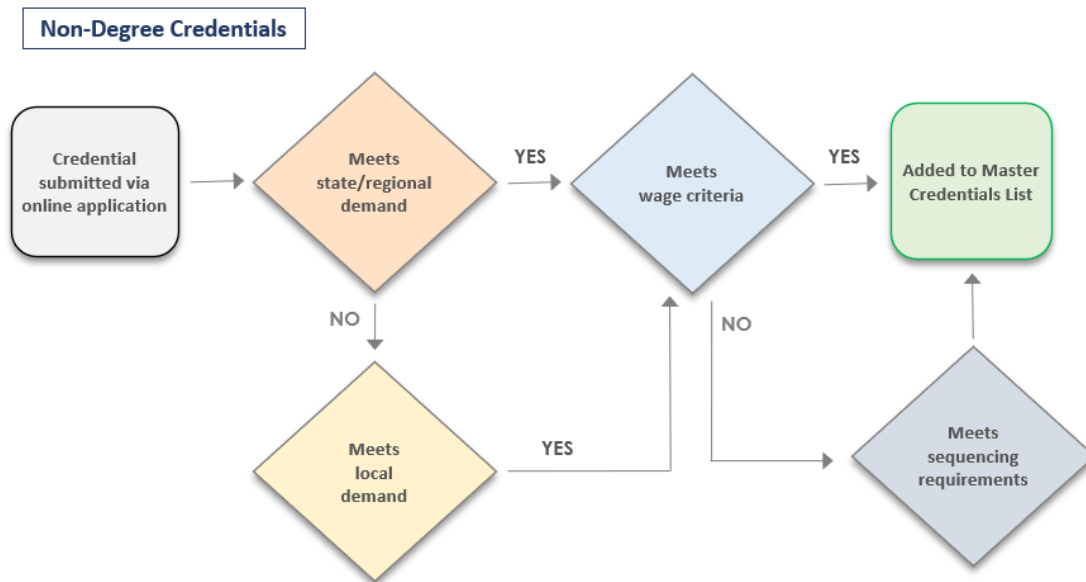
In December 2022, the Florida Credentials Review Committee adopted a [Framework of Quality](#) by which credentials submitted through the Master Credentials List application will be evaluated. The main elements of the Framework of Quality are demand and wage levels. By linking to a Standard Occupational Classification (SOC) code, (1) a credential can be linked to an occupation, (2) the demand for the credential can be validated, and (3) the wages associated with that occupation can be determined.

Credentials that meet the criteria within the Framework of Quality will be added to the Master Credentials List.

Master Credentials List Evaluation Process



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The application has been designed to capture all the information necessary to conduct a thorough evaluation for inclusion on Florida's Master Credentials List.

Prior to beginning the online application, please gather these items:

- The [SOC code](#) specifically associated with the credential (for use as described above).
- Other identifying information about the credential – for example, the Classification of Instructional Programs (CIP) code and Florida Department of Education (FDOE) certification code, if applicable.
- Articulation agreements with local postsecondary institutions and other materials that might be relevant to the credential sequencing portion of the Framework of Quality.
- State/regional or local demand information. To prepare for the application, first determine whether the credential meets state/regional or local demand as described in the Framework of Quality. Review the following lists identified in the Framework of Quality to assist with this determination:
 - Critical undersupply occupations on the [Labor Market Estimating Conference's](#) Statewide and Workforce Regional Data list
 - 2020-2021, 2021-2022, or 2022-2023 Florida Department of Economic Opportunity [Regional Demand Occupation Lists](#)
- Signed letters of endorsement from a local workforce development board, educational institution, and economic development organization supporting the credential. These letters are required for credentials seeking to demonstrate local demand per the Framework of Quality and for secondary/postsecondary industry certifications seeking Career and Professional Education (CAPE) Act funding.
 - If you are applying for inclusion on the Master Credentials List based on local demand, the letters of endorsement **must** include evidence that the credential leads to occupations in an [industry sector of focus](#) or in an emerging industry within the local area.

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- Information about the examination administered to and passed by the candidates who achieve the credential – including the name/number of the examination, the specific skills and competencies tested, the delivery format and setting of the exam itself, proctoring information, and any other requirements (apart from a passing score on the exam) needed to achieve the credential. This information will be required for secondary/postsecondary industry certifications seeking CAPE funding.

Florida's REACH Act focuses on access, alignment, and accountability among more integrated and effective workforce education and training programs and systems. Accordingly, you will also be invited to identify connections between your credential and other resources and entities that exist in this work. Relationships among credentials and more broadly conceived occupational pathways represent an especially dynamic potential prompted by the REACH Act. Workforce development, industry and education partners are seeing this potential materialize now through coordinated cross-partner planning and implementation efforts. Ultimately, your submission will promote the recognition of both your specific credential and its relevant connection to the larger matrix of other credentials offered in Florida.