



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

**Virtual Desk Monitoring Review
for
Pathways to Career Opportunities Grant**

College of the Florida Keys

February 9-13, 2026

Final Report

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Florida Department of Education
Division of Career and Adult Education

**College of the Florida Keys
Pathways to Career Opportunities Grant (PCOG)
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) office plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. The guide can be found on the Division's website at: <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

The QAC office may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

The College of the Florida Keys (CFK) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Beren Lindenberg, Senior Director of Sponsored Programs, on November 20, 2025. The designated representative for the agency was Ms. Beren Lindenberg. The Division's representative conducting the VDMR was Program Specialist Dantavia Davis of the QAC.

V. COLLEGE OF THE FLORIDA KEYS

Finance

The provider was awarded the following grant for fiscal year 2020-21:

FY 2020-21

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	442-90310-1D301	\$ 57,252.00	\$ 10,022.00

Additional information about the provider may be found at the following web address:

<https://www.cfk.edu>.

VI. MONITORING ACTIVITIES

The monitoring activities include pre- and post-review planning, an entrance and exit conference, records review and interviews with administrators, if necessary.

Onsite Visits

An onsite visit did not take place due to the review being a VDMR.

Entrance and Exit Conferences

The entrance conference for CFK was conducted on December 17, 2026. The exit conference was conducted on February 10, 2026. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Jack Seubert	Dean, Marine and Applied Science, CFK	X	
Beren Lindenberg	Senior Director, Sponsored Programs, CFK	X	X
Catherine Torres	Director, Institute for Public Safety, CFK	X	
Hannah Stoneman	Director, Marine and Applied Science, CFK	X	
Joseph Gormley	Dean, Arts and Hospitality, CFK	X	
Heather Margiotta	Administrative Dean, Finance and IT Operations, CFK	X	X
Monekka Munroe	Vice-President, Academic Affairs, CFK	X	
Richaunda Whitely	Manager, Talent Acquisition, Development, and Accountability, CFK	X	
Bryan Gaitan	Director, Arts and Hospitality, CFK	X	
Division Monitoring Team			
Chuck Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X

Narrative

The CFK Apprenticeship Program offers four-year apprenticeships in electrical, plumbing, heating, ventilation and air conditioning (HVAC) and carpentry. The program combines paid on-the-job training (OJT) with a local employer (40 hours per week, year-round) and evening classroom instruction on campus (five hours per week during the Fall and Spring terms). The College began offering plumbing and HVAC apprenticeships in August 2018 and added electrical and carpentry apprenticeships in January

2019. Apprenticeship programs are currently offered at the Key West Campus, Upper and Middle Keys Centers.

VII. OBSERVATION

A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.

- The program is offered at the College's Key West Campus and includes classroom-based instruction, computer-based instruction and hands-on training aligned with industry requirements. Apprentices work full time during the day for a sponsoring employer and complete a minimum of 144 hours of related instruction each year. Each apprenticeship cohort has a four-year duration.
- In CFK's apprenticeship program, apprentices and mentors are assigned at a one-to-one ratio. OJT is provided at the worksite. Timecards are signed by the mentor and submitted by the apprentice to the apprenticeship sponsor at CFK. Instructors are required to have a minimum of four years and/or 8,000 hours of OJT training qualifying them as a journeyworker and must also have successfully completed an instructor certification course.
- Apprentices earn an hourly wage and are employed full time by a CFK approved apprenticeship employer.
- Classroom instruction is provided at no cost to the apprentice and OJT training is completed during the regular workday. Program graduates earn state and national credentials applicable to their respective trades.
- The Electrical Apprenticeship Program prepares individuals for advancement as residential or commercial electricians. Apprentices are employed full time by a sponsoring employer and receive wages with scheduled increases throughout the program. Training includes classroom instruction, on-the-job training and coursework covering the following areas:
 - Mounting and routing cables
 - Trimming and hanging fixtures
 - Light and power fixtures
 - Light and power wiring
 - High and low voltage
 - Safety procedures
 - Care and safe use of tools, materials and equipment
- The Carpentry Apprenticeship Program prepares students for advancement as residential or commercial carpenters. Training includes classroom instruction and OJT learning in the following areas:
 - Form building
 - Rough framing
 - Door and window installation
 - Installation of trim and fixtures
 - Roof construction and coverage
 - Construction and installation of cases, closets and stair systems
- The Plumbing Apprenticeship Program prepares students for advancement as residential or commercial plumbers. Training includes classroom instruction and OJT learning in the following areas:
 - Interior and exterior underground sanitary and storm sewer systems
 - Installation of vertical stacks, horizontal lines and branch line for soil, waste and vent piping
 - Water supply systems, including line sizing, material selection, layout of control connections and water treatment equipment
 - Setting and connecting all types of plumbing fixtures and appliances

- Safety procedures
- The HVAC Apprenticeship Program prepares students for advancement as residential or commercial air conditioning, refrigeration and heating technicians. Training includes classroom instruction and OJT learning in the following areas:
 - Fabrication of HVAC system components
 - System installation and connection
 - Installation of electrical supply lines and cables
 - Installation of water service lines
 - Equipment installation
 - System maintenance, troubleshooting and testing
 - Equipment repair

B. DATA AND ASSESSMENT refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting and procedures. The monitoring review also evaluates how the program uses data to guide decision-making.

- The PCOG team requested that the monitoring staff confirm CFK PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
 - Carpentry
 - Electrician
 - Heating and Air Conditioning Installer Servicer
 - Plumber
- CFK provided enrollment data and supporting documentation as required by the Department. The PCOG team, in coordination with the Office of Research and Evaluation, will review and resolve any discrepancies identified in the data. Members of the QAC team did not take additional action beyond documentation and confirmation during the monitoring review.

C. CURRICULUM AND INSTRUCTION refers to elements contributing to student learning and skill acquisition.

- No curriculum or instruction was observed during the monitoring review because the review was conducted as a VDMR.

D. TECHNOLOGY AND EQUIPMENT refer to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.

- All inventory with the value of \$1,000 or more met the criteria set forth by federal, state and local guidelines and is included within their fixed asset system.

E. RECORDS REVIEW refers to reviewing the records and documents supporting compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed were:

- Procedures for finance and procurement
- Procurement records
- Standards of Apprenticeship manual

- Registration Letter
- Data reports
- RAPIDS registration
- Instructor contracts

F. **FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.

- CFK utilizes Ellucian Banner as its dedicated financial system
- The Administrative Dean of Financial and IT Operations ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
 - Budget Implementation
 - Cash Management
 - Methods of accounting
 - Fiscal Internal Controls
 - Records and reporting
 - Inventory Management
 - Procurement
- Monitoring staff conducted a grant budget analysis of CFK’s grant. All object codes and amounts pre-approved on their grant awards were adhered to.

G. **COLLABORATION** refers to the collaborative agreements, partnerships or memoranda of understanding (MOU) that are in place to benefit an agency's programs and students.

- CFK has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners includes, but is not limited to, the following:
 - CareerSource South Florida

VIII. RESULTS

CFK was found to be out of compliance in the following areas:

Concern	1
Area	Program Data Concern
Summary	Program data for PCOG-funded apprenticeship and preapprenticeship activities was not consistently reported across internal and external data sources. Information in the monitoring template showed discrepancies among data reported to the PCOG team, RAPIDS and the state data system, including differences in occupations, enrollment counts and related program details. These data must match across all platforms. These inconsistencies limit the department’s ability to rely on reported data for monitoring, validation and oversight.
Recommendation	The provider should implement procedures to ensure program data is accurate, consistent and the

	<p>same across all required reporting mechanisms. This includes validating occupations, enrollment data and program details prior to submission and reconciling differences between PCOG, RAPIDS and the state data system. Failure to ensure accurate and consistent reporting may impact future funding decisions.</p>
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IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the Department's website, which can be found at: <http://fldoe.org/academics/career-adult-edu/compliance>.

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required. On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the College of the Florida Keys. A special thanks is offered to Ms. Beren Linderberg for her participation and leadership during this process.



Please address inquiries regarding this report to:

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