Table of Contents

State Statutes for Industry Certification .................................................................................................................. 2

General Certification Guidelines .............................................................................................................................. 4
  Exam Calendar .................................................................................................................................................. 4
  Proctoring of Exams .................................................................................................................................. 4

Career Themed Course List .................................................................................................................................. 4

Industry Certification Preparation .............................................................................................................................. 4

Student Certification Re-tests .................................................................................................................................. 4

CAPE Budget & Expense Guidelines ....................................................................................................................... 4
  CAPE Balances ........................................................................................................................................... 4
  Using CAPE funds ..................................................................................................................................... 5

Certiport Certification Users (Adobe, AutoDesk, Microsoft, Quickbooks, Toon Boom) ............................................. 5
  Requesting Licenses ..................................................................................................................................... 5
  Preparing for Certiport Testing ....................................................................................................................... 5
    Exam groups ........................................................................................................................................... 5
    Creating Certiport Student Accounts ...................................................................................................... 6
    Certiport Testing Application ...................................................................................................................... 6
    Requesting a New Proctor Account ........................................................................................................... 6

Technical Issues ..................................................................................................................................................... 6

Serve Safe & NRFSP Certification Users .................................................................................................................. 6

AEST Certification Users ......................................................................................................................................... 6

HBI/NOCTI Certification Users .................................................................................................................................. 7

National Healthcare Assoc. Certification Users ......................................................................................................... 7

Emergency Medical Responder Certification Users ................................................................................................ 7

Requesting New Industry Certifications .................................................................................................................. 7

CAPE Budget Planning Worksheet .......................................................................................................................... 8

Instructor Responsibilities Agreement ...................................................................................................................... 9
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; or
(c) Linked to an occupation that is identified as emerging.

Also, Senate Bill 850 identified a process by which certifications would be recommended for farm occupations in s. 570.07, F.S., and s. 1003.492(3)(b), F.S. These amendments require the Department of Agriculture and Consumer Services (DOACS) to provide recommendations for industry certifications to be considered for placement on the CAPE Industry Certification Funding List. These industry certifications “shall demonstrate student skill proficiency and be based upon the best available data to address critical local or statewide economic needs.”

Section 1011.62(1)(o)2., F.S., prohibits the use of the allocation to supplant funds provided for the basic operation of the program, which includes instructional salaries of teachers. Districts are provided funds for the course enrollments through s. 1011.62, F.S.

Section 1011.62(1)(o)3., F.S., was amended in 2016 to include new teacher bonus payment requirements. The amended language provides for the following teacher bonuses from the industry certification additional FTE calculation:

- For industry certifications earned in the 2013-2014 school year and in subsequent years
- For each classroom teacher who provided direct instruction toward the attainment of an industry certification that qualified for additional full-time equivalent membership
- Value of the bonus varies as follows:
  - $25 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the CAPE Industry Certification Funding List with a weight of 0.1.
  - $50 for each student taught by a teacher who provided instruction in a course that led to the attainment of an industry certification on the CAPE Industry Certification Funding List with a weight of 0.2.

The 2016 Legislature amended the funding requirements in the FEFP. The new statutory requirements for additional full-time equivalent membership are described in s. 1011.62(1)(o), F.S. The following language is included in this section regarding the funding calculation:

1.a. 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.

b. A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a course as defined in s. 1003.493(1)(b) or courses with embedded CAPE industry certifications and who is issued an industry certification identified annually on 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 full-time equivalent value of 0.1 for each certification. Middle grades students who earn additional FTE membership for a CAPE Digital Tool certificate pursuant to sub-subparagraph a. may not use the previously funded examination to satisfy the requirements for earning an industry certification under this sub-subparagraph. Additional FTE membership for an elementary or middle grades student may not exceed 0.1 for certificates or certifications earned within the same fiscal year. The State Board of Education shall include the assigned values on the CAPE Industry Certification Funding List under rules adopted by the state board. Such value shall be added to the total full-time equivalent student membership for grades 6 through 12 in the subsequent year. CAPE industry certifications earned through dual enrollment must be reported and funded pursuant to s. 1011.80. However, if a student earns a certification through a dual enrollment course and the certification is not a fundable certification on the postsecondary certification funding list, or the dual enrollment certification is earned as a result of an agreement between a school district and a nonpublic postsecondary institution, the bonus value shall be funded in the same manner as other nondual enrollment course industry certifications. In such cases, the school district may provide for an agreement between the high school and the technical center, or the school district and the postsecondary institution may enter into an agreement for equitable distribution of the bonus funds.
General Certification Guidelines

Exam Calendar
All industry certification exams need to be posted on the shared CTE Industry Certification Exam Calendar. (If you do not have access to this calendar, you can request it from Amy McAllister). When posting exam information on the calendar please include time window (or all day), the name of the exam, school, and teacher name. This exam calendar helps us to coordinate proctoring availability, troubleshoot technical issues, and create exam orders.

The last day to have seniors take industry certification exams will be Friday, April 27, 2018.

Proctoring of Exams
Industry Certification exams will be proctored by someone other than the classroom teacher. Most vendors require proctors to be registered and approved prior to testing. Potential proctors can include, school testing coordinators, academy facilitators, district CTE specialists, etc. In some instances, vendor regulations for proctors may require the credentialed classroom teacher to serve as the exam proctor, but there needs to be another person in the room as well.

Career Themed Course List
In September, all teachers using industry certification exams will be required to submit a listing of courses and which certifications can be earned in each course. This information is then submitted to the Florida Dept of Education.

In order for a program to receive bonus dollars an industry certification must be reported under a registered career themed course. For example, if you offer a student in a directed study course a certification in Premier Pro and they pass the certification, but you did not submit that course, then there will be no bonus dollars awarded to your program for that student.

There is a second opportunity to update the Career Themed Course list in February.

Industry Certification Preparation
All teachers are responsible for preparing their students prior to sitting for an industry certification exam. The district pays for licensing costs as well as costs of the exam. If a study guide or practice exam is available from the testing vendor then teachers may purchase those for their students to practice. All practice materials should be purchased by the school/program. Note: (GMetrix is provided as part of the districts universal license so that will still be provided)

Students need to show proficiency in industry certification content from certification practice or course objectives. Not all students in your will class will be proficient enough to sit for industry certification.

Student Certification Re-tests
In the event that a student is not successful at their first attempt of industry certification, they can re-test again (provided they meet the criteria of your program area for re-testing) in 21 calendar days. There are some exams that are too expensive to allow for multiple attempts. In all cases, a student is limited to three attempts per school year.

CAPE Budget & Expense Guidelines

CAPE Balances
CAPE teacher bonuses and program dollars are paid out to teachers and schools typically in April or May. The disbarment from the Florida Dept. of Education runs a school year behind. The certifications that students are earning this year will be disbursed the following school year.
Please remember that your award amount is based off those students that passed industry certifications that were tied to a career themed course. If your course was not submitted as a career themed course, or if students are passing a certification for the second time then you will not receive funding in those instances.

You can carry a CAPE balance over from year to year, be sure to check with your school bookkeeper to see what your carryover amount is when you receive your new allocation of CAPE dollars so you can budget and plan appropriately.

**Using CAPE funds**

The dollars generated from industry certifications are to be used to expand or growth your programs. These dollars cannot be used to supplant the budget of your program.

Some examples of supplanting (expenses not allowable) may include: teacher salary, teacher computers, desks, teacher supplements, and basic instructional materials.

Some examples of allowable expense to supplement and grow a program may include: equipment upgrades, preparation materials for industry certification, field trips, CTSO conferences, student competition expenses, and teacher professional development conferences.

Each teacher receive CAPE program dollars needs to complete a CAPE Budgeting Form (Located in the back of this booklet) that outlines how you plan to use your CAPE dollars for the school year. If you plan on carrying over CAPE dollars to make large purchase there is room on the form to remark on that plan. Changes can be made to the plans throughout year as needs or planned expenses change. All CAPE budget forms are to be completed by the teacher in the fall and be signed by the principal and bookkeeper for approval. After approval from administration, the budget forms are to be submitted to the CTE office for final review.

**Certiport Certification Users (Adobe, AutoDesk, Microsoft, Quickbooks, Toon Boom)**

**Requesting Licenses**

Each High School has an allotment of Certiport Licenses/vouchers for industry certifications. Each school site should have a designated person to track the usage of licenses, and if necessary, determine an allotment of licenses per teacher/program area. Each license/voucher is valid for 6 test attempts, please check to see if a student is already assigned a license before making a request.

Certiport vouchers need to be requested from Amy McAllister and voucher requests need to be made at least 2 weeks prior to testing. Be sure that you have added your test dates to the calendar prior to requesting vouchers.

Teacher vouchers can also be requested for those who wish to sit for the test prior to their students, or to review a new exam. Please see if there are others at your school site interested in testing before you submit your request. When submitting your request for a teacher voucher, please include names of teachers, testing area, and how many types of tests per person. When Certiport issues the teacher vouchers they are only valid for 30 days.

**Preparing for Certiport Testing**

**Exam groups**

All teachers need to create exam groups for the students they will be testing this year. You will need to create new exam groups each year. Do not use the same exam groups from previous years. Your exam group needs to contain your last name and abbreviated version of the course the students are in. If you want to include class period information, that is optional. All students need to be assigned to an exam group for every certification they take. Many of you share students that are taking multiple certifications and when there is no exam group listed this means you will be contacted to determine who the student belongs to for which certification. This leads to confusion an misreporting.
Creating Certiport Student Accounts
Students do not need a new Certiport account each year, they should continue using the one from previous years. When students are setting up new accounts they need to use the name that is listed on the Volusia County Schools records. Do not allow them to use nicknames. Alpha ID should be entered during registration as the student ID number. If you have lots of new students that need Certiport accounts, a mass registration can be done for you. In order to do a mass registration please send Amy McAllister an excel spreadsheet with a column for; last name, first name, and alpha code.

Certiport Testing Application
Two weeks prior to your first certification attempt you will want to be sure that Console 8/10 is loaded onto the computers that will be used for testing. If it is not already on computers it can be downloaded from Software Center. If it is not listed in Software Center then you will need to contact your USA to get it loaded.

If Console 8 is already on your computers you will want to open it on each computer so that updates can load. This can be a very time consuming process. DO NOT WAIT UNTIL THE MORNING OF TESTING TO DO YOUR UPDATES. These updates can take over an hour on the first use of the season.

Requesting a New Proctor Account
If you have someone at your school site who has not previously proctored for Certiport exams they will need to create a Certiport account at www.certiport.com. After they have completed registration please have them e-mail their user name to Amy McAllister and she can add them to your school as a proctor.

Technical Issues
Unfortunately, this testing platform does experience some technical issues from time to time. If a student receives an error message while testing, please take a screen shot or a picture of that image and e-mail it along with the issue that you are experiencing to Amy McAllister. There are some issues that can be fixed by Volusia County Schools Tech Services and some errors that require Certiport Technical Assistance (800-497-8923).

In the event that a student is unable to finish the test because of a technical error, the 21 day wait to re-test is not required. If the exam is incomplete or not scored, then the student can retest the same day (time permitting). Please be sure to keep a record of the issue and student, should more information be needed during a results audit.

Serve Safe & NRFSP Certification Users
The vendors for these certifications offer the exam in an online or a paper/pencil format. You are free to select the method that works best for your program. Please be sure to notify the CTE office which method you would like to use at the beginning of the year so that the proper quantities of each can be ordered.

Serve Safe does allow for you to proctor your own students during certification testing; however, you will still need another proctor in the room to meet Florida CAPE proctoring regulations. Dr. Kristin Pierce and Amy McAllister are also credentialed proctors for Serve Safe and ProStart certification. Amy McAllister is also a proctor for NRFSP.

In the instances that students do not pass the exam but score between 74 – 70 percent, they can potentially retake the exam after the 20-day waiting period.

AEST Certification Users
The vendor for these industry certification is the Florida Farm Bureau Federation. The exam areas currently available from this vendor are:

Agritechnology, Animal Science, Ag Mechanics, Ag Communications, Ag Biotechnology, Forestry, & Ag Foundations.
This certification prohibits the agriculture teachers from being proctors for testing (even for other teachers). Potential proctors must register through www.certify.ag 2 weeks prior to testing to secure log in information.

Certification exam credits will be purchased through the CTE office. During this first year of Ag Foundations certification, only 20 vouchers will be provided to each high school. If you wish to test additional students at your school, then your program/school will need to purchase those vouchers. The passing scores vary from test to test so please be aware of what those scores are.

**HBI/NOCTI Certification Users**

This certification is a two-part exam. First students must pass a Core Exam and then pass the Building Construction Technology Specialty Exam in order to earn the certification. Both parts of the exam must be taken during the same school year. The recommendation is to test the Core in the first semester, and then test the BCT in the second semester. There are study materials available for purchase from NOCTI. It will be responsibility of the program to purchase those prep materials. The CTE office will only purchase exam vouchers.

This exam is limited regarding who can proctor the certifications. Your academy facilitator will be registered as your account administrator and can proctor certifications. Dr. Dan Cox and Amy McAllister are also able to proctor your certifications as well.

**National Healthcare Assoc. Certification Users**

NHA offers the certifications in Patient Care Technician and Medical Admin. Assistant that we offer in Volusia County. These exams require preregistration of certification proctors, http://www.nhanow.com/.

The vendor has practice materials available for purchase. If you wish to use these materials they will need to be purchased by your program/school. The district will purchase certification exam vouchers for your students.

**Emergency Medical Responder Certification Users**

This vendor requires a site submission process that must be completed several months prior to testing for approval. The site submission process, requires the teacher and an additional proctor to be on the application. Please contact Amy McAllister to work on the application for the site approval.

In order to purchase exam vouchers, a roster of students to be tested will need to be submitted 2 weeks prior to certification testing.

Practice exams and materials are available free at the vendor’s website. http://www.iemsr.org/emr.html

**Requesting New Industry Certifications**

As new industry certifications are available in your area, they can be added to the list of certifications offered in Volusia County. To start the process of vetting a new certification please contact your CTE program specialist.

There are industry certifications that have been developed that are not on the CAPE funding list. If you are interested in any of these industry certifications please work with Amy McAllister to submit these certifications during the application window in August. The application process opens in August and allows for submissions for the next year (example, any submissions for this August will be for the 18-19 school year).
CAPE Budget Planning Worksheet
Due by October 20, 2017

<table>
<thead>
<tr>
<th>Date:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name:</td>
<td></td>
</tr>
</tbody>
</table>

CAPE Beginning Balance (7/1/17):

Program Name and Teacher Name:

<table>
<thead>
<tr>
<th>School Year</th>
<th>Expense Description</th>
<th>Actual/ Projected $ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CAPE Beginning Balance (7/1/17)  $

Projected Expenses  $

CAPE Ending Balance  $

*See Page 2 for examples and best practices of CAPE expenses.

If you wish to carry over your balance for an expense for next year please provide a description of the purchase and your projected timetable:

We, the undersigned, support the proposed CAPE Budget:

Principal ___________________________ Date ___________  Date ___________

CTE Teacher ___________________________  Date ___________

Bookkeeper ___________________________ Date ___________  Date ___________

CTE Specialist ___________________________
Best Practices for Implementing the CAPE Budget

Suggested Allowable CAPE Expenses

- Conferences - supporting industry certification or CTE curriculum
- Registration fees, room, travel, food (only the allowable per diem rate), substitutes
- Student Competitions related to curriculum/industry certification
- Curriculum and/or industry certification related equipment - printers, monitors, game stations, cameras
- Curriculum and/or industry certification Field trips
- Program/Academy Marketing materials - t-shirts, flyers, brochures, banners
- Curriculum and/or industry certification classroom supplies - computer paper, printer ink, cables, replacement equipment, furniture, posters, giveaways, certificate paper, consumables
- Curriculum/Industry certification-based supplies, curriculum/Industry certification recognition awards/plaques/pins
- Teacher resources to support curriculum
- Guest Speakers and/or Trainers
- Other expenses - email the CTE Curriculum/Industry Cert. Specialist for clarification on expenses not listed above

Examples of Unapproved CAPE Expenses

- Food purchased for students/teachers/business partners for industry certification celebrations, special events, or while traveling (food during teacher’s travel is reimbursed per diem)
- Equipment or supplies that are provided by the district (i.e. supplanting) - please see your program specialist if you have any further questions
- Entertainment expenses - see your CTE Curriculum Specialist for further information

For further clarification or assistance with the CAPE Budget Worksheet, contact Amy McAllister via email at ammcalli@volusia.k12.fl.us
Industry Certification Instructor Responsibilities

Instructors providing Industry Certifications have additional responsibilities to provide this opportunity to students, those responsibilities include:

▪ Hold active Certification in the area that you are preparing students for certification in
▪ Abide by the certification procedures outlined in the Volusia County Industry Certification Guidebook
▪ Work with CTE Academy Facilitator or Assistant Principal to schedule testing at your school site
▪ Work with CTE Academy Facilitator to determine your certification license allotment (Certiport Users only)
▪ Create Exam Groups for students (Certiport Users Only)
▪ Assess students’ knowledge with practice exams prior to certification (students must show competency prior to certification)
▪ Place certification testing dates on the CTE Certification Calendar
▪ Schedule approved proctors ahead of time
▪ Work with Industry Certification Specialist and CTE Specialists to order exams, adhere to budgets, and request new certifications
▪ Keep a record of all students’ certification exam attempts for three years.

I HAVE READ AND I UNDERSTAND ALL RESPONSIBILITIES ASSOCIATED WITH OFFERING INDUSTRY CERTIFICATIONS TO MY STUDENTS.

_______________________________________  ___________________________
Teacher Name  School Site

_______________________________________  ___________________________
Teacher Signature  Date

______________________________________________________
Programs Taught

______________________________________________________  ___________________________
Industry Certification Held  Year Obtained

______________________________________________________  ___________________________
Industry Certification Held  Year Obtained

______________________________________________________  ___________________________
Industry Certification Held  Year Obtained

* if you hold additional certifications please write them on the back
** only list current certifications

PLEASE RETURN COMPLETED FORMS TO AMY McALLISTER – CTE DEPARTMENT- BREWSTER 007