

Board of Directors Executive Committee
Meeting Agenda
OCT. 12, 2023 • 4:00 P.M. ET
MEETING LINK: [Join Webinar](#)
CALL IN: 850-629-7293 , CONFERENCE ID: 817 760 356#

Chair's Welcome & Remarks *Stephanie Smith*

Consent Item *Stephanie Smith*

- July 25, 2023, Meeting Minutes

Presentation of 2022-2023 Local Workforce Development Board Letter Grades
Adrienne Johnston
Dan McGrew

Florida Workforce System Transformation Update *Adrienne Johnston*

Action Items *Dan McGrew*

1. System-wide Improvements: Statewide Standardization of Tools and Services Strategic Policy
2. Determination on Appeal of Credentials Review Committee Actions

Open Discussion/Public Comment

Closing Remarks *Stephanie Smith*

UPCOMING MEETINGS

Joint Strategic Policy and Performance Council & Finance Council Interim Meeting –
Nov. 14, 3 p.m. ET, Virtual
Board and Council Meetings – Dec. 11-12, Virtual

Consent Item 1

JULY 2023 MEETING MINUTES

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

FOR CONSIDERATION

- **Approval of July 25, 2023, Meeting Minutes, to include any modifications or changes noted by the board.**

**CareerSource Florida
Executive Committee Meeting Minutes
July 25, 2023**

I. CALL TO ORDER

Chair Stephanie Smith called the meeting to order at 4 p.m. ET.

II. ROLL CALL

The following members were present:

Stephanie Smith
Jennifer O’Flannery Anderson
Robert Doyle
Sophia Eccleston
Bill Johnson
Alex Kelly
Robert Salonen
Meredith Stanfield
Emmanuel Tormes

III. CONSENT AGENDA

- 1. October 2022 Meeting Minutes**
- 2. Local Workforce Development Board Composition and Certification**

Chair Smith called for a vote to approve the Consent Agenda.

Motion: Alex Kelly
Second: Sophia Eccleston

There was no discussion or members of the public wishing to comment on the Consent Agenda. The Consent Agenda passed unanimously.

IV. ACTION ITEMS

- 1. Appeal of Master Credentials List Determination.**

Chair Smith called for a vote to approve Action Item 1.

Motion: Sophia Eccleston
Second: Bill Johnson

Executive Committee members Sophia Eccleston, Bill Johnson, Alex Kelly and Meredith Stanfield asked questions about the appeal by the Palm Beach County School District and CareerSource Palm Beach County, as well as the credential resubmittal process. CareerSource Florida Senior Vice President of Workforce Program Development Dan McGrew and Vice Chancellor of Career and Adult Education at the Florida Department of Education Tara Goodman provided additional information and insights to answer their questions.

There were no members of the public wishing to comment on Action Item 1.

The action item passed unanimously.

2. Approval of Appointee Christopher Constantine, Ph.D., to the Florida Credentials Review Committee.

Chair Smith called for a vote to approve Action Item 2.

Motion: Jennifer O’Flannery Anderson

Second: Robert Salonen

There was no discussion or members of the public wishing to comment on Action Item 2.

The action item passed unanimously.

V. FLORIDA WORKFORCE SYSTEM TRANSFORMATION UPDATE

CareerSource Florida President and CEO Adrienne Johnston shared updates on the Florida Workforce System Transformation Plan. She stated CareerSource Florida has made progress after contracting with vendor Ernst & Young (EY) to develop a project plan and schedule that will be critical to guiding activities for all three pillars.

Meetings and check-ins are underway with the local workforce development areas being aligned and consolidated per Pillar I of the plan.

President Johnston also noted every local workforce development board will be affected by the Florida Workforce System Transformation Plan through Pillar II, System-wide Improvements, and Pillar III, Regional Planning.

She said EY will provide a full report on the progress and plans developed to date at the September CareerSource Florida board meeting. In the meantime, CareerSource Florida will continue to build on implementation efforts with the help of local and state partners.

VI. OPEN DISCUSSION/PUBLIC COMMENT

Executive Committee member Jennifer O’Flannery Anderson discussed the vote taken during Action Item 1, highlighting the challenge for employers seeking well-trained staff on Microsoft and Outlook programs.

There were no comments from the public.

VII. CHAIR’S CLOSING REMARKS

Chair Smith closed by thanking everyone for their time, attention and engagement and reminded them of upcoming CareerSource Florida meetings.

VIII. BOARD SECRETARY CERTIFICATION

In accordance with Article VII, Section 7.3, I hereby certify these minutes reflect the proceedings by the Board of Directors of CareerSource Florida, have been reviewed by the Board, and approved or approved with modifications which have been incorporated herein.

Adrienne Johnston
Board Secretary

Date

Additional meeting dialogue is recorded and available online at this link:
careersourceflorida.com/event/exec-jul-2023/.



Local Workforce Development Board Letter Grades PY 2022-2023 Letter Grades

Background

Florida's [2021 Reimagining Education and Career Help \(REACH\) Act](#) is a comprehensive blueprint for enhancing access, alignment and accountability across the state's workforce development system, which spans Florida's workforce, education and public assistance programs. With a focus on improved accountability, the law charges the Governor's REACH Office with developing criteria for determining [letter grades](#) for local workforce development boards. The law charges CareerSource Florida to assign letter grades to all local workforce development boards and publicly release them annually.

In November 2021, the REACH Office collaborated with a stakeholder group of experts, including leaders from CareerSource Florida, the Florida Department of Commerce (FloridaCommerce), the Florida Department of Education and local workforce development boards, to develop the letter grading system. Letter grades are calculated based on performance outcomes collected by FloridaCommerce, the Florida Department of Children and Families, and the Florida Department of Education. Through this interagency collaboration, preliminary letter grades were calculated for program year 2021-2022 (July 1, 2021, through June 30, 2022), for informational purposes only, using data and performance prior to the development of the methodology.

The CareerSource Florida Board of Directors was presented with a detailed overview of the methodology and metrics used to determine letter grades for each local workforce development board on September 12, 2022. These metrics include existing accountability measures for the federal workforce system along with new, statutorily defined measures focused on each local workforce development board's impact on the long-term self-sufficiency of participants. Additional measures capturing services to Florida businesses and upskilling of participants through training are also included.

PY 2022-2023

Letter grades are assigned to local workforce development boards annually by October 15, following the close of the program year. Below are the letter grades by local workforce development board for program year 2022-2023. Visit the [Letter Grades website](#) for more information on Florida's local workforce development board letter grades including the letter grades methodology and Frequently Asked Questions.

Local Workforce Development Board	Annual Score (%)	Letter Grade
01 - CareerSource Escarosa	94.76	A
02 - CareerSource Okaloosa Walton	89.18	B+
03 - CareerSource Chipola	98.51	A+
04 - CareerSource Gulf Coast	93.14	A
05 - CareerSource Capital Region	89.51	B+
06 - CareerSource North Florida	91.76	A-
07 - CareerSource Florida Crown	85.50	B
08 - CareerSource Northeast Florida	103.36	A+
09 - CareerSource North Central Florida	85.98	B
10 - CareerSource Citrus Levy Marion	93.92	A
11 - CareerSource Flagler Volusia	102.41	A+
12 - CareerSource Central Florida	99.97	A+
13 - CareerSource Brevard	88.50	B+
14 - CareerSource Pinellas	96.73	A
15 - CareerSource Tampa Bay	95.91	A
16 - CareerSource Pasco Hernando	92.66	A-
17 - CareerSource Polk	95.40	A
18 - CareerSource Suncoast	92.50	A-
19 - CareerSource Heartland	99.56	A+
20 - CareerSource Research Coast	90.58	A-
21 - CareerSource Palm Beach County	95.16	A
22 - CareerSource Broward	96.85	A
23 - CareerSource South Florida	97.02	A+
24 - CareerSource Southwest Florida	98.61	A+

Letter Grades Scale:

A+: ≥ 97

A : 93 to < 97

A-: 90 to < 93

B+: 87 to < 90

B : 83 to < 87

B-: 80 to < 83

C+: 77 to < 80

C : 73 to < 77

C-: 70 to < 73

D : 60 to < 70

F : < 60

Approved _____
Disapproved _____

Action Item 1

CAREERSOURCE FLORIDA STRATEGIC POLICY STATEWIDE STANDARDIZATION OF TOOLS AND SERVICES

Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The Governor, the CareerSource Florida Board of Directors and FloridaCommerce are committed to the appropriate and necessary use of federal and state workforce development funds. This commitment includes employing innovative strategies to streamline Florida's employment and training programs and provide universal access through a one-stop delivery system for employment services.

In 2021, the Florida Legislature passed and the Governor signed into law the Reimagining Education and Career Help (REACH) Act. In 2023, as part of its action on [Reimagining Florida's Workforce System: A Three Pillar Plan for Transformation](#), the CareerSource Florida Board of Directors directed the CareerSource Florida team and FloridaCommerce, in collaboration with the Governor's REACH Office and local workforce development boards, to develop a plan for system-wide improvements for consistency, improved customer experience and efficiencies to include, but not be limited to, technology, administration, fiscal considerations, procurement/contracts and programmatic policies.

The REACH Act directs the state board to minimize duplication and maximize efficient use of resources directed to training and business services. Revisions to the REACH Act included in Senate Bill 240 require the state board to implement consistent procurement policies and procedures and leverage buying power to achieve cost savings.

In 2013, the state board adopted a unified brand identity for the state workforce system. Standardization of tools and resources across the CareerSource Florida network ensures the unified brand identity includes a shared, consistent customer and staff experience throughout the state.

The benefits of creating a uniform experience for job seekers and businesses include but are not limited to:

- Ease of expansion of relations with partner agencies, community-based organizations, businesses and other partners that work across multiple local workforce development areas.
- Structured and predictable delivery models that allow targeted performance analysis, troubleshooting and diagnosis, and implementation of continuous improvement models.

This policy establishes that statewide procurement of all technology, tools and services for local, regional and network-wide use shall at a minimum ensure:

- Standardization of service delivery to create a uniform customer experience.
- Identified efficiencies through maximizing the expenditure of funds, use of human and other resources and time directed to training and business services.
- Improved performance, accountability and transparency throughout the workforce development system.

This policy further prohibits local workforce development boards, local workforce development areas and regional planning areas from using state appropriated or allocated funds from purchasing tools, services or resources that are duplicative to state procured items without making a specific request to the CareerSource Florida Board of Directors.

The policies and procedures of this strategic policy align with the goals of WIOA, Code of Federal Regulations, Chapter 445, Florida Statutes, and the REACH Act to ensure efforts by the state workforce board to achieve efficiencies and consistencies throughout the state are effective.

FOR CONSIDERATION

- **Approve CareerSource Florida Strategic Policy – Statewide Standardization of Tools and Services.**
- **Direct CareerSource Florida and FloridaCommerce to develop and implement an administrative policy that operationalizes this strategy effective Jan. 1, 2024, and:**
 - **Includes specific criteria for state procurement of tools and services.**
 - **Includes waiver and review processes for acquiring tools and services.**



(Policy #)

Strategic Policy

Title:	Statewide Standardization of Tools and Services
Adopted:	
Effective:	

I. PURPOSE AND SCOPE

The Governor, the CareerSource Florida Board of Directors and the Florida Department of Commerce (FloridaCommerce) are committed to the appropriate and necessary use of federal and state workforce development funds. As described in Chapter 445.003, Florida Statutes, the state's approach to implementing the Workforce Innovation and Opportunity Act (WIOA) has six elements:

- Streamlining Florida's employment and training programs;
- Empowering individuals to make informed decisions in choosing the qualified training program(s) that best meets their needs;
- Providing universal access through a one-stop delivery system for employment services;
- Increasing performance accountability;
- Improving local workforce development board and private sector leadership focused on strategic planning, policy development, and oversight of the local workforce development system; and
- Ensuring localities have exceptional flexibility and integration to build on existing reforms and transformational changes that enhance the Florida workforce system, eliminate barriers to employment and improve opportunities for Florida businesses and job seekers.

Local workforce development boards and local workforce development areas are expected to work with state and local partners to develop plans, strategies and policies implementing these six elements into their operations.

In 2013, the state board adopted a unified brand identity for the state workforce system. Standardization of tools and resources across the CareerSource Florida network ensures the unified brand identity includes a cohesive and consistent customer and staff experience throughout the state.

The benefits of creating a uniform experience for job seekers and businesses include but are not limited to:

- Ease of expansion of partnership relationships with partner agencies, community-based organizations, businesses and other partners that work across multiple local workforce development areas.
- Structured and predictable delivery models that allow targeted performance analysis, troubleshooting and diagnosis, and implementation of continuous improvement models.
- Improved consistency in performance and compliance monitoring.

This policy applies to CareerSource Florida, FloridaCommerce, and all local workforce development boards, local workforce development areas, and regional planning areas.

II. BACKGROUND

Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

In 2021, the Florida Legislature passed, and the Governor signed into law, the Reimagining Education and Career Help (REACH) Act. In 2023, as part of its action on [Reimagining Florida's Workforce System: A Three Pillar Plan for Transformation](#), the CareerSource Florida Board of Directors directed CareerSource Florida and FloridaCommerce, in collaboration with the Governor's REACH Office and local workforce development boards, to develop a plan for specific-system-wide improvements for consistency, improved customer experience and efficiencies to include, but not be limited to, technology, administration, fiscal considerations, procurement/contracts and programmatic policies.

The REACH Act directs the state board to minimize duplication and maximize efficient use of resources directed to training and business services. Revisions to the REACH Act included in Senate Bill 240 (2023) require the state board to implement consistent procurement policies and procedures and leverage buying power to achieve cost savings.

The Policies and Procedures of this strategic policy align with the goals of WIOA, Code of Federal Regulations, Chapter 445, Florida Statutes, and the REACH Act to ensure efforts by the state workforce board to achieve efficiencies and consistencies throughout the state are effective.

III. POLICY AND PROCEDURES

As described in Chapter 445.007(9), Florida Statutes, for purposes of procurement, local workforce development boards and their administrative entities shall apply the procurement and expenditure procedures required by federal law, the policies of FloridaCommerce and the state workforce development board for the expenditure of federal, state, and non-pass-through funds.

Procurement of all technology, tools and services for local, regional and network-wide use shall at a minimum ensure:

- Standardization of service delivery to create a uniform customer experience.
- Realize efficiencies through maximizing the expenditure of funds, use of human and other resources and time directed to training and business services.
- Improve performance, accountability and transparency throughout the workforce development system.

To support partnership, encourage predictability, and ensure attainment of shared performance goals, state procured technology, tools and services shall be used by all local workforce development boards and local workforce development areas as well as regional planning areas.

Local workforce development boards, local workforce development areas and regional planning areas are prohibited from using state-appropriated or allocated funds for purchasing tools, services, or resources that are duplicative to state procured items without making a specific request to the CareerSource Florida Board of Directors. If recommended by FloridaCommerce and granted by the state board, the requestor may acquire the specified tools, products or services as approved.

When procuring tools and resources for state use, CareerSource Florida and FloridaCommerce may consider:

- System-wide standardization and need;
- Modernization of delivery;
- Cost, value and return on investment;
- Available data;
- Industry testimonials supporting acquisition;
- Negotiation of contracts;
- Individual local area needs; and
- Input from local workforce development boards, local workforce development regions and stakeholders where appropriate.

Tools and services not made available at the state level that are acquired by local workforce development boards, local workforce development areas and regional planning areas may be subject to a review by the state board or FloridaCommerce.

Local policies and procedures identifying how this statewide strategy is implemented shall be described in each local workforce development board's four-year and two-year

workforce development plans and reflected in the local workforce development board operating policies.

IV. AUTHORITY

[Public Law 113-128, Workforce Innovation and Opportunity Act \(2014\),](#)

[Chapter 2021 – 161, Laws of Florida, the Reimagining Education and Career Help Act](#)

[Chapter 445, Florida Statutes](#)

V. HISTORY

Date	Description
TBD	Policy approved by CareerSource Florida Board of Directors
02/23/2023	CareerSource Florida Board of Directors approves Florida Workforce System Transformation Plan.

Action Item 2

Determination on Appeal of Credentials Review Committee Actions

Pursuant to Chapter 445.004(4)(h), Florida Statutes, and the Reimagining Education and Career Help (REACH) Act, the CareerSource Florida Board of Directors appoints the Florida Credentials Review Committee to identify nondegree credentials and degree credentials of value for approval by the state workforce development board and inclusion on the state's Master Credentials List. The Credentials Review Committee acts as an advisory committee or similar group created by CareerSource Florida.

The Credentials Review Committee established a definition for credentials of value and, in alignment with federally funded workforce accountability requirements, created a Framework of Quality that undergoes a biennial review. The Credentials Review Committee developed a Master Credentials List and a process for the quarterly review and approval of credential applications. The Master Credentials List serves as the basis for the Florida Department of Education's Career and Professional Education (CAPE) Act Industry Certification Funding List. Applicants seeking eligibility for 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 are also added to the 2023-2024 CAPE Industry Certification Funding List.

At the Sept. 6, 2023, Credentials Review Committee meeting, one new credential was added to the Master Credentials List from a total of 18 applications submitted for consideration. Subsequent to this decision of the Credentials Review Committee, CareerSource Florida received a valid appeal of the denials for eight of the received applications within the required timeframe. All eight applications were submitted by a single entity.

Upon receipt of the appeal, the joint review team, composed of staff from CareerSource Florida, the Department of Education and FloridaCommerce, reviewed the appeals and recommended the following actions:

1. **Tosa Desktop Certified User for Microsoft Office and Tosa Desktop Certified User for Google Workspace** – The joint review team evaluated these certifications and determined they did not meet the Framework of Quality established by the Credentials Review Committee. Credential submitters are required to make at least one direct occupational linkage. However, the linkage cited in the applications for **Tosa Desktop Certified User for Microsoft Office and Tosa Desktop Certified User for Google Workspace** was not validated by the joint review team. The skills assessed by the credential were determined not to be necessary and sufficient for the occupation of Accountant or Auditor. Further, it was determined that attainment of the credential does not qualify a prospective employee to obtain the job position or demonstrate the skills necessary for the job position. The joint review team recommends that the appeal for **Tosa Desktop Certified User for Microsoft Office and Tosa Desktop Certified User for Google Workspace** be denied.

2. **Tosa Autodesk AutoCAD (advanced or higher)** – This credential is currently on the Master Credentials List and eligible for secondary CAPE funding at the advanced or higher level of proficiency. An application was submitted to consider the credential for postsecondary CAPE funding. Current Florida Statute 445.004 requires performance funding eligibility be based on the highest available certification for postsecondary students. Accordingly, the application was denied for postsecondary funding eligibility because there was an expert level proficiency for the exam. Upon reevaluation, the joint review team recommends that the **Tosa Autodesk AutoCAD expert level proficiency** be granted eligibility for CAPE postsecondary funding for the 2024-2025 year.

The remaining five credential decisions that were appealed are undergoing further evaluation by the Department of Education. Once this evaluation is complete, the joint review team will present a recommendation to the CareerSource Florida Board of Directors for action.

FOR CONSIDERATION

- **Deny the appeal of Miami Dade College and uphold the decisions of the Florida Credentials Review Committee pertaining to:**
 - **Tosa Desktop Certified User for Microsoft Office.**
 - **Tosa Desktop Certified User for Google Workspace.**

- **Approve the appeal of Miami Dade College and grant postsecondary CAPE funding for the following credential for the 2024-2025 school year:**
 - **Tosa Autodesk AutoCAD at the expert level only.**

ATTACHMENTS

- **[Framework of Quality.](#)**
- **Certification Application(s) for Tosa Desktop Certified User for Microsoft Office, Tosa Desktop Certified User for Google Workspace, and Tosa Autodesk AutoCAD.**
- **Appeal email dated Sept. 21, 2023, from Miami Dade College to Adrienne Johnston, president and CEO of CareerSource Florida.**



Which type of submitter are you?

Florida College System

Choose the Florida college:

Miami Dade College

Submitter Contact Information

First Name

Lizanette

Last Name

Koontz

Job Title

Industry Certification Coordinator

Email Address

lkoontz@mdc.edu

Phone Number

305-237-7465

Which type of credential are you submitting?

Industry Certification

In addition to submitting the credential for consideration to be added to the Master Credentials List, are you submitting the credential through this application to also be considered for CAPE funding eligibility?

YES

Which type of CAPE funding eligibility should this credential be considered for:

Postsecondary

Degree or Non-Degree

Non Degree

Credential Information**FDOE Certification Code (if applicable)**

N/A

Name of the Credential

Tosa Desktop Certified User for Microsoft Office

Website with detailed information on the credential<https://www.tosa.org/EN/certificationbundle#office>**Credentialing Agency Contact Information****Credentialing Agency**

Isograd

Website containing information on the Credentialing Agencywww.tosa.org**Contact First Name**

Mathieu

Contact Last Name

Lillo

Contact Emailmathieu.lillo@isograd.com**Contact Phone Number**

360-831-0498

Provide the program in which the credential is offered.**Program Title (if applicable)**

Accounting Operations, Administrative Office Specialist, Business Management and Analysis, Customer Assistance Technology, Legal Administrative Specialist, Medical Administrative Specialist, Life Insurance Marketing, Loan Originator-Mortgage, Personal Lines Insurance Agent, Public Works, Medical Coder/Biller, Applied Information Technology, Cloud Computing & Virtualization, Marketing, Management, and Entrepreneurial Principles, Project Management Specialists and Business Operations Specialists, Applied Information Technology, Cloud Computing & Virtualization

Program Number (if applicable)

B070110, B070330, B060200, B079100, B072000, B070300, M810017, F100300, M810021, I470304, H170529, Y300400, Y100400, M200500

CIP Number (if applicable)

0552030202, 0552040103, 0552020101, 0552041102, 0522030103, 0551071603, 0252190809, 0252080112, 0252190810, 0615050600, 0351071403, 0511010302, 0511090200, 0252140104, 131198, 271024

Credentials of value on the Master Credentials List must be linked to a Standard Occupation Classification (SOC) code. Provide the SOC code that the credential is linked to:

13-2011

The credential should lead to an occupation in an emerging industry or in an industry sector of focus. Choose the industry:

Financial & Professional Services

Describe how the credential is linked to the chosen occupation and industry, which skills are acquired through the credential, and whether the credential is required for the occupation?

According to Onetonline.org, the required technology skills for the occupation 13-2011 include:

- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Word
- Microsoft Visual Basic for Applications VBA
- Microsoft Outlook

The technology skills highlighted above are exhaustively covered by Tosa's credential for Microsoft Office. Among these skills, VBA Excel, which already is part of the Tosa MS Office certification, is needed for the above-mentioned occupation.

VBA is used to analyze large amounts of data, create, maintain complicated financial models, and create advanced macros in Excel. Companies can use VBA to automate key business procedures and internal processes. Functions such as accounting procedures, tracking minutes, processing of sales orders in real-time, calculating complex data, can be implemented using VBA. It also allows corporations to consolidate their data in the cloud to make it accessible from any location around the world. Finance professionals can also use VBA to generate financial ratios to evaluate the financial performance of publicly traded companies, compare the trends and performance of two or more entities over a defined period of time, or compare multiple investment scenarios such as mergers and acquisitions.

The Microsoft Office software suite is a key productivity tool used by today's professionals. Every month, over 85 million individual users interact with a Microsoft Office software suite product, whether at home, in school, or at work.

However, studies indicate this software is still under-utilized, especially in the service sector, and that this insufficiency generates a loss of productivity in day-to-day tasks. A study by the University of Twente on the impact of a lack of Microsoft Office skills on employee productivity revealed a loss of 7.6% on average per employee, leading to a loss of 15 minutes of productive time per day.

The Tosa Desktop Certified User for Microsoft Office credential validates a candidate's versatility and expertise in the Microsoft Office suite of applications. Candidates with this certification have demonstrated advanced skills and in-depth knowledge of a variety of Microsoft Office applications. To earn a Tosa Desktop Certified User for Microsoft Office certification, candidates must earn a minimum of four Tosa certification exams for Microsoft Office applications: Excel, Word, and two out of PowerPoint, Outlook and VBA Excel.

The professional fields requiring the most spreadsheet skills with Excel software include accounting, financial and statistical analysis, project management, IT maintenance and support, commerce, finance, etc.

Candidates with strong Excel skills can create sheets and perform calculations to find answers quickly and accurately. They can also use the software to structure information appropriately and create visual representations that make it easier to assimilate information from the data.

The skills documented by the Tosa Microsoft Excel certification align and include, but are not limited to, legal support workers, administrative, dental or medical assistants, sales representatives, preschool teachers (except special education), HR managers, bookkeeping, accounting and auditing clerks, financial and investment analysts, and other occupations that require sufficient knowledge in Microsoft Excel to perform the tasks encountered daily in the professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Knowing the software environment and using the main functions of the software
- Using editing tools
- Organizing workbooks/worksheets/tables
- Handling formulas
- Using calculation functions in formulas
- Identifying and inserting database calculation functions
- Creating and handling graphs
- Creating and editing pivot tables
- Using data management features
- Applying and handling conditional formatting
- Creating, and editing digital formats
- Formatting data in a workbook (formulas, texts, and graphs)

The professional fields requiring the most word processing skills on the Word software are among others: secretarial work, administrative management, accounting, project management, computer maintenance and support, financial and statistical analysis, business, writing, communication, and training. Candidates with strong Word skills can create documents and use them to share with colleagues or clients. They can use the software to structure information appropriately and create visual representations that facilitate the assimilation of the information in the document.

The skills documented by the Tosa Microsoft Word certification align and include, but are not limited to, legal support workers, administrative, dental or medical assistants, sales managers, logistics managers, preschool teachers (except special education), general and operational managers, human resources specialists, and other occupations that require sufficient knowledge in Microsoft Word to perform the tasks encountered daily in professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Knowing and customizing the display mode
- Knowing and customizing the software environment
- Using the basic functions of the software
- Applying formatting options to texts with fonts
- Using layout tools on paragraphs
- Creating, handling, and customizing styles in documents
- Using layout options
- Using and handling automation tools in documents
- Using entry-aid tools
- Managing selection and displacement in a document
- Inserting and customizing references in documents
- Using graphic objects tools
- Managing tables
- Inserting and modifying graphic objects

The professional fields requiring the most skills on the PowerPoint software are, among others, communication, marketing, training, and the commercial field. Candidates with strong PowerPoint skills can create presentations and use them to share with colleagues or clients. They can use the software to structure information appropriately and create visual representations that facilitate the assimilation of the information in the document.

The skills documented by the Tosa Microsoft PowerPoint certification align and include, but are not limited to, legal support workers, administrative, dental or medical assistants, general and operations managers, preschool teachers (except special education), market research analysts, marketing specialists, and other occupations that require sufficient knowledge in Microsoft PowerPoint to perform the tasks encountered daily in the professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Using the basic functions of the software
- Knowing and customizing the software environment and display
- Creating, managing, and customizing slideshows
- Applying formatting options to texts with fonts
- Managing Slide Master view functions
- Managing tables

- Customizing themes and managing templates
- Using advanced functions and text properties
- Creating and customizing animations
- Creating and modifying graphical objects and managing their display
- Inserting media tools and managing the OLE protocol
- Creating and managing slideshows
- Managing and customizing the software environment and display
- Using the functions of the software

Microsoft Outlook had 400 million users in 2022 and is the second most-popular business email application, behind Gmail's 1.5 billion users.

The occupations requiring the most skills in using an email application are administrative assistant, secretary, executive assistant, lawyer, and bank advisor - just a few examples from a long list of professionals who may need to use Outlook in their daily work.

Candidates with good Microsoft Outlook skills can use the software to communicate and collaborate in an internal or external business environment and organize their tasks and calendars to maximize their productivity.

The skills documented by the Tosa Microsoft Outlook certification align and include, but are not limited to, real estate sales agents or real estate brokers, legal support workers, administrative professionals, dental or medical assistants, sales managers, human resources specialists, and other occupations that require sufficient knowledge in Microsoft Outlook to perform the tasks encountered daily in a professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Knowing the Outlook interface
- Knowing and customizing the software environment
- Using the software's functions
- Creating and sending emails
- Attaching Outlook files and items
- Adding a signature
- Using acknowledgement of receipt and reading
- Formatting documents
- Creating and managing of rules and alerts
- Managing messages and search
- Customizing display
- Creating and managing tasks
- Creating and managing contacts
- Creating and managing notes

VBA is the programming language of the Microsoft Office software suite, a tool that helps perform repetitive and automated tasks and allows for two or more Office applications to interact at the same time. Widely used in the working world, it requires good command of basic software.

The use of the tool is important for employees, but also for employers, as VBA allows for the optimization of time spent in data processing.

VBA macros allow financial professionals, whether they are accountants, commercial bankers, investment bankers, research analysts, salespeople, traders, portfolio managers, clerks, or administrators, to quickly analyze and adjust huge amounts of data.

Candidates with strong VBA skills can use the software to create procedures and control almost all interactions with host applications such as Excel or Word, which includes the ability to manipulate user interface features, such as menus, and customize dialog boxes and user forms.

The skills documented by the Tosa Microsoft VBA Excel certification align and include, but are not limited to, statisticians, project managers, salespeople, marketers, developers, data analysts, financial database managers, accountants, programmers, commercial bankers, research analysts, portfolio managers, and other occupations that require sufficient knowledge in Microsoft VBA Excel to perform the tasks encountered daily in a professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Displaying the Developer tab
- Recording macros
- Using the Visual Basic Editor

- Running macros from the Macro dialog box
- Knowing all types of variables
- Using conversion types
- Combining variables of several types using static or dynamic tables
- Creating the Enum instruction
- Editing graphs
- Creating procedures using arithmetic and major operators
- Using VBA's functions and procedures
- Managing and avoiding errors through codes and procedures
- Writing customized functions
- Utilizing Userform
- Knowing the events related to ActiveX and MS Forms
- Building complex and dynamic shapes
- Providing users with secured data sheets

Are you submitting the credential based on state/regional or local demand?

State-Regional Demand

Is the credential linked to an occupation designated as an area of concern, either statewide or for an individual region, in the conference products adopted by the by the Labor Market Estimating Conference on July 14, 2023?"

NO

Is the credential linked to an occupation on the Florida Department of Commerce's 2023-2024 Regional Demand Occupation list, either statewide or regional?

YES



Which type of submitter are you?

Florida College System

Choose the Florida college:

Miami Dade College

Submitter Contact Information

First Name

Lizanette

Last Name

Koontz

Job Title

Industry Certification Coordinator

Email Address

lkoontz@mdc.edu

Phone Number

305-237-7465

Which type of credential are you submitting?

Industry Certification

In addition to submitting the credential for consideration to be added to the Master Credentials List, are you submitting the credential through this application to also be considered for CAPE funding eligibility?

YES

Which type of CAPE funding eligibility should this credential be considered for:

Postsecondary

Degree or Non-Degree

Non Degree

Credential Information**FDOE Certification Code (if applicable)**

N/A

Name of the Credential

Tosa Desktop Certified User for Google Workspace

Website with detailed information on the credential<https://www.tosa.org/EN/certificationbundle#googleworkspa>
ce**Credentialing Agency Contact Information****Credentialing Agency**

Isograd

Website containing information on the Credentialing Agencywww.tosa.org**Contact First Name**

Mathieu

Contact Last Name

Lillo

Contact Emailmathieu.lillo@isograd.com**Contact Phone Number**

360-831-0498

Provide the program in which the credential is offered.**Program Title (if applicable)**

Accounting Operations, Administrative Office Specialist, Business Management and Analysis, Customer Assistance Technology, Legal Administrative Specialist, Medical Administrative Specialist, Life Insurance Marketing, Loan Originator-Mortgage, Personal Lines Insurance Agent, Public Works, Medical Coder/Biller, Applied Information Technology, Cloud Computing & Virtualization, Marketing, Management, and Entrepreneurial Principles, Project Management Specialists and Business Operations Specialists, Applied Information Technology, Cloud Computing & Virtualization

Program Number (if applicable)

B070110, B070330, B060200, B079100, B072000, B070300, M810017, F100300, M810021, I470304, H170529, Y300400, Y100400, M200500

CIP Number (if applicable)

0552030202, 0552040103, 0552020101, 0552041102, 0522030103, 0551071603, 0252190809, 0252080112, 0252190810, 0615050600, 0351071403, 0511010302, 0511090200, 0252140104, 131198, 271024

Credentials of value on the Master Credentials List must be linked to a Standard Occupation Classification (SOC) code. Provide the SOC code that the credential is linked to:

13-2011

The credential should lead to an occupation in an emerging industry or in an industry sector of focus. Choose the industry:

Financial & Professional Services

Describe how the credential is linked to the chosen occupation and industry, which skills are acquired through the credential, and whether the credential is required for the occupation?

According to Onetonline.org, the required technology skills for the occupation 13-2011 include:

- Google Slides
- Google Sheets
- Google Docs

The technology skills highlighted above are exhaustively covered by Tosa's credential for Google Workspace.

Google Workspace is among the most in-use office productivity software suites in the world. According to Google, more than four million companies use its Workspace applications (including large groups such as Airbus, Drivy, Whirlpool, or Air Liquide), including 60% of Fortune 500 companies.

The Tosa Desktop Certified User for Google Workspace credential validates a candidate's versatility and expertise in the Google Workspace suite of applications. Candidates with this certification have demonstrated advanced skills and in-depth knowledge of a variety of Google Workspace applications.

To earn a Tosa Desktop Certified User for Google Workspace certification, candidates must certify at the Advanced, or Expert levels in all three Tosa exams for Google Workspace applications (Google Docs, Google Sheets, and Google Slides).

SKILLS – GOOGLE SHEETS

The professional fields requiring the most spreadsheet skills with Excel software include accounting, financial and statistical analysis, project management, IT maintenance and support, commerce, finance, etc.

The professional fields where spreadsheet skills, such as Google Sheets, are the most required are management, accounting, project management, computer maintenance and support, financial and statistical analysis, business, finance, etc.

Individuals that are proficient with Google Sheets can create spreadsheets and perform calculations to find answers and solve problems quickly and accurately. They can use the software to structure information appropriately and create visual representations that make it easier to assimilate information and communicate it from the data.

The skills documented through the Tosa Google Sheets certification align with the following occupations, including but not limited to, legal support workers, administrative, dental, or medical assistants, sales representatives, HR managers, bookkeeping, accounting and auditing clerks, financial and investment analysts, and other occupations that require sufficient knowledge and skills in Google Sheets to perform duties and tasks encountered daily in the professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Knowing the software environment and using the main functions
- Using editing tools
- Organizing workbooks/worksheets/tables
- Handling formulas
- Using calculation functions in formulas
- Identifying and inserting database calculation functions
- Creating and handling graphs

- Creating and editing pivot tables
- Using data management features
- Applying and handling conditional formatting
- Creating, and editing digital formats
- Formatting data in a workbook (formulas, texts, and graphs)

SKILLS – GOOGLE DOCS

The professional fields that most require strong word processing skills, which can be utilized in the Google Docs application, includes secretarial work, administrative management, accounting, project management, maintenance and IT support, business, writing, communication, and training.

Individuals that are proficient with Google Docs skills are able to create documents and use them to share with colleagues or clients. They can use the software to structure information appropriately and create visual representations that facilitate the assimilation of information in the document.

The skills documented by the Tosa Google Docs certification align and include, but are not limited to, legal support workers, administrative professionals, dental or medical assistants, sales managers, logistics managers, preschool teachers (except special education), general and operation managers, human resources specialists, and other occupations that require sufficient knowledge in Google Docs to perform the tasks encountered daily in a professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Knowing and customizing the display mode
- Knowing and customizing the software environment
- Using the basic functions of the software
- Applying formatting options to texts with fonts
- Using layout tools on paragraphs
- Creating, handling, and customizing styles in documents
- Using layout options
- Using and handling automation tools in documents
- Using entry aid tools
- Managing selection and displacement in a document
- Inserting and customizing references in documents
- Using graphical objects tools
- Managing tables
- Inserting and modifying graphical objects

SKILLS – GOOGLE SLIDES

The professional fields requiring the most skills with Google Slides are, among others, communication, marketing, training, or the commercial field.

Candidates with a strong understanding of the Google Slides application can create presentations and use them to share with colleagues or clients. They can use the software to structure information appropriately and create visual representations that facilitate the assimilation of the information in the document.

The skills documented by the Tosa Google Slides certification align and include, but are not limited to, legal support workers, administrative professionals, dental or medical assistants, general and operations managers, market research analysts and marketing specialists, and other occupations that require sufficient knowledge in Google Slides to perform the tasks encountered daily in a professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Using the functions of the software
- Knowing and customizing the software environment and display
- Creating, managing, and customizing slideshows
- Applying formatting options to texts with fonts
- Managing Slide Master view functions
- Managing tables

- Customizing themes and managing templates
- Using advanced functions and text properties
- Creating and customizing animations
- Creating and modifying graphical objects and managing their display
- Inserting media tools and managing the OLE protocol
- Creating and managing slideshows
- Managing and customizing the software environment and display

Are you submitting the credential based on state/regional or local demand?

State-Regional Demand

Is the credential linked to an occupation designated as an area of concern, either statewide or for an individual region, in the conference products adopted by the by the Labor Market Estimating Conference on July 14, 2023?"

NO

Is the credential linked to an occupation on the Florida Department of Commerce's 2023-2024 Regional Demand Occupation list, either statewide or regional?

YES



Which type of submitter are you?

Florida College System

Choose the Florida college:

Miami Dade College

Submitter Contact Information

First Name

Lizanette

Last Name

Koontz

Job Title

Industry Certification Coordinator

Email Address

lkoontz@mdc.edu

Phone Number

305-237-7465

Which type of credential are you submitting?

Industry Certification

In addition to submitting the credential for consideration to be added to the Master Credentials List, are you submitting the credential through this application to also be considered for CAPE funding eligibility?

YES

Which type of CAPE funding eligibility should this credential be considered for:

Postsecondary

Degree or Non-Degree

Non Degree

Credential Information**FDOE Certification Code (if applicable)**

ISOGR001

Name of the Credential

Tosa Autodesk AutoCAD

Website with detailed information on the credentialhttps://www.tosa.org/EN/autocad-certification?sbj_id=283**Credentialing Agency Contact Information****Credentialing Agency**

Isograd

Website containing information on the Credentialing Agencywww.tosa.org**Contact First Name**

Mathieu

Contact Last Name

Lillo

Contact Emailmathieu.lillo@isograd.com**Contact Phone Number**

360-831-0498

Provide the program in which the credential is offered.**Program Title (if applicable)**

Computer-Aided Drawing and Modeling, Drafting

Program Number (if applicable)

C100300, C100200

CIP Number (if applicable)

0615130205, 0615130100

Credentials of value on the Master Credentials List must be linked to a Standard Occupation Classification (SOC) code. Provide the SOC code that the credential is linked to:

17-3011

The credential should lead to an occupation in an emerging industry or in an industry sector of focus. Choose the industry:

Information Technology

Describe how the credential is linked to the chosen occupation and industry, which skills are acquired through the credential, and whether the credential is required for the occupation?

Autodesk AutoCAD is one of the world's most powerful computer-aided design and drafting software applications. AutoCAD enables manufacturing, architecture, engineering, and construction professionals to draw and model in 2D and 3D environments. AutoCAD is now a software used by many organizations. It

is currently, according to Forbes, the most widely used CAD software in the world. This technical drawing software is multidisciplinary: it is used in industry, geographic information systems, cartography and topography, electrical engineering, architecture, urban planning, mechanics, etc.

AutoCAD 2019 gives users the means to integrate a BIM (Building Information Modeling) workflow. Mastering the software is very important for employers, the proof being the multitude of existing job offers that require AutoCAD skills certification.

The professional titles of AutoCAD users are varied: Visual Merchandising Project, Manager, AutoCAD Draftsman, Architect, Project Manager, and more.

Candidates with strong AutoCAD skills are able to customize the user interface to adapt the software to their work habits, create automatic table updates and lighten drawings, or manage layers in windows to create several presentations with different views.

The skills documented by the Tosa Autodesk AutoCAD certification align and include, but are not limited to, architectural and civil engineers, project managers, AutoCAD draftsmen, database administrators and architects, modeling experts, and other occupations that require sufficient AutoCAD knowledge and skills to perform the tasks encountered daily in a professional environment, as defined in the occupational outlook handbook by the Department of Labor:

- Managing the AutoCAD workspace
- Creating macros and scripts
- Creating and editing shapes
- Using drawing precision tools
- Mastering layers, blocks, and attributes
- Adding hatches, dimensions, tables, and scales
- Creating and modifying dynamic blocks
- Editing object styles
- Configuring windows
- Setting up views
- Exporting the presentation to different formats
- Printing

Are you submitting the credential based on state/regional or local demand?

State-Regional Demand

Is the credential linked to an occupation designated as an area of concern, either statewide or for an individual region, in the conference products adopted by the by the Labor Market Estimating Conference on July 14, 2023?"

YES

From: [Harrison, Malou](#)
 To: [Adrienne Johnson](#); [Master Credentials List](#)
 Cc: [Matthew Lillo](#); [Rick Beasley](#)
 Subject: APFSAL: Tosa Credentials
 Date: Thursday, September 21, 2023 11:02:53 AM

CAUTION: This email originated from outside our organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Johnston:

We are in receipt of the Credential Review Committee's September 7th email response to our request to add credentials to the Master Credential List. We have provided pertinent replies (blue font), in the chart below, for the Review Committee's reconsideration of our request.

Please let this email serve as a formal appeal regarding the denial of the certifications outlined in the chart below. In short, we believe the replies we have provided below constitute grounds for the Committee's reconsideration. We would greatly appreciate the opportunity to meet in this important regard. Thank you for your consideration; we look forward to hearing from you.

Credential	Credentialing Agency	Reason for Denial
Tosa Autodesk AutoCAD	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. We recommended the Advanced level cut score for this credential which is a minimum requirement adapted to post-secondary students . May your team please indicate where in statute, rule, or within the Framework of Quality exists the criteria for postsecondary eligibility?
Tosa Desktop Certified User for Google Workspace	Isograd	This credential was reviewed for the Master Credential List and was not approved due to lack of a direct occupational linkage. The application included a direct occupational linkage, namely Accountants and Auditors. The SOC meets all Framework of Quality Criteria. On what basis is this linkage an incorrect one?
Tosa Desktop Certified User for Microsoft Office	Isograd	This credential was reviewed for the Master Credential List and was not approved due to lack of a direct occupational linkage. The application included a direct occupational linkage, namely Accountants and Auditors. The SOC meets all Framework of Quality Criteria. On what basis is this linkage an incorrect one?
Tosa Graphics Certified User for Adobe - Graphic Design	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. We recommended the Advanced level cut score for this credential which is a minimum requirement adapted to post-secondary students . May your team please indicate where in statute, rule, or within the Framework of Quality exists the criteria for postsecondary eligibility?
Tosa JavaScript	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. This credential is not linked to a postsecondary program by the Florida Department of Education. We recommended the Advanced level cut score for this credential which is a minimum requirement adapted to post-secondary students . Other similar certifications are eligible for postsecondary funding. For example, Knowledge Pillars: JavaScript (KNOWL004), Python (KNOWL001), WordPress (KNOWL002), and HTML/CSS (KNOWL003) are all eligible for postsecondary funding. Certification Partners CIW: HTML/CSS (PROSO27), and JavaScript (PROSO17) are eligible for postsecondary funding. Why is the reason for being unable to make a program linkage? In addition, we would like to understand how the team concluded that TOSA's Advanced level is "easier" than the other postsecondary funding eligible certifications currently on the MCL.
Tosa Python	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. This credential is not linked to a postsecondary program by the Florida Department of Education. We recommended the Advanced level cut score for this credential which is a minimum requirement adapted to post-secondary students . Other similar certifications are eligible for postsecondary funding. For example, Knowledge Pillars: JavaScript (KNOWL004), Python (KNOWL001), WordPress (KNOWL002), and HTML/CSS (KNOWL003) are all eligible for postsecondary funding. Certification Partners CIW: HTML/CSS (PROSO27), and JavaScript (PROSO17) are eligible for postsecondary funding. Why is the reason for being unable to make a program linkage? In addition, we would like to understand how the team concluded that TOSA's Advanced level is "easier" than the other postsecondary funding eligible certifications currently on the MCL.
Tosa Web Developer	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. This credential is not linked to a postsecondary program by the Florida Department of Education. We recommended the Advanced level cut score for this credential which is a minimum requirement adapted to post-secondary students . Other similar certifications are eligible for postsecondary funding. For example, Knowledge Pillars: JavaScript (KNOWL004), Python (KNOWL001), WordPress (KNOWL002), and HTML/CSS (KNOWL003) are all eligible for postsecondary funding. Certification Partners CIW: HTML/CSS (PROSO27), and JavaScript (PROSO17) are eligible for postsecondary funding. Why is the reason for being unable to make a program linkage? In addition, we would like to understand how the team concluded that TOSA's Advanced level is "easier" than the other postsecondary funding eligible certifications currently on the MCL.
Tosa WordPress	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. This credential is not linked to a postsecondary program by the Florida Department of Education. We recommended the Advanced level cut score for this credential which is a minimum requirement adapted to post-secondary students . Other similar certifications are eligible for postsecondary funding. For example, Knowledge Pillars: JavaScript (KNOWL004), Python (KNOWL001), WordPress (KNOWL002), and HTML/CSS (KNOWL003) are all eligible for postsecondary funding. Certification Partners CIW: HTML/CSS (PROSO27), and JavaScript (PROSO17) are eligible for postsecondary funding. Why is the reason for being unable to make a program linkage? In addition, we would like to understand how the team concluded that TOSA's Advanced level is "easier" than the other postsecondary funding eligible certifications currently on the MCL.

Sincerely,

Malou C. Harrison, PhD
 Executive Vice President and Provost
 Miami Dade College

From: Master Credentials List <mcl@careersourceflorida.com>
 Date: Thursday, 7 September 2023 at 10:17
 To: malou.harrison@mdc.edu; malou.harrison@mdc.edu; Rick Beasley <rick.beasley@careersourcefl.com>
 Cc: Matthew Lillo <mthieu.lillo@isograd.com>
 Subject: Tosa Credentials

Thank you for submitting credentials for consideration by the Florida Credentials Review Committee. The Master Credentials List, required by the Reimagining Education and Career Help (REACH) Act, is a comprehensive list of state-approved degree and non-degree credentials of value that prepare Floridians for in-demand occupations. To be eligible for the Master Credentials List, a credential must satisfy:

- The definition of a credential as defined in [Chapter 14.36\(2\)\(a\), Florida Statutes](#) and, as appropriate, the definition of an industry certification as defined in [Rule 6A-6.0576, Florida Administrative Code & Florida Administrative Register](#).
- The criteria of the [Framework of Quality](#) for demand, wages and, as appropriate, credential sequencing.

To be considered for addition to Florida's Master Credentials List, submitters must provide, at a minimum, evidence that the credential meets labor market demand as identified by the Labor Market Statistics Center within the Florida Department of Commerce or the Labor Market Estimating Conference or meets local demand as identified in the criteria adopted by the Credentials Review Committee. Evidence considered by the Credentials Review Committee includes employer information on present credential use or emerging opportunities.

Secondary and postsecondary industry certifications and licenses seeking eligibility for [Career and Professional Education \(CAPE\) Act](#) funding must submit a Master Credentials List application. The submission must meet both CAPE eligibility criteria set forth in [Rule 6A-6.0576, Florida Administrative Code & Florida Administrative Register](#) and standards defined in the Framework of Quality.

The credentials described below were received through the [Master Credentials List Application](#) online. A review team consisting of staff from CareerSource Florida, the Florida Department of Education, Division of Career and Adult Education and the Florida Department of Commerce reviewed all credentials. The review team and Credentials Review Committee noted the following deficiencies in the credentials below:

Credential	Credentialing Agency	Reason for Denial
Tosa Autodesk AutoCAD	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential.
Tosa Desktop Certified User for Google Workspace	Isograd	This credential was reviewed for the Master Credential List and was not approved due to lack of a direct occupational linkage.
Tosa Desktop Certified User for Microsoft Office	Isograd	This credential was reviewed for the Master Credential List and was not approved due to lack of a direct occupational linkage.
Tosa Graphics Certified User for Adobe - Graphic Design	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential.
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Tosa Python	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. This credential is not linked to a postsecondary program by the Florida Department of Education.
Tosa Web Developer	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. This credential is not linked to a postsecondary program by the Florida Department of Education.
Tosa WordPress	Isograd	This credential remains on the Master Credentials List. This credential was reviewed in May 2023 for the Master Credentials List and was approved as "Advanced or higher level only." The credential is eligible for CAPE Secondary but not recommended for CAPE Postsecondary because this is not the highest level for the credential. This credential is not linked to a postsecondary program by the Florida Department of Education.

Submitters are encouraged to resolve the deficiencies with these credentials and submit them prior to the deadline for consideration in advance of the next Credentials Review Committee meeting. Information about the Framework of Quality, Master Credentials List and answers to frequently asked questions can be obtained [online](#). The process for appealing this decision is outlined in Section H of the [Credentials Review Committee Charter](#). Thank you again for your participation in this process.

Sincerely,

Warren Davis
Policy Analyst
 CareerSource Florida

PLEASE NOTE: This email communication may contain confidential information protected from disclosure by privacy laws and is intended for the use of the individual named. Dissemination, distribution or copying of this communication by anyone other than the intended recipient may be a violation of federal and state privacy laws. If you have received this email in error, please notify the sender immediately and delete this message. Please also note that Florida has a broad public records law and that all correspondence from or to me via email may be subject to disclosure, including email addresses.