

Board of Directors Executive Committee Meeting Agenda

OCTOBER 22, 2024 • 8:00 – 9:00 A.M. ET

MEETING LINK: [Join Webinar](#)

CALL IN: [850-629-7293](#) ID: [583 634 466#](#)

Chair's Welcome & Remarks

Stephanie Smith

Consent Agenda

1. Individual Training Account Waiver Requests
2. Approval of 2024-2025 Master Credentials List

Action Item

Adam Briggs

1. Determination on Appeal of Credentials Review Committee Actions

Open Discussion/Public Comment

Closing Remarks

Stephanie Smith

UPCOMING MEETINGS

Finance Council Meeting | December 10, 10:00 – 11:00 a.m., virtual
Strategic Policy and Performance Council Meeting | December 10, 1:00 – 2:30 p.m., virtual
Board of Directors Meeting | December 11, 9:30 a.m. – 12:00 p.m., virtual

Approved _____
Disapproved _____

Consent Item 1

REQUEST TO WAIVE INDIVIDUAL TRAINING ACCOUNT (ITA) EXPENDITURE REQUIREMENTS

CareerSource Florida, the state workforce development board, leads collaboration among the state's workforce development system, with a shared goal to accelerate employment opportunities that build economic prosperity for Floridians. CareerSource Florida works to ensure all Floridians have access to the best workforce training and education available.

Public Law 113-128, The Workforce Innovation and Opportunity Act (WIOA), emphasizes training services including occupational skills training, on-the-job training, incumbent worker training, programs that combined worker workplace training with related instruction, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, transitional jobs, job readiness training, adult education and literacy activities, and customized training. Individual Training Accounts (ITA) are used for individuals who seek training services from eligible providers of training services. Local workforce development boards (LWDB) coordinate funding for individual training accounts.

Section 445.003(3)(a)1, Florida Statutes (F.S.), requires that at least 50 percent of the Title I WIOA Adult and Dislocated Worker funds that are passed through to LWDBs be allocated to ITAs. [The Allowable Programmatic Training and ITA Costs Crosswalk for WIOA Adult and Dislocated Worker Programs](#) developed by the FloridaCommerce Bureau of Financial Management provides details on what expenditures may be allocated and expended on ITAs.

In 2012, the Florida Department of Commerce developed an administrative policy to provide guidance to LWDBs on costs allowable for the 50% expenditure requirement. In 2018, this Individual Training Account Expenditure Requirements and Waiver Request Process policy was issued. The policy described required activities and allowable costs for ITA expenditures and allowed an automatic waiver each local area could claim for the fiscal year based on calculations provided to each local area by FloridaCommerce's Bureau of Financial Management. In addition, the policy provided guidance for boards to request permission to allocate and expend less funding on individual training accounts. This allowed boards greater flexibility to allocate funds.

To ensure local boards are focused on education, employment, and training, CareerSource Florida Administrative Policy 074 – Individual Training Account Expenditure Requirements and Waiver Request Process is amended affirming the state

workforce development board's guiding principles to develop and implement strategies that support Floridians who need new skills and develop guidance that enables all workforce development partners, including LWDBs, to facilitate access to education, training and meaningful employment for job seekers, while also aiding business in identifying, developing, and retaining employees through high-impact support.

CareerSource Florida Administrative Policy 074 – Individual Training Account Expenditure Requirements and Waiver Request Process requires LWDBs to allocate and expend a minimum of 50% of the WIOA Adult and Dislocated Worker formula funds that they expect to expend each fiscal year (July-June) to satisfy the state ITA requirement. The percentage allocated for state ITA expenditures must be calculated using the carry-forward (estimated or actual when available) plus the portion of any new allocation budgeted for the current year. The required minimum allocation of 50 percent (or waiver percentage) of funds to be expended in the fiscal year must be reflected in the local board's budget that is submitted to FloridaCommerce.

On June 18, 2024, the CareerSource Florida Board of Directors approved revisions to CareerSource Florida Administrative Policy 074 – Individual Training Account Expenditure Requirements and Waiver Request Process. The policy describes requirements for allocating and reporting state ITA Funds and the process for local workforce development boards to require a state ITA expenditure requirement waiver.

FloridaCommerce and CareerSource Florida received an application for a request to waive part of the Individual Training Account Expenditure Requirement to below the required 50% from CareerSource Heartland. The request was received timely on August 30 prior to the deadline of September 1, 2024; however, at the time the agenda packet was completed for the September 10, 2024, meeting of the CareerSource Board of Directors, this request was not able to be included. In accordance with Administrative Policy 074, the request included the required documentation and approval from the Chief Local Elected Officials.

FloridaCommerce and CareerSource Florida received one (1) request for an extension to file a request to waive part of the required 50% Individual Training Account Expenditure Requirement from CareerSource Hillsborough Pinellas and approved the request on September 10, 2024, contingent upon receipt of all required documentation and approval signatures. All required documentation including approval from Chief Local Elected Officials is received.

FloridaCommerce and CareerSource Florida received an application for a request to waive part of the Individual Training Account Expenditure Requirement to below the required 50% from CareerSource Central Florida. The request is recommended contingent upon receipt of all required documentation and approval signatures.

Applications for waivers are reviewed by FloridaCommerce's Bureaus of One-Stop and Program Support and Financial Management for completeness. FloridaCommerce consulted with CareerSource Florida to determine if waiver approval should be recommended to the CareerSource Florida Board of Directors.

FloridaCommerce and CareerSource Florida recommend approval of the waivers as described below.

FOR CONSIDERATION

- **Approve (LWDB 19) CareerSource Heartland's ITA Waiver Request in the amount of 20%.**
- **Approve (LWDB 28) CareerSource Hillsborough Pinellas' ITA Waiver Request in the amount of 35%.**
- **Approve (LWDB 12) CareerSource Central Florida's ITA Waiver Request in the amount of 40%.**

Approved _____
Disapproved _____

Consent Item 2

DELIVERY OF THE 2024-2025 MASTER CREDENTIALS LIST TO THE STATE BOARD OF EDUCATION

The Reimagining Education and Career Help (REACH) Act amended Chapter 445.004, Florida Statutes, and requires the Florida Credentials Review Committee to define Credentials of Value and make recommendations for these credentials to be added to a state-approved Master Credentials List. The Credentials Review Committee is also charged with establishing a process for quarterly review and approval of credential applications.

In December 2022, the Credentials Review Committee approved the definition for Credentials of Value. In September 2023, the Credentials Review Committee approved an updated Framework of Quality by which these credentials would be evaluated. This [Framework of Quality](#) is used to evaluate credentials for inclusion on the Master Credentials List.

By action of the Credentials Review Committee, the Framework of Quality was amended September 6, 2023, to reflect statutory changes and to update the framework with references to current labor market information. The Framework of Quality was subsequently amended August 14, 2024, to allow the Credentials Review Committee to consider more current labor market information identified by the Labor Market Statistics Center within the Florida Department of Commerce and the Labor Market Estimating Conference created in Section 216.136, Florida Statutes. The Credentials Review Committee may consider additional evidence to determine labor market demand for credentials of agricultural occupations.

The evaluation committee reviewed credential applications received by the June 30, 2024, deadline.

A total of 86 applications were received representing 77 unduplicated credentials. Each credential was evaluated using the Framework of Quality to validate that the credential met the following criteria:

- Meets the definition of an industry certification.
- Direct linkage to a Standard Occupation Classification (SOC) code that meets the demand and wage criteria as required.

53 of the applications received were for credentials already on the Master Credentials List, many of which were seeking to resolve demand and/or wage flags.

The evaluation of credential applications resulted in the inclusion of 71 additional credentials to the 2024-2025 Master Credentials List, including several submitted through the appropriate administrative office at the Florida Department of Education.

The quarterly review and application evaluation was conducted by an interagency team of subject matter experts from FloridaCommerce, the Florida Department of Education, and CareerSource Florida.

The 2024-2025 Master Credentials List includes:

- 292 degree credentials
- 849 non-degree credentials
- 539 industry certifications
- 579 registered apprenticeships

If approved, the new 2024-2025 Master Credentials List is sent to the CareerSource Florida Board of Directors for delivery to the State Board of Education. Credentials identified for removal will remain on the list for at least one year after identification for removal. 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 delivery to the Florida State Board of Education of the new 2024-2025 Master Credentials List.**
- **Authorize the CareerSource Florida team in collaboration with the Florida Department of Education staff to make technical revisions to approved certifications. This does not include authority to amend or add certifications to the approved list.**

ATTACHMENTS

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

Action Item 1

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 2024-2025 Master Credentials list are also added to the 2024-2025 CAPE Industry Certification Funding List.

At the August 14, 2024, Credentials Review Committee meeting, the committee approved the 2024-2025 Master Credentials list with full approval of the following credentials:

- 292 degree credentials
- 849 non-degree credentials
- 539 industry certifications
- 579 registered apprenticeships

Subsequent to this decision of the Credentials Review Committee, CareerSource Florida received valid appeals within the required timeframe of the denials for eleven (11) of the received credential applications listed below.

1. NC3 Festo Fundamentals of Sensor Technology
2. NC3 Festo Fundamentals of Mechanical Systems
3. NC3 Festo Fundamentals of Robotics
4. NC3 Festo Introduction to Mechatronics
5. NC3 Festo Fundamentals of Electricity AC
6. NC3 Festo Fundamentals of Electricity DC
7. NC3 Festo Fundamentals of Fluid Power – Hydraulics
8. NC3 Festo Fundamentals of Fluid Power – Pneumatics
9. NC3 Festo Fundamentals of PLC – Allen Bradley
10. NC3 Festo Fundamentals of PLC – Siemens
11. Elanco Veterinary Medical Applications Certification

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:

For the ten (10) NC3 Festo Credentials submitted by Florida State College at Jacksonville, the joint review team determined these credentials are not issued by industry. The NC3 website states in multiple places on their website that they provide training and curriculum including classroom presentation materials, labs, and exams. The NC3 credential supplements a school's existing curriculum with theory and hands on practice utilizing work-class equipment and tools.

Although Festo is an industry stakeholder, Festo does not sign the certificate for earning the credential. The NC3 director and the NC3 certification center sign the exam.

The joint review team was unable to determine from publicly available information how to sign up to take the exam. The steps for signing up to take the exam asserted in the appeal by Florida State College at Jacksonville indicates there are several testing centers; however, when these centers were contacted, they reported being unaware that they are testing providers for the exam and could not provide information about how to sign a student up for the exam.

There is no option on the NC3 online testing portal to sign up for an exam. When the certifying agency was contacted, they stated the NC3 institution must create a portal for a student to sign them up to take the exam.

For the Elanco Veterinary Medical Applications Certification submitted by Marion County Public Schools, the joint review team determined the certification exam consists of 100 questions and the average time for completion of a certification exam is 65 minutes. The exam is not timed.

FOR CONSIDERATION

- **Deny the appeals of Florida State College at Jacksonville and uphold the decisions of the Florida Credentials Review Committee pertaining to:**
 - NC3 Festo Fundamentals of Sensor Technology
 - NC3 Festo Fundamentals of Mechanical Systems
 - NC3 Festo Fundamentals of Robotics
 - NC3 Festo Introduction to Mechatronics
 - NC3 Festo Fundamentals of Electricity AC
 - NC3 Festo Fundamentals of Electricity DC
 - NC3 Festo Fundamentals of Fluid Power – Hydraulics
 - NC3 Festo Fundamentals of Fluid Power – Pneumatics
 - NC3 Festo Fundamentals of PLC – Allen Bradley
 - NC3 Festo Fundamentals of PLC – Siemens

- **Deny the appeal of Marion County Schools and uphold the decisions of the Florida Credentials Review Committee pertaining to:**
 - Elanco Veterinary Medical Applications Certification

ATTACHMENTS

- [Framework of Quality](#)

- **Credential applications for:**
 - [NC3 Festo Applications](#)
 - [Elanco Veterinary Medical Applications Certification](#)

- [Appeal letters to CareerSource Florida](#)