

6A-10.0245 Award of Postsecondary Credit or Career Education Clock Hours for Completion of the Workforce Internship Component of the Step into Success Pilot Program

(1) Purpose. The purpose of this rule is to establish procedures for the award of postsecondary credit or career education clock hours for internship positions held by former foster youth who participated in the onsite workforce training internship component of the Step into Success Pilot Program pursuant to s. 409.1455, F.S. Florida College System institutions that currently have an established procedure for the assessment and award of postsecondary credit or career education clock hours for internships may adhere to their institutional policy in lieu of this procedure, provided that the institution's process results in, at a minimum, the same award of postsecondary college credit or career education clock hours to the student.

(2) Award of postsecondary credit. For purposes of this rule, the award of postsecondary college credit or career education clock hours for completion of the workforce internship component of the Step into Success Pilot Program shall herein be referred to as Credit for the Workforce Internship Component (CWIC). Institutions assessing petitions for the award of CWIC that are not using their own process must adhere to the following:

(a) Each institution is responsible for identifying appropriate subject matter experts to assess and rate petitions for the award of CWIC and to recommend approval or disapproval based on the knowledge, skills, and expertise acquired in the internship training component aligned to the course learning outcomes of the course(s) being petitioned.

(b) For the award of postsecondary college credit, the institution being petitioned must offer courses in the Statewide Course Numbering System that align with the student's program of study and internship training. For the award of postsecondary clock hour credit, the internship training must align with a program in the Statewide Career and Technical Education Curriculum Frameworks.

(c) Each institution shall not require a fee for the assessment of CWIC.

(d) When CWIC credit is awarded, the credit must be awarded in the following rank order:

1. First, general education courses;

2. Second, program-specific courses; and

3. Third, elective courses.

(3) Student eligibility. To be eligible for consideration of CWIC, students must meet the requirements below:

(a) Complete the onsite workforce training internship component of the Step into Success Pilot Program.

(b) Be a degree or certificate seeking student of the institution from which CWIC is being petitioned.

(c) Meet all college and program admission requirements for the student's program of study in accordance with the institution from which CWIC is being petitioned.

(4) Required documentation. FCS institutions that are assessing a student's internship for the award of CWIC pursuant to the process established herein must determine if an award is warranted based on the incorporated forms described in this subsection. Each institution may establish submission deadlines for Form No. CWIC-02 and Form No. CWIC-03. Within thirty (30) days of Form No. CWIC-02 and Form No. CWIC-03 being received by the institution, Form No. CWIC-04 must be completed by the subject matter expert, provided that there are more than thirty (30) days remaining in the semester during which CWIC was petitioned.

(a) The CWIC Petition form, Form No. CWIC-01, establishes the process at the institution to initiate the petition for CWIC and to track the progress and outcome of the request.

(b) The CWIC Mentor Training Record, Form No. CWIC-02, establishes the process for the intern's assigned mentor, as described in s. 409.1455(7)(b), F.S., to document the training received in the workforce internship component.

(c) The CWIC Equivalency and Course Alignment form, Form No. CWIC-03, establishes the process for interns to provide evidence of the knowledge and skills acquired through participation in the workforce internship component and to demonstrate the alignment with the course learning outcomes of the course(s) being petitioned.

(d) The CWIC Internship Assessment Rubric, Form No. CWIC-04, establishes the process for subject matter experts to assess and rate the equivalency and alignment of the workforce internship component with the appropriate postsecondary course(s) and course description(s). An award is warranted if the student demonstrates mastery of the course learning outcomes, which is indicated by a minimum score of 14 for each course learning outcome (minimum score of 7 for each Item Score) and a minimum score of 70% for the total allowable points for the course learning outcomes as described in Form CWIC-04, CWIC Internship Assessment Rubric.

(e) Institutions may request from the participating organizations additional clarifying information to determine the award of CWIC.

(5) Reporting. Each institution that admits students who have completed the workforce internship component of the Step into Success Pilot Program and that have petitioned the award of CWIC must report by October 1 of each year in a format prescribed by the department the number of students who were enrolled during the prior academic

year, the course credit by course prefix and number that was awarded to each student, the student's program of study and whether the student completed a degree program or earned a certificate.

(6) Incorporated documents. The following forms are hereby incorporated by reference and made part of this rule. Copies may be obtained from Division of Florida Colleges, 325 West Gaines Street, Suite 1244, Tallahassee, Florida, 32399.

(a) Form No. CWIC-01, CWIC Petition, (DOS link), effective December 2024.

(b) Form No. CWIC-02, CWIC Mentor Training Record, (DOS link), effective December 2024.

(c) Form No. CWIC-03, CWIC Equivalency and Course Alignment, (DOS link), effective December 2024.

(d) Form No. CWIC-04, CWIC Internship Assessment Rubric, (DOS link), effective December 2024.

*Rulemaking Authority 1001.02(1), (2)(n), 409.1455(9), FS. Law Implemented 409.1455, FS. History–New*