



Commission for Independent Education Program Disclosure

Form 303

Section 1005.335, Florida Statutes
Rule 6E-2.004, Florida Administrative Code
Effective February 2024

Section 1005.335, Florida Statutes – Provides that all programs offered by a licensed institution must be disclosed to the Commission, including, but not limited to, avocational programs, examination preparation programs, contract training programs, continuing education, or professional development programs.

Complete this section if you are licensed by the Commission and offering Avocational Program(s), Examination Preparation Program(s), Contract Training Program(s), Continuing Education Program(s) or Professional Development Program(s)

(See Appendix A, for the program definitions)

Select the Program Type Below:

| Institution Data | | | |
|-------------------|---------------|---------------------------|---------------------------|
| Institution Name: | | | ID No.: |
| Program Type | Program Title | Length of Program (Hours) | Brief Program Description |
| Choose an item. | | | |
| Choose an item. | | | |
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| Choose an item. | | | |

APPENDIX A

Florida Statutes 1005.02 – Definitions

AVOCATIONAL PROGRAM(S)

“Avocational” means a course or program the objective of which is not occupational but is only for personal enrichment or enjoyment. To be classified as avocational, a program must:

- (a) Prior to enrollment, provide to each enrollee, and maintain a record copy of, a written statement that includes the following or substantially similar language: “This program is not designed or intended to qualify its participants and graduates for employment. It is intended solely for the avocation, personal enrichment, and enjoyment of its participants.”
- (b) Not make any other verbal or written statement that negates the required written statement by stating or implying that people who enroll in or complete the program have a more substantial likelihood of obtaining employment in the field to which the training pertains than people who do not.

EXAMINATION PREPARATION PROGRAM(S)

“Examination preparation course” means a course or program that does not offer to confer a diploma, that is offered by a person or entity that discloses in all advertising that the course or program is for test preparation, and that does not include any expression or implication in writing or orally regarding salaries, job placement, or career advancement.

CONTRACT TRAINING PROGRAM(S)

“Contract training” means instruction or training provided through a written contract with an independent contractor whose fees and any other charges are entirely paid by a company, trade or professional association, or group of employers to provide the instruction exclusively to bona fide employees of the entity that engaged the contractor. The term applies only when those receiving training are selected by their employer and are not recruited by the contractor.

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAM(S) “In-service, continuing education, or professional development” means training provided by:

- (a) A trade or professional association or a group of employers in the same or related business who offer training and provide only professional development programs to bona fide employees or contractors of an employer who is a member of the association or employers who qualify for membership;
- (b) A labor union or group of labor unions that offer training to and trains only those persons who are dues-paying members of the participating labor union;
- (c) An independent contractor engaged by the labor union or group of labor unions, by written contract, to provide the training on its behalf exclusively to those who are selected by the labor union or group of labor unions that engaged the contractor and who are dues-paying members of that union; or
- (d) A person or entity offering only continuing education programs to persons who engage in an occupation or profession whose practitioners are subject to licensure, certification, or registration by a state agency that recognizes the programs for continuing education purposes and provides a written statement of the recognition.