

Career and Professional Education (CAPE) Act Reporting

Kathryn Wheeler

FAMIS

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Florida's Workforce Education Initiative



What is Reported?

- CAPE Academy Enrollment
 - Middle school
 - High school
- Course Performance Data for Industry Certifications & Other Assessments
 - Attempted
 - Earned
 - CAPE Innovation Course Outcomes

Topics

- Reporting Requirements and Resources
- Data Reporting Overview
- FEFP Funding Issues
- Important Data Reports
- Why wasn't this funded?

Reporting Requirements and Resources



Industry Certification Format

District and School Numbers	Current Enrollment and Current Instruction/Service
Student Identifiers	Local, State, FLEID
Survey Period Code	
Grade Level	
School Year	Record Submission and Course Taken
Course Number	Required for Industry Certifications, Used for FEFP Match to Appendix FF
Career and Technical Education/Adult General Education Program Code	See Industry Certification Edit 11 for specifics on reporting; also see file F61730
Career and Professional Academy Identifier	Valid Codes in Appendix Y
Industry Certification Identifier	Valid Codes in Appendix Z
Industry Certification Outcome	
Industry Certification Date Earned	
Dual Enrollment Institution Type	

Federal/State Indicator Status (2 elements)

- CAPE Reporting for two data elements
 - Career and Professional Academy Identifier (First)
 - Career and Professional Academy Identifier (Second)

Appendices for Reporting

Appendix Z	Unique 8 digit code for Industry Certification Identifier
Appendix Y	Assigned during academy registration process; 3 digit identifier for reporting students participating in registered middle and high school academies
Appendix FF	List of all career-themed courses and industry certifications registered by a district (used for FEFP funding eligibility calculation)

Appendix Z – Industry Certification Identifier

Fields:

- **Industry Certification Identifier**
- Industry Certification Title
- Certifying Agency Name
- School Grades Eligible Under Rule 6A-1.09981, F.A.C.
- Perkins Technical Skills Attainment Eligible
- Additional FTE Eligible under s.1011.62(1)(o),F.S.
- Type
 - 1- CAPE Industry Certification
 - 2- CAPE Acceleration Industry Certification
 - 3- CAPE Digital Tool Certificate)
- Differentiated Waiver of Certification Requirements
- Weight for FEFP Calculation in s.1011.62(1)(o),F.S.

Typically, this Appendix is updated throughout the year. The 2021-22 Appendix Z will be available in the Fall.

Appendix Y – Career and Professional Academies Registered with FDOE

- Middle school and high school academies registered by school districts
- Fields
 - District Number/Name
 - School Number/Name
 - **Academy Identifier**
 - Career and Professional Academy Name
 - Academy Level
 - Indicator if this is a new academy in the current year

Appendix FF – Registered Career-themed Courses

- Courses registered by the school district during the open submission windows
- 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.
- Certifications earned in these courses may be eligible for the additional FTE calculation in the FEFP.
- Fields
 - District Number/Name
 - School Number/Name
 - Course Number/Name
 - Indicator of Dual Enrollment Course Number
 - Certifications associated with the registered CTC

Data Reporting Overview



Standard Data Reporting Cycle

Survey	Information Reported
Survey 2, October	Report <i>Career and Professional Academy Identifier</i> on Federal/State Indicator Status format
Survey 3, February	Report <i>Career and Professional Academy Identifier</i> on Federal/State Indicator Status format
Survey 5, July through October	<p>Report <i>Career and Professional Academy Identifier</i> on two formats: Federal/State Indicator Status and Industry Certification</p> <p>Report industry certifications/certificates earned and attempted on Industry Certification format:</p> <ul style="list-style-type: none"> • <i>Industry Certification Identifier</i> • <i>Industry Certification Outcome</i> <p>Report student performance in CAPE Innovation Courses</p>

CAPE Industry Certification Funding List

Grade Levels and Funding Weights

	Grade level for which data reporting is allowed	Funding Weight
CAPE Digital Tool Certificates	K-8	0.025 FTE
CAPE Industry Certifications	6-12	0.1 or 0.2 FTE
CAPE Acceleration Industry Certifications	6-12	0.5 or 1.0 FTE

What is reported on this Industry Certification format?

- Outcomes for all CAPE certifications and Digital Tool Certificates
- Outcomes for CAPE Innovation Courses
- Any other technical skill attainment assessment for Perkins accountability measures on Appendix Z

CAPE Course Reporting Requirements

Report the course number in which the student attempted or earned an industry certification. Course numbers may be reported for Digital Tool Certificates, but are not required.

Type	Requirement	Edits
CAPE Digital Tool Certificates	For Grades 6-8,	Valid course number OR "0000000" reported
	For less than 6 th grade	"0000000" must be reported for the course number field
CAPE Industry Certifications*	Valid course number must be reported.	10, 11
CAPE Acceleration Industry Certifications*	If course is a career education course, a valid CTE/AGE program code must be reported. <i>*For FEFP Funding eligibility, the course number and industry certification reported must match the course number and certification on Appendix FF. For secondary courses, the school number must also match.</i>	

Special Note on reporting Dual Enrollment Courses on the Industry Certification format

- Report only if a certification was attempted in the course.
- This format cannot be used to report postsecondary dual enrollment course information for students who did not attempt an industry certification.
- Dual enrollment students may be funded in the FEFP under certain circumstances; the certification cannot be fundable in another postsecondary appropriation.

Element for Identifying Dual Enrollment Funding Eligibility – Dual Enrollment Institution Type

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

Reporting Outcomes

- Data Element: Industry Certification Outcome
- The final student outcome should be reported for an industry certification.
 - If a student took the industry certification exam more than once, only the outcome of the final attempt should be reported.
- Codes for Industry Certification and CAPE Digital Tool Certificates:
 - P = Earned Certification/Certificate
 - F = Attempted but did not earn Certification/Certificate

Reporting Outcomes continued

- Certification Code: CAPEI001
- Districts report on all outcomes even if a student did not take the Advanced Placement assessment and/or the Industry Certification assessment.
- CAPE Innovation Courses Funding Eligibility:
 - P = Student passed all assessments (academic and certification) for the course

Reporting Outcomes: CAPE Innovation Course

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

When to Report an Outcome

- Certifications are reported in the year that they were earned.
- Reporting linked to a prior year course is allowed for certain industry certifications:
 - Those for which there is a gap between when the student completes the course and when they can sit for the industry certification exam.
 - District may report prior year data by using the following elements:
 - School Year – Record Submission element equals current reporting year.
 - School Year – Course Taken element equals the prior year.

Reporting Industry Certification Date Earned

- An industry certification earned date is required.
 - <http://www.fldoe.org/core/fileparse.php/19879/urlt/2021-197290.pdf>.
 - If a certification requires multiple exams which may be taken on different dates, the industry certification earned date is based on the date of the examination which resulted in the award of the credential.

Reporting Outcomes When Work Experience is Required

- 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 should not be reported with an "F" for two consecutive years if the only certification requirement outstanding is the work experience.

Special Note about CAPE Digital Tool Certificates

- 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: MICRO803 (MOS – PowerPoint) may not be used toward the MICRO069 bundle or the MICRO017 Microsoft Office Specialist Master Certification.

FEFP Funding Issues



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

- The FEFP calculation includes additional FTE membership for certifications/certificates earned on the CAPE Industry Certification Funding List or for CAPE Innovation Courses.
- See Appendix Z for information on which certification codes are eligible for FEFP funding.
- Calculation is completed by the Department of Education based on reported data elements.

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

- Each district must allocate at least 80 percent of the funds provided for industry certification, in accordance with state law, 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 FEFP Calculation:

Funding Weight on the 2019-20 ICFL	Required Teacher Bonus in 2020-21
0.1 Weight	\$25
0.2 Weight	\$50
0.3 Weight	\$75
0.5 Weight	\$100
1.0 Weight	\$100

There is no 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

Test Administration Procedures

- Industry certifications that are not administered in accordance with [Rule 6A-6.0573](#) cannot be reported for funding or any other purpose.
- Requirements include:
 - Exam must not have been administered more than 3 times during the academic year.
 - A minimum of 20 days are required between test administrations.

Important Data Reports



Data Reports on Funding Calculation – Student Level

- **Created with the FEFP Calculations**
- **F71297** – Includes the following elements:
 - District of instruction
 - Survey number
 - School of instruction
 - Student ID
 - First name
 - Last name
 - Industry certification ID
 - Year earned
 - Grade level
 - Course number
 - Funding weight
 - District pro-rated FTE
 - Capped FTE
 - Pro-rated FTE value

Notes on F71297 Elements

- District Pro-rated FTE = Indicator if the student was subject to a pro-ration because the same certification was reported for funding in more than one district in the same year.
 - 1 when reported by just one district; 2 when reported by two districts; 3+ (or more: number will be the number of districts that reported the same certification)
- Capped FTE = Indicator if grade K-8 student level cap of 0.1 FTE was applied:
 - Y for yes; N for no (all grade 9-12 records will automatically be N)
 - Would only apply if student grade level was less than 9th grade
- Pro-rated FTE Value:
 - If Student Level Funding Cap was applied
 - Calculated by multiplying the “Estimated Proportionate Share of Funding Weight” by 0.1 FTE

F71415 – On Demand Report

- Has the same programming as the F71297.
- Must have reported data on the Industry Certification format before you can run this report.

F71535 – New On Demand Report: Certifications that are not being funded

- This district on-demand report can be used to check for industry certifications that have been reported by the district, but are not being funded.
- In order to make use of this report, districts must submit data by the load date.
- This report can be used to determine if updates to the registered Career-themed courses need to be made during the final registration window, which is held July 15th through August 10th.

CAPE Data Reports (See Handout)

CAPE Data Reports

Report #	Report Title	Summary of the Report	Access to the Report	Report Technical Details	Report Name at NWRDC
F71015	Career & Professional Academies Enrollment	Number of students enrolled in CAPE academies. Disaggregated by district, school, and academy.	Upon district request	*Federal State Indicator matched to Appendix Y (Career and Professional Academies) *Excludes academies that are ZZZ	**Once the request is processed by FDOE, the data file output can be found at DPSdd.GQ.F71015.Yyyyy5 and the associated report can be found at DPSdd.GQ.F71015.RPT.Yyyyy5
F71018	Career and Professional Academy Membership	Number of students enrolled in CAPE academies. Disaggregated by district.	Upon district request	*Federal State Indicator matched to Appendix Y (Career and Professional Academies) *Excludes academies that are ZZZ	**Once the request is processed by FDOE, the data file output can be found at DPSdd.GQ.F71018.Yyyyy5 and the associated report can be found at DPSdd.GQ.F71018.RPT.Yyyyy5
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	*Federal State Indicator matched to Appendix Y (Career and Professional Academies) and to EndYearStatus * Includes grades 06-12 only	

CAPE Data Reports (See Handout)

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, certification and grade level.	Upon district request	*Industry Certification format matched to Appendix Z (CAPE Industry Certification Funding List) *Excludes CAPEI001 *FTE Type must be 1, 2, or 3 *FTE Eligible must be Y *Includes grades KG-12	**Once the request is processed by FDOE, the data file output can be found at DPSdd.GQ.F71015.Yyyyy5 and the associated report can be found at DPSdd.GQ.F71015.RPT.Yyyyy5
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, course, certification and FTE Type.	Static	*Industry Certification format matched to Appendix Z (CAPE Industry Certification Funding List) *Excludes CAPEI001 (fte eligible Y, FTE type Z) *FTE Type must be 1, 2, or 3 *FTE Eligible must be Y *Includes grades KG-12	**Once the request is processed by FDOE, the data file output can be found at DPSdd.GQ.F71432.Yyyyy5 and the associated report can be found at DPSdd.GQ.F71432.Yyyyy5.RPT
F714330	Industry Certification Original Format (O-File)	Outputs all clean data (records that received no rejects) to an output file formatted as defined in the Industry Certification format			**Once the request is processed by FDOE, the output can be found at DPSdd.GQ.F714330.Yyyyy5
F71435	Industry Certification Edit Errors	Lists all reject edits found in the most recent initial or batch file			On NWRDC, this file generates following each initial or batch file. The output can be found at DPSdd.GQ.F71435.Yyyyy5

**On NWRDC CICS, districts request the report from the Student Component Menu under option 26 - Reports for Request.

CAPE Data Reports (See Handout)

Student Level Funding Reports

Report #	Report Description	Summary of the Report
F71297	This report is created with the FEFP Calculations and can be used to estimate bonus FTE funding.	Includes District of Instruction, Survey number, School of Instruction, Student ID, First Name, Last Name, Industry Certification ID, Year Earned, Grade level, Course Number, Funding Weight, District Pro-rated FTE, Capped FTE and Pro-rated FTE value.
F71415	This on-demand report can be used to estimate funding. Prior to the release of the F71297. In order to make use of this report, data must have been reported on the Industry Certification format.	Includes the same information as the F71297 Report.
F71535	This district on-demand report can be used to check for industry certifications that have been reported by the district, but are not being funded. In order to make use of this report, districts must submit data by the load date.	Includes District of Instruction, FLEID, First Name, Last Name, Industry Certification ID, Certification Title, Funding Weight, School of Instruction, Course Number, Course Year, Grade level and the following indicators: <ol style="list-style-type: none"> 1. Is the course on Appendix FF? 2. Is the course on Appendix FF with the certification? 3. Was this certification funded in a prior year? 4. If funded in a prior year, in what district? 5. If funded in a prior year, in what year?

**Why wasn't
this funded???**



Top 6 Reasons Why Certifications Don't Get Funded

- 1) Industry Certification record is created locally but not sent to FDOE.
 - Aren't sure? Request O-File F71433O and verify it contains the number of records you expect; check specific schools, certifications and students.
- 2) Industry Certification record received reject errors causing the record not to load to FDOE.
 - Always check the Initial or Batch Edit Listing following each file submission. The edit listing is system generated automatically after each submission. You do not need to request the report: DPSdd.GQ.F71435.Yyyy5.
- 3) Industry Certification Outcome on the Industry Certification record does NOT have passing outcome.
 - The outcome must be code "P" to be eligible for funding.

Top 6 Reasons Why Certifications Don't Get Funded

- 4) Industry Certification Identifier on the Industry Certification record has an identifier that is NOT funding eligible.
- Check PK-12 Appendix Z (the appendix year should be the same as the data reporting year). The column “Additional FTE Eligible under S.1011.62(1)(o),F.S.” must be Yes in order to be eligible for funding
 - If the certification was earned through dual enrollment with a district postsecondary institution or the Florida College System, check the Postsecondary Industry Certification Funding List. The column “Eligible for District Performance Incentive Funds” must be Yes in order to be eligible for funding for districts; or column “Eligible for College Performance Incentive Funds” must be Yes to be eligible funding for colleges.

Top 6 Reasons Why Certifications Don't Get Funded

- 5) The Industry Certification record does NOT match the district's registered Career-Themed Course Registration.
- Check PK-12 Appendix FF (the appendix year should be the same as the data reporting year). All 3 of these fields (school number, course number & industry certification identifier) must match on Appendix FF to be eligible for funding.

Top 6 Reasons Why Certifications Don't Get Funded

- 6) The Industry Certification Identifier was funded previously for the student.
- A student cannot be funded for a specific certification more than once;
 - The historical F71297 reports contain all information needed to verify when/if a student was previously funded;
 - Save all F71297 reports; they can be searched to see if the student/certification was funded in any previous year;
 - If the student/certification was funded previously, they cannot be funded again even if you reported everything correctly in the current reporting year;
 - Download the F71297 report as soon as possible, as it is available for a limited time.

Recommendation: Work with your District CTE Leadership on Reviewing Rejected Records

- Provide your district CTE director with the following information on the industry certification records:
 - Rejected Records with information on which edit was an issue.
 - F71082 report
 - F71432 report

Best Practices for Ensuring 20-21 Industry Certifications are Funded in the 21-22 FEFP

- 1. Load Industry Certification Data by July 23, 2021.** (Due date for the format).
2. Run the F71415 report to validate funding eligibility of records.
3. Run the new F71535 report to see what certifications were reported, but are not being funded.
4. Share report with your CTE Director, who will be able to review and identify discrepancies with Career-themed course registration and industry certification records.
- 5. From July 15 to August 10, districts can update CTC registration for Appendix FF.**
6. Submit edits by Survey 5 deadline (October 31, 2021).

Resources

- 2020-21 Secondary CTE Database Handbook with Appendices:
<http://www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/2021-CTE-handbooks.shtml>
- 2020-21 Survey Dates:
<http://www.fldoe.org/core/fileparse.php/7574/urlt/2021-surveydates.pdf>
- CAPE Industry Certification Funding List & Detailed List:
<http://fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.shtml>
- Resources CAPE Secondary and CAPE Technical Assistance Paper:
<http://fldoe.org/academics/career-adult-edu/cape-secondary/resources.shtml>
- CAPE Statutes & Rule: <http://fldoe.org/academics/career-adult-edu/cape-secondary/statutes-rules.shtml>

Contacts

Kathryn Wheeler, CAPE Industry Certification Manager
Kathryn.Wheeler@fldoe.org or industrycertification@fldoe.org
850-245-9030

Leanne Ames, Data Reporting
Leanne.Ames@fldoe.org
850-245-9094

School Grades Office
Accountability@fldoe.org
850-245-0411