

# Florida Credentials Review Committee

## Master Credentials List and CAPE

Florida's Master Credentials List is a comprehensive list of state-approved degree and non-degree credentials of value. The Florida Credentials Review Committee defined credential of value as any credential defined in Chapter 14.36(2)(a), Florida Statutes, that also satisfies the requirements set forth in the Framework of Quality. Non-degree credentials, including industry certifications, will be assessed against the demand, wage and sequencing criteria in the Framework of Quality for inclusion in the Master Credentials List.

### CAPE Eligibility Requirements

Applicants seeking eligibility for Career and Professional Education (CAPE) Act funding for secondary and postsecondary industry certifications must submit a Master Credentials List application. The submission must meet both CAPE eligibility criteria – as set forth in [Rule 6A-6.0576, Florida Administrative Code & Florida Administrative Register](#) – and standards defined in the [Framework of Quality](#). Certifications that are added to the 2023-2024 Master Credentials list will also be added to the 2023-2024 CAPE funding list.

Applications for industry certifications seeking CAPE Act funding will be reviewed annually. The deadline for CAPE funding submissions for the 2024-2025 school year is Sept. 30, 2023.

**Note: The certification must be currently available at the time of application.**

## Submitting a Credential for Career and Professional Education Act (CAPE) Funding Consideration

Florida's local workforce development boards, school districts, and institutions within the Florida College System may apply for Career and Professional Education (CAPE) Act credentials to be included on the Master Credentials List.

### 1 – Application

Applicants from the Florida College System, local workforce development boards and Florida school districts submitting credentials for consideration will be asked specific information about credentials:

- Submitter type and contact information
- Credential type
- Florida Department of Education (FDOE) Certification Code (If Applicable)
- Name of the credential
- A direct link to a web page with information about the credential and information that verifies when the credential is or will be available
- The name and website of the credentialing agency or their contracted credential developer and information for the point of contact at the organization
- Program title, program number and Classification of Instructional Program (CIP) if applying for postsecondary funding eligibility
- Standard Occupational Classification (SOC) code association
- Industry sector of focus

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- Proof of statewide or local demand
- Sequencing (if applicable)
- When the certification is available
- Test blueprint that includes information on skills assessed by the exam
- Test proctoring information
- Sample certificate

## 2 – Industry Recognized Certification

As defined [in Rule 6A-6.0576 – CAPE Industry Certification Funding List](#), Florida Administrative Code and Florida Administrative Register, “CAPE Industry Certifications” means certifications identified on the CAPE funding list pursuant to the requirements in [Sections 1003.4203\(4\)](#) and [1008.44\(1\)\(a\)](#), F.S.

An 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. These certifications either do not have a statewide articulation agreement for college credit or have a statewide articulation agreement for no more than fourteen (14) college credits in a related postsecondary associate degree program.

## 3 – SOC Association

To be considered for addition to the Master Credentials List, credentials must be linked to a SOC code.

Applicants are required to provide the SOC code to which the credential in question is linked. Validating the legitimacy of the asserted SOC linkage is an early step in the application review process.

SOC codes may be found on the U.S. Bureau of Labor Statistics website at [https://www.bls.gov/soc/2018/soc\\_2018\\_definitions.pdf](https://www.bls.gov/soc/2018/soc_2018_definitions.pdf).

## 4 – Industry Sector of Focus/Emerging Industry

Credentials submitted for consideration should lead to an occupation in an emerging industry or in an industry sector of focus including:

- Aviation and Aerospace
- Clean Technology
- Defense and Homeland Security
- Financial and Professional Services
- Information Technology
- Life Sciences Manufacturing
- Other

Prior to submitting credentials for consideration, applicants will be asked to describe how the credential is linked to the chosen occupation and industry, which specific skills are acquired by obtaining the credential and whether the credential is needed for the occupation.

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## 5 - Demand Criteria

CAPE credentials must be linked to a SOC code that meets state/regional demand based on that occupation being included on one of the lists referred to in the Demand section of the Framework of Quality.

- 1) Designated by the Labor Market Estimating Conference as a critical undersupply occupation on its [Statewide and Workforce Regional Data list](#); 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.

Credentials that do not satisfy state/regional demand must demonstrate local demand. For more information, see the Local Demand technical assistance document.

**Note: Only local workforce development boards may submit CAPE secondary or postsecondary certifications for consideration based on meeting the local demand criteria within the Framework of Quality.**

## 6 – Wage Threshold and Credential Sequencing

Non-degree credentials, including CAPE industry certifications, that do not meet the wage criteria within the Framework of Quality must be part of a sequence of credentials that are required for the next-level occupation that does meet the wage criteria.

New industry certifications that meet the first two sequencing criteria in the Framework of Quality—by showing (1) proof of wages above the high-school-only basement wage threshold and (2) that they are validated and recognized by industry—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 in the Framework of Quality within the first year of being added to the Master Credentials List.

Those submitting credentials will be asked if the credential sequences to a higher-level credential that meets the wage criteria in the Framework of Quality.

If the credential sequences to a higher-level credential, applicants are required to provide credential information and relevant FDOE Codes (where available) for the higher-level credentials.

For additional information on this topic, please see the technical assistance documents on credential sequencing.

If you have additional technical questions on CAPE in relation to the MCL, please send an email, with “CAPE” in the subject line, to the following address: [mcl@careersourceflorida.com](mailto:mcl@careersourceflorida.com).