

# Florida Credentials Review Committee

## Meeting Agenda

LOCATION: BRIDG, OC BUILDING – 194 NEOCITY WAY, KISSIMMEE, FL  
MAY 22, 2024 • 1:00 – 3:00 P.M., ET

### Chair's Welcome and Remarks

**Katie Crofoot**

*Director, REACH Office  
Executive Office of the Governor*

### Consent Items

**Katie Crofoot**

- Approval of February 21, 2024 Meeting Minutes
- Approval of February 26, 2024 Meeting Minutes

### Status Update on the 2024-2025 Master Credentials List

**Adam Briggs**

- Status of MCL Appeals
- Recommended Updates to the 2024-2025 MCL

### Action Item

**Adam Briggs**

- Recommended Updates to MCL from December 31, 2023  
and March 31, 2024 Application Periods

### Florida Council of 100 Economic Competitiveness Study

**Steven Birnholz**

*Executive Vice President  
Florida Council of 100*

### Emerging Demand Workgroup Update

**Dehryl McCall**

### Open Discussion and Public Comment

### Chair's Closing Remarks

**Katie Crofoot**

# Florida Credentials Review Committee

## Upcoming Meetings

August 14, 2024, 10:00 a.m. – 12:00 p.m. | Virtual

## Information Item

**Consent Item 1**

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

# Consent Item 1

## FEBRUARY 21, 2024, MEETING MINUTES

In accordance with Article VII, Section 7.3 of the approved bylaws and the Credentials Review Committee Charter, 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 February 21, 2024, Meeting Minutes, to include any modifications or changes noted by the Committee.**

**Credentials Review Committee**

**Meeting Minutes  
February 21, 2024**

**I. CALL TO ORDER**

Chair Katie Crofoot called the meeting to order at 1:00 p.m.

**II. ROLL CALL**

The following members were present:

Katie Crofoot  
Dr. Timothy Beard  
Mike Biskie  
Robert Boyd  
Mary Jane Brecklin  
Chancellor Paul Burns  
Adam Callaway  
Katherine Goletz  
Lloyd Gregg  
Diane Head  
Chancellor Kathy Hebda  
Chancellor Kevin O'Farrell  
James Taylor  
Lindsey Volpe

**III. CHAIR'S WELCOME AND REMARKS**

Chair Crofoot highlighted the meeting agenda.

**IV. APPEALS TO DECISIONS OF THE CREDENTIALS REVIEW COMMITTEE**

Chair Crofoot informed the Committee of the recent appeals to the Committee's decisions that were received by CareerSource Florida. She provided an update on which credentials were approved by the CareerSource Florida Board of Directors at the December 12, 2023, meeting. Four out of five of the credentials were approved, with one credential appeal denied due to no linkage to a post-secondary program.

**V. CONSENT AGENDA**

**December 6, 2023, Meeting Minutes**

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

**Motion:** Chancellor Kevin O'Farrell  
**Second:** James Taylor

The consent agenda passed unanimously. There were no comments.

## **VI. STATUS UPDATE ON THE 2024-2025 MASTER CREDENTIALS LIST**

CareerSource Florida Senior Vice President of Workforce Program Development Dan McGrew reminded the Committee of the required annual review of the Master Credentials List, noting there are currently over 2,300 credentials being evaluated.

McGrew provided a summary of applications received from July 1 through September 30, 2023, noting a total of eight are being presented to add to the Master Credentials List.

## **VII. ACTION ITEM**

McGrew presented the action item.

**Approve the additions to the Master Credentials List and send these recommendations to the CareerSource Florida Board of Directors for delivery to the State Board of Education.**

**Approve technical revisions to the list by the Department of Education, as needed without adding or removing any credentials not explicitly described in this Action Item.**

**Motion:** Robert Boyd  
**Second:** Lindsay Volpe

The action item passed unanimously. There were no comments.

McGrew shared additional information as it pertains to CAPE funding.

## **VIII. WORKFORCE NEEDS 2.0 STUDY**

Dehryl McCall, CareerSource Florida Senior Director of Workforce Program Development, discussed CareerSource Florida's partnership with the Florida Chamber Foundation on their Workforce Needs Study 2.0 efforts, convening employer focus groups throughout the state seeking to share the importance of the Master Credentials List and gain critical feedback from industries on credential needs, workforce supply challenges and more.

McCall introduced Florida Chamber Foundation Senior Research Economist Sheridan Meek, who shared highlights of the soon-to-be-released Workforce Needs Study 2.0 and the associated research projects.

**IX. NEW MASTER CREDENTIALS LIST AND DEMAND DASHBOARD**

Chair Crofoot recognized Jimmy Heckman, Workforce Statistics and Economic Research Bureau Chief at FloridaCommerce, to present an exciting new tool that is currently in development.

Heckman shared how the interactive dashboard will allow job seekers, employers, education providers and other partners, as well as the public, to explore credentials on the Master Credentials List to make informed decisions based on the available labor market information that is associated with those credentials.

**X. OPEN DISCUSSION AND PUBLIC COMMENT**

Chair Crofoot opened the meeting up for discussion and public comment. There were no comments from members or the public.

**XI. CHAIR’S CLOSING REMARKS**

Chair Crofoot shared a brief follow up from the December 2023 meeting regarding changes on how registered apprenticeships would be evaluated to take advantage of the unique structure of these credentials.

The meeting was adjourned at 1:52 p.m.

**XII. 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:*  
[Credentials Review Committee February 2024 Meeting - CareerSource Florida](#)

**Consent Item 2**

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

## **Consent Item 2**

### **FEBRUARY 26, 2024, MEETING MINUTES**

In accordance with Article VII, Section 7.3 of the approved bylaws and the Credentials Review Committee Charter, 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 February 26, 2024, Meeting Minutes, to include any modifications or changes noted by the Committee.**

**Credentials Review Committee**

**Meeting Minutes  
February 26, 2024**

**I. CALL TO ORDER**

Chair Katie Crofoot called the meeting to order at 4:30 p.m.

**II. ROLL CALL**

The following members were present:

Katie Crofoot  
Dr. Timothy Beard  
Robert Boyd  
Mary Jane Brecklin  
Chancellor Paul Burns  
Adam Callaway  
Kevin Carr  
Lloyd Gregg  
Diane Head  
Chancellor Kathy Hebda  
Debbie Magruder  
Chancellor Kevin O'Farrell  
James Taylor  
Lindsey Volpe

**III. CHAIR'S WELCOME AND REMARKS**

Chair Crofoot highlighted the meeting agenda, noting the action item to approve the 2024-2025 Master Credentials List.

**IV. PRESENTATION OF THE 2024-2025 MASTER CREDENTIALS LIST**

CareerSource Florida Senior Vice President of Workforce Program Development Dan McGrew informed the Committee over 2,500 credentials were evaluated since September 2023 before presenting the proposed 2024-2025 Master Credentials List, which includes 2,307 credentials.

**V. ACTION ITEM**

McGrew presented the action item.

**Approve the 2024-2025 Master Credentials List as presented and send these recommendations to the CareerSource Florida Board of Directors for delivery to the State Board of Education.**



**Approve technical revisions to the list by the Department of Education, as needed without adding or removing any credentials not explicitly described in this Action Item.**

**Motion:** Chancellor Kevin O'Farrell

**Second:** Mary Jane Brecklin

The action item passed unanimously. There were no comments.

## **VI. OPEN DISCUSSION AND PUBLIC COMMENT**

Chair Crofoot opened the meeting up for discussion and public comment. There were no comments from members or the public.

Debbie Mortham asked how assignments were made on the occupational codes. Dan McGrew answered her question and followed up by asking her to reach out to him directly if she wanted to discuss in further detail.

## **VII. CHAIR'S CLOSING REMARKS**

Chair Crofoot let everyone know of the upcoming meeting in May 2024 before adjourning the meeting.

The meeting was adjourned at 4:49 p.m.

## **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:*  
[Credentials Review Committee February 2024 Meeting - CareerSource Florida](#)

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

# Action Item 1

## APPROVAL OF THE 2024-2025 MASTER CREDENTIALS LIST

The Reimagining Education and Career Help (REACH) Act amended Chapter 445.004, Florida Statutes, and requires that the Credentials Review Committee (CRC) define Credentials of Value and make recommendations for these credentials to be added to a state-approved Master Credentials List.

In December 2022, the CRC approved the definition for Credentials of Value. On September 6, 2023, the CRC amended its approved Framework of Quality used to evaluate credentials for inclusion on the state-approved Master Credentials List.

The CRC receives credential applications through an online form for inclusion on the Master Credentials List (MCL). Between October 2023 and April 2024, a total of 39 applications were received representing 32 unduplicated credentials. Evaluation of applications is conducted by an interagency team of subject matter experts from the Florida Department of Commerce, Florida Department of Education, and CareerSource Florida. Each credential is evaluated against the Framework of Quality approved by this Committee and, if applicable, the eligibility requirements for CAPE funding established by the Department of Education.

For the application period in question, 18 credentials did not meet the requirements of the framework of quality, two were submitted by ineligible applicants, and two were seeking eligibility for postsecondary CAPE funding. The following 10 credentials, flagged for future removal on the MCL published in February 2024, have now satisfied the criteria for demonstrating [local demand](#) and will remain on the list:

- Certified Internet Web (CIW) Web Security Professional
- Certified Internet Web (CIW) Web Development Professional
- Certified Internet Web (CIW) Web Foundations Associate
- Certified Internet Web (CIW) Advanced HTML5 & CSS3 Specialist
- Certified Internet Web (CIW) Data Analyst Specialist
- Certified Internet Web (CIW) User Interface Designer
- Certified Internet Web (CIW) Multimedia Specialist
- Certified Internet Web (CIW) JavaScript Specialist
- 911 Public Safety Telecommunicator
- Certified Internet Web (CIW) Web Security Specialist

Upon approval, the 2024-2025 Master Credentials List will include:

- 297 degree credentials
- 880 non-degree credentials
- 557 registered apprenticeships
- 535 industry certifications

If approved, the 2024-2025 Master Credentials List is sent to the CareerSource Florida Board of Directors for delivery to the State Board of Education. Valid submitters may reconcile eligibility issues and re-submit credentials.

After approval and prior to the State Board of Education meeting, there may arise the need for technical revisions to the list, such as revisions to certification names, availability of the certification, or code numbers that need to be revised.

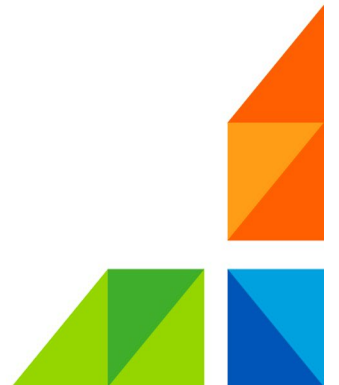
## **FOR CONSIDERATION**

- Approve the 2024-2025 Master Credentials List and send these recommendations to the CareerSource Florida Board of Directors for delivery to the State Board of Education.
- Approve technical revisions to the list by the Department of Education, as needed without adding or removing any credentials not explicitly described in this Action Item.

## **ATTACHMENTS**

- [Framework of Quality](#)
- **2024-2025 Master Credentials List**

# Information Item



# Florida Credentials Review Committee

## Speaker Bio

### Steven M. Birnholz

---



Steven Birnholz joined the Florida Council of 100 in 2007 and serves as the Executive Vice President. During that time and for three years prior with Enterprise Florida, he has worked on K-20 education and workforce policy, as well as on issues relating to a wide range of topics such as economic development, business climate competitiveness, energy, health care, growth leadership, property insurance, transportation, judicial branch governance, and water management. Prior to that, Birnholz served in various research and analysis positions in state government, including the

Governor's Office, the House Appropriations Committee, the Senate Commerce Committee, and the Office of Program Policy Analysis & Government Accountability.

Birnholz earned a Master of Business Administration from Boston University and a Bachelor of Arts, Political Science degree from the University of Florida and is currently pursuing a doctoral degree. Birnholz has also recently been named president of the new Florida Council of 100 Foundation, which provides research support to the Florida Council of 100.