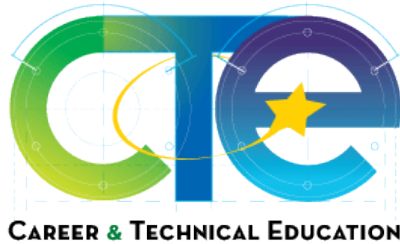# Brevard Public Schools
Career & Technical Education

Industry Certification Manual 2020-21

Division of Curriculum & Instruction
Dr. Stephanie Soliven
Assistant Superintendent

Career & Technical Education
Rachel Rutledge
Director

Career & Technical Education Content Specialists/Resource Teachers
James Johnson
Jenny King
Dennis Soboleski
Karla Terrio
Michele Thomas

Website: www.CTEbrevard.com

2700 Judge Fran Jamieson Way
Viera, FL 32940-6601

Contents

Purpose

Introduction

In 2007, the Florida Legislature passed the [Career and Professional Education Act](). The purpose of the act was to provide a statewide planning partnership between the business and education communities to attract, expand, and retain targeted, high-value industry and to sustain a strong, knowledge-based economy. The objectives of the act are as follows:

- To improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities
- To provide rigorous and relevant career-themed courses that articulate to postsecondary level coursework and lead to industry certification
- To support local and regional economic development
- To respond to Florida's critical workforce needs
- To provide state residents with access to high-wage and high-demand careers

To implement the act, the Florida Department of Education (FDOE), the Department of Economic Opportunity (DEO), and CareerSource Florida are partnered together. At the local level, the act mandates the development of a local strategic plan prepared by school districts with the participation of regional workforce boards and postsecondary institutions.

A key component of this act is a list of state-approved industry certifications that are critical to Florida's employers. The legislation originally tasked the Agency for Workforce Innovation (AWI) with defining "Industry Certification." The agency has provided FDOE with the following definition:

> A voluntary process, through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies, resulting in the award of a time-limited credential that is nationally recognized and applicable to an occupation that is included in the workforce system's targeted occupation list or determined to be an occupation that is critical, emerging, or addresses a local need.

In 2014, Senate Bill 850 amended s. [1003.492(2), F.S]()., to include the following definition of industry certification:

> Industry certification as used in this section is a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies, resulting in the award of a credential that is nationally recognized and must be at least one of the following:
>
> a) Within an industry that addresses a critical local or statewide economic need
> b) Linked to an occupation that is included in the workforce system's targeted occupation list
> c) Linked to an occupation that is identified as emerging

Federal Requirements

Carl D. Perkins Act

The purpose of this [Carl D. Perkins Act](#) is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs, by:

- building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high-skill, high-wage, or high-demand occupations in current or emerging professions
- promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students
- increasing state and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education
- conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities
- providing technical assistance that promotes leadership, initial preparation, and professional development at the state and local levels; and improves the quality of career and technical education teachers, faculty, administrators, and counselors
- supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries
- providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive

Accountability (Section 113)

The Act supports a state and local performance accountability system designed to assess the effectiveness of the state and local funding recipients in achieving progress in CTE secondary and postsecondary student performance.

The state-developed performance measures must consist of core indicators, any additional indicators that the state determines, and the "state adjusted levels of performance" for all the indicators. They must be developed with input from local recipients. States are required to develop performance measures for the following required core indicators identified in section 113 of the Act:

Secondary Indicators

- Academic attainment in reading/language arts, and mathematics as measured by the Florida statewide assessments identified in statute

- Technical skill attainment, including achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate
- Student graduation rates
- Student placement in postsecondary education or advanced learning, in military service, or in employment
- Student participation in and completion of CTE programs that lead to nontraditional fields

Postsecondary Indicators

- Technical skill attainment, including achievement on technical assessments, that are aligned with industry-recognized standards, if available and appropriate
- Student completion of an industry-recognized credential, a certificate, or a degree
- Student retention in postsecondary education or transfer to a baccalaureate degree program
- Student placement in military service or apprenticeship programs or placement in high-skill, high-wage, or high-demand occupations or professions
- Student participation in and completion of CTE programs that lead to nontraditional fields

State Adjusted Levels of Performance

The Secretary of the U. S. Department of Education (USDOE) and the state eligible agency will reach agreement on the levels of performance for each of the secondary and postsecondary indicators. With input from the eligible recipients, the state must establish and include in the state plan, levels of performance for each of the core indicators of performance above, as well as any additional indicators. These levels of performance must be expressed in percentage or numerical form and must require continual improvement in the performance of CTE students.

Local Adjusted Levels of Performance

In a manner, similar to the adjusted performance level negotiations between the Secretary of Education and states, local recipients must also establish performance goals. Each local recipient must agree to accept the state adjusted levels of performance as their own local adjusted levels of performance or negotiate with the state for new levels for each of the core indicators established by the state. Local levels must also be expressed in percentage or numerical form and require continuous improvement. Local levels must be identified in the local plan submitted under Section 134. Local Adjusted Levels of Performance for the 2018- 2019 year will be determined once the state has negotiated state performance levels with the USDOE.

Local Reporting

Each local recipient must submit a report to the state each year regarding the progress the recipient has made in achieving its performance levels, including the performance of special populations. Data must be disaggregated for each indicator of performance by specified subcategories of students and the categories of special populations identified in Perkins.

State Requirements

CAPE Academies

State Legislation

- **Designation of School Grade** – [Florida Administrative Code 6A-1.09981](#) Participation and performance of students taking industry certification examinations on the CAPE Industry Certification list shall be calculated in school grade
- **Standard High School Diploma Designation** – [Florida Statute 1003.4285](#) established a new Scholar and Merit diploma designation for current and future high school students earning a standard high school diploma:
  - Students may earn a Scholar designation if they satisfy course and testing requirements above-and-beyond those required for a standard diploma (e.g., earn credit in Algebra II and Chemistry or Physics and an equally rigorous science course, pass the Biology I end-of-course (EOC) assessment, and pass future English Language Arts and Algebra II assessments as applicable).
  - Students pursuing a Merit designation must attain one or more industry certifications from the CAPE Industry Certification list. Rigorous industry certifications that articulate to college credit may satisfy up to two math credits and one science credit.
- **Calculation of additional full-time equivalent (FTE) membership** - [Florida Statute 1011.62](#) Bonus FTE is based on successful completion of a career-themed course or courses with embedded CAPE industry certifications or CAPE Digital Tool certificates, and issuance of industry certification identified on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education or CAPE Digital Tool certificates pursuant to ss. [1003.4203](#).and [1011.62](#)
  - A value of 0.025 full-time equivalent student membership shall be calculated for CAPE Digital Tool certificates earned by students in elementary and middle school grades
  - A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a career-themed course as defined in ss. 1003.493(1)(b) or courses with embedded CAPE industry certifications and who is issued an industry certification identified annually on in the CAPE Industry Certification Funding List approved under rules adopted by the State Board of Education.
  - A value of 0.2 full-time equivalent membership shall be calculated for each student who is issued a CAPE industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For CAPE industry certifications that do not articulate for college credit, the Department of Education shall assign a fulltime equivalent value of 0.1 for each certification.
  - A value of 0.5 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 15 to 29 college credit hours, and 1.0 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 30 or more college credit hours pursuant to CAPE Acceleration Industry Certifications approved by the commissioner.

- o   Creates a bonus program for teachers of industry certification courses
- **Career-themed education programs** - Florida Statutes: 1003.492 – Career-themed courses and professional academies shall be coordinated with the appropriate industry indicating that all components of the program are relevant and appropriate to prepare the student for further education or for employment in that industry. The SBE shall use the expertise of Workforce Florida, Inc., and Enterprise Florida, Inc., to develop and adopt rules pursuant to ss. 120.536(1) and 120.54 for implementing an industry certification process. Industry certification shall be defined by the Agency for Workforce Innovation, based upon the highest available national standards for specific industry certification, to ensure student skill proficiency and to address emerging labor market and industry trends. The list of industry certifications approved by Workforce Florida, Inc., shall be published and updated annually by a date certain, to be included in the adopted rule.

Diploma Designation

Florida Statute 1003.4285 established a new Scholar and Merit diploma designation for current and future high school students earning a standard high school diploma.

- **Scholar Designation** – Students may earn a Scholar designation if they satisfy course and testing requirements above-and-beyond those required for a standard diploma (e.g., earn credit in Algebra II and Chemistry or Physics and an equally rigorous science course, pass the Biology I end-of-course (EOC) assessment, and pass future English Language Arts and Algebra II assessments as applicable)
- **Merit Designation** – Students pursuing a Merit designation must attain one or more industry certifications from the CAPE Industry Certification list. Rigorous industry certifications that articulate to college credit may satisfy up to two math credits and one science credit.

District Requirements

BPS increased graduation requirements beginning with the class of 2011, to include a minimum of 3 credits in one of the following areas:
- Approved dual enrollment, AP, IB, AICE or approved Honors Courses

    or
- Sequential CTE program of study resulting in a credential endorsed by a national, state or local industry.

FLDOE CAPE Industry Certification requirements

Teacher Industry Certification Requirements

[F.S. 1003.493](#) (4.b.1) Each career and professional academy and secondary school providing a career-themed course must include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private 2-year and 4-year postsecondary institutions and technical centers. The Department of Education, in consultation with the Board of Governors, shall establish a mechanism to ensure articulation and transfer of credits to postsecondary institutions in this state. Such partnerships must provide opportunities for instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching.

Test Administration Procedures

For additional guidance on Test Administration procedures, refer to [State Rule 6A-6.0573](#).

1. **Are teachers allowed to proctor the certification written (paper/pencil or online) exam administrations of their own students?** *No. State Board of Education states, "The written exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under the following conditions:*
   • *If the only individual permitted to be a proctor by the certifying agency is providing direct instruction for the industry certification and only one (1) eligible proctor is approved in a school, the individual providing direct instruction shall be permitted to proctor the exam; and,*
   • *All written tests proctored by the individual providing direct instruction are independently monitored by a second individual who does not provide direct instruction for the industry certification to the individuals taking the test(s)*

2. **Is there a standard waiting period between test administrations?** *Yes. State Board of Education states, "The exams leading to the industry certification must not have been administered to a student more than three (3) times during the academic year with a minimum of twenty (20) calendar days between test administrations." There are no exceptions to this rule.*

3. **Is there a maximum number of times during an academic year that industry certification exams can be administered?** *Yes. State Board of Education states, "The exams leading to the industry certification must not have been administered to a student more than three (3) times during the academic year with a minimum of twenty (20) calendar days between test administrations." There are no exceptions to this rule.*

4. **A student took and failed an industry certification exam on October 1. What is the earliest date this student is eligible to retake the exam under the minimum 20-day waiting period?** *A minimum of 20 calendar days is required between test administrations. The student is eligible to retake that industry certification/certificate exam on October 22. There is no exception should this date fall on*

a weekend.

5. **If a student fails an industry certification exam then retakes and passes it before the minimum 20-day waiting period, what should the district do?** *The student attainment of the industry certification/certificate may not be reported to the FLDOE as it does not comply with the test administration procedures as outlined in [Rule 6A-6.0573(13)(c), F.A.C](.)*.

6. **There was a technical glitch during test administration. Does the 20-day waiting period apply to situations in which an exam was invalidated by the certifying agency?** *No. Since the results of that exam were invalidated by the certifying agency, it does not count as one of the three allowable exam administrations and is not subject to the language in [Rule 6A6.0573](.). FLDOE recommends that the district obtain a letter from the certifying agency explaining the technical glitch for audit purposes.*

7. **An industry certification awarded to a student was invalidated or revoked by the certifying agency. May the original award of the certification be used to award mathematics and science credit under the provision of [s. 1003.4282](.)?** *No. A credential would be invalidated by a certifying agency under circumstances in which the test was not administered in accordance with testing requirements of the certifying agency. Districts are not allowed to report data on certifications that were not earned in accordance with test administration procedures.*

8. **The district has identified testing irregularities in which exams were not administrated in accordance with the procedures specified by the certification agency. May the district report the student's certification outcomes for these irregular test administrations?** *Districts are not permitted to report industry certification outcomes if the test administration does not comply with the requirements or if the certifying agency invalidated test results and/or revoked a credential.*

Process for Identifying Industry Certification Exams and Students

District Level Responsibilities

1. Work with CTE teachers to determine which assessment is appropriate for students in specific content areas
2. Determine if assessment allows accommodations and what specific accommodations are available
3. Identify course(s) in each CTE program where assessment should be administered
4. Obtain a listing of students, from AS400, enrolled in identified courses
5. Identify courses beyond the 3rd level, where students are enrolled that also need to take the assessment
6. Obtain the list of students, from AS400, enrolled in these advanced level courses
7. Eliminate any duplication of students on advanced level list
8. Determine if any of these students passed the assessment in a prior school year by pulling Performance Matters Baseball Card Report
9. Eliminate students from the list who already passed assessment, unless there is a different assessment from the CAPE Funded List they can take that will impact school grade or diploma designation
10. Save list of identified students, by high school and program

Process for Validating District-Identified Students for Assessments

School Level Responsibilities

1. The list of student names will be sent to the high school CTE department chairs and middle school teachers via e-mail
2. The school CTE department chair and CTE teacher are to verify student names/numbers for the assessment list – Additions/Deletions may be made based on the criteria listed below
3. Identify students needing accommodations for each assessment, verify in student's IEP, 504, or other documentation, and provide documentation when required by assessment vendor
4. Handle student information with confidentiality
5. CTE department chair will email changes to the student list to the CTE Industry Certification Coordinator at huffman.vicki@brevardschools.org

Criteria for Changes to the List of Identified Students

- Recommend additional students for testing
  - Student is proficient and the assessment impacts school grade, diploma designation
  - Student is proficient and there are no additional costs for assessment
  - Student is proficient and transferred into the class
- Recommend students be deleted from the list
  - Student already passed assessment in a prior year
  - Student transferred out of the class
  - Student withdrew from school

School Responsibilities for Industry Certification Testing

Scheduling Tests

1. Each school is to have a Testing Coordinator responsible for CTE Industry Certification Testing
2. Industry Certification Exam Testing should not occur during the same testing window as state FSA, EOC's, or AP/IB exams
3. School's CTE Testing Coordinators are responsible for coordinating test schedules, creating test sessions, obtaining proctors, and securing test materials
4. Provide CTE Content Specialist/Resource Teacher with school's CTE testing dates
5. All CAPE industry certification requirements must be followed, see F.S. 1003.493 and State Rule 6A-6.0573 for details
6. The school must have plans to address the following situations:
    - Late arrivals – Students arriving after the test has begun
    - Early Completers – Students completing the test before the end of the test session
    - Non-testing students – Students that for a variety of reasons cannot test

Proctors

1. Schools are responsible for securing test proctors prior to scheduling testing and notifying the CTE Content Specialist/Resource Teacher who will upload proctor information into the testing system
2. Proctors may be school personnel or registered parent volunteers as long as there is no family relationship to any student testing in that test session
3. All proctors will meet vendor requirements (verify with the CTE Content Specialist/Resource Teacher) and exam-specific proctor training will be provided by the CTE Content Specialist/Resource Teacher
4. The school's testing coordinator/school tech should meet with the test proctor(s) at the beginning of the testing day to verify computer readiness and/or distribute paper/pencil testing materials and at the end of the testing day to collect paper/pencil testing materials if used

Technical Requirements

1. Schools are responsible for ensuring that all computers (including laptops) used for industry certification testing have the required internet connection, software, and updates
2. Computers should be checked to make sure all updates have been run and errors have been resolved the day before testing
3. School Techs should be available during all testing sessions
4. All IT issues must be reported to the School Tech with administrative rights - CTE Content Specialists/Resource Teachers and proctors will not have administrative computer privileges

CTE Dept Chair Responsibilities for Industry Certification Testing

Student Validation

1. Distribute district-identified list of students provided by the CTE Industry Certification Coordinator to each CTE teacher
2. Assist teachers as needed in using the Process for Validating District-Identified Students for Assessments (p 12) to verify lists
3. Collect validated District-Identified Students lists from CTE teachers and return to the CTE Industry Certification Coordinator

Scheduling Tests

1. Ensure school administration and testing coordinator are fully aware of CTE industry certification dates, as well as vendor-specific requirements and procedures
2. Verify a Test Proctor, other than the teacher of record, is scheduled and has the necessary login privileges to administer the exam
3. Coordinate with the school tech to make sure all computer labs are available for testing and that computers meet the requirements for all web-based testing

Reporting and Validating Results

1. Distribute Industry Certification Results lists provided by the CTE Industry Certification Coordinator to each CTE teacher
2. Assist teachers as needed in using the Process for Validating Industry Certification Scores to verify lists (Teachers may use the AS400/S622 screen or the Baseball Card Report – Instructions are provided in the Appendix section of this manual- page 37 AS400 and page 42 Baseball Card)
3. Collect validated Industry Certification Results lists from CTE teachers and return to the CTE Industry Certification Coordinator

Teacher Responsibilities for Industry Certification Testing

Student Validation

1. Verify district-identified list of students provided by the CTE Industry Certification Coordinator using the process for Validating District-Identified Students for Assessments (p 12)
2. If the list is correct, write ALL OK, sign, date, and return to the CTE Dept Chair – If there are changes, mark the appropriate additions/deletions, sign, date, and return to the CTE Dept Chair

Scheduling Tests

1. If appropriate, distribute and collect vendor parental permission forms and ensure parent has signed the form - This must be completed at least 30 days prior to the scheduled test date and students 18+ do not require a form
2. Review Allowable Accommodations for Industry Certification
3. Provide students and parents information on the test vendor's process to request accommodations at least 30 days prior to the scheduled test date - advise students to complete the form with their parents and their counselor if IEP/504 information is needed
4. Register students for testing and submit test accommodations requests following the vendor's guidelines and timeframes
5. Provide a list of students and test(s) to the school's testing coordinator and the CTE Content Specialist/Resource Teacher
6. Verify with the testing coordinator proctor(s) have been obtained and forward proctor information to the CTE Content Specialist/Resource Teacher to verify vendor proctor requirements have been met and any necessary proctor training is completed
7. Schedule the industry certification exam through the testing coordinator during an approved testing window which does not overlap with state FSA, EOC, or AP/IB exams

Administering Tests

1. Assist students in calling the vendor's tech support line if a username or password is forgotten – do NOT have them create a new account
2. Assist the Test Proctor with the administration of the exam – do not interact with students once the test has begun except for the resolution of technical issues
3. Assist the Test Proctor in reporting all technology issues to your school tech
4. Assist the Test Proctor in reporting any test irregularities to your CTE Content Specialist/Resource Teacher ASAP in writing – include the name of the additional proctor in the room
5. Follow all rules as outlined in F.S. 1003.493 and State Rule 6A-6.0573

Reporting and Validating Results

1. Print Industry Certification Results/Certificates for students

2. Verify industry certification results in AS400/Presto on screen S622 or in Performance Matters/ Baseball Card in a timely manner when requested – instructions are provided in the Appendix section of this manual

Counselor Responsibilities for Industry Certification Testing

Accommodations

1. Provide a copy of the student's IEP/504 for submission along with testing vendor's accommodation request form
2. Assist the parent and student in completing the vendor required form(s) for testing accommodations and form submission
3. Work with the school testing coordinator to setup test sessions for students with approved accommodations

Proctor Responsibilities for Industry Certification Testing

These responsibilities are to be used in addition to any specific instructions and responsibilities provided by the vendor of the CTE assessments.

There should always be two adults in the room whenever students are testing. The proctor managing testing should not be the teacher who provided direct instruction to the students, unless specifically required by the exam (verify with CTE Content Specialist/Resource Teacher). The teacher who provided direct instruction should not interact with students once testing has begun except for the resolution of technical issues. Proctor duties include:

- Set up proctor account with test vendor and attend proctor training as needed
- Inventory testing materials/vouchers before and after the assessment
- Distribute and collect testing materials
- Provide instructions to test takers as directed in testing materials
- Keep track of time
- Maintain a presence in the testing room to discourage talking or cheating
- Protect the participants from disturbances and distractions
- Refrain from assisting students with any questions relative to the meaning or intent of test items
- Report any irregularities or suspected breach of security to the school testing coordinator and the Director of CTE
- Review and follow prescribed procedures for exam-specific test administration
- Verify if any accommodations will be needed during administration for special needs students
- Verify that non-programmable calculators, scratch paper, and pencils will be available to the students during the assessment session as allowed by assessment vendor
- Be aware of participants who may be experiencing problems with equipment, connectivity, or any other technical difficulty, if a problem occurs contact the School Tech
- Complete end of assessment requirements if required by vendor
- Collect written assessments, answer sheets, or verify electronic tests have been completed properly
- Notify the school administration if behavior issues disrupt the testing environment
- If results are provided upon completion of testing, instruct students to print two copies
- Follow all rules as outlined in F.S. 1003.493 and State Rule 6A-6.0573

Protocol for Breach of Testing Procedures

In the event of any incident during a testing session, the following procedure is to be followed:

- All incidents should be reported to the CTE Content Specialist/Resource Teacher in writing ASAP
- The CTE Content Specialist/Resource Teacher will notify the CTE Director who will begin an investigation communicating with teachers, proctors, students, and the vendor as appropriate
- The CTE Director will notify Human Resources if disciplinary action may be required
- Upon completion of the investigation, the CTE Director will notify appropriate district personnel, the vendor, and the FLDOE of the findings as appropriate

CTE Content Specialist/Resource Teacher Responsibilities for Industry Certification Testing

Teacher and Proctor Training

1. Be the expert on the industry certification exam process for your teachers
2. Provide exam-specific teacher and proctor training

Scheduling Tests

1. Serve as district/site administrator for vendor
2. Assist teacher in submitting test accommodation requests to vendor
3. Order Industry Certification exams or transfer funds to schools if ordering is handled on-site (NOTE: All Certiport exams are ordered by Michele Thomas and all NOCTI exams are ordered by Karla Terrio)
4. Verify receipt of testing materials prior to test dates
5. Add qualified proctors to vendor's testing platform

Administering Tests

1. If proctoring, assist students in calling the vendor's tech support line if a username or password is forgotten – do not have them create a new account
2. Assist the Test Proctor with the administration of the exam
3. Assist the Test Proctor in reporting all technology issues to the school tech
4. Assist the Test Proctor in reporting any test irregularities to the appropriate CTE Content Specialist/Resource Teacher ASAP in writing – include the name of the additional proctor in the room
5. Follow all rules as outlined in F.S. 1003.493 and State Rule 6A-6.0573

Reporting and Validating Results

1. Obtain test results directly from testing vendor or licensing agency
2. Submit test results to the CTE Industry Certification Coordinator for recording in the Master Industry Certification Database
3. Facilitate data chats with teachers and administrators as appropriate for the purpose of improving test scores
4. Order and distribute Industry Certification pins to CTE Department Chairs for graduating seniors who passed an industry certification
5. Compile current list of required industry certification EOC exams and distribute to the appropriate staff at the start of each school year

CTE Industry Certification Coordinator Responsibilities for Industry Certification Testing

Student Validation

1. Compile Master Industry Certification Database using the Process for Identifying Industry Certification Exams and Students (p 17)
2. Print and submit school-specific list of students from the Master Industry Certification Database to CTE Dept Chairs
3. Collect validated student lists from CTE Dept Chairs and make corrections to the Master Industry Certification Database as indicated

Reporting and Validating Results

1. Collect industry certification scores from CTE Content Specialists/Resource Teachers and update the Master Industry Certification Database
2. Submit Master Industry Certification Database to Educational Technology Dept for upload into the AS400 system on the first of every month beginning in December
3. Reconcile Educational Technology Data Upload error report with the Master Industry Certification Database
4. Print and submit school-specific industry certification results from the Master Industry Certification Database to CTE Dept Chairs
5. Collect validated school-specific industry certification results from CTE Dept Chairs and make corrections to the Master Industry Certification Database as indicated
6. Request state reports for the verification of industry certification data upload on the first of every month between June and October and then weekly in October (email Melody Stevens)
7. Reconcile state reports with the Master Industry Certification Database
8. Compile and share annual district-wide performance data with appropriate personnel throughout the district

General Related Duties

1. Compile current list of CAPE funded industry certifications and distribute to appropriate staff at the start of each school year
2. Notify Educational Technology of any new industry certifications which will need to be added to the drop-down lists in AS400

Industry Certification Assessments by Course

Course #	Course Name	2020-21 Specific Designated Assessment
8713010	A/C Refrigeration and Heating Technology 1	EPA Exam
8713020	A/C Refrigeration and Heating Technology 2	HBI PACT Core
8713030	A/C Refrigeration and Heating Technology 3	OSHA 10
8203310	Accounting Applications 1	QuickBooks Online
8007210	Advanced Environmental Water Reclamation Tech	Wastewater Treatment C
8007130	Advanced Environmental Water Technology	Water Treatment C
9200230	Advanced Manufacturing Technology 3	Solidworks
8601900	Advanced Technology Applications	Any appropriate not already earned
8401130	Applied Engineering Technology 3	Solidworks
9514030	Auto Collision Paint and Refinishing Assistant 2	ASE Entry-Level - Collision: Non-structural Analysis and Damage Repair (NS)
9514040	Auto Collision Paint and Refinishing Assistant 3	ASE Entry-Level - Collision: Painting and Refinishing (PR)
9514050	Auto Collision Non-structural Assistant 1	ASE Entry-Level - Collision: Structural Analysis and Damnage Repair (SR)
9504130	Automotive Maintenance and Light Repair 3	ASE Entry-Level - Auto: Brakes (BR), Electrical/electronic Systems (EE), Engine Performance (EP), Engine Repair (ER), Suspension and Steering (SS)
9504130	Automotive Maintenance and Light Repair 3	FLADA
9540730	Aviation Assembly Technician 3	ASTM - NCATT AAA (Aerospace Aircraft Assembly)
8720320	Building Construction Technologies 2	PACT Core
8720330	Building Construction Technologies 3	PACT Building Construction Tech
8815150	Business Communication & Technology	MOS Word 2016
8212120	Business Software Applications 1	MOS Excel 2016
8212160	Business Software Applications 2	MOS Bundle
9009200	Coding Fundamentals	ICT Gaming Essentials
8200520	Computer Applications in Business 1	ICT - Word Processing Essentials
8200210	Computer Applications in Business 2	ICT - Spreadsheet Essentials
8200211	Computer Applications in Business 3	ICT - Multimedia Essentials
9001320	Computer & Network Security Fundamentals	MTA Networking Fundamentals
8918030	Criminal Justice Operations 3	NOCTI
8300430	CTE Internship	CDA/Exam Appropriate to Content
8800540	Culinary and Hospitality Management	ProStart COA
8800520	Culinary Arts 2	ProStart Year 1 & ServSafe
8800530	Culinary Arts 3	Prostart Year 2
9001330	Cybersecurity Essentials	MTA Security Fundamentals
8417141	Dental Aide 3	CMAA
8209510	Digital Design 1	Photoshop CC2019

Course #	Course Name	2020-21 Specific Designated Assessment
8209520	Digital Design 2	InDesign CC2019
8209530	Digital Design 3	Illustrator CC2019
8209540	Digital Design 4	Animate / Premiere Pro
8600530	Digital Electronics	PLTW
8207310	Digital Information Technology	MOS Word 2016
8201210	Digital Media/Multimedia Foundations 1	Photoshop CC2019
8201220	Digital Media/Multimedia Foundations 2	Illustrator CC2019
8201230	Digital Media/Multimedia Foundations 3	InDesign CC2019
8201260	Digital Media/Multimedia Foundations 6	Premier Pro
8201420	Digital Video Technology 2	Premier Pro
8725030	Drafting 3	Autodesk ACU
8725040	Drafting 4	Additional Autodesk
8405120	Early Childhood Education 2 or Dual Enrollment	DCF
8405130	Early Childhood Education 3 or Dual Enrollment	FCCPC
8405140	Early Childhood Education 4 or	CDA
8417171	Emergency Medical Responder 3	911 Public Safety Telecommunicator
8600650	Engineering Design and Development	Capstone Project
8417120	Exercise Science	CMAA
8909030	Foundations of Curriculum and Instruction	ParaPro
9007210	Foundations of Programming	MTA Intro to Programming Using Python
8208110	Game & Simulation Foundations	Autodesk 3ds Max
8208120	Game & Simulation Design	Unity Certified User: Programmer
8208330	Game & Simulation Programming	Unity Certified Associate
8400100	Health Science Education Directed Study	CNA (Nursing students ONLY) 911 Public Safety Telecommunicator (911 Stds ONLY)
8703120	Hospitality & Tourism Marketing & Management	InDesign CC2019
9001160	Interactivity Essentials	Animate CC 2019
8506550	Interior Design Techniques	Chief Architect
9007520	JavaScript Programming	MTA Intro to Programming Using JavaScript
9202120	Machining Technology 2	NIMS
9202130	Machining Technology 3	NIMS
8404130	Maritime 3	MSSC Certified Logistics Technician
8827130	Marketing Management	CIW Social Media Strategist
8212202	Medical Office Technology 2	CMAA
9504230	Outboard Marine Service 3	ASE Entry-Level - Auto: Electrical/electronic Systems (EE) & Engine Performance (EP)
8506420	Pattern Design Techniques	NOCTI or Illustrator
9540610	Private Pilot Ground School	FAA Ground School
9410130	Robotic Systems	Inventor

Course #	Course Name	2020-21 Specific Designated Assessment
8401030	Technical Design 3	Autodesk
8201520	Television Production Technology 2	Premiere Pro
8201530	Television Production Technology 3	After Effects
9001120	User Interface Design	Dreamweaver
9007510	Web Programming	MTA Intro to Programming Using HTML and CSS
9204420	Welding Technology Fundamentals 2	HBI PACT Core

Industry Certification and Digital Tool Codes

Code	Long Name	Short Name	Sch Gr
ADESK002	Autodesk Certified User – CAD	AutoCAD	Y
ADESK008	Autodesk Certified User – Revit	Revit	Y
ADESK011	Autodesk Certified User – Inv	Inventor	Y
ADESK021	Autodesk Certified Professional – CAD	AutoCAD Professional	Y
ADESK024	Autodesk Certified Professional – Inv	Inventor Professional	Y
ADESK025	Autodesk Certified Professional – Revit	Revit Professional	Y
ADESK029	Autodesk Certified Professional – 3ds Max	3ds Max	Y
ADESK031	Autodesk Certified User – 3ds Max	3ds Max	Y
ADESK032	Autodesk Certified User – Fusion 360	Fusion 360	Y
ADOBE010	Adobe Certified Associate – Dreamweaver	Dreamweaver	Y
ADOBE011	Adobe Certified Associate – Animate	Animate	Y
ADOBE018	Adobe Certified Associate – Premier Pro	Premier Pro	Y
ADOBE020	Adobe Certified Associate – Illustrator	Illustrator	Y
ADOBE021	Adobe Certified Associate – InDesign	InDesign	Y
ADOBE022	Adobe Certified Associate – Photoshop	Photoshop	Y
ADOBE023	Adobe Certified Professional in Video Design	Premiere Pro + After Effects or PS	Y
ADOBE024	Adobe Certified Professional in Visual Design	Photoshop + Illustrator or InDesign	Y
ADOBE025	Adobe Certified Professional in Web Design	Dreamweaver + Animate or PS	Y
CARCH002	Chief Architect Certified Apprentice	Chief Architect	Y
CPREC001	National Child Development Associate	CDA	Y
EDTSO001	ParaPro Assessment	ParaPro	N
FDMQA002	Certified Nursing Assistant	CNA	Y
FDMQA030	911 Public Safety Telecommunicator	911 PST	Y
FEDAA013	FAA Ground School	Ground School	Y
FLADA001	Florida Automobile Association Technician	FADA	Y
FLDCF004	Introduction to Childcare Certificate	DCF	N
FLDCF005	Staff Credential	FCCPC/Staff Credential	N
FLDEP003	Wastewater Treatment Plant Operator Level C	WTP Operator	Y
FLDEP006	Water Treat Plant Oper Lvl C	Wtr Treat Lvl C	Y
FRALA001	SafeStaff Employee Food Handler Training Certificate	SafeStaff	N
HBINS002	Homebuilder's PAC	HBI-PACT	Y
HBINS004	HBI Pre-Apprenticeship Certificate Training (PACT), Core	HBI-PACT	Y
HVACE001	HVAC/ESCO - Heat Pump	ESCO-Heat Pump	Y
HVACE002	HVAC/ESCO - Air Conditioning	ESCO-AC	Y
HVACE011	HVAC/ESCO - Electrical	ESCO-Electrical	Y
IEMSR001	Emergency Medical Responder	EMR	Y

Code	Long Name	Short Name	Sch Gr
INTUT001	QuickBooks	QuickBooks	Y
MICRO017	Microsoft Office Master	MS Master	Y
MICRO069	Microsoft Office Spec Bundle (3 of 5)	MOS Bundle (3 of 5)	Y
MICRO076	Microsoft MTA – Windows OS Fundamentals	OS Fundamentals	Y
MICRO077	Microsoft MTA – Security Fundamentals	Security Fundamentals	Y
MICRO078	Microsoft MTA – Networking Fundamentals	Networking Fundamentals	Y
MICRO080	Microsoft MTA – HTML5 Application Developer Fundamentals	HTML5	Y
MICRO104	Microsoft MTA – Intro to Programming Using JavaScript	Intro to JavaScript	Y
MICRO105	Microsoft MTA – Intro to Programming Using HTML & CSS	Intro to HTML	Y
MICRO112	Microsoft MTA – Into to Programming Using Python	Intro to Python	Y
MICRO114	Microsoft MTA – Intro to Programming Using Java	Intro to Java	Y
MSSCN001	MSSC Certified Production Technician	CPT	Y
MSSCN002	MSSC Certified Logistics Technician	CLT	Y
NATEX001	Air Conditioning Service Technician	NATE	Y
NATHA002	Certified EKG Technician (CET)	EKG	Y
NATHA003	Certified Medical Admin Assistant	CMAA	Y
NCATT003	Aerospace/Aircraft Assembly	Aircraft Assembly	Y
NCCER018	NCCER HVAC – Lvl 1	NCCER	Y
NCCER061	NCCER Welding - Level 1 (Secondary)	NCCER	Y
NIASE008	ASE: Auto Light Truck Tech-Electrical/Electronic Systems	ASE: ALTT Electronics	Y
NIASE010	ASE: Auto Light Truck Tech-Engine Repair, A-1	ASE: ALTT Eng Repair	Y
NIASE076	ASE: Maintenance & Light Repair, G-1	ASE: MLR G1	Y
NIASE077	ASE Entry-level - Auto: Auto Transmission/Transaxle (AT)	ASE: ELA Auto Trmiss/Traxle	Y
NIASE078	ASE Entry-level - Auto: Automobile Service Technology (AS)	ASE: ELA Auto Svc Tech	Y
NIASE079	ASE: Entry-Level Auto-Brakes	ASE: ELA Brakes	Y
NIASE080	ASE: Entry-Level Auto-Electrical/Electronic Systems	ASE: ELA Electronics	Y
NIASE081	ASE: Entry-Level Auto-Engine Performance	ASE: ELA Eng Performance	Y
NIASE082	ASE: Entry-Level Auto-Engine Repair	ASE: ELA Eng Repair	Y
NIASE083	ASE: Entry-Level Auto-Heating & Air Conditioning	ASE: ELA Heat & A/C	Y
NIASE084	ASE: Entry-Level Auto-Manual Drive Train & Axles	ASE: ELA Man Drive Train	Y
NIASE085	ASE: Entry-Level Auto-Suspension & Steering	ASE: ELA Susp & Steer	Y
NIASE086	ASE: Entry-Level Collision-Mechanical & Electrical	ASE: ELC Mech & Elec	Y
NIASE087	ASE: Entry-Level Collision-Non-Struct Analysis & Dmg Rpr	ASE: ELC Non-Struc Repr	Y
NIASE088	ASE: Entry-Level Collision-Painting & Refinishing	ASE: ELC Paint & Refinish	Y
NIASE089	ASE: Entry-Level Collision-Structural Analysis & Dmg Rpr	ASE: ELC Struct Repair	Y
NIFMS001	NIMS Machining Level I - CNC Milling: Program Setup & Ops	NIMS: CNC Milling Prgm Setup	Y
NIFMS013	NIMS Machining Level I - Drill Press Skills I	NIMS: Drill Press	Y
NIFMS014	NIMS Machining Level I - CNC Milling: Operations	NIMS: CNC Milling Ops	Y

Code	Long Name	Short Name	Sch Gr
NIFMS017	NIMS Machining Level I - Manual Milling Skills I	NIMS: Manual Milling	Y
NOCTI003	NOCTI-Apparel & Textiles Production	NOCTI-Fashion	N
NOCTI010	NOCTI-Criminal Justice	NOCTI-Criminal Justice	N
NRAEF002	National ProStart Certificate	ProStart COA	Y
NRAEF003	ServSafe Certified Professional Food Service	ServSafe	Y
PROSO017	Certified Internet Web (CIW) JavaScript Specialist	CIW JavaScript Spc	Y
PROSO020	Certified Internet Web (CIW) Site Development Associate	CIW Site Dev Assoc	Y
PROSO027	Certified Internet Web (CIW) Adv HTML 5 & CSS3 Specialist	CIW Adv HTM5 & CSS3	Y
PROSO031	Certified Internet Web (CIW) Social Media Strategist	CIW Social Media Strategist	Y
SOLID003	Certified Solidworks Associate-Academic	Solidworks	Y
SOLID004	Certified Solidworks Professional -Academic	Solidworks	Y
UNITY001	Unity Certified Associate	Unity Technologies	Y
UNITY002	Unity Certified User: Programmer	Unity Technologies	Y
USINS001	Small UAS Safety Certification	UAS Safety	Y

Code	Long Name	Short Name	Sch Gr
MICRO801	Microsoft Office Specialist - Microsoft Excel	Microsoft Excel	N
MICRO802	Microsoft Office Specialist - Microsoft Word	Microsoft Word	N
MICRO803	Microsoft Office Specialist - Microsoft PowerPoint	Microsoft PowerPoint	N
PROSO801	ICT – Database Essentials	Database	N
PROSO802	ICT – Gaming Essentials	Gaming	N
PROSO803	ICT – Multimedia Essentials	Multimedia	N
PROSO804	ICT – Programming & Logic Essentials	Programming & Logic	N
PROSO805	ICT - Web Design Essentials	Web Design	N
PROSO806	ICT – Communications Essentials	Communications	N
PROSO807	ICT – Computing Essentials	Computing	N
PROSO808	ICT – Cyber Security Essentials	Cyber Security	N
PROSO809	ICT – Spreadsheet Essentials	Spreadsheet	N
PROSO810	ICT – Word Processing Essentials	Word Processing	N
PROSO811	ICT – Fundamentals	Fundamentals	N
PROSO812	ICT – Digital Citizenship & Ethics	Digital Citizenship/Ethics	N

Allowable Accommodations for Industry Certification

Certification Title	Accommodations
Automotive Service Excellence (ASE)	http://www.ase.com/Tests/ASE-Certification-Tests/ADA-Accommodations.aspx
Certified Internet Web (CIW) (Adv HTML5 & CSS3 Specialist, ICT Essentials, JavaScript Specialist, Site Development Associate)	https://www.ciwcertified.com/ciw-certifications/exam-info/taking-an-exam
Certiport Testing (Adobe, AutoDesk, MOS, MTA, Quick Books)	https://certiport.pearsonvue.com/Educator-resources/Exampolicies/ Accommodations
Child Development Associate (CDA)	http://www.cdacouncil.org/resources/downloadable-forms
Emergency Medical Responder (EMR)	https://www.nremt.org/rwd/public/document/policy-accommodations
MSSC Certified Production Technician (CPT)	https://www.msscusa.org/wp-content/uploads/2018/07/CPT-Candidate-Handbook_v14-Online-.pdf
National Healthcare Association (NHA) Certified Medical Administrative Assistant, Certified EKG Technician	https://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook4d5de88694956aeb8535ff0f00b0a11e.pdf?sfvrsn=2
NOCTI (Building Construction, Criminal Justice, Fashion Design)	https://www.nocti.org/TTS.cfm?m=3
ParaPro	https://www.ets.org/parapro/register/accommodations/
ServSafe Certified Professional Food Manager (NRAEF)	https://www.servsafe.com/ServSafe/media/ServSafe/Documents/ExamAccommodation_Foreign-Language-Forms-_May-2015_1.pdf
Staff Credential (DCF)	http://ccrain.fl-dcf.org/documents/-99/558.pdf#page=1
All Others	**See Instructor**

Updates to Rule 6A-6.0573, Industry Certification Process

The following is an overview of the major changes to rule 6A-6.0573 Industry Certification Process. To see the full text of the rule, visit https://www.flrules.org/Gateway/View_notice.asp?id=20939407

Definitions

(e) "CAPE Industry Certifications" means certifications identified on the "CAPE Industry Certification Funding List" pursuant to the requirements in Sections 1003.4203(4) and 1008.44(1)(a), F.S. An industry certification is a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies, resulting in the award of a credential that is nationally recognized, as specified in Section 1003.492(3), F.S., or an industry certification for farm occupations as specified in Sections 570.07(43) and 1003.492(3), F.S. These certifications either do not have a statewide articulation agreement for college credit or have a statewide articulation agreement for no more than fourteen (14) college credits in a related postsecondary associate degree program.

(h) "Career-themed course" means a course as defined in section 1003.493(1)(b), F.S., offered in secondary schools which meets the requirements in section 1003.493(4), F.S. This may be any course available to students in grades 6-12 with career education content related to an industry certification.

(k) "Monitor" is the individual assigned to independently observe the administration of an industry certification exam.

(l) "Proctor" is the individual assigned to administer industry certification exams.

(n) "Virtual proctor" is a live human who remotely watches the test taker during the exam. This person must see the test candidate and the exam synchronously, as well as the environment in which the test is taken.

Paragraph 7: Requirements for inclusion on the "CAPE Industry Certification Funding List

(a) To be included as a "CAPE Industry Certification" on the "CAPE Industry Certification Funding List," a certification shall:

1. Be on the list of "CareerSource Florida Recommendations,"

2. Be achievable by students in a secondary level program; and,

3. Require a minimum of one hundred fifty (150) hours of instruction

(d) Requirements for "CAPE Digital Tool Certificates" on the "CAPE Industry Certification Funding List." To be included as a "CAPE Digital Tool Certificate" on the "CAPE Industry Certification Funding List," a certificate shall:

1. Be achievable by elementary school and middle grades students,

2. Assess at least one (1) of the following digital skills: word processing; spreadsheets; presentations including sound, motion, and color; digital arts; cybersecurity; and coding; and,

3. Be part of a career pathway leading to the attainment of a "CAPE Industry Certification" on the "CAPE Industry Certification Funding List."

Appendix A

Paragraph 13: Conditions for Florida Education Finance Program (FEFP) calculation and reporting.

(b) Pursuant to Section 1011.62(1), F.S., middle grades 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," "CAPE Acceleration Industry Certification," or "CAPE Innovation Course." The district shall not report a certification for which a portion of the industry certification exams were previously funded as a "CAPE Digital Tool Certificate."

(c) In order for the district to report successful attainment of certifications, certificates, and course completion on the "CAPE Industry Certification Funding List," the following test administration procedures for all examinations associated with earning the industry certification must be followed:

1. The written exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except if the only individual permitted to be a proctor by the certifying agency is providing direct instruction for the industry certification and only one (1) eligible proctor is approved in a school. In this situation, all written tests are independently monitored by a second individual who does not provide direct instruction for the industry certification to the individuals taking the test(s).

5. The exams leading to the industry certification must not have been administered to a student more than three (3) times during the academic year with a minimum of twenty (20) calendar days between test administrations. If an exam attempt is invalidated by the certifying agency due to a testing irregularity, the district may administer a re-test before the twenty (20) day waiting period has elapsed.

(f) Exams may not be used to satisfy the requirements for more than one industry certification or certificate

Paragraph 16: Teacher and proctor conduct provisions for maintaining the validity of the industry certification credential.

Industry certifications are independent, third-party verification of technical skills achieved by students. Any practice that jeopardizes the validity of industry certifications disadvantages the students and prospective employers. Teachers who provide direct instruction leading to industry certification exams and proctors assigned to administer industry certification exams shall not engage in any conduct that jeopardizes the validity of the industry certification exam results. Only authorized proctors may be provided access to testing materials associated with industry certification exams.

(a) Teachers providing instruction leading to industry certification exams shall not:
1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Administer an industry certification exam to students to whom they provide direct instruction for the certification, or to any student taking an industry certification exam for which the teacher provides direct instruction, except as specified in subparagraph (13)(c)1. of this rule.
4. Administer an industry certification exam to themselves.
5. Administer an industry certification exam to other staff members if they provide direct instruction for the certification.

29

6. Administer any industry certification exam to a family member.
7. Preview active exam content, even in the presence of a monitor or assigned proctor.
8. Access any testing materials, either computer-based or paper-based, unless assigned as the only available proctor as specified in paragraph (13)(c) of this rule.
9. Reveal, print, copy, screen capture or otherwise reproduce test questions that are part of an active version of an industry certification exam.
10. Take any industry certification exam using any name other than their own legal name.
11. Allow or entice another person to take an exam for a test candidate.
12. Interfere in any way that jeopardizes the integrity of the test with persons assigned to administer or proctor industry certification exams.
13. Provide answer keys to any student before, during or after test administration.
14. Assist a certifying agency in reviewing and creating exam questions for an industry certification exam for which they provide direct instruction.
15. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

(b) Authorized proctors or monitors for the industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Reveal, print, copy, screen capture or otherwise reproduce exam questions, unless expressly authorized by the certifying agency for the industry certification.
4. Provide access to an exam to any teacher or other district employee, except as part of any official administration of the exam for the purpose of that teacher or employee obtaining the industry certification.
5. Take any industry certification exam using any name other than their own legal name.
6. Allow or entice another person to take an exam for a test candidate.
7. Provide answer keys to any student before, during, or after test administration.
8. Share credentials provided by the certifying agency for the purpose of administering industry certification exams.
9. Administer any industry certification exam to a family member.
10. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

Paragraph 17: Local test administration procedures and training for industry certification exam administration.
School districts shall create and maintain local test administration procedures for the administration of all industry certification exams.
(a) These test administration procedures must include the following:
1. Verification that each responsible teacher or proctor has received training on test security. Teachers and proctors must annually sign a statement of educational integrity which includes the detrimental and negative impact academic dishonesty brings upon a profession, as well as safety and security hazards which may result when candidates have not met the industry standard for acceptable training.

2. Notification of disciplinary actions and consequences for engaging in or allowing testing irregularities and compromises.
3. Notification of disciplinary actions and consequences for failure to abide by all security protocol.
4. Procedures for handling test interruptions, testing irregularities and technical abnormalities that occur during exam administration.
5. Annual training on Florida Statutes and State Board of Education Rules pertaining to industry certification.

(b) All teachers providing instruction, proctors administering industry certification exams, and monitors for industry certification exams must sign Form FCAPEA-04, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement (http://www.flrules.org/Gateway/reference.asp?No=Ref-10029), which is hereby incorporated by reference in this rule to become effective November 2018. Form FCAPEA-04 may be found on the department's website at: http://fldoe.org/academics/career-adult-edu/cape-secondary/resources.stml.

Paragraph 19: For students enrolled in the 2020-21 academic year and beyond, remote proctoring for industry certifications and digital tool certificates. Certifying agencies may elect to offer remotely proctored testing options.

(a) Remotely proctored exams must include:
1. Confirmation of student test taker's identity,
2. Virtual proctor,
3. Secure delivery of electronic exam; and,
4. Process for identifying testing irregularities.

(b) The certifying agency must issue the same credential that would have been earned in the traditional proctoring setting.

(c) Certifications and certificates approved by the Department as meeting this criteria shall be posted on the following webpage: http://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.stml.

School Year 2020-2021

FORM FCAPEA-04, Florida Administrative Code

Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement

Industry certifications are independent, third-party verification of technical skills achieved by students. Any practice that jeopardizes the validity of industry certifications disadvantages the students and prospective employers. Florida State Board of Education Rule 6A-6.0573 prohibits conduct that may threaten the integrity of the industry certification exams. Examples of prohibited conduct are provided in paragraph (16) of this rule, which may be accessed at www.flrules.org.

Teachers providing instruction leading to industry certification exams shall not administer an industry certification exam to students for which they provide direct instruction for the certification, except as noted in section (13)(c) of this rule.

I have reviewed all test administration and conduct provisions for industry certification exams. I agree to follow all test administration and security procedures outlined in the Rule.

Further, I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of industry certification exams or cause student achievement to be inaccurately represented.

_____   _____

School District   *School Name*

_____

 Print Name

_____   _____

Signature   *Date*

Effective: August 2020 through June 2021

FLORIDA DEPARTMENT OF EDUCATION
CAREER AND ADULT EDUCATION

Appendix C

Industry Certification Exam
Security Log

Room # _____ Test Name(s): _____

School Name / Number: _____ Teacher of Record: _____

Date: _____ Start Time of Test: _____ End Time of Test: _____

Personnel (e.g. test administrator, proctor) assigned to monitor the room for any length of time must complete this log when entering and exiting the room. Please be sure to indicate your assigned area of the testing room (e.g. first three rows, back of the room, entire room)

Date	Time In	Time Out	Assigned Area	Name (Printed)	Name (Signature)

Do Not Disturb

Industry Certification Testing

In Progress

How to check Student Industry Certification Scores

Verification against your classroom records needs to happen in two different places.

- **Verify that AS400/Presto S622 screen matches your classroom records. This is what generates funding from the state. (use Course Code List provided by CTE)**
- **Verify the CTE Spreadsheet matches your classroom records. This is how we calculate your teacher bonus. (use spreadsheet provided by CTE)**

Get into AS400/Presto. If you don't know how, you can always go to the BPS website. Click Staff | Presto - Student and Business and then Login.

Once logged in, you will see the following screen. I'm using Presto. If you're using a different interface, your screen may look slightly different, but the fields will be the same no matter which interface you're using.

1. Type S622 on the panel line

How to check Student Industry Certification Scores

2. Type the appropriate school code into the "S:" line. We will use 3011, Eau Gallie in this example

| Sign Off | Quick Exit | Spool Files | Attendance | TERMS2020 | Submit |

S622. Industry Certifications

Panel: S: 0000 Y: 2018 R

Con Hlt Nte CH CN HN CHN

Course   Sect Title   Cl Se Bl Mods Teacher   Bldg/Rm Sts Ocx Avl

Dflt:

Stdt   St Edate   Se Schl Gr Ind Id-1-O Ind Id-2-O Ind Id-3-O
                                    A

3. Change the year to match the year you want to check – current year or previous year

School Codes are as follows:

Astronaut = 0161	Jackson = 0141	Satellite = 6011
Bayside = 2211	Jefferson = 4111	Southwest = 2122
Central = 3021	Johnson = 3031	Space Coast = 0302
Cocoa Beach = 5022	Kennedy = 1101	Stone = 2071
Cocoa = 1121	Madison = 0052	Titusville = 0011
DeLaura = 6012	McNair = 1081	Viera = 1171
Eau Gallie = 3011	Melbourne = 2011	West Shore = 3141
Edgewood = 4021	Merritt Island = 4011	
Heritage = 2311	Palm Bay = 2021	
Hoover = 6082	Rockledge = 1011	

How to check Student Industry Certification Scores

4. It is now time to enter the course # & section #

Helpful Hint: If you don't have the course code list provided by CTE, hit F4 for a complete listing of courses offered at the school. All CTE courses start with either an 8 or a 9.

Remove the A to see a list of all enrolled students.

Sign Off	Quick Exit	Spool Files	Attendance	TERMS2020	Submit

S622. Industry Certifications

Panel: ▯   S: 0011   Y: 2020 R

Con Hlt Nte CH CN HN CHN

Course   Sect Title   Cl Se Bl Mods Teacher   Bldg/Rm Sts Ocx Avl
9504130X EM11 AUTO MAINT/LT RPR 3 03 12 01 0101 MCBENTON   22 054   25   20
Display: A #1 - #3   Dflt: ▯▯ ▯▯ ▯▯

Stdt   St Edate Se Schl Gr ----1----- ----2----- -----3----
                          A   Idntfier-O Idntfier-O Idntfier-O
0802029   HAMMOND, TY D   081219 12 0011 12 NIASE079 F NIASE081 F NIASE082 F
                          Dates: 12172019   12172019   12172019
0714646   HICKEY, WYATT D 081219 12 0011 10 NIASE077 F NIASE078 P NIASE079 P
                          Dates: 12172019   12172019   12172019
1802854   MCGOWAN, ROBERT 081219 12 0011 11 NIASE079 F NIASE080 F NIASE082 P
                          Dates: 12172019   12172019   12172019

How to check Student Industry Certification Scores

5. Student Industry Certification scores appear here along with the Industry Certification ID for an entire class. Verify all entries match what you have in your classroom records.

If any student has ZZZZZZZ in the first column, that means they didn't test at all. Shouldn't happen often.

If ZZZZZZZ is in second or third column, that means they didn't take additional tests which is fine.

A "P" in the outcome column means PASS and an "F" means FAIL.

| Sign Off | Quick Exit | Spool Files | Attendance | TERMS2020 | Submit |

S622. Industry Certifications

Panel: S: 2311   Y: 2020 R

Con Hlt Nte CH CN HN CHN

Course	Sect	Title		Cl	Se	Bl	Mods	Teacher	Bldg/Rm	Sts	Ocx	Avl
9504140X	0001	AUTO MAINT/LT RPR	4	01	12	01	0606	Broud	03 105	15		3

Display: A #1 - #3   Dflt:

Stdt		St	Edate	Se	Schl	Gr	----1-----		----2-----		-----3----	
	A						Idntfier-O		Idntfier-O		Idntfier-O	
0701932			081219	12	2311	11	NIASE082	F	NIASE083	P	ZZZZZZZ	Z
		Dates:	01292020		09152020							
0714239			081219	12	2311	12	ZZZZZZZ	Z	ZZZZZZZ	Z	ZZZZZZZ	Z
		Dates:										
0806347			081219	12	2311	12	NIASE05?	P	ZZZZZZZ	Z	ZZZZZZZ	Z
		Dates:	12122019									

If everything is correct – Write ALL OK, and sign and date on the course code list provided
If changes are needed – Write Std #, Std Last Name, _____ (changes needed)
then sign and date on the course code list provided

How to check Student Industry Certification Scores

6. Now it's time to verify the spreadsheet you were given.
Verify all entries match what you have in your classroom records.
A few common issues are outlined below …

Three different people with the same last name, sometimes you can only tell by the Student #

Ensure the correct Outcome has been recorded for the correct industry cert code. "1" = Pass, "0" = Fail. If you believe this is incorrect, please provide proof of the fact and it will be changed

Eau Gallie High School student, earned Industry Cert through Choice Programs at Melbourne High School

STUDENT NAME	COURSE	SECT	Ind ID		Ind 2 ID		Ind 3 ID		SCHOOL	Teacher
BAKER, JOSHUA DAVID	8201210X	0003	ADOBE022	1	ADOBE018	0			Eau Gallie	Keener, B
BARTLETT, HUNTER ORION	8201220X	0001	ADOBE020	0	ADOBE018	0			Melbourne	Keener, B
BATES, LOGAN PARKER	8201210X	0002	ADOBE022	0	ADOBE018	0			Eau Gallie	Keener, B
BECHTEL, ORI SIMON	8201220X	0001	ADOBE020	1	ADOBE018	1			Eau Gallie	Keener, B
BELIZAIRE, KALEB STEPHEN	8201210X	0001	ADOBE022	1	ADOBE018	0			Eau Gallie	Keener, B
BELIZAIRE, MALEK FENIX	8201210X	0001	ADOBE022	1	ADOBE021	1			Eau Gallie	Keener, B
BELIZAIRE, ZALEN ROGER	8201210X	0001	ADOBE022	1	ADOBE018	1			Eau Gallie	Keener, B
BENTON, GRAYSON SCOTT	8201210X	0001	ADOBE022	1	ADOBE018	0			Eau Gallie	Keener, B
BERENDS, AMANDA JEAN	8201210X	0001	ADOBE022	1	ADOBE018	0			Eau Gallie	Keener, B
BLALOCK, WESTON DAVIS	8201210X	0002	ADOBE022	0	ADOBE018	0			Eau Gallie	Keener, B

If everything is correct – Write ALL OK, and sign and date on the course code list provided
If changes are needed – Write Std #, Std Last Name, _____ (changes needed) then sign and date on the course code list provided

- -

After all sections have been verified on S622 and the spreadsheet has been verified, sign and date both the course code list and the student certifications list and return it to your content specialist/resource teacher or to the district Industry Certification Coordinator.

TEACHER INSTRUCTIONS
How to Check Industry Certification Scores in Baseball Card

You can run this report at any time. However, it's outdated the minute you give another certification exam. Here is the schedule for report updates.

Semester	Score Cutoff	Scores Uploaded	Pull Report
First	1/15/21	1/22/21	1/29/21
Second A	3/26/21	4/2/21	4/9/21
Second B	4/30/21	5/7/21	5/14/21
Second C	6/4/21	6/11/21	6/18/21

Note: Any senior who passes a certification exam after Spring Break will need to be hand counted for the purposes of graduation programs as they will not appear on your Baseball Card Report in time.

****

Identify Students in Performance Matters
Open Unify/Performance Matters (found on BPS Website/Links/LaunchPad)
Under Reports, open the Baseball Card Report
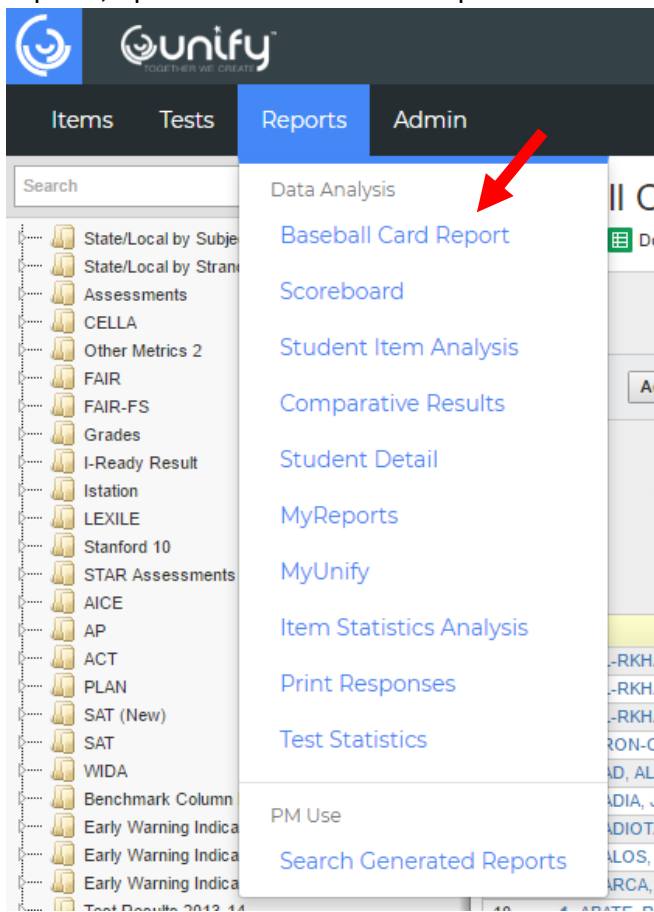
If you need just a certain grade (graduation pins/cords, etc) Add a student filter for that grade (Add Student Filter, Demographics, Current Grade, XX)

In the Left Column, choose Other Metrics 2 and CTE

Appendix F

You will see up to 5 categorical folders depending on which programs you teach - Open each of the Categorical folders (Ex: Adobe) and each Certification folder inside them (Ex: ADOBE021 - ACA InDesign)
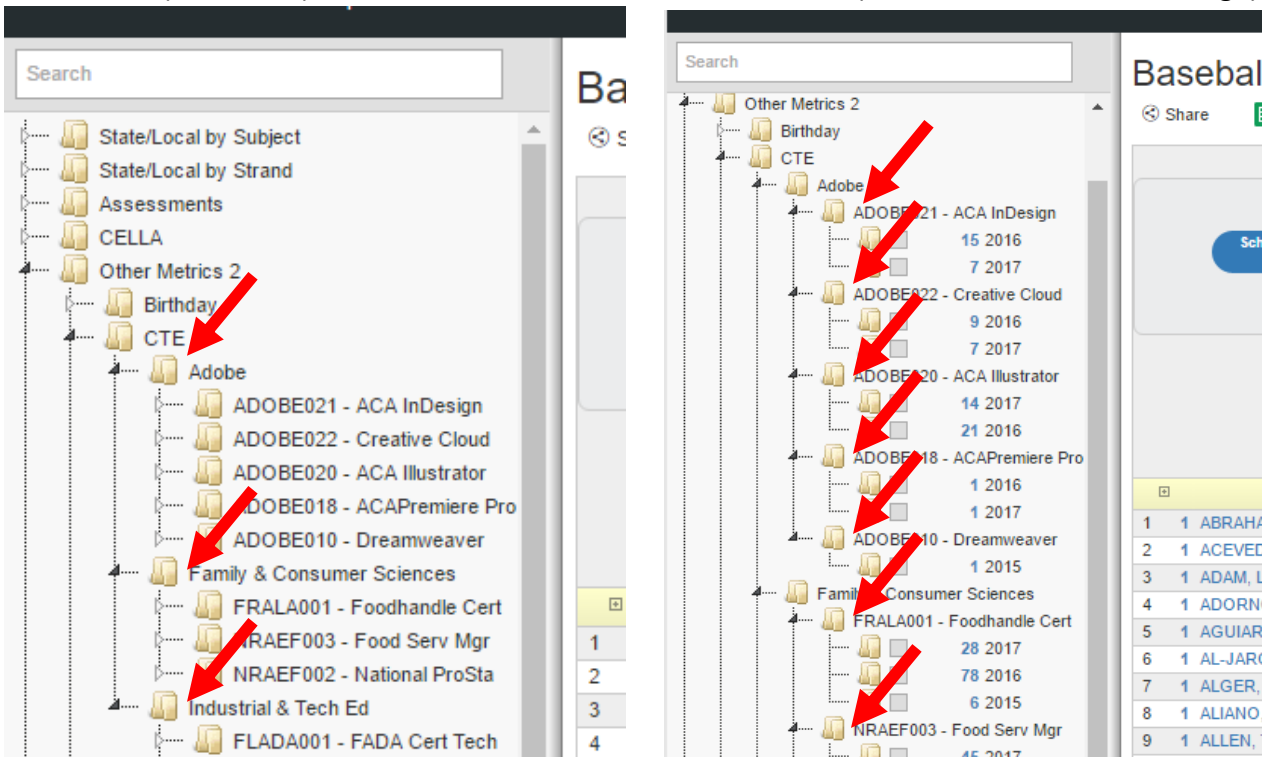
Click the grey box next to any years listed for which you want data. (this shows you the number of that certification earned in a particular year)
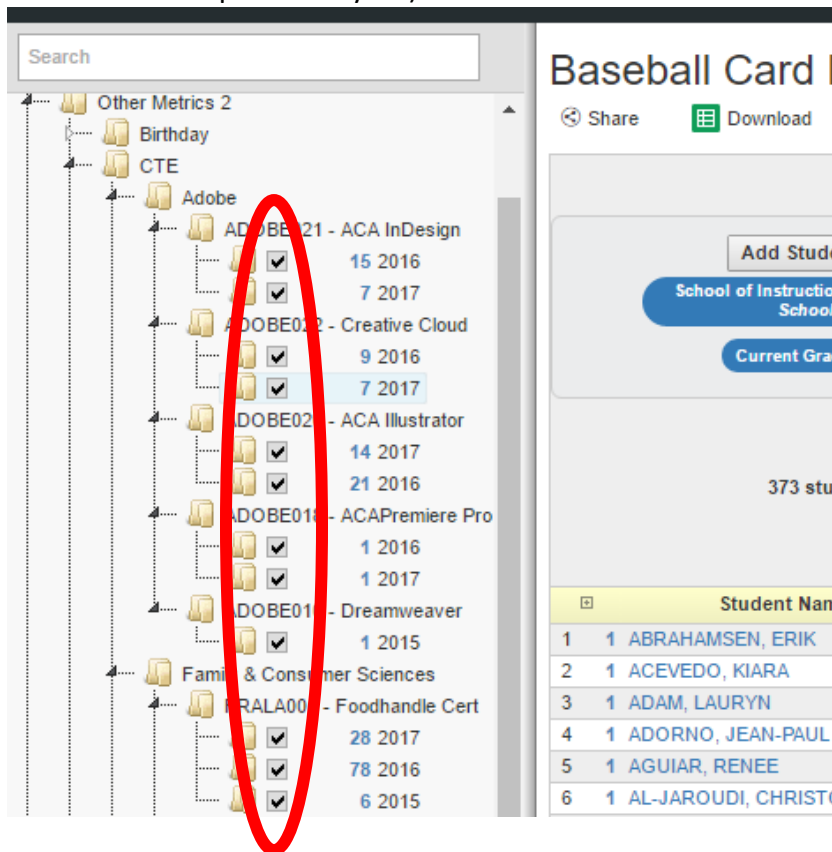
Appendix F
Students with a P in ANY column earned a certification during their time at your school.

		Student Name ▲	🟥🟨🟩◻ ⇕	🟥🟨🟩◻ ⇕	🟥🟨🟩◻ ⇕	◻ ⇕
1	1	ABBRUZZESE, ALEXA				P
2	1	ADKINS, HANAA				
3	1	AGUIRRE, JINETH				
4	1	ALAMO, CRISTOFER				
5	1	ALEXIS, CHRISTOPHER				P
6	1	ALFAWAKA, YOUSEF				
7	1	ALFINEZ, GIOVANNI				
8	1	ALLEN, JERMAINE				
9	1	ALLEN, WILLIAM				
10	1	ALLTON, LINDSEY				
11	1	ALPHONSE, JAKIA			P	
12	1	ANDERSON-THOMPSON, SEQUOYA				

NOTE: If you are not familiar with EXCEL spreadsheets, you can stop at this point and manually pull out the names of your students who have a P in any certification column.

Appendix F

Create List in Excel

Download the Baseball Card Report (Directly beneath **Baseball Card Report** title)
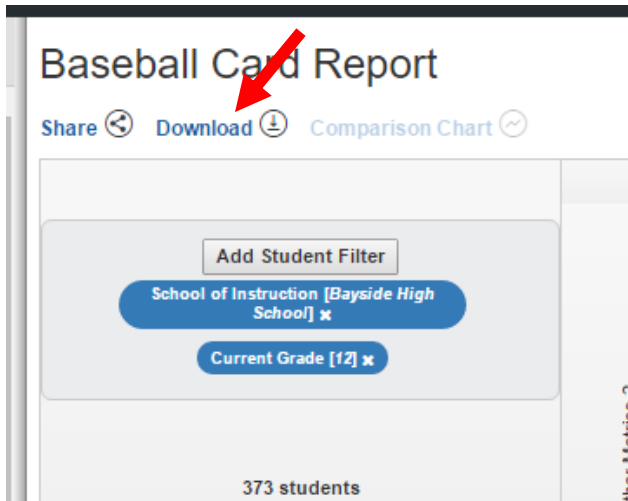
Open the file in Excel (you should see the downloaded file on the lower left side of your screen - if you don't, you can Open Excel, select Open, and find the file in the Download Folder on your computer

Add a column to the right of the Name column (Right-Click on the letter B at the top of the second column, then click on Insert)
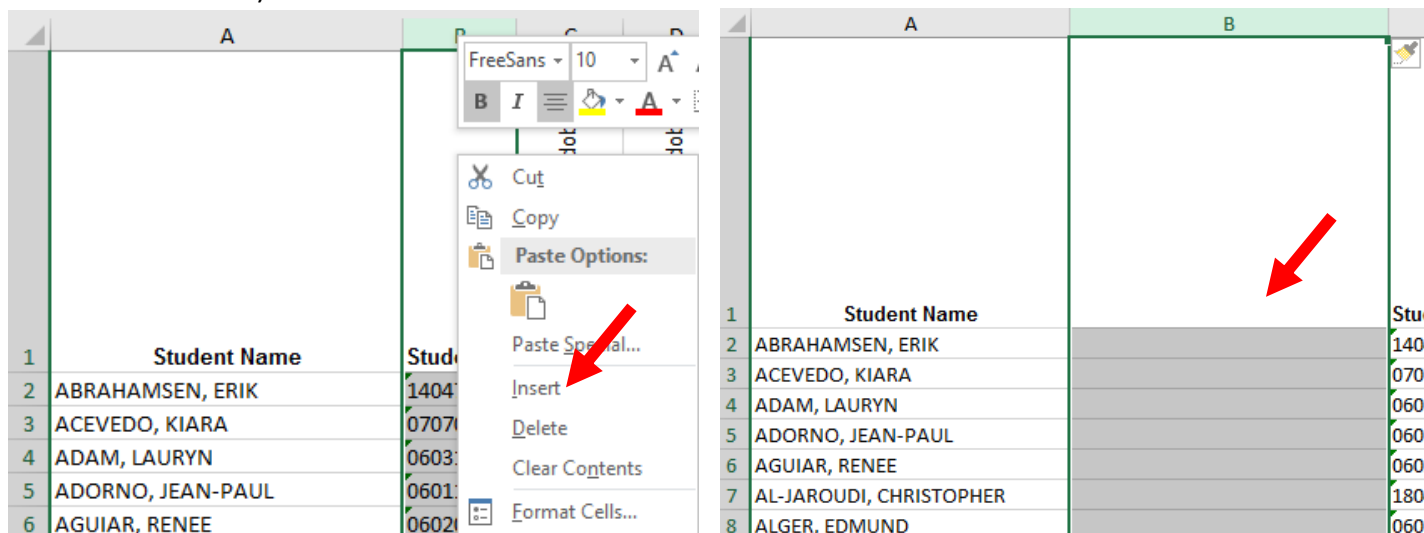
Title the new column PASS and resize it to fit (double click on the vertical line between the letter B & C)

Highlight Row 1 and Freeze it (Click on the number 1 to highlight then select View, Freeze Panes, Freeze Top Row)

Scroll to the right until you get to the last column of data. Make a note of the column letters. (ie AI2)

Copy & Paste the following formula **=COUNTIF(D2:AI2,"P")** into Column B for your first student (Highlight the formula above. Try not to highlight the additional space after the final parenthesis. Adjust the last column reference to reflect whatever column you found was the last one with data.) Hit Ctrl+C to copy. Then go to Excel and click in the cell directly below PASS in Column B. Hit Ctrl+V to paste.

Appendix F

Copy this formula down Column B for all students (click on the small dot in the lower right corner of the cell and drag it down column B wherever a name appears in column A.) Column B should populate with a 1, 2, 3, 4, etc. for any student where a P is visible in any of the certification columns or a 0 for any student where no P is visible in any certification columns

Highlight the entire spreadsheet (Click on the Select All box in the upper left corner of the spreadsheet at the intersection of Column A and Row 1. The entire spreadsheet will turn grey to indicate it is highlighted)

Sort by the Pass column from Largest to Smallest. (Click Data, Sort. Click the box showing My data has headers. Then choose to Sort by PASS and change the Order to Largest to Smallest)
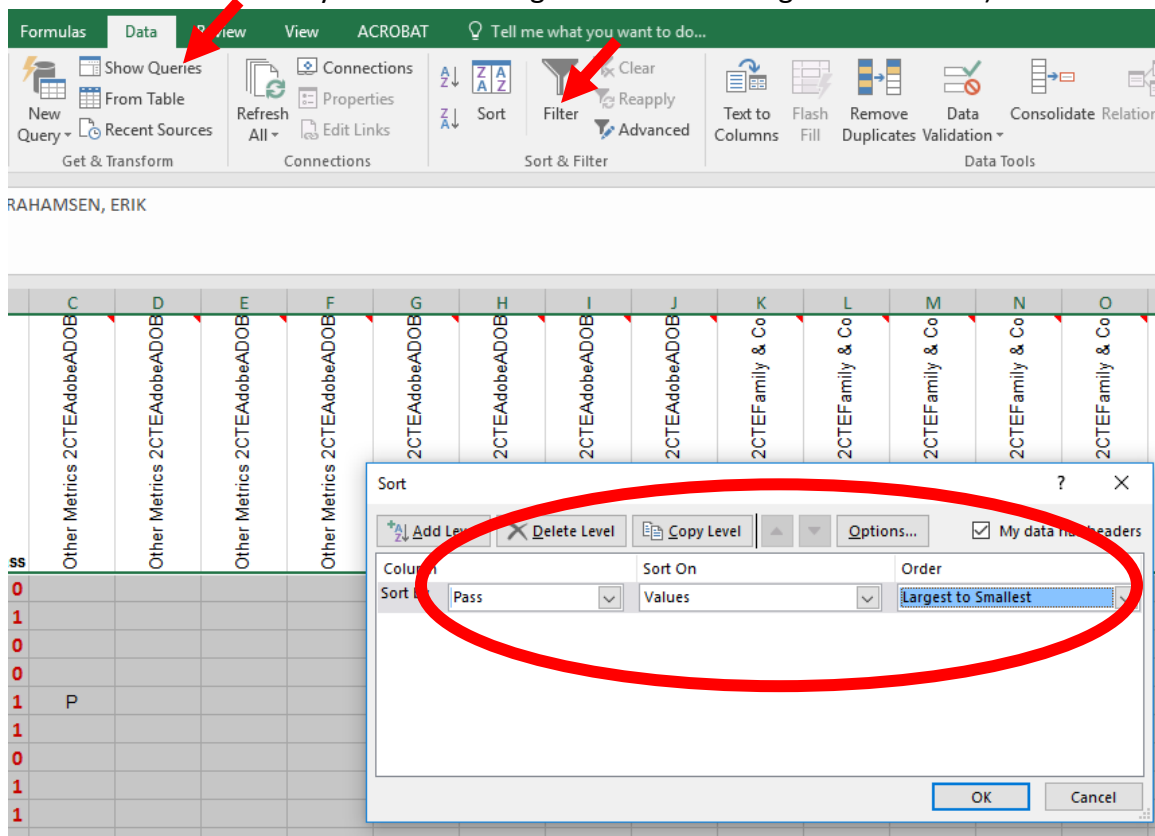
Your spreadsheet will now be sorted with all your numbers (earned a certification) at the top and your 0s (didn't earn a certification) at the bottom.

Appendix F

Remove all lines with a 0 in the Pass column - these students did not earn a certification (Scroll down to the first student with a 0 in the Pass column. Highlight all lines with a 0 in in the Pass column by clicking on the row number and dragging your cursor down through the remaining lines with a 0 to highlight them. Hit the Delete key.)

153	WELDON, LEALAND	1	P
154	WILLIAMS, ETHAN	1	
155	WILLIAMS, KABRISHA	1	
156	YARBOROUGH, RONALD	1	
157	ABRAHAMSEN, ERIK	0	
158	ADAM, LAURYN	0	
159	ADORNO, JEAN-PAUL	0	
160	ALIANO, FRANKLIN	0	
161	ANSELMO, DEVON	0	

153	WELDON, LEALAND	1	P
154	WILLIAMS, ETHAN	1	
155	WILLIAMS, KABRISHA	1	
156	YARBOROUGH, RONALD	1	
157	ABRAHAMSEN, ERIK	0	
158	ADAM, LAURYN	0	
159	ADORNO, JEAN-PAUL	0	
160	ALIANO, FRANKLIN	0	
161	ANSELMO, DEVON	0	

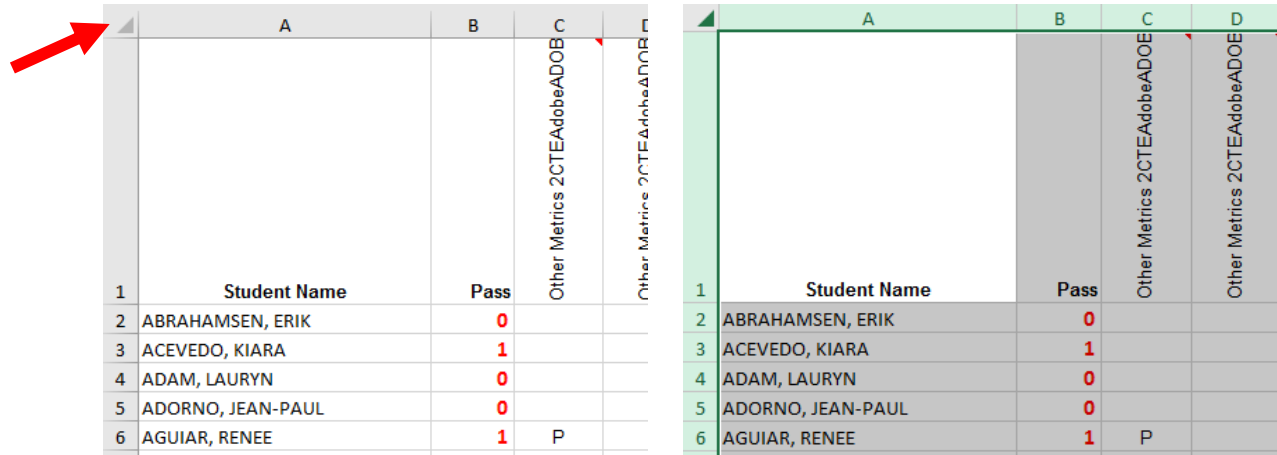| 153 | WELDON, LEALAND | 1 | P |
154	WILLIAMS, ETHAN	1	
155	WILLIAMS, KABRISHA	1	
156			
157			
158			
159			
160			
161			

Appendix F

The remaining names are the students who have earned a certification at any time while in your school. The number indicates how many certifications they earned.

Student Name	Pass
ANDERSON, GRACE	4
SMITH, KATHERINE	4
AGUIAR, RENEE	3
ANDERSON, LAUREN	3
CARNEY, DAVID	3
CENKNER, DALTON	3
CURVEY, CIARA	3
GAUGHAN, DAKOTA	3
GOOD, GARRETT	3
HAMILTON, ASHLEY	3
JABKIEWICZ, AUSTIN	3
MANTTARI, JESSICA	3
OAKES, TAYLOR	3
PINEDA, BIANCA	3
ROSA, KAITLYN	3
TASSINARI, NICHOLAS	3
VILLANUEVA, JESSY	3
VOYLES, STEPHEN	3

You will need to do an additional sort by Student Name to get them in alphabetical order.

Highlight the entire spreadsheet (Click on the Select All box in the upper left corner of the spreadsheet at the intersection of Column A and Row 1. The entire spreadsheet will turn grey to indicate it is highlighted)
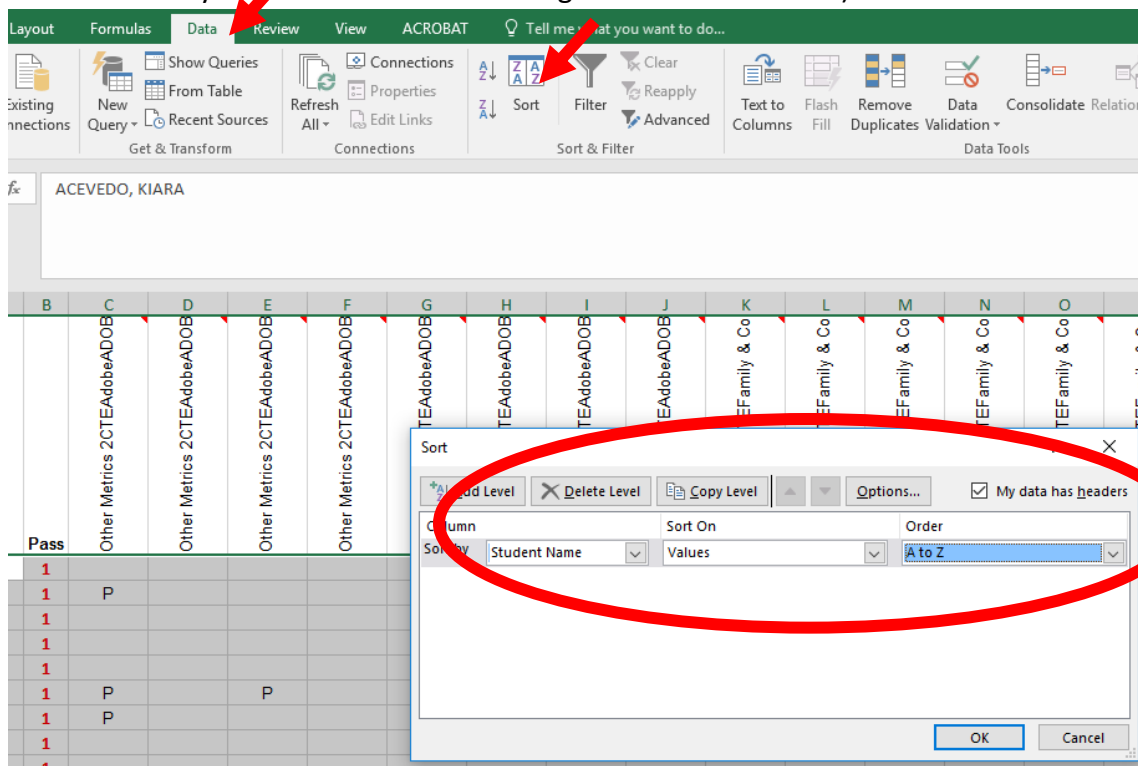
Appendix F

Sort by the Student Name column from A to Z. (Click Data, Sort. Click the box showing My data has headers. Then choose to Sort by STUDENT NAME and change the Order to A to Z)

Your spreadsheet will now be sorted in alpha order by Student Name.

Student Name	Pass
ACEVEDO, KIARA	1
AGUIAR, RENEE	3
ALGER, EDMUND	2
AL-JAROUDI, CHRISTOPHER	2
ALLEN, TREVOR	1
ANDERSON, GRACE	4
ANDERSON, LAUREN	3
ANTONELLI, REBECCA	1
BADUREK, MICHAEL	1
BAKER, BILLY	1
BALDERAS, ROBERTO	1