

# Florida Credentials Review Committee

## Meeting Agenda

DECEMBER 4, 2024 • 10:00 A.M. – 12:00 P.M., ET

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AUDIO ONLY: 850-629-7293 ID: 599 979 436#

### Chair's Welcome and Remarks

**Katie Crofoot**

*Director, REACH Office  
Executive Office of the Governor*

### Consent Item

**Katie Crofoot**

1. Approval of August 14, 2024, Meeting Minutes

### Action Item

**Brent McNeal**

1. Updates to Credentials Review Committee Charter

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

**Adam Briggs**

### Action Item

2. Updates to the 2024-2025 Master Credentials List

### Emerging Demand Supplement to Regional Demand Occupation List

**Jimmy Heckman**

*Chief, Bureau of Workforce Statistics and Economic Research  
FloridaCommerce*

### Technology-based Solution Update

**Dehryl McCall**

### Open Discussion and Public Comment

### Chair's Closing Remarks

**Katie Crofoot**

### Upcoming Meetings

February 6, 2025 | Betty Easley Center, Tallahassee

**Consent Item**

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

# Consent Item

## August 14, 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.

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### FOR CONSIDERATION

- **Approval of August 14, 2024, Meeting Minutes, to include any modifications or changes noted by the Committee.**

**Credentials Review Committee  
Meeting Minutes  
August 14, 2024**

**I. CALL TO ORDER**

Chair Katie Crofoot called the meeting to order at 10:00 a.m.

**II. ROLL CALL**

The following members were present:

Katie Crofoot  
Bob Boyd  
Chancellor Paul Burns  
Adam Callaway  
Kevin Carr  
Christopher Constantine  
Katherine Goletz  
Lloyd Gregg  
Diane Head  
Chancellor Kathy Hebda  
Debbie Magruder  
Chancellor Kevin O'Farrell  
Designee Emily Sikes  
James Taylor  
Lindsey Volpe

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

Chair Crofoot highlighted the meeting agenda and went over housekeeping items.

**IV. CONSENT ITEM**

**May 22, 2024, Meeting Minutes**

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

**Motion:** Kevin O'Farrell

**Second:** Lindsay Volpe

The consent item passed unanimously. There were no comments.

## **V. ACTION ITEMS**

Chair Crofoot presented the first action item.

### **1. Update to the Credentials Review Committee Charter**

**Motion:** Kevin O' Farrell

**Second:** Kevin Carr

The action item passed unanimously. There were no public comments.

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

CareerSource Florida Senior Director of Workforce Program Development Dr. Adam Briggs provided an update on recent appeals activity related to applications submitted to the Credentials Review Committee.

## **VII. ACTION ITEMS CONT'D.**

Briggs presented the second action item.

### **2. Proposed Revisions to the Framework of Quality**

**Motion:** Bob Boyd

**Second:** Kathy Hebda

The action item passed unanimously. There were no public comments.

Briggs presented the final action item.

### **3. Updates to the 2024-2025 Master Credentials List**

**Motion:** Debbie Magruder

**Second:** Kevin Carr

The action item passed unanimously. There were no public comments.

## **VIII. KEY ELEMENTS IN THE FRAMEWORK OF QUALITY: SOC LINKAGE**

FloridaCommerce Economic Research and Analysis Administrator Kristy Farina provided an update on key elements in the Framework of Quality related to SOC linkages. This included occupational employment and wage statistics,

occupational coding for industry certifications, the link between occupations and the Framework of Quality, and the Regional Demand Occupations List.

## **IX. MCL DASHBOARD UPDATE**

FloridaCommerce Chief of Bureau of Workforce Statistics and Economic Research Jimmy Heckman provided an update on the Master Credentials List (MCL) Dashboard.

Heckman spoke to the occupation-to-credential lookup tool, credential-to-occupation lookup tool, and how you can browse the full MCL and its industry certifications by credential type and certification title.

## **X. FLORIDA COUNCIL OF 100 REPORT**

Steven Birnholz, Executive Vice President of the Florida Council of 100, provided an update on their report, 'Beyond Sunshine: Advancing Florida's World Class Economy for the Next Generation.'

Birnholz noted how the Florida Council of 100 works to link education with industry, their priorities and the steps they are taking to bring their priorities to fruition, as well as what next steps are.

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

Chair Crofoot opened the meeting up for discussion and public comment.

Nilda Blanco, Senior Vice President of Strategic Initiatives for CareerSource Central Florida, provided prospective and things to consider from a local board's point of view on working through local demand and documenting that process.

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

Chair Crofoot thanked Committee members and presenters for their time and participation before reminding Committee members of upcoming meetings.

The meeting was adjourned at 11:42 p.m.

## **XIII. 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.

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Adrienne Johnston  
Board Secretary

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Date

*Additional meeting dialogue is recorded and available online at this link:  
[Credentials Review Committee August 2024 Meeting - CareerSource Florida](#)*

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

# Action Item 1

## UPDATE TO CREDENTIALS REVIEW COMMITTEE CHARTER

Pursuant to Section 445.004(4)(h), Florida Statutes, the State Workforce Development Board appoints the Credentials Review Committee. The Credentials Review Committee Charter updated and approved August 14, 2024, establishes the authorities and powers of the Credentials Review Committee.

The Credentials Review Committee recommends amending the Credentials Review Committee Charter and existing processes to:

- Provide authority to the committee chair to name a vice chair who may preside in the chair's absence.
- Update statutory references.
- Proposes minor changes to the public records request process.

These changes will take effect upon approval by the Credentials Review Committee.

### FOR CONSIDERATION

- **Approve recommendations for changes to the Credentials Review Committee Charter.**

### ATTACHMENTS

- [Credentials Review Committee Charter dated August 14, 2024](#)

# Florida Credentials Review Committee

## A. GENERAL INFORMATION

<b>Committee Name:</b>	<b>CareerSource Florida State Workforce Development Board Credentials Review Committee</b>
<b>Date First Chartered:</b>	<b>Sept. 8, 2021</b>
<b>Revised:</b>	<b>Aug. 14, 2024</b>
<b>Effective:</b>	<b>Aug. 14, 2024</b>

## B. COMMITTEE SUMMARY

### **Background**

Chapter 14.36, Florida Statutes, the Reimagining Education and Career Help (REACH) Act, is created to address the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among the state's businesses and education communities, while improving training within and access to a more integrated workforce and education system for all Floridians.

The law is a bold step to modernize the pathway for individuals into future work, while promoting a truly aligned and seamless delivery framework for workforce services to customers as well as improving employment and training outcomes through stronger connections between training offered and the training needed by employers. The law establishes a blueprint for Florida's talent ecosystem to ensure the state has the talent it needs to remain competitive in the new global economy by supplying a talented workforce. Workforce boards, colleges and industry leaders will converge to create a uniform set of credentials and skills that align education and training to workforce needs. The REACH Act is a major step toward these goals. It creates the REACH Office under the purview of the Governor so that all entities involved in workforce preparation—education, workforce development, and those helping Floridians achieve economic self-sufficiency—are pulling together in the same direction and informed by a common understanding of what occupations and skills are most in-demand throughout Florida. The primary tool for this is a state-approved list of credentials that align with industry demand.

The law was amended on July 1, 2023, requiring changes to the statutory requirements of the Florida Credentials Review Committee; requiring the director of the Reimagining Education and Career Help Act within the Executive Office of the Governor to act as the chair of the Credentials Review Committee, and modifying the key deliverables of the committee.

### **Statutory Requirements**

Chapter 14.36(2)(a), Florida Statutes, defines "credential" as an apprenticeship certificate, industry certification, license, advanced technical certificate, college credit certificate, career certificate, applied technology diploma, associate in applied science degree, associate degree in science, Bachelor of Applied Science, and Bachelor of Science.

Pursuant to Chapter 445.004(4)(h), Florida Statutes, the Florida State Workforce Development Board shall appoint a Credentials Review Committee to identify nondegree and degree credentials of value for approval by the state board and inclusion in the Master Credentials List. Such credentials must include registered apprenticeship programs; industry certifications, including industry certifications for agricultural occupations submitted pursuant to Section 570.07(43); licenses; advanced technical certificates; college credit certificates; career



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certificates; applied technology diplomas; associate degrees; baccalaureate degrees; and graduate degrees.

Except as described in the authorities and powers section below, the Credentials Review Committee will act as an advisory committee or similar group created by CareerSource Florida, Inc. The Credentials Review Committee, its leadership, and CareerSource Florida do not have any direct or implied authority to withhold or direct funds appropriated by the U.S. Congress or the Florida Legislature for distribution by the partner entities who make up the membership of the committee.

## C. COMMITTEE MEMBERSHIP AND REMOVAL

### Membership

The Florida Credentials Review Committee must include:

#### **Statutorily Designated Members**

- The Chancellor of the Division of Public Schools.
- The Chancellor of the Division of Career and Adult Education.
- The Chancellor of the Florida College System.
- The Chancellor of the State University System.
- The Director of the Office of Reimagining Education and Career Hel (REACH), who shall serve as Chair of the Committee.

#### **Appointed Members**

- Four (4) members from local workforce development boards, with equal representation from urban and rural regions.
- Two (2) members from non-public postsecondary institutions.
- Two (2) members from industry associations.
- Two (2) members from Florida-based businesses.
- Two (2) members from the Florida Department of Commerce.
- One (1) member from the Florida Department of Agriculture and Consumer Services.

### Appointment of Members and Term

The majority membership on the Credentials Review Committee is designated by statute. Those members not designated by statute shall be appointed by the CareerSource Florida Board of Directors or its Executive Committee from a list of qualified, representative, and appropriate nominees and volunteers.

The chair and Board of Directors or Executive Committee will solicit nominees and volunteers from the Executive Office of the Governor; the REACH Office; the CareerSource Florida Board of Directors; the Florida Department of Commerce; local workforce development boards; The Florida Department of Education; the Division of Public Schools; the Division of Career and Adult Education; the Florida College System; the State University System; Independent Education Organizations; the Florida Department of Agriculture and Consumer Services; industry associations; and Florida businesses.

The CareerSource Florida Board of Directors or Executive Committee shall consider the importance of geographic representation in making appointments to the Credentials Review Committee. Membership from local workforce development boards, non-public postsecondary

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institutions, industry associations, and Florida-based businesses should represent all geographic areas of the state including urban, rural, and suburban areas.

The members of the Credentials Review Committee shall serve a period of two years, or a period of time determined by the chair and Board of Directors or Executive Committee. Qualified members of the Credentials Review Committee may be reappointed by the chair and Board of Directors or Executive Committee.

## **Regulatory Expectations for Ethics and Transparency**

The Credentials Review Committee will promote an ethical and transparent structure. All committee meetings will be conducted in an open manner, comply with federal and state laws, and ensure the public has electronic or simplified access to information. The Credentials Review Committee is subject to the provisions of Chapter 119, Florida Statutes relating to public records, and those provisions of Chapter 286, Florida Statutes, relating to public meetings.

Chapter 119, Florida Statutes, commonly known as Florida's Public Records Law, provides information on public records in Florida, including policies, definitions, exemptions, general information on records access, inspection, examination and duplication. It is the policy of the state of Florida that "all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is the duty of each agency" including CareerSource Florida and the Credentials Review Committee. (Chapter 119.01, Florida Statutes).

Chapter 286, Florida Statutes, also known as Florida's Sunshine Law, establishes a basic right of access to meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities. The law describes how boards conduct public meetings, how these meetings are noticed, who may attend, and how they may be accessed. This law also describes what records must be kept and made available to the public upon request.

CareerSource Florida and the Credentials Review Committee will support best practices in organizational ethics training and implementation of federal and state transparency requirements.

## **Ethics and Public Disclosure**

Credentials Review Committee members are expected to safeguard their ability to make objective, fair, and impartial decisions. Credentials Review Committee members may not accept benefits when it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision. Credentials Review Committee members will not use the powers and resources of the committee for personal benefit or for the benefit of immediate family members.

Credentials Review Committee members may be employed by organizations with existing state contracts or may contract with any of the public, private, or other entities represented on the committee. Credentials Review Committee members who have a conflict of interest relating to the authorities and powers defined in this charter made by the committee, are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises.

Committee members must disclose conflicts of interest prior to any vote or other action by the committee in which business involving these interests will be discussed. Credentials Review Committee members are not required to be dismissed or otherwise not attend a meeting at

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which such business is discussed; however, after disclosing potential conflicts, those who could benefit from a transaction must abstain from discussion and voting on the recommended action.

Credentials Review Committee members are in a conflict of interest whenever they themselves, or members of their immediate family, place of employment, business partners, or close personal associates may personally benefit either directly or indirectly, financially or otherwise, from their position on the Credentials Review Committee. For the purpose of this charter and business of the Committee, "immediate family" is defined as parents, stepparents, spouses or domestic partners, children, stepchildren, full or half-siblings, in-laws, sibling in-laws, grandparents, great-grandparents, step-grandparents, aunts, uncles, nieces, nephews, and grandchildren.

A conflict of interest may be real, potential, or perceived; the same duty to disclose applies to each. Full disclosure does not remove a conflict of interest. If a committee member is not certain they are in a conflict-of-interest position, he/she may consult the ethics officer for CareerSource Florida who serves as the ethics and public records officer for the Credentials Review Committee.

All Committee members shall sign an acknowledgment of the ethics and public disclosure requirements for membership on the Committee. This acknowledgment is filed with the CareerSource Florida Board of Directors.

## **Chair of Credentials Review Committee**

The Director of the Reimagining Education and Career Help Office shall serve as the chair of the Credentials Review Committee.

Special meetings of the Credentials Review Committee may be called by the committee chair.

The chair of the CareerSource Florida Board of Directors shall not serve at any time as the chair or interim chair of the Credentials Review Committee; however, members of the State Workforce Development Board may be appointed to serve in other roles on the committee for which they are qualified.

The chair of the Credentials Review Committee shall preside over meetings and delegate tasks to the membership of the committee to fulfill the statutory obligations of the Committee. Other than the specific authorities, delegations and requirements described in Chapter 14.26, Florida Statutes, Chapter 445.004, Florida Statutes, and in this charter the Credentials Review Committee and its chair shall have no obligations, policymaking authority, or rulemaking ability.

## **Removal of Committee Members**

Designated or appointed members of the Credentials Review Committee may be removed for cause by the Governor or the chair of the committee. For cause includes, but is not limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, gross mismanagement, waste, or lack of performance.

Designated members of the Credentials Review Committee who no longer serve in their statutorily designated role shall be removed from the Credentials Review Committee. The position shall remain vacant until an interim or permanent designee is selected.

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Appointed members of the Credentials Review Committee who no longer qualify to serve in their appointed role shall be removed. A replacement will be appointed by the CareerSource Florida Board of Directors or the Executive Committee of the CareerSource Florida Board of Directors.

## **Absences and Permanent Designees**

Appointed members of the committee may be removed by the chair of the committee or Executive Committee of the State Workforce Development Board for lack of attendance when that appointed member is absent from three (3) consecutive regular meetings of the Credentials Review Committee.

Those Credentials Review Committee members who are statutorily designated members of the committee may, at the committee member's discretion, appoint a proxy or permanent designee to serve on the committee in the committee member's absence, subject to approval by the chair of the committee. The committee members shall retain the right to attend and vote at all regular meetings. Still, the permanent designee, once accepted by the chair, may attend and vote at all meetings, in the committee member's absence. Such attendance and vote—for purposes of attendance and voting requirements, including, but not limited to, establishing a board quorum—shall be regarded as if the committee member attended and voted.

## **D. AUTHORITIES AND POWERS**

- Establish a definition for credentials of value to include registered apprenticeship programs, industry certifications, including industry certifications for agricultural occupations submitted pursuant to Section 570.07(43), licenses, advanced technical certificates, college credit certificates, career certificates, applied technology diplomas, associate degrees, baccalaureate degrees, and graduate degrees.
- Create a Framework of Quality that aligns with workforce accountability requirements for use of federal funds.
- Conduct a biennial review of the Framework of Quality and make necessary revisions.
- Designate process for appealing decisions of the Credentials Review Committee.
- Designate process for submitting Master Credentials List to Florida State Workforce Board for approval.
- Designate process for forwarding Master Credentials List to State Board of Education.
- Designate date by which the Master Credentials List must be published.
- Designate how reports of the Credentials Review Committee will be completed and made available to the public.
- Designate any processes for the Credentials Review Committee to execute within the authorities established in statute.
- Designate staff and workgroups consisting of staff from CareerSource Florida, the

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Department of Education, Department of Florida Commerce, and Department of Agriculture and Consumer Services to conduct research, convene workgroups and committees, and communicate as necessary to support the work of the Credentials Review, including the review of credentials submitted for inclusion on the Master Credentials List.

## E. MEETINGS AND COMMUNICATION

### **Meetings**

The Credentials Review Committee shall meet at a place provided for by the CareerSource Florida Board of Directors and its administrative entity, the Florida Department of Commerce.

The Credentials Review Committee may hold virtual and remote meetings as necessary; however, these meetings must be open to the public, with minutes published online and made available upon request.

The Credentials Review Committee shall hold the following types of meetings:

- **Regular Meetings.** Regular meetings shall be held on a quarterly basis each year for the purpose of producing the key deliverables and updating the Master Credentials List as described below.
- **Special Meetings.** Special meetings of the Credentials Review Committee may be called by the chair of the Committee.

### **Communication**

Both regular and special meetings may be held in person or use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications or webinar, provided the public is given proper notice of the telecommunications meeting and is given reasonable access to observe and, when appropriate, participate.

### **Website**

A website is established for the Florida Credentials Review Committee on CareerSource Florida's website at:

<https://careersourceflorida.com/boardroom/florida-credentials-review-committee/>

This website includes:

- Credentials Review Committee Meeting Schedule.
- Overview of the Duties of the Credentials Review Committee.
- Committee Membership Roster.
- Credentials Review Committee Charter.
- Timeline of Activities.
- Framework of Quality.
- Reports on Activities of the Credentials Review Committee and workgroups established by the Committee.
- Technical Assistance documents on the submission of credentials of value.
- Master Credentials List(s).

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The Credentials Review Committee website includes the online application for submissions to the Master Credentials List. Contact information is provided for customers to make inquiries about the Credentials Review Committee, the Framework of Quality, the Submissions Process or to request public information.

## **Quorum and Voting**

A majority of the total current membership of the Credentials Review Committee shall constitute a quorum for a meeting of the Credentials Review Committee. A majority of the Committee membership is required to organize and conduct the business of the Committee.

## **Notice of Meetings**

Written notice shall be provided stating the place, the day and hour of said meetings of the Credentials Review Committee, and the purpose or purposes of the meeting shall be stated in the notice. Said notice shall comply with all notice and procedural requirements of Florida's Government-in-the-Sunshine Law and reasonable efforts shall be made to deliver such notice by electronic mail to each member entitled to vote at such meeting, not less than seven (7) nor more than 45 days prior to the date of such meeting, by or at the request of the chair of the Credentials Review Committee.

In the case of special meetings, or when meetings are called by the chair of the CareerSource Florida Board of Directors, the purpose or purposes for which the meeting is called shall be stated in the notice.

Meetings of the Credentials Review Committee may coincide with the date of regular or special meetings of the CareerSource Florida Board of Directors or the State Board of Education but may not be scheduled at the same time as meetings of the CareerSource Florida Board of Directors or State Board of Education.

All notices and agendas for meetings of the Credentials Review Committee shall be posted on the Credentials Review Committee Website.

## **F. OPERATIONS AND RECORDS RETENTION**

### **Fiscal Year**

The Fiscal Year for the Credentials Review Committee shall be July 1 through June 30.

### **Execution of Documents**

The chair of the Credentials Review Committee shall have authority to record actions of the committee, including recommendations for the Master Credentials List as approved or not approved.

### **Books and Records**

CareerSource Florida, REACH Office, Florida Department of Commerce, and the Department of Education shall provide administrative support for the Credentials Review Committee.

CareerSource Florida shall keep correct and complete records of accounts and shall keep recordings of and minutes on the proceedings of the Credentials Review Committee. CareerSource Florida shall archive records of the Credentials Review Committee with the Bureau of Archives and Records Management of the Division of Library and Information Services of the Department of State.

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All information pertaining to the Credentials Review Committee, the process for the approval of credentials of value and the Master Credentials List shall be made available on the Credentials Review Committee Website.

Pursuant to Chapter 119, Florida Statutes and Chapter 286, Florida Statutes, all books and records of the Credentials Review Committee, except records designated as confidential, may be inspected by any person or his agent or attorney, for any purpose at any reasonable time upon request. The request shall be submitted to the Chair of the Credentials Review Committee and the President of CareerSource Florida, who shall designate the time and place for such inspection. Requests should be submitted to [mcl@careersourceflorida.com](mailto:mcl@careersourceflorida.com).

All agendas, committee meeting packets and actions of the Credentials Review Committee shall be posted on the CareerSource Florida Board of Directors website.

## **Budget and Fiscal Accountability**

The CareerSource Florida Board of Directors shall adopt a budget for the purposes of holding meetings of the Credentials Review Committee.

All documents relating to funds received, allocated, reimbursed, or associated with the Credentials Review Committee shall be retained and accounted for by CareerSource Florida. Receipts, documents, and other information pertaining to the budget and operations of the Credentials Review Committee may be inspected in compliance with Chapter 119, Florida Statutes.

## **G. KEY DELIVERABLES**

### **Framework of Quality and Credential of Value Definition**

The Credentials Review Committee shall establish a definition for credentials of value and create a Framework of Quality. The framework must align with federally funded workforce accountability requirements and undergo biennial review.

The criteria to determine value for nondegree credentials should, at a minimum, require:

- Evidence 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 created in Section 216.136, Florida Statutes, or meets local demand as identified in the criteria adopted by the Credentials Review Committee.
- The Credentials Review Committee may consider additional evidence to determine labor market demand for credentials of agricultural occupations.
- Evidence to be considered by the Credentials Review Committee must include employer information on present credential use or emerging opportunities.
- Evidence that the competencies mastered, upon completion of the credential, are aligned with labor market demand.
- Evidence of the employment and earnings outcomes for individuals after obtaining the credential. Earnings outcomes must provide middle level to high-level wages, with preference given to credentials generating high-level wages.

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- Credentials that do not meet the earnings outcomes criteria must be part of a sequence of credentials required for the next level occupation that meets the earnings outcomes criteria to be identified as a credential of value. For new credentials, these criteria may be met with conditional eligibility until measurable labor market outcomes are obtained.

The Credentials Review Committee shall establish the criteria to determine value for degree programs including associate, baccalaureate, and graduate degrees. These criteria must include:

- Evidence the program meets statewide or regional labor market demand as identified by the Labor Market Statistics Center within the Florida Department of Commerce or the Labor Market Estimating Conference created in Section 216.136, Florida Statutes or meets local demand as determined by the committee.
- The Credentials Review Committee may consider additional evidence to determine labor market demand for credentials associated with agricultural occupations.
- Such criteria, once available and applicable to baccalaureate degrees and graduate degrees, must be used to designate programs of emphasis under Section 1004.92, Florida Statutes.

The Credentials Review Committee shall establish a process for prioritizing nondegree credentials and degree programs based on critical statewide or regional shortages, with consideration given to the information provided by the Labor Market Statistics Center within the Florida Department of Commerce and the Labor Market Estimating Conference.

## **Master Credentials List**

The Credentials Review Committee shall develop a Master Credentials List that must, at a minimum identify:

- Nondegree credentials and degree programs determined to be of value for purposes of Sections 1008.44 and 1011.61(1), Florida Statutes.
- Whether the credential or degree program meets statewide, regional, or local level demand (as determined by the committee).
- The type of certificate, credential, or degree; and,
- The primary standard occupation classification (SOC) code.

The Credentials Review Committee shall establish a process for:

- At a minimum, quarterly review and approval of credential applications. The Committee shall use approved credentials of value to develop the Master Credentials List.
- Annual review of the Master Credentials List.
- Phasing out credentials on the Master Credentials List that no longer meet the Framework of Quality. Credentials must remain on the list for two years after identification for removal.



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- Designating performance funding eligibility under Sections 1011.80 and 1011.81, Florida Statutes, based upon the highest available certification for postsecondary students.
- Upon approval, the Credentials Review Committee shall send the Master Credentials List to the CareerSource Florida Board of Directors.
- The CareerSource Florida Board of Directors shall submit the Master Credentials List to the State Board of Education. The list must, at a minimum, identify nondegree credentials and degree programs determined to be of value for purposes of the Career and Professional Education Industry Certification Funding List adopted under Sections 1008.44 and 1011.62(1) and adopted by the State Board of Education before October 1, 2021.
- If an application submitted to the Credentials Review Committee does not meet the required standards, the Credentials Review Committee must provide a notice of deficiency to the applicant and the provider identified as the point of contact provided on the application by the end of the next quarter after receipt of the application. The notice must include the basis for denial and the procedure to appeal the denial.

The Department of Agriculture and Consumer Services, in cooperation with the Institute of Food and Agricultural Sciences at the University of Florida and the College of Agriculture and Food Sciences at the Florida Agricultural and Mechanical University, shall submit industry certifications for agriculture occupations to the Credentials Review Committee to be considered for placement on the Master Credentials List.

## **CIP to SOC Linkage**

The Credentials Review Committee shall establish a process for linking Classifications of Instructional Programs (CIP) to Standard Occupational Classifications (SOC) for all new credentials of value identified on the Master Credentials List. The CIP code aligns instructional programs to occupations. A CIP to SOC link indicates that programs classified in the CIP code category prepare individuals for jobs classified in the SOC code category.

The State Workforce Development Board shall submit approved CIP to SOC linkages to the State Board of Education with each credential added to the Master Credentials List.

## **FETPIP Data Elements**

Any project conducted by the Department of Education or the workforce development system that requires placement information shall use information provided through the Florida Education and Training Placement Information Program (FETPIP) and shall not initiate automated matching of records in duplication of methods already in place in the Florida Education and Training Placement Information Program.

The Department of Education shall implement an automated system which matches the social security numbers of former participants in workforce-related programs and state educational and training programs with information in the files of state and federal agencies that maintain educational, employment, and United States armed service records, and shall implement procedures to identify the occupations of those former participants whose social security numbers are found in employment records.

The Credentials Review Committee shall identify all data elements needed from the Florida Education and Training Placement Program automated system, under Section 1008.39, and necessary collecting pertinent information on credentials.

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## H. PROCESS FOR APPROVAL OF CREDENTIALS OF VALUE

The Framework of Quality and rules supporting the framework are shared quarterly with all Florida school districts, educators and instructors in secondary and postsecondary education, career and technical educators, registered apprenticeship programs, the Florida College System, the State University System, independent educators, local workforce development boards and other stakeholders.

- A joint review team established by the Credentials Review Committee to include the Department of Education, Florida Department of Commerce, CareerSource Florida, and other agencies as determined by the Committee, collects and reviews information submitted about credentials of value. The review team is authorized by the Credentials Review Committee to communicate with submitters and stakeholders on their behalf.

The review team will follow the process established by the Credentials Review Committee to review submissions.

- The review team presents recommendations to the Credentials Review Committee in the form of an action item describing specific credentials of value that meet the Framework of Quality established by the Committee.
- The Credentials Review Committee may, by a majority vote, approve recommendations in whole or in part.
- The Credentials Review Committee may decline or delay approval of any recommendation and send the recommendation back to the committee to collect more information for presentation at the next quarterly meeting of the Committee.
- All eligible recommendations approved by the Credentials Review Committee are forwarded to the CareerSource Florida Board of Directors for consideration at its next regularly scheduled meeting.
- Notices of deficiency are sent to those identified as the point of contact provided on the application by the end of the next quarter after receipt. The notice shall include the basis for denial and the procedure to appeal the denial.
- An Action Item describing all eligible recommendations approved by the Credentials Review Committee *and* any certifications on which the Committee declined or delayed approval pending further information is presented to the CareerSource Florida Board of Directors.
- Recommendations approved by the CareerSource Florida Board of Directors are added to the Master Credentials List and posted on the Credentials Review Committee website.
- The Credentials Review Committee releases a preliminary Master Credentials List that includes existing and new credentials of value.

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- The Master Credentials List, including all certifications, is submitted to the State Board of Education.
- The Master Credentials List submitted to the State Board of Education is published and shared with all Florida school districts, educators and instructors in secondary and postsecondary education, career and technical educators, registered apprenticeship programs, the Florida College System, the State University System, independent educators, local workforce development boards and other stakeholders.

## I. APPEALS

All meetings of the Credentials Review Committee will be noticed on the Credentials Review Committee website and held in a public forum. Prior to taking a vote on any matter before the committee, board members, stakeholders and the public will be given an opportunity to speak on the matter. Committee members will give consideration to stakeholder and public comment prior to voting to approve, not approve, recommend, not recommend or give consent.

Credentials Review Committee actions or consent are recorded by the chair of the committee.

The original submitters of credentials of value applications may appeal any specific action or consent items after they are approved or not approved by the Credentials Review Committee.

Appeals may be filed with CareerSource Florida by contacting the president/chief executive officer of CareerSource Florida. Appeals must be filed in writing within 15 days of the notice of deficiency.

Appeals should completely describe:

- Who is making the appeal and all impacted parties.
- The action of the Credentials Review Committee appealed.
- Any credentials under review for consideration or reconsideration.
- All applicable elements of the Framework of Quality and administrative rules for consideration.
- Requested resolution.

CareerSource Florida will respond, acknowledging receipt of the appeal within three business days.

The president/chief executive officer of CareerSource Florida will consult with the chair of the CareerSource Florida Board of Directors to decide if the appeal shall be scheduled for consideration by the CareerSource Florida Board of Directors Executive Committee.

The chair of the CareerSource Florida Board of Directors may dismiss any appeal giving an explanation to the appellant in writing.

The chair of the CareerSource Florida Board of Directors may work with the staff of CareerSource Florida to schedule appeals for consideration by the CareerSource Florida Board of Directors Executive Committee.

# Florida Credentials Review Committee

Appeals presented to the CareerSource Florida Board of Directors Executive Committee include all information on the action by the Credentials Review Committee under review. The CareerSource Florida Board of Directors shall consider the appeal and may:

- Approve the appeal, rescinding the decision of the Credentials Review Committee.
- Deny the appeal, upholding the decision of the Credentials Review Committee.
- Remand the decision of the Credentials Review Committee back to the Committee for reconsideration at its next quarterly meeting.

All decisions of the CareerSource Florida Board of Directors and its Executive Committee on decisions of the Credentials Review Committee are binding and final.

## J. REFERENCES

Chapter 14.36, Florida Statutes

[Chapter 445.004, Florida Statutes](#)

[Chapter 216.136, Florida Statutes](#)

[Chapter 1001.706, Florida Statutes](#)

[Chapter 1004.92, Florida Statutes](#)

[Chapter 1008.39, Florida Statutes](#)

[Chapter 1008.44, Florida Statutes](#)

[Chapter 1011.62\(1\), Florida Statutes](#)

[Chapter 2023-81, Laws of Florida](#)

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

## Action Item 2

### 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 define Credentials of Value and make recommendations for these credentials to be added to a state-approved Master Credentials List.

In December 2022, the Credentials Review Committee approved the definition for Credentials of Value and a Framework of Quality by which these credentials would be evaluated. This [Framework of Quality](#) is used to evaluate credentials for inclusion on the state-approved 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 October 7, 2024, deadline.

A total of 178 applications were received representing 81 unduplicated credentials, with 55 new credentials submitted for evaluation. 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.

26 of the applications were for credentials already on the Master Credentials List seeking to cure demand and/or wage flags. Of these, 19 credentials had their flags resolved.

The evaluation of credential applications resulted in the inclusion of 20 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:

- 293 degree credentials
- 841 non-degree credentials
- 559 industry certifications
- 582 registered apprenticeships
- 42 K-8 Cape digital tools

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 the updated 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 Items



# Florida Credentials Review Committee

## Speaker Bio

### Jimmy Heckman

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Jimmy Heckman is an economist and bureau chief for Workforce Statistics and Economic Research (WSER) at FloridaCommerce. Heckman researches a variety of topics including reducing unemployment, long-term growth industries, and in-demand job skills.

Heckman is a Florida native and attended Florida State University where he earned a master's degree in applied economics.