



Career and Professional Education (CAPE) Act Reporting

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Purposes for Reporting Industry Certifications

- Career and Professional Education (CAPE) Act
- Florida Education Finance Program (FEFP)
- School Grades – Accelerated Coursework
- Carl D. Perkins Career and Technical Education Act
 - Technical Skill Attainment Requirements



Statutory Requirements

Key Florida Statutes

- s. 1003.4203 – Digital materials, CAPE Digital Tool certificates, and technical assistance
- s. 1003.491 – Florida Career and Professional Education Act
- s. 1003.492 – Industry-certified career education programs
- s. 1003.493 – Career and professional academies and career-themed courses
- s. 1003.4935 - Middle grades career and professional academy courses and career-themed courses
- s. 1008.44 – CAPE Industry Certification Funding List and CAPE Postsecondary Industry Certification Funding List
- s. 1011.62(1)(o) – Add-on FTE for industry certification in the FEFP

Florida Education Finance Program (FEFP), Section 1011.62(1)(o), F.S.

- Weighted FTE included in the FEFP
- Calculation is completed by the Department of Education based on reported data elements

FEFP – Allocation and Expenditure Requirements for funds received from this calculation

- s. 1011.62(1)(o), F.S.
- Each district must allocate at least 80 percent of the funds provided for industry certification, in accordance with this paragraph, to the program that generated the funds.
- This allocation may not be used to supplant funds provided for basic operation of the program.

FEFP – Allocation and Expenditure Requirements for funds received from this calculation (Teacher Bonuses)

- Districts are required to pay bonuses to each classroom teacher who provided direct instruction toward the attainment of an industry certification that qualified for additional full-time equivalent membership.
 - Bonuses are awarded to teachers who are employed by the district in the year in which the additional FTE membership calculation is included in the calculation
 - Districts must determine which teachers qualify for the teacher bonus under the statute.

FEFP – Allocation and Expenditure Requirements for funds received from this calculation (Teacher Bonuses)

- The following bonuses are required from the funds in the 2017-18 FEFP Calculation:

Funding Weight on the 16-17 ICFL	Required Teacher Bonus in 2017-18
0.1 Weight	\$25
0.2 Weight	\$50
0.3 Weight	\$75
0.5 Weight	\$100
1.0 Weight	\$100

Governor Scott recently signed HB 7069 which removes the cap for teacher bonuses.

FEFP (Teacher Bonuses) – Additional Compensation Type Elements

- Teacher bonus information must be recorded in the Staff Information System
 - Additional Compensation Type element (Code 4)
 - Recorded on Surveys 2 and 3 for scheduled bonuses
 - Additional Compensation Type/Value element (Code 4 followed by 7-digit bonus figure which includes two decimal places)
 - Recorded on Survey 5 for paid bonuses
 - Example: \$450.00 = 40045000

Funding Weights for 2017-18 FEFP

Listing on CAPE ICFL	Funding Weight
CAPE Digital Tool Certificates	<ul style="list-style-type: none"> 0.025 FTE per certificate earned by students in elementary and middle school grades
CAPE Industry Certifications	<ul style="list-style-type: none"> 0.2 FTE for certifications with statewide articulation agreements (up to 14 credits) 0.1 FTE for certifications without statewide articulation agreements
CAPE Acceleration Industry Certifications	<ul style="list-style-type: none"> 0.5 FTE for certifications that articulate for 15 to 29 college credit hours 1.0 FTE for certifications that articulate for 30 or more college credit hours
CAPE Innovation Courses	<ul style="list-style-type: none"> 0.3 FTE for student completion of the course and the embedded certifications

Career-Themed Courses, s. 1003.493(1)(b)

- Career-themed course (CTC) is a course, or a course in a series of courses, that leads to an industry certification identified on the CAPE Industry Certification Funding List.
- Students earning industry certifications in career-themed courses may generate additional FTE membership.
 - Required for CAPE Innovation Courses and CAPE Acceleration Industry Certifications
 - **NOT required for CAPE Digital Tool Certificates and CAPE Innovation Courses**
- Districts register CTCs which are summarized in Appendix FF.



CAPE Industry Certification Funding List

Types of Certifications/Certificates on the CAPE Industry Certification Funding List

Listing on CAPE ICFL	Statute	Brief description
CAPE Digital Tool Certificates	s. 1003.4203(3) s. 1008.44(b)	<ul style="list-style-type: none"> • For elementary and middle grades students • Up to 15 certificates in the following areas: word processing; spreadsheets; sound, motion, and color presentations; digital arts; cybersecurity; coding • Do not articulate for college credit
CAPE Industry Certifications	s. 1003.4203(4) s. 1008.44(a)	<ul style="list-style-type: none"> • For students in Grades 6 through 12
CAPE Acceleration Industry Certifications	s. 1003.4203(5)(b) s. 1008.44(e)	<ul style="list-style-type: none"> • Certifications with 15 or more college credit hours

Link to current CAPE Industry Certification Funding List:

<http://fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.stml>

2016-17 CAPE Industry Certification Funding List

- The 2016-17 CAPE Industry Certification Funding List is posted at: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.stml>
- Includes version requirements, work experience waivers, and funding weights based upon current articulation agreements
- A detailed version of the funding list including descriptions and requirements of the certifications is available at: <http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.stml>

2017-18 CAPE Industry Certification Funding List

- 2017-18 Recommendations for Inclusion
- 2017-18 CAPE Digital Tool Certificates Recommendations
 - <http://www.fldoe.org/academics/career-adult-edu/cape-secondary>
- Funding List will be posted no later than August 1
 - Includes 7 new certifications



Test Administration Procedures

Test Administration Procedures

- To report industry certifications, the following procedures must be followed for all written examinations:
 - Exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under extremely limited conditions.
 - If only one individual is approved by the certifying agency as a proctor, the teacher may proctor the exams and must be independently monitored by a second individual who does not provide direct instruction for the industry certification content to the individuals taking the test(s).
 - Exam questions are delivered in a secure manner and paper-based tests are not available to the proctor for an extended period of time.
 - Exam is scored by certifying agency (cannot be scored by anyone at the district).
 - Exam is administered in accordance with the certifying agency procedures.
 - Exam must not have been administered more than 3 times during the academic year with a minimum of 20 days between test administrations.

Test Administration Procedures

- It is the district's responsibility to track the number of days between test administrations and the total test administrations.
- Certification exams administered that do NOT adhere to the required test administration procedures cannot be reported to the state for funding or any other purpose.
 - Includes certifications invalidated by the certifying agency
- For non-CAPE Assessments, Licensures and Certifications, districts must adhere to the same test administration requirements in 2017-18.



Data Reporting for Industry Certifications Earned through Dual Enrollment

Industry Certifications Earned through Dual Enrollment

- In certain circumstances, industry certifications earned through dual enrollment will be included in the FEFP calculation.
- A new element on location of dual enrollment was added to the 2016-17 Industry Certification format to collect information required for certifications earned through dual enrollment.

2016-17 New Data Element – Dual Enrollment Institution Type

- This element will be used to determine whether a certification earned through dual enrollment is fundable in the 2017-18 FEFP.
- Districts will identify the type of postsecondary institution with which the dual enrollment occurred:
 - District Career Center/Charter Technical Career Center
 - Florida College System Institution
 - Nonpublic postsecondary institution

Dual Enrollment Funding Eligibility – 2016-17

Type of Dual Enrollment	Funding Criteria
District Postsecondary Center/College	<ul style="list-style-type: none"> • Certification is not on the CAPE Postsecondary Industry Certification Funding List (PSICFL) or is not funding eligible on the PSICFL for district performance funding • Dual Enrollment Career-themed Course is registered (SCNS Course)
Florida College System Institution	<ul style="list-style-type: none"> • Certification is not on the PSICFL or is not funding eligible for colleges on the PSICFL • Dual Enrollment Career-themed Course is registered (SCNS Course)
Private Postsecondary	<ul style="list-style-type: none"> • Dual Enrollment Career-themed Course for a private institution

Dual Enrollment Funding Eligibility – 2017-18

Type of Dual Enrollment	Funding Criteria
District Postsecondary Center/College	<ul style="list-style-type: none"> Dual Enrollment Career-themed Course is registered (SCNS Course)
Florida College System Institution	<ul style="list-style-type: none"> Certification is not on the PSICFL or is not funding eligible for colleges on the PSICFL Dual Enrollment Career-themed Course is registered (SCNS Course)
Private Postsecondary	<ul style="list-style-type: none"> Dual Enrollment Career-themed Course for a private institution



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Data Reporting Overview

Data Reporting Cycle – 2016-17

Survey	
Survey 2, October 2016	Report students enrolled in career and professional academies <i>Career and Professional Academy Identifier</i> Report students enrolled in CAPE Innovation Courses
Survey 3, February 2017	Report students enrolled in career and professional academies <i>Career and Professional Academy Identifier</i> Report students enrolled in CAPE Innovation Courses
Survey 5, August 2017 to close of the survey	Report students enrolled in career and professional academies (Two formats: Federal/State Indicator & Industry Certification) <i>Career and Professional Academy Identifier</i> Report industry certifications/certificates earned and attempted on Industry Certification format <i>Industry Certification Identifier</i> <i>Industry Certification Outcome</i> Report student performance in CAPE Innovation Courses

Data Reporting Cycle – 2017-18

Survey Number	Survey Week	Due Date	State Processing	Final Update/ Amendment Date
1	July 10 – 14, 2017	July 28, 2017	July 24 – September 15, 2017	September 30, 2017 (2 weeks)
2	October 9 – 13, 2017	October 20, 2017	October 16 – November 3, 2017	December 15, 2017 (6 weeks)
3	February 5 – 9, 2018	February 16, 2018	February 12 – March 2, 2018	April 15, 2018 (6 weeks)
4	June 11 – 15, 2018	July 6, 2018	June 25 – July 13, 2018	August 15, 2018 (4 weeks)
5	N/A (academic year)	July 27, 2018	July 23 – August 24, 2018	October 31, 2018 (9.5 weeks)

CAPE Industry Certifications/CAPE Acceleration Reporting Guideline #1

- Data on CAPE Industry Certifications is reported on the Industry Certification format, Survey 5
 - <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2016-17-student-info-system/industry-certification.shtml>
- **All CAPE Industry Certifications and CAPE Acceleration Industry Certifications reported must be linked to a course number**
 - See the Industry Certification Reporting format for specific edits
- **Districts must report on all certifications taken**

CAPE Industry Certifications/CAPE Acceleration Reporting Guideline #2

- Data on CAPE Industry Certifications of **students enrolled in dual enrollment courses** must be reported if a **certification was attempted**.
 - This format cannot be used to report postsecondary dual enrollment course information for students who did not earn an industry certification.
 - *Reminder: Dual enrollment students may be funded in the FEFP under certain circumstances.*

CAPE Industry Certifications/CAPE Acceleration Reporting Guideline #3

- An industry certification code should only be reported with the **final student outcome** on the certification for the year.
 - The Industry Certification format allows a certification code to be reported with more than one course.
 - Even if the certification code is reported with more than one course, the funding calculation is unduplicated.

CAPE Industry Certifications/CAPE Acceleration Reporting Guideline #4

- Certifications are **reported in the year that they were earned.**
- Certifications may be reported linked to a prior year course in limited circumstances. Districts may report certifications earned during the prior reporting year, in cases where the certification could not have been earned by the end of the update period. This method cannot be used to correct data reporting errors.
 - Example: Student had to be 18 to earn the certification and the 18th birthday fell after the standard update period.
 - District may report prior year by using the following elements:
 - School Year – Record Submission element equals current reporting year.
 - School Year – Course Taken element equals the prior year.

CAPE Industry Certifications/CAPE Acceleration Reporting Guideline #5

- For a student earning an industry certification in a prior year (value of “P” on industry certification outcome), the student must not be reported with that same industry certification identifier in a subsequent reporting year.
 - For example, ADOBE010 - This certification often has software updates and new versions of the software and subsequent exams are released. If a student earned the ADOBE010 certification in 2015-16, the student may not be reported as attempting or earning that industry certification in any following year.

CAPE Industry Certifications/CAPE Acceleration Reporting Guideline #6

- For certifications with work experience requirements, an industry certification identifier may be reported as an attempt when all exams have been taken and any requirements other than work experience are satisfied (i.e., report valid identifier on Industry Certification Identifier element and outcome of "F" on the Industry Certification Outcome element).
 - Students must not be reported with an "F" for two consecutive years if the only certification requirement outstanding is the work experience.

CAPE Digital Tool Certificates Reporting Guideline #1

- Data on CAPE Digital Tool certificates is reported on the Industry Certification format, Survey 5
- Limited to elementary and middle grades students (grades K-8)
- **Elementary students' activity is reported with course number "0000000"**
- Middle grades students taught in a course setting should be reported with a course number
 - **If the digital tool instruction cannot be linked to a particular course, "0000000" may be used for the course number**

CAPE Digital Tool Certificates Reporting Guideline #2

- Prior year reporting is **not allowed** for CAPE Digital Tool certificates
- Students who earn additional FTE membership for a CAPE Digital Tool certificate may not use the previously funded examination to satisfy the requirements for earning a CAPE Industry Certification (s. 1011.62(1)(o), F.S.).
 - Ex: MICRO801 (MOS – Excel) may not be used toward the MICRO069 bundle



Important Data Reports

Data Reports on Funding Calculation – Student Level

- **F71102** – Includes the following:
 - Student ID
 - First Name
 - Last Name
 - District of Instruction
 - School of Instruction
 - Proportional distribution of FTE (for students enrolled in multiple districts)

Data Reports on Funding Calculation – Student Level

- **F71297** – Includes the following elements:
 - Student ID
 - First Name
 - Last Name
 - District of Instruction
 - School of Instruction
 - Industry Certification ID
 - Year Earned
 - Grade level
 - Course Number
 - Funding Weight
 - Estimated proportional share of total funding weight

Data Reports on Funding Calculation – Student Level

- **F71415**
 - Just-in-time simulation report of F71297
 - Same elements as F71297

Summary Data Reports Available to Districts

Report #	Report Title	Summary of the Report	Access to the Report
F71015	Career & Professional Academies Enrollment	Number of students enrolled in CAPE academies. Disaggregated by district, school, and academy.	Upon district request
F71018	Career and Professional Academy Membership	Number of students enrolled in CAPE academies. Disaggregated by district.	Upon district request
F71081	Career & Professional Academies Enrollment by Grade and School	Number of students enrolled in CAPE academies. Disaggregated by district, school, and grade level.	Upon district request
F71082	Number of Students Who Took/Passed an Industry Certification By School, Industry Certification and Grade Level	Includes all certifications attempted and earned on the CAPE Industry Certification Funding List for all students including those students not enrolled in a career-themed course. Disaggregated by district, school, and grade level.	Upon district request
F71166	Perkins Eligible Industry Certification By Grade And School	Includes all certifications attempted and earned that are Perkins eligible for all students including those students not enrolled in a career-themed course. Disaggregated by district, school, and grade level.	Upon district request
F71431	Funding-Eligible Number of Students Who Took/Passed an Industry Certification By School and Industry Certification	Includes all certifications attempted and earned on the CAPE Industry Certification Funding List for all funding-eligible students. Disaggregated by district and school.	Static
F71432	Funding-Eligible Number of Students Who Took/Passed an Industry Certification By School, Course and Industry Certification	Includes all certifications attempted and earned on the CAPE Industry Certification Funding List for all funding-eligible students. Disaggregated by district, school and course.	Static

Student-level Data Reports Available to Districts

Report #	Report Title	Summary of the Report	Access to the Report
F71102	List of Students Funded (3 rd and 4 th Calculations) for Industry Certifications on the CAPE Industry Certification Funding List by Student	Includes all students funded on the CAPE Industry Certification Funding List. Disaggregated by district, school, student ID and grade level.	Static
F71171	List of Students Attempting Industry Certifications on the CAPE Industry Certification Funding List	Includes all certifications attempted and earned on the CAPE Industry Certification Funding List for all students including those students not enrolled in a career-themed course. Disaggregated by district, school, student ID and grade level.	Upon district request
F71297	List of Students Funded (3 rd and 4 th Calculations) for Industry Certifications on the CAPE Industry Certification Funding List by Student and Certification	Includes all students funded on the CAPE Industry Certification Funding List. Disaggregated by district, school, student ID, grade level and certification.	Static
F71415	List of Students Funded for Industry Certifications on the CAPE Industry Certification Funding List by Student and Certification	Includes all students funded on the CAPE Industry Certification Funding List. Disaggregated by district, school, student ID, grade level and certification. This is a just-in-time report.	Upon district request



Web Resources and Contact Information

Web Resources

CAPE Act (Secondary)

<http://www.fldoe.org/academics/career-adult-edu/cape-secondary/>

- CAPE Industry Certification Funding Lists and the Career and Professional academy/career-themed course registration sites are available here.

Carl D. Perkins Technical Skill Attainment Inventories

<http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/carl-d-perkins-career-technical-edu/carl-d-perkins-resources.stml>

- See Header for Secondary and Postsecondary Technical Skill Attainment Inventory
- This information is also posted in Appendix Z

6A-6.0573, F.A.C.-- Industry Certification Process

<https://www.flrules.org/gateway/ruleNo.asp?id=6A-6.0573>

Key Contacts

Program

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Background Information and Resource Information

Q. How long after a course is completed may a district report industry certification outcomes of students?

- School districts may report students who complete industry certifications during the update period allowed by the FDOE for Survey 5 after an initial submission. The survey period dates are approved and published on an annual basis. For example, in the 2016-17 reporting cycle, Survey 5 will close on February 23, 2017.
- Amendment period for 2017-18 reporting is much shorter

Q. Does a district have to report data on students who take industry certification examinations, but who do not successfully earn the certification?

- **Yes. Districts must report on all students who attempt to earn an industry certification. There are separate data elements for industry certification identifier and industry certification outcome with multiple values on the outcome data element to reflect the student performance on the examination.**

Q. A student is administered the same industry certification written exam on May 1 and does not pass. A re-test is administered on May 10 and the student earns the certification. Can this student be reported as earning the certification to the state?

- No. The test administration procedures were not followed. All certifications and certificates on the Industry Certification format must be reported in accordance with the test administration procedures.

Q. A student is administered an industry certification exam three times and passed on the third attempt. Are all attempts reported on the Industry Certification format?

- No. For multiple attempts, only the final outcome for the year should be reported.

Q. How are elementary and middle grades students who earn a CAPE Digital Tool Certificate reported to the FDOE?

- Similar to CAPE Industry Certifications, districts must report certificates attempted or earned in Survey 5 on the Industry Certification format. However, there are some differences in the requirements. For these certificates, the following rules apply to reporting:
 - Can only be reported for students in grades K-8
 - For a student with a grade level of K-5, all zeroes must be reported for the course number
 - For a student with a grade level of 6-8, report the course number if the attainment of that certificate can be linked to the instruction provided in that course; otherwise, all zeroes may be reported for the course number.
 - Prior year reporting is not allowed for CAPE Digital Tool Certificates

Q. If a middle grades student earns a CAPE Digital Tool Certificate that is also part of an exam bundle, can the Digital Tool exam be used toward attainment of another industry certification?

- No. Middle grades student who earn additional FTE membership for a CAPE Digital Tool certificate may not use the previously funded examination to satisfy the requirements for earning a CAPE Industry Certification.
Example: A middle grades student earns Microsoft Office Specialist: Excel (MICRO801). That exam may not be used and funded as part of the MOS bundle (MICRO069).

Q. How are career-themed courses offered by school districts registered with the FDOE?

- The registration process for career-themed courses is specified in Rule 6A-6.0573(10), F.A.C.
- Registered courses are posted in Appendix FF, which can be found at:
 - <http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2016-17-student-info-system/index.shtml#APPENDICES>
- Career-themed courses are registered during the following windows:
 - Initial: October 16 to November 30 of the reporting year
 - Updates: February 1 to March 1 and August 1-10
- As part of this registration process, superintendents are required to certify the registered career-themed course meets all of the requirements in the law.



Reporting CAPE Innovation Courses

CAPE Innovation Courses Reporting Guideline #1

- Student enrollment
 - Reported on the Student Course Schedule format, Surveys 2 and 3
- Student performance
 - Reported on the Industry Certification format, Survey 5
- CAPE Innovation Course number must be reported with a single industry certification code for all courses - CAPEI001

CAPE Innovation Courses Reporting Guideline #2

- Districts need to report on all outcomes even if a student did not take the Advanced Placement assessment and/or the Industry Certification assessment.
- On the Industry Certification format, the code that will be used by the department to generate this funding is value “P” on the “Industry Certification Outcome” data element

CAPE Innovation Courses Reporting Guideline #3

Performance Outcome on the Advanced Placement Exam	Performance Outcome on the Industry Certification Exam	Data Reporting Code on Industry Certification
Did not take exam	Did not take exam	Z
Did not take exam	Took exam and did not earn the certification	I
Did not take exam	Took exam and earned the certification	I
Took exam and did not earn a "3" or higher	Did not take exam	I
Took exam and earned a "3" or higher	Did not take exam	I
Took exam and did not earn a "3" or higher	Took exam and did not earn the certification	F
Took exam and did not earn a "3" or higher	Took exam and earned the certification	C
Took exam and earned a "3" or higher	Took exam and did not earn the certification	A
Took exam and earned a "3" or higher	Took exam and earned the certification	P