





































# Career Cluster Professional Learning Communities

Save the Date	Topic & Facilitator	Primary Audience (Program TBD)
<p>Tuesday, April 6<sup>th</sup> 4pm-5pm EST <a href="#">Mark your calendar</a></p>	<p><b>Energy; Marketing, Sales &amp; Service and/or Architecture &amp; Construction</b></p>	<p>Instructors of Energy, Marketing, Sales &amp; Service or Architecture &amp; Construction</p>
<p>Tuesday, April 20<sup>th</sup> 4pm-5pm EST <a href="#">Mark your calendar</a></p>	<p><b>Health Science and/or Human Services</b></p>	<p>Instructors of Health Science or Human Services</p>
<p>Tuesday, May 4<sup>th</sup> 4pm-5pm EST <a href="#">Mark your calendar</a></p>	<p><b>Manufacturing; Transportation, Distribution &amp; Logistics and/or Engineering &amp; Technology</b></p>	<p>Instructors of Manufacturing, Transportation, Distribution &amp; Logistics or Engineering &amp; Technology</p>
<p>Tuesday, May 18<sup>th</sup> 4pm-5pm EST <a href="#">Mark your calendar</a></p>	<p><b>Education &amp; Training; Finance and/or Hospitality &amp; Tourism Education</b></p>	<p>Instructors of Education &amp; Training, Finance or Hospitality &amp; Tourism Education</p>



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# Cooperative Education OJT Manual

**Kaitlin Vickers**  
**Program Specialist**  
**Division of Career and Adult Education**

## Electronic Signatures for OJT Timecards

- Co-operative OJT programs can now collect timecards with electronic signatures.
  - E-signature software such as Adobe Sign or DocuSign sent to a verified supervisor's email.
  - Training site supervisor can email the electronically signed document to the supervising teacher.
- <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/additional-cte-programs-courses/ojt/documents.shtml>

## Electronic Signatures for OJT Timecards

- What information needs to be kept on file?
  - Copy of the following records for auditing purposes:
    - A copy of the electronically signed timecard.
    - The email verifying the timecard was sent by the supervisor.
    - A copy of the Co-operative Education OJT Electronic Signature Verification Form.
- <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/additional-cte-programs-courses/ojt/documents.stml>



### Guidance for Districts on Electronic Timecard Signatures for Co-operative Education OJT

What is the benefit of electronic signatures?	Electronic signatures provide a paperless workflow and electronic tracking system. With many students choosing a virtual learning option, the process becomes more efficient and more secure than the paper version.
What are the options for Electronic signatures for timecards?	<ul style="list-style-type: none"> <li>- E-signature software such as Adobe Sign or DocuSign sent to a verified supervisor's email.             <ul style="list-style-type: none"> <li>o The e-signature software can send the timecard directly to the student and the supervisor for signature.</li> </ul> </li> <li>- Supervisor can email the electronically signed document.             <ul style="list-style-type: none"> <li>o Students will submit their electronically signed timecard to their supervisor and must be emailed back by the supervisor on record.</li> </ul> </li> </ul>
What information needs to be kept on file?	<p>The district will need to keep a hard copy of the following records for auditing purposes:</p> <ul style="list-style-type: none"> <li>- A copy of the electronically signed timecard.</li> <li>- The email verifying the timecard was sent by the supervisor.</li> <li>- A copy of the <u>Co-operative Education OJT Electronic Signature Verification Form</u>.             <ul style="list-style-type: none"> <li>o Please note that students may have multiple supervisors.</li> </ul> </li> </ul>
What if the supervising teacher or training site supervisor changes?	The <b>Co-operative Education OJT Electronic Signature Verification Form</b> can be modified to add the new supervisor or teacher. The district or school can require a new form to be filled out.

### Co-operative Education OJT Electronic Signature Verification Form

I, \_\_\_\_\_, the training site supervisor of \_\_\_\_\_, agree to electronically sign the weekly/monthly timecard to verify the hours worked. These timecards are to verify attendance records of the student's enrollment in the co-operative education OJT program.

Students Place of Employment:		
School Name and District:		
<b>Required Signatures:</b>	<b>Date Signed</b>	
Training Site Supervisor's Signature:		
Student Signature:		
Supervising Teacher Signature:		
<b>Please provide the email addresses of all supervisors authorized to electronically sign and verify the student's timecard.</b>		
<b>Name</b>	<b>Position/Title</b>	<b>Email Address</b>

## Congratulations to FDOE's Eric Owens

- Over 15 years of dedication to CTE
  - Servant-style leadership
  - Student success advocate
- Eric's contributions will always be valued and remembered.
- To celebrate his much-deserved retirement, we encourage you to send congratulatory messages to [eric.owens@fldoe.org](mailto:eric.owens@fldoe.org)





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# Federal and State Initiatives (FSI) Section Update

**Bruce Harrington**

**Senior Education Program Director**

**Division of Career and Adult Education**

# Florida Perkins Consolidated Annual Report (CAR)

- Florida's annual CAR was submitted to the federal Office of Career and Adult Education by the December 31, 2020, deadline.
- The CAR report consists of:
  - Grant budget expenditures
  - Local agency grant allocations
  - Career and Technical Education program concentrator reports by cluster and demographic
  - Methods of Administration Biennial Report by the Office of Educational Opportunity



## Perkins – Looking ahead

- Neither the state nor local agencies were held accountable for the new Perkins V performance targets for the 2019-2020 program year.
- However, both the state and local agencies will be held accountable in the 2020-2021 program year.
- The RFAs for the 2021-2022 program year are currently under development.
- The required local agency biannual Comprehensive Local Needs Assessments were conducted in 2019-2020 and are required to be conducted again in the 2021-2022 program year.



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# Data Reporting

**Tara Goodman**

**Vice Chancellor**

**Division of Career and Adult Education**

# Welcome to our new Research and Evaluation Director

- Brittany C. Ross
- Email: [Brittany.Ross@fldoe.org](mailto:Brittany.Ross@fldoe.org)
- Phone 850-245-9005

## New Data Elements

- Division is working on new data elements for the 21-22 year in the following areas:
  - Apprenticeship/Preapprenticeship Program Sponsor information
  - Work-based Learning Activities
- Under consideration:
  - Industry Certification Exam Test Delivery

## 2020-21 Data Reporting Schedule – EIS

Survey	Survey Week	Required Load Date	System Closes
Survey 2	October 5-9	October 16, 2020	December 15, 2020
Survey 3	February 8-12	February 19, 2021	April 15, 2021
Survey 5		July 23, 2021	October 31, 2021

Link to all Survey Dates: <https://www.fldoe.org/core/fileparse.php/7574/urlt/2021-surveydates.pdf>

## Survey 3 Reminders

- Enrollment in CAPE academies must be reported on the Federal/State Indicator Status Format
  - Includes high school and middle school academies
  - If you registered an academy, we should see enrollment reported
- Reminder that automotive programs must be accredited in order to report enrollment in surveys 2 and 3.
  - All agencies were notified in September if they had a program that had a program whose accreditation had expired or was set to expire in the current reporting year.
  - For questions please contact Robert Blevins at 850-245-9015 or [Robert.Blevins@fldoe.org](mailto:Robert.Blevins@fldoe.org)



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# CAPE Industry Certifications

**Kathryn Wheeler**

**CAPE Industry Certification Manager**

**Division of Career and Adult Education**

## Third Calculation

- Bonus FTE district files are ready to download from the Northwest Regional Data Center
- The file name is DPSdd.GQ.F71297.Y20212; the format for this file is in DPS.DISTRICT.FORMATS.Y2021 (F71297).
- Please download your file by the end of January, as these files are only posted for a limited time.
- The standard FEFP workpapers for 3rd calculation have not been posted. An alternative method of sharing the final FTE calculated for industry certification attainment is being worked out.



## Rule Updates for 2020-21

- Updates to Rule 6A-6.0573, Industry Certification Process, became effective October 27, 2020. Updates include:
  - Remote proctoring provisions;
  - The third (final) Career-Themed Course Registration window is now July 15th - August 10th;
  - Exams may not be used to satisfy the requirements for more than one industry certification or certificate; and,
  - Clarifying language.
- Full text may be accessed via:

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

## Rule Updates: Remote Proctoring

- “Remote proctoring” is the process of taking an exam while the test taker is in one location and the virtual proctor is in another location.
- “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

## Rule Updates: Remote Proctoring

- Certifying agencies may elect to offer remotely proctored testing options.
- 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.
- The certifying agency must issue the same credential that would have been earned in the traditional proctoring setting.

## Rule Updates: Remote Proctoring

- Certifying agencies are required to sign an updated attestation form that aligns with the requirements outlined in Rule 6A-6.0573. (This is different from the attestation form signed in 2019-20.)
- A list of certifications with remote proctoring options has been posted and will be updated as needed. This may be accessed via:

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

# Rule Updates: Conditions for FEFP Calculation and Reporting

- Exams may not be used to satisfy the requirements for more than one industry certification or certificate.

## CAPE Academy Registrations for 2020-21

- All middle and high school CAPE Academies registered for the 2020-21 school year are listed in Appendix Y.
- Appendix Y is posted on the Student Information System webpage and may be accessed through the following direct link:

<http://www.fldoe.org/core/fileparse.php/19879/urlt/2021-appendy.xls>

# Career-Themed Course Registrations, 2020-21

## Registration Windows:

1. October 16 – November 30
2. **February 1 – March 1**
3. July 15 – August 10 (**Final**)

## Career-Themed Course Registrations, 2020-21

- Registrations made during the first window are listed in Appendix FF, which is posted on the Student Information System webpage and may be accessed through the following direct link:

<http://www.fldoe.org/core/fileparse.php/19879/urlt/2021-appendff.xls>



## Career-Themed Course Registration

- A Career-themed Course is a **course, or a course in a series of courses, that leads to an industry certification** identified in the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education.
- Career-themed courses **have industry-specific curriculum aligned directly to priority workforce** needs established by the local workforce development board or the Department of Economic Opportunity.

## In order to register a Career-Themed Course,

- The course must have students enrolled.
- Instructors must hold the same industry certifications (or higher level) for which the course is being registered. This applies to all certifications registered with the course.
- District superintendent must certify that the course is being registered per s. 1003.493(1)(b) and s. 1003.493(4), F.S.

## Career-Themed Course Registration

- Occasionally FDOE will flag courses registered with industry certifications that appear to have little to no relation to the course content.
- These will not be included in Appendix FF unless the district is able to provide documentation that student mastery of at least five (5) core standards from the course is assessed by the industry certification exam.

# Career-Themed Course Registration Training

- On-demand webinar coming soon!

## CareerSource Florida Submission Process

- Information about the application process is posted at [www.careersourceflorida.com/cape](http://www.careersourceflorida.com/cape).
- CareerSource Florida, the Department of Economic Opportunity and FDOE held meetings as needed with submitters in preparation for the CareerSource Florida Board Meeting next month.



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# Grants/Compliance Update

**Gloria Spradley-Brown**

**Bureau Chief**

**Division of Career and Adult Education**

## Grants Administration and Compliance

- **100% of Perkins V 4-Year Plans are Completed**
- **Project Amendments**
  - Use the appropriate function and object code with the appropriate line item
  - Submit documents via Office of Grants Management ShareFile System
- **Competitive Grant Reviews Completed**
  - **Entrepreneurship Education and Training (EET)**
  - **Department of Juvenile Justice (DJJ)**
    - CTE Program **MUST** be on the approved CLNA

# Grants Administration and Compliance

## Compliance:

- Spring Virtual Desk Monitoring Reviews are underway.
- If you have any questions please reach out to [Kara Kearce](#), director of Quality Assurance and Compliance, 850-245-9033.



# Grants Administration and Compliance

## Program Management Resources:

- Green Book
- Amendment Forms
- Uniform Guidance (UG)
- Red Book (School Districts)
- Accounting Manual (Florida Colleges)
- Compliance

Division of Career And Adult

Education web page: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/>

# Questions



[www.FLDOE.org](http://www.FLDOE.org)

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