

Florida Credentials Review Committee

Meeting Agenda

MICROSOFT TEAMS
MAY 13, 2026 • 1:00 – 3:00 P.M., ET

Chair's Welcome and Remarks

Katie Crofoot McManus

Consent Item

- Approval of February 2026 Meeting Minutes

Action Items

1. Updates to the 2026-2027 Master Credentials List
2. Updates to the Framework of Quality
3. Updates to the Credential Review Committee Charter

MCL Trainings and Credential Communications

Elizabeth Glenn

The Value of Apprenticeship and It's Role in Building Florida's Competitive Workforce

Nilda Blanco

CareerSource Florida

Christina Coble

CareerSource Research Coast

James Disbro

CareerSource Suncoast

Doreen Lund

CareerSource Northeast Florida

Erin Sampson

CareerSource Florida

Lindy Sherrer

Florida Department of Education

Kathryn Wheeler

Florida Department of Education

Open Discussion and Public Comment

Chair's Closing Remarks

Katie Crofoot McManus

Upcoming Meeting

August 19, 2026 | TBD

Consent Item 1

Approved _____
Disapproved _____

Consent Item 1

February 18, 2026 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 18, 2026, Meeting Minutes, to include any modifications or changes noted by the Committee.**

**Credentials Review Committee
Meeting Minutes
February 18, 2026**

I. CALL TO ORDER

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

II. ROLL CALL

The following members were present for a quorum:

Katie Crofoot McManus
Shelly Bell
Michael Biskie
Bob Boyd
Paul Bruns
Ernie Friend
Wendy Castle
Lloyd Gregg
Kathy Hebda
Debbie Magruder
Kyle Roark
James Taylor
Ashley Meros

III. CHAIR'S WELCOME AND REMARKS

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

IV. CONSENT ITEM

November 2025 Meeting Minutes

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

Motion: James Taylor

Second: Mike Biskie

The consent item passed unanimously. There were no comments.

V. MCL Trainings and Credential Communications

CareerSource Florida Director of Planning and Evaluation Elizabeth Glenn went over policy foundation, the flagging and extension process, as well as training, support and technical assistance for the Master Credentials List.

She concluded her presentation after reviewing stakeholder communication and outreach impact.

VI. ACTION ITEM

Chair McManus asked CareerSource Florida Vice President of Workforce Program Development Victoria Gaitanis to present the action item.

1. Updates to the 2026-2027 Master Credentials List

Motion: Lloyd Gregg

Second: Wendy Castle

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

VII. CAPE Post-Secondary Updates

Vice Chancellor of Career & Adult Education at the Florida Department of Education, Tara Goodman, provided an overview of the CAPE Act before highlighting investments made in career and technical education under Governor DeSantis.

VIII. Targeted Industry Sectors

Deputy Secretary of Economic Development & Chief Manufacturing Officer at FloridaCommerce, Jason Mahon, discussed FloridaCommerce's focus on job seekers and creators, their affiliated public-private agencies, targeted sectors and clarifications, as well as a forecast of 2028 target industries before handing it over to Jimmy Heckman.

IX. Emerging Demand

Bureau Chief of Workforce Statistics & Economic Research at FloridaCommerce, Jimmy Heckman, highlighted emerging demand, Florida's logistics and export advantages and opportunity zones.

X. OPEN DISCUSSION AND PUBLIC COMMENT

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

There were no public comments.

XI. CHAIR’S CLOSING REMARKS

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

The meeting was adjourned at 1:57 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 2026 Meeting - CareerSource Florida](#)

Approved _____
Disapproved _____

Action Item 1

APPROVAL OF THE 2026-2027 MASTER CREDENTIALS LIST

The Reimagining Education and Career Help (REACH) Act amended Florida Statutes (F.S.) Section 445.004 and requires that the Credentials Review Committee (“the Committee”) define “Credentials of Value” and make recommendations for these credentials to be added to a state-approved Master Credentials List or MCL.

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.

The Interagency Review Team received **13** credential applications by the March 31, 2026, deadline. This includes:

- **1** submission for new credential evaluation.
- **6** submissions for credentials flagged for demand concerns.
- **3** submissions for credentials flagged for No Valid SOC concerns.
- **1** submission for Agriculture credentials flagged for both demand and wage concerns.
- **2** submissions for Agriculture credentials flagged for wage concerns.

The Interagency Review Team is a multi-agency group composed of representatives from CareerSource Florida, Florida Department of Education, FloridaCommerce, The REACH Office, and Florida Department of Agriculture and Consumer Services (FDACS) (for agriculture-related credentials) evaluated the credential applications. Each credential was evaluated using the adopted Florida Statutes and the Framework of Quality to ensure it met all required criteria.

All evaluations were grounded in publicly accessible and verifiable documentation, ensuring transparency and consistency in the review process.

Recommended Credential Approval for MCL Inclusion:

Based on the evaluation of new credential applications, the interagency team recommends approval of **1** new credential to the 2026-2027 Master Credentials List. This credential meets the

requirements of section 445.004(4)(h), Florida Statutes, and demonstrates sufficient demand, wage outcomes, industry recognition, and overall value under the Framework of Quality.

This credential is as follows:

No.	Name of Credential	Credential Type	Submitted by	Recommendation
1.	Hospitality Management - Lodging	Industry Certification	FL Virtual School	Recommended addition to MCL.

Recommended Approval of Resolution of Flagged Credentials:

The interagency team resolved **9** flagged credentials submitted by stakeholders. This included clearing demand flags for **6** credential applications, **2** Agriculture credentials flagged for wage concerns, and **1** Agriculture credential flagged for both demand and wage concerns. All credentials meet the requirements as having demonstrated sufficient demand, wage outcomes, industry recognition, and overall value under the Framework of Quality. Based on this review, these credentials can be recommended for flag removal of the identified deficiencies on the Master Credentials List:

No.	Name of Credential	Credential Type	Submitted by	Recommendation
1.	Early Childhood Development Specialization	College Credit Certificates	Interagency Review Team	Recommended flag removal for demand. Local demand approved.
2.	Infant/Toddler Specialization	College Credit Certificates	Interagency Review Team	Recommended flag removal for demand. Local demand approved.
3.	Preschool Specialization	College Credit Certificates	Interagency Review Team	Recommended flag removal for demand. Local demand approved.
4.	Early Childhood Education	Career Certificates	Interagency Review Team	Recommended flag removal for demand. Local demand approved.
5.	Paramedic Applied Technology Diploma (Credit Hour)	Applied Technology Diplomas	Interagency Review Team	Recommended flag removal for demand. Local demand approved.
6.	Emergency Medical Services	Associates Degree	Interagency Review Team	Recommended flag removal for demand. Local demand approved.
7.	Ecology Conservation and Management Certification	Industry Certification	Florida Department of Agriculture and Consumer Services	Recommended flag removal for wage.

8.	EETC Principles of Small Engine Technology	Industry Certification	Florida Department of Agriculture and Consumer Services	Recommended flag removal for demand and wage.
9.	Elanco Veterinary Medical Applications Certification	Industry Certification	Florida Department of Agriculture and Consumer Services	Recommended flag removal for wage.

Recommended Denial of Resolution of Flagged Credentials:

The evaluation of existing flagged credentials led to the recommendation to deny flag removal for **3** credentials submitted by stakeholders. These credentials did not meet the standards established in the Framework of Quality. Submitters may resubmit applications, and staff continue to communicate the documented deficiencies. Credentials flagged for a second year that do not resolve deficiencies must apply to address those deficiencies by December 1, 2026. Credentials flagged for the first year that do not resolve deficiencies must do so by December 1, 2027.

No.	Name of Credential	Credential Type	Submitted by	Reason for Denial
1.	Advanced Unmanned Safety: Level 2	Industry Certification	Franklin County School District	Insufficient documentation: The documentation submitted did not adequately address the identified deficiency. The materials provided lacked sufficient objective detail to demonstrate occupational linkage and how the credential meets required quality standards, including clear learning outcomes, measures of competency attainment, and alignment to the stated occupational purpose.
2.	Small UAS (sUAS) Safety Certification: Level 1	Industry Certification	Franklin County School District	Insufficient documentation: The documentation submitted did not adequately address the identified deficiency. The materials provided lacked sufficient objective detail to demonstrate occupational linkage and how the credential meets required quality standards, including clear learning outcomes, measures of competency attainment, and alignment to the stated occupational purpose.
3.	Entrepreneurship & Small Business	Industry Certification	Marion County School District	Insufficient documentation: The documentation submitted did

				not adequately address the identified deficiency. The materials provided lacked sufficient objective detail to demonstrate occupational linkage and how the credential meets required quality standards, including clear learning outcomes, measures of competency attainment, and alignment to the stated occupational purpose.
--	--	--	--	--

The quarterly review and application evaluation was conducted by an interagency team of subject matter experts from the Department of Commerce, Department of Education, and CareerSource Florida. With the approval of the Credential Review Committee the 2026-2027 Master Credentials List will now include **2,357** total credentials consisting of:

- 296 degree credentials
- 824 non-degree credentials
- 580 industry certifications
- 615 registered apprenticeships
- 42 K-8 Cape digital tools

If approved, the new 2026-2027 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 2026-2027 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](#)
- [2026-2027 Master Credentials List](#)

Approved _____
Disapproved _____

Action Item 2

REVISIONS TO THE FRAMEWORK OF QUALITY

The Reimagining Education and Career Help (REACH) Act advances Florida’s workforce system by strengthening collaboration between business and education partners and establishing a state-approved Master Credentials List aligned with employer demand and economic need. As required by the REACH Act, the CareerSource Florida Board of Directors appointed a Credentials Review Committee to define Credentials of Value and develop a Framework of Quality aligned with federally funded workforce accountability requirements.

Overview

The Board is asked to consider approval of the May 2026 updates to the Framework of Quality, completed as part of the required biennial review under section 445.004, Florida Statutes. The updates do not change the intent of the Framework of Quality but strengthen clarity, consistency, and statutory alignment to support transparent and defensible credential review decisions for inclusion on Florida’s Master Credentials List.

Key Updates

The updated framework sets a single, clear process for evaluating credentials based on employer and economic demand, wages that support self-sufficiency and mobility, and proven value through industry recognition, portability, and stackability. It also sets clear requirements for who may apply and what documentation is needed, including publicly available evidence, secure and valid assessments with identity verification, and consistent employer and industry validation.

The revisions strengthen how credentials are linked to occupations. They clarify roles in confirming Standard Occupational Classification (SOC) connections, add requirements for credentials with broad or nonspecific skills, and spell out how to address credentials that do not have a valid occupational match. The updates also refine demand and wage reviews by keeping statewide benchmarks, adding clear options for local demand and local wage data, setting timelines, and allowing state-approved labor market tools when outcome data are not available.

The revisions also clarify requirements for specialized credential types, including degrees, agriculture, CAPE, digital tool certificates, essential workforce pathways, entrepreneurship and small business credentials, and Workforce Pell programs. The current appeals process and the periodic quality review and removal process remain in place, with clearer direction. Approving these amendments supports a transparent, business-informed and workforce-driven Master Credentials List that aligns with current labor market data tools and the state’s workforce strategy.

Area	2025 Framework (Current)	Proposed 2026 Framework (Update)
Overall Structure & Purpose	Focused primarily on evaluating standalone credentials against demand and wage thresholds.	Clarifies evaluation around career pathways , recognizing that credentials function within sequences and workforce pipelines, not as isolated outcomes.
Core Evaluation Lens	Demand and wage criteria applied uniformly, with limited alternative pathways when thresholds are not met.	Retains demand and wage rigor, adds clearly defined alternative pathways where traditional metrics do not fully capture workforce value.
Credential Sequencing	Sequencing applies mainly as a fallback when a credential does not meet wage criteria; evidence standards were narrow.	Sequencing is elevated as a core strategy. Expands acceptable evidence (articulation agreements, skill maps, industry hiring patterns, apprenticeships, degrees) and explicitly includes micro-credentials .
Career Pathway Definition	Career pathways referenced, but not fully operationalized in criteria.	Explicitly defines what constitutes a valid career pathway , clarifying how entry-level and lower-wage credentials may serve intentional on-ramps to higher-skill, higher-wage credentials.
Essential Workforce Credentials	No distinct pathway for credentials critical to public safety, health, or emergency response when wage data is insufficient.	New Essential Workforce Credential Pathway allows evaluation of credentials supporting public health, safety, emergency response, and critical infrastructure in alignment with Florida’s Hometown Heros Program when wage or demand metrics alone do not reflect statewide value.
Accountability & Review	Credentials reviewed periodically; removal process based on wage and demand deficiencies.	No change to accountability — credentials approved through sequencing or essential workforce pathways remain subject to the same periodic review, time-limited approvals, and removal timelines.

FOR CONSIDERATION

Consider approval of the May 2026 updates to the Framework of Quality following the required biennial review under section 445.004, Florida Statutes. The updates strengthen clarity, consistency, and statutory alignment while preserving the original intent of the framework and supporting a transparent, defensible, and workforce-driven Master Credentials List aligned with current labor market data tools and state agency practices.

ATTACHMENTS

- [Framework of Quality](#)

Florida Credentials Review Committee

Framework of Quality

Section I: Background and Overview

The Framework of Quality establishes criteria, consistent with state and federal law and guidance, to assist the [Florida Credentials Review Committee](#) in evaluating credentials for inclusion on the [Master Credentials List \(MCL\)](#). The following credential types are addressed in this Framework:

- Registered Apprenticeship Programs and Apprenticeship Certificates
- Occupational certifications specifically for veterans
- Industry Certifications, including
 - Industry Certifications for agricultural occupations pursuant to s. 570.07(43), Florida Statutes (F.S.); and
 - CAPE Industry Certifications and CAPE Acceleration Industry Certifications
- Licenses
- Advanced Technical Certificates
- College Credit Certificates
- Career Certificates
- Applied Technology Diplomas
- Associates degrees
- Bachelor's or baccalaureate degrees
- Graduate degrees

Credentials are evaluated using **three simple questions**, reflecting requirements in state and federal law and consistent with state workforce strategic goals and policy.

- **Demand:** Is there evidence of economic and employer demand for this credential in Florida?
- **Wage:** Does the credential demonstrate evidence of earnings that support self-sufficiency and economic mobility?
- **Value:** Is the credential recognized by industry, portable across employers or regions, and stackable within a documented career pathway that leads to an in-demand, high-wage occupation?

Section II: Required Criteria

A. Eligible Applicants

Eligible applicants authorized to submit MCL applications are local workforce development boards, Florida school districts, and public or private colleges and universities located in Florida. Applicants must submit publicly available documentation demonstrating assessment integrity, availability in Florida, and compliance with sequencing requirements when applicable. Applicant submissions must comply with all published application instructions and technical assistance and must be complete to be reviewed and considered. Applications submitted at least 20 calendar days prior to the published submission deadline will receive notification if their application is not complete.

C. Credential to Occupational Linkage

Degree, non-degree, and registered apprenticeship credentials must be linked to at least one Standard Occupational Classification (SOC) code that meets both wage and demand criteria. All credentials are reviewed for SOC linkages, which are assigned by the Florida Department of Commerce and validated by the Credentials Review Committee. These linkages confirm that the skills and knowledge gained from the credential align with the education, training, and core duties required for the occupation. A credential may be linked to more than one occupation if all requirements are met for each linked occupation. Linked occupations are required to evaluate demand and may also be used to evaluate wage criteria, as described below.

Florida Credentials Review Committee

In addition, a document with Classification of Instructional Programs (CIP) to SOC linkages is produced by the Florida Department of Commerce and reviewed by CareerSource Florida. Upon approval, the State Workforce Development Board shall submit this document to the State Board of Education with each credential added to the MCL.

D. Resolving Credentials with Broad Skillsets

Credentials with generalized or nonspecific objectives may require supplemental documentation to establish occupational relevance. This may include revised learning outcomes, proposed SOC linkages, exam blueprints, labor market information, and stakeholder validation. To address this, applicants may provide evidence consistent with requirements specific to credential sequencing in Section II.F.5. Supporting evidence must document a clear rationale for each SOC code proposed, including exam objectives/blueprints and labor market information. Credentials assigned “No Valid SOC” may be revised or stacked with related credentials to demonstrate occupational relevance and strengthen alignment with the Framework of Quality.

E. Demand Criteria for Degree and Non-Degree Credentials

1. Labor Market Demand Product Criteria

Degree and non-degree credentials must be linked to at least one SOC code that meets demand criteria that is either:

- i. Designated by the [Labor Market Estimating Conference \(LMEC\)](#) as an occupation identified as an area of concern either statewide or for an individual region in the most recent [conference product](#) available at the time of the annual review of the MCL. **-OR-**
- ii. included on the statewide portion of Florida Department of Commerce’s most recent [Regional Demand Occupation Lists](#) available at the time of the annual review of the MCL.

2. Registered Apprenticeship and Demand

A registered apprenticeship program meets demand if it satisfies statewide demand criteria, demonstrate local demand through active apprentices, are newly registered, or successfully document local demand through application review.

3. Other Demand Pathways Local Demand

*Credentials that do not meet Labor Market Product Demand Criteria in Section II.E.1. may be evaluated under **local demand**. Only local workforce development boards can submit for local demand consideration. To qualify, a local workforce development board must submit evidence demonstrating the following:*

- i. Documented support from the local workforce development board, an education institution, and a business within the local area.
- ii. Evidence that the credential is recognized by industry and leads to occupations within an industry sector of focus or an emerging industry for the local area.
- iii. Evidence that current or projected job openings for the occupation exceed a locally established threshold or a minimum of 30 openings when no local threshold exists, based on [JobsEQ](#) or other state-adopted labor market information tools.

A local demand determination is valid for the year it is met and one additional year and is subject to the same duration limits and removal review as statewide determinations.

F. Wage Criteria

1. FETPIP

Credentials must show evidence of earnings outcomes and evidence that earnings outcomes meet middle- to high-level wages. For credentials that have sufficient and recent wage outcome data in the

Florida Credentials Review Committee

Florida Education and Training Placement Information Program (FETPIP), the following criteria must be met:

- a. Wages reported one year after completion must be greater than or equal to 80% of the median Year One wages for all non-degree credential completers in FETPIP. **-OR-**
- b. Wages reported five years after completion must be greater than or equal to 80% of the median Year Five wages for all non-degree credential completers in FETPIP.

2. Occupational Employment and Wage Statistics (OEWS)

FETPIP remains the primary source when available; state-adopted tools may be used when outcome data are insufficient or unavailable. If sufficient and recent wage data are not available using FETPIP, wage validation must rely on statewide Occupational Employment and Wage Statistics occupational data. Wages for linked SOC codes must be evaluated using the two most recent statewide Occupational Employment and Wage Statistics data releases available at the time of the annual MCL review. The wages must meet the following criteria.

- a. The 10th percentile wage for the occupation must be greater than or equal to the 10th percentile wage for all occupations requiring a postsecondary non-degree award.
-OR-
- b. The average annual wage for the occupation must be greater than or equal to the average annual wage for all occupations requiring a post-secondary non-degree award.
-OR-
- c. The 75th percentile wage for the occupation must be greater than or equal to the 75th percentile wage for all occupations requiring a postsecondary non-degree award.

Current wage thresholds are published on the CareerSource Florida website. Subsequent releases of the Occupational Employment and Wage Statistics program data may be used to resolve wage criteria requirements throughout the quarterly update cycle of the MCL.

4. Apprenticeship Wage determinations

A registered apprenticeship meets wage if the SOC code linked to the program meets exit wage criteria established in the program's approved wage scale.

5. Credential Sequencing Criteria for Career Pathways

Non-degree credentials, including micro-credentials, that do not meet the wage criteria must be stackable, part of an established career pathway, and sequenced to a credential that meets the wage criteria. Stackable credentials may be offered through certifications, non-degree programs, third party certifications, or occupational licenses. To meet the credential sequencing criteria, the non-degree credential must:

- a. Be linked to at least one SOC code that has an average wage greater than or equal to the median wage of high school graduates with no other credential as calculated using FETPIP data. Documentation of linkage may include skill maps demonstrating at least 15% of prerequisite skills for a higher-level credential as being taught and tested for in the lower-level credential.
-AND-
- b. Be validated and recognized by industry.
-AND-
- c. Demonstrate evidence that the credential is stackable as part of an established sequence of credentials as part of a career pathway that leads to an occupation that meets the Framework of Quality wage criteria. Evidence proving stackability must demonstrate a clear pathway to a certificate, associate degree or bachelor's degree that meets the wage criteria and may include credentials awarded from educational institutions for completion of credit-bearing

Florida Credentials Review Committee

courses, non-credit certifications for course completion, apprenticeship-related credentials, industry and professional association certifications and licenses. Evidence may include articulation agreements, data on industry hiring patterns, and other labor market information. Additional documentation may be required for credentials not directly aligned with Florida's Targeted Industries identified as part of requirements in Section 288.005(7), Florida Statutes.

Guidance on credential sequencing as part of an established career pathway will be issued by CareerSource Florida, in collaboration with the Florida Department of Commerce.

6. Local Wage Resolution Criteria

Credentials that do not meet statewide wage requirements in Section II.F.1. or 2. may be assessed using local wage data. If FETPIP data are unavailable, local wage may be documented using OEWS data from Chmura's JobsEQ by SOC code. To qualify, the local workforce development board must submit evidence demonstrating the following:

- a. Local OEWS wage estimates are available on the Florida Department of Commerce's website.
- b. Wage data from Chmura JobsEQ demonstrating current and projected wage estimates by SOC code. Wage estimates must be state or regionally specific.
- c. A letter from the local workforce development board or local business confirming wage levels and local labor market value.

A local wage determination is valid for the year it is met and one additional year and is subject to the same duration limits and removal review as statewide determinations.

Section III: Specialized Credentials

A. Degree Credentials

Degree credentials must be part of programs approved either by the State Board of Education, Florida College System or Commission for Independent Education programs and align with labor market value.

B. Agricultural Credentials

Agricultural credentials are submitted and evaluated by the Florida Department of Agriculture and Consumer Services in coordination with the University of Florida Institute of Food and Agricultural Sciences and Florida A and M University. These credentials must demonstrate relevance to Florida's agricultural sector through occupational linkage, demand evidence, wage outcomes, and industry validation.

C. Identified Essential Workforce Credential Pathways

Credentials required to sustain critical statewide activities in occupations identified in Section 420.5096(6)(a)1, Florida Statutes that would be eligible for the Florida Hometown Hero Program are eligible for inclusion on the MCL even if they do not meet the wage criteria in Section II.F.1. or 2. This applies to credentials leading to employment as a health care worker, school staff member, first responder, public safety or court employee, or child care worker. Additional qualifying occupations are made available at the following site: [Hometown Heroes Program](#).

D. Small Business and Entrepreneurial Workforce Support Pathways

Credentials aligned to small business and entrepreneurial occupations within targeted industry sectors per section 288.005, F.S., may be evaluated using wage growth and income progression that do not meet the wage criteria in Section II.F.1. or 2 or demand criteria in Section II.E.1. These entrepreneurial and small business credentials must:

- Be clearly aligned to one or more of Florida's identified targeted sectors; and

Florida Credentials Review Committee

- Support business creation, sustainability, expansion, or innovation that contributes to earnings growth, job creation, or supply chain stability within the sector.

Evidence of credential value may include income growth over time, business survivability, revenue benchmarks, advancement into higher-value contracts or markets, sector-based employer validation, or documented progression into supervisory or leadership roles.

E. Postsecondary Funding Eligibility Designations for Career and Professional Education (CAPE) Certification Funding List

Applicants seeking Florida Career and Professional Education (CAPE) Act postsecondary funding must submit an MCL application. A credential must be approved for inclusion on the MCL before the Florida Department of Education (FDOE) will consider it for CAPE funding. All CAPE postsecondary submissions must comply with Rule 6A-6.0576, Florida Administrative Code and the Framework of Quality, which assesses value, demand, and wage.

F. CAPE Digital Tool Certificates

Digital tool certificates provide foundational skills aligned with MCL credentials and are reviewed annually by the Florida Department of Education for inclusion. The Florida Department of Education shall annually submit a list of eligible digital tool certificates for review and approval by the Credentials Review Committee for inclusion on the MCL.

G. Workforce Pell Program Credentials

A credential must be approved for inclusion on the MCL before being considered by FDOE for inclusion on the state approved list of Workforce Pell programs.

Section IV: Appeal Process

The appeal process is governed by the Florida Credentials Review Committee Charter adopted pursuant to section 445.004(4), Florida Statutes. Appeals must be submitted through the [MCL application portal](#). Appeals may not introduce new credentials or materially revised program designs, can be submitted by LWDBs to resolve wage or demand deficiencies via local wage and local demand options described in sections II(D)(3) and II(E)(6) and must be submitted by the original applicant if not seeking to resolve through local wage or demand.

Section V: Periodic Quality Review of Credentials

Credentials on the MCL are subject to ongoing review based on updated wage and demand data. Credentials identified for removal remain on the list for two years under a flagged for removal process. Annual updates are published each February using the most recent labor market data, with defined timelines for curing deficiencies prior to removal.

- a. Credentials highlighted in yellow indicate the first year of flagged for removal status due to demand or wage deficiencies. Unresolved deficiencies by the following February result in a second year on the MCL.
- b. Credentials highlighted in orange indicate the second year of flagged for removal status. Required documentation must be submitted by December 1 to avoid removal from the MCL published the following February.

Approved _____
Disapproved _____

Action Item 3

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 operates under the Credentials Review Committee Charter, last approved on December 4, 2024.

The Credentials Review Committee Charter was reviewed and updates were recommended.

Key Updates

Transparency, Ethics, and Open Government Requirements

The Charter strengthens and clarifies ethics and transparency provisions by aligning conflict of interest requirements with statutory definitions of relatives and immediate family under Florida law.

Master Credentials List Processes

Statutory references to Career and Professional Education Industry Certification credentials are explicitly incorporated consistent with sections 1008.44 and 1011.62, Florida Statutes.

CIP to SOC Linkage

The Charter confirms that a process is established and in use for linking Classifications of Instructional Programs (CIPs) to Standard Occupational Classification (SOC) codes for new credentials of value to ensure alignment with occupational demand and wage requirements.

Appeals

The appeals process was updated to align with processes developed with the Master Credential List online application and credential inventory system.

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

FOR CONSIDERATION

- **Approve recommendations for changes to the Credentials Review Committee Charter that ensure statutory compliance, clarify governance and ethics expectations, and support a transparent and defensible credential review process aligned with Florida workforce priorities.**

ATTACHMENTS

- **CREDENTIALS REVIEW COMMITTEE CHARTER**

Florida Credentials Review Committee

A. GENERAL INFORMATION

Committee Name:	CareerSource Florida State Workforce Development Board Credentials Review Committee
Date First Chartered:	Sept. 8, 2021
Revised:	<u>May 13, 2026</u>
Effective:	<u>May 13, 2026</u>

B. COMMITTEE SUMMARY

Background

Section 14.36, Florida Statutes, the Reimagining Education and Career Help (REACH) Act, was 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 was 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 established 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 converged to create a uniform set of credentials and skills that align education and training to workforce needs. The REACH Act was a major step toward these goals. It created 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— pull together in the same direction, 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

Section 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 in science degree, bachelors of applied science, and bachelors of science.

Pursuant to section 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

Florida Credentials Review Committee

570.07(43); licenses; advanced technical certificates; college credit certificates; career certificates; applied technology diplomas; associate degrees; baccalaureate degrees; and graduate degrees.

Except as described in Section D., Authorities and Powers, 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 Help (REACH), who shall serve as Chair of the Committee.

Appointed Members

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

Appointment of Members and Term

The majority membership of 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.

Florida Credentials Review Committee

Membership should represent multiple geographic areas of the state, including urban, rural, and suburban areas.

Members of the Credentials Review Committee shall serve for 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. (section 119.01, Florida Statutes).

Section 286.011, 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.

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 are in a conflict of interest whenever they themselves, or their relatives or business associates may 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, "relative" means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Florida Credentials Review Committee

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 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.

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. The chair of the committee may name a vice chair, who may preside over meetings in the chair's absence. Other than the specific authorities, delegations and requirements described in section 14.36, Florida Statutes, section 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.

Florida Credentials Review Committee

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.

Florida Credentials Review Committee

- Designate staff and workgroups consisting of staff from CareerSource Florida, the Department of Education, Department of 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 Committee, including the review of credentials submitted for inclusion on the Master Credentials List.

E. MEETINGS AND COMMUNICATION

Meetings

All meetings of the Credentials Review Committee will be publicly noticed on the Credentials Review Committee website and held in an open forum. Before the committee votes on any item, board members, stakeholders, and members of the public will be provided an opportunity to provide comment. Committee members will consider all public and stakeholder input prior to voting to approve, not approve, not recommend, or provide consent on a matter before the committee.

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

Florida Credentials Review Committee

- 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.
- Technical Assistance documents on the submission of credentials of value.
- Master Credentials List.

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 meetings of the Credentials Review Committee, and the purpose of the meeting shall be stated in the notice. The notice shall comply with all 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 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.

Florida Credentials Review Committee

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, 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 and minutes of 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.

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 or exempt, may be inspected by any person or his agent or attorney, for any purpose at any reasonable time upon request. The request should be submitted to mcl@careersourceflorida.com.

All agendas, committee meeting packets, and –recordings of proceedings of the Credentials Review Committee shall be made available on request.

Budget and Fiscal Accountability

The CareerSource Florida Board of Directors shall adopt a budget for the purpose 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:

Florida Credentials Review Committee

- 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.
- 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 1001.706, Florida Statutes, and to guide the development of program standards and benchmarks 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.

Florida Credentials Review Committee

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, including CAPE credentials consistent with sections 1008.44 and 1011.62(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.
- 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); if the credential or degree program meets statewide, regional, or local level demand; the type of certificate, credential, or degree; and the primary standard occupation classification code.
- 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, may submit industry certifications

Florida Credentials Review Committee

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 has established 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 within the Framework of Quality. 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.

A document with CIP to SOC linkages is produced by Florida Department of Commerce and reviewed by CareerSource Florida. Upon approval, the State Workforce Development Board shall submit this document to the State Board of Education with each credential added to the Master Credentials List.

FETPIP Data Elements

Pursuant to section 1008.39(2), 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 FETPIP.

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 necessary to collect information on credentials by FETPIP under section 1008.39.

H. PROCESS FOR APPROVAL OF CREDENTIALS OF VALUE

The Framework of Quality and guidance supporting the framework are shared quarterly with all Florida school districts, educators and instructors in secondary and post-secondary 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.

Florida Credentials Review Committee

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 the applicant's point of contact 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.
- 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

Appeals must be submitted through the [MCL online application portal](#) within 15 calendar days of the denial notification. Appeal submissions must be consistent with requirements outlined in the Framework of Quality.

Florida Credentials Review Committee

The president/chief executive officer of CareerSource Florida will consult with the chair of the CareerSource Florida Board of Directors to decide sufficiency of the appeal and 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.

Appeals presented to the CareerSource Florida Board of Directors Executive Committee will 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

Section 14.36, Florida Statutes

[Section 445.004, Florida Statutes](#)

[Section 216.136, Florida Statutes](#)

[Section 1001.706, Florida Statutes](#)

[Section 1004.92, Florida Statutes](#)

[Section 1008.39, Florida Statutes](#)

[Section 1008.44, Florida Statutes](#)

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

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

Information Items



Florida Credentials Review Committee

Speaker Bios

Christina Coble



Christina Coble is the Business Services Manager for CareerSource Research Coast, the workforce development board serving Martin, St. Lucie, and Indian River Counties. In this role, Coble leads a dynamic team dedicated to creating smart, strategic solutions that help local businesses grow and thrive. She also fosters strong partnerships with economic development agencies and other key stakeholders to ensure the region’s workforce is prepared to meet today’s demands—and tomorrow’s opportunities.

With more than 13 years of experience in workforce development, Coble has held several key roles at CareerSource Research Coast in addition to Business Services Manager, including WIOA Programs Manager, Program Performance Coordinator, Job Developer, and Recruiter – each giving her a unique perspective on how to connect talent with business needs.

James Disbro



James Disbro is the Senior Director of Regional Alignment & Programs Development at CareerSource Suncoast.

Disbro has held senior leadership roles at three of Florida’s Local Workforce Development Boards, affording him a perspective that includes medium to large workforce service delivery models. He is highly endorsed as someone knowledgeable in Workforce Development.

In his current role, Disbro works collaboratively with internal and external partners ensuring proper alignment, service design, implementation, and regional continuity. In addition, he directs CSS data and reporting analysis, Registered Apprenticeship efforts, National Dislocated Worker Grants, Ticket to Work and other special projects/grants.

Florida Credentials Review Committee

Doreen Lund



Doreen Lund is the Apprenticeship Navigator at CareerSource Northeast Florida. She promotes the earn-as-you-learn model to both employers and job seekers and works to grow Registered Apprenticeships in the region.

Lund brings experience in higher education, human resources, and workforce development, and has presented at local, state and national conferences on these topics. Named Workforce Champion of Northeast Florida in 2022, Lund holds an MBA from the University of Florida and maintains the Certified Workforce Development

Professional (CWDP) and Professional in Human Resources (PHR) credentials.

Lindy Sherrer



Lindy Sherrer brings over 10 years of experience in workforce development, with a specialized focus on Career and Technical Education (CTE) and registered apprenticeship programs. With a decade dedicated to Career and Technical Education, she has extensive experience advancing student success through industry-aligned training and career pathway development.

Currently serving as an Apprenticeship Training Representative for Region 4, Sherrer works closely with employers, educational institutions, and community stakeholders to develop, register, and expand high-quality apprenticeship programs. With 10 years of experience as an Apprenticeship Coordinator, she has a strong track record of strengthening workforce systems, addressing critical skills gaps, and promoting sustainable training solutions that support both economic growth and long-term career advancement.

Kathryn Wheeler



Kathryn Wheeler became the State Director of the Florida State Apprenticeship Agency (SAA) at the Florida Department of Education in February 2022. In this role, she has lead statewide efforts to expand registered apprenticeship opportunities, streamlined processes for program sponsors and modernized agency procedures. Under her leadership, registered apprentice participation has increased by 17 percent, while preapprenticeship registrations have grown by 27 percent.

Wheeler brings more than 15 years of experience in workforce education and has held multiple leadership roles within the Florida Department of Education, including State Supervisor for the Architecture & Construction and Energy Career Clusters and Industry Certification Manager. Prior to her work in public service, she practiced as a licensed interior designer, delivering healthcare, office, residential, and commercial projects.