



From Zero to Hero: Everything you need to know to be a CAPE Superhero! Finance Officers' Edition

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Today's Topics

- The Purpose of CAPE
- The CAPE (K12) Industry Certification Funding List
- Career-Themed Courses
- Test Administration
- CAPE Funding
- How to Spend CAPE Funds



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The Purpose of CAPE

What is CAPE?

- The Florida Career and Professional Education Act was created in 2007 to provide a statewide planning partnership between the business and education communities in order to attract, expand, and retain targeted, high-value industry and to sustain a strong, knowledge-based economy.

The primary purpose of the CAPE Act is to:

- a. Improve middle and high school academic performance by providing rigorous and relevant curriculum opportunities;
- b. Provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and lead to industry certification;
- c. Support local and regional economic development;
- d. Respond to Florida's critical workforce needs; and
- e. Provide state residents with access to high-wage and high-demand careers.

Benefits of CAPE for Students

- Students earn industry certifications that make them more college and career-ready.
- Some industry certifications articulate for college credit.
- College credit articulated may contribute to requirements for the Gold Seal CAPE (GSC) Scholarship.

Other Benefits of CAPE

- Bonus FTE funding
- Teacher bonuses
- School grades



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CAPE (K12) Industry Certification Funding List

The making of the CAPE Industry Certification Funding List

**Digital Tool
Certificates**

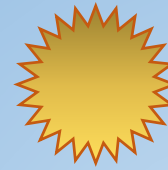
FDOE

Farm Occupations

Dept. of Agriculture &
Consumer Services

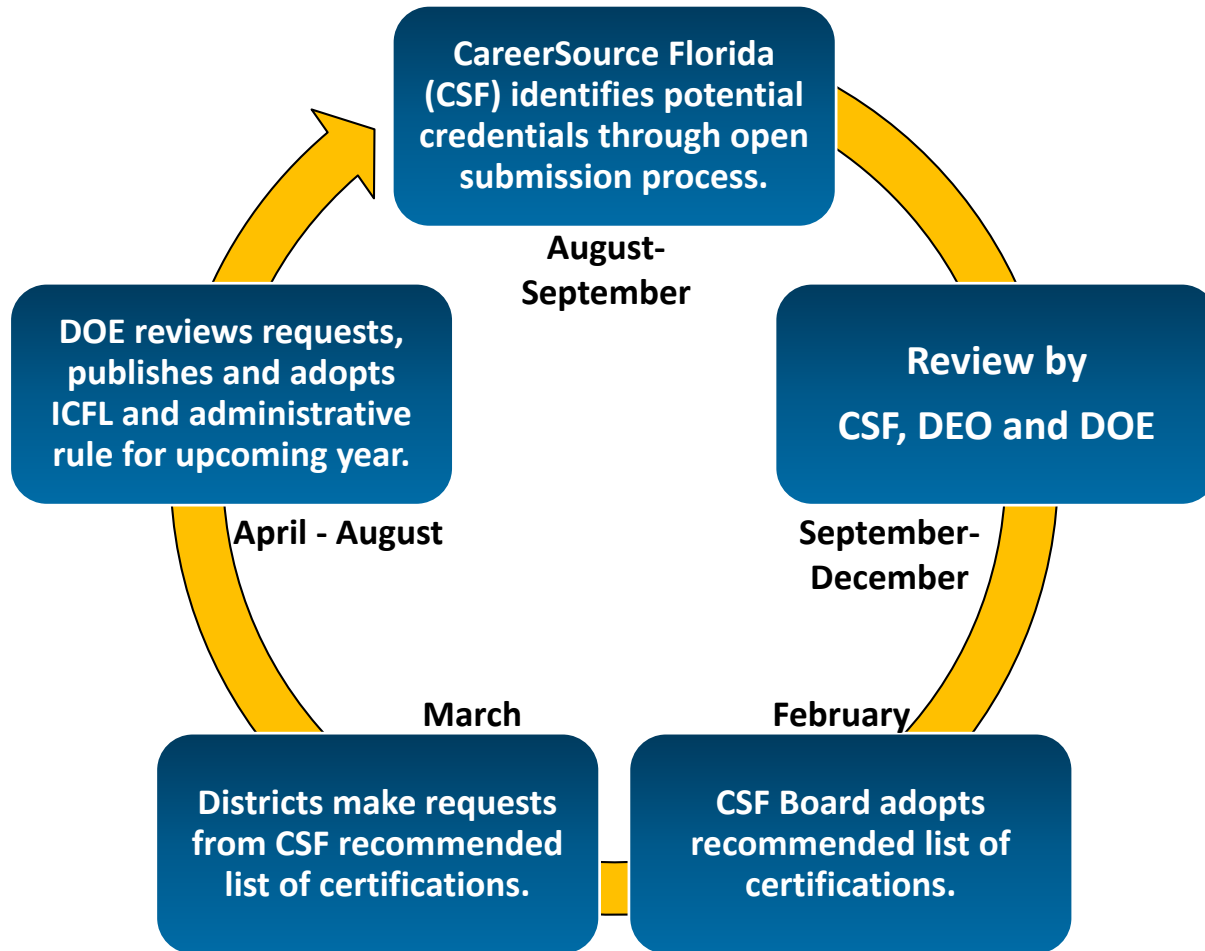
Recommendations

CareerSource Florida



**CAPE
Industry
Certification
Funding
List**

CareerSource Florida Request Cycle



For industry certifications for farm occupations, a separate process is used involving the Department of Agriculture and Consumer Services

State Board Adoption of the CAPE Industry Certification Funding List

- FDOE posts the upcoming list in draft format by August 1 of each year.
- The rule adopting the CAPE List is approved by State Board of Education in the Fall.
- The State Board of Education approves the rule again in the Spring, adopting the Updated List. (This list includes increased funding weights for industry certifications that have Statewide Articulation Agreements for College Credit.)

Some Types of Credentials on the List

Type	Grade	Funding Weight	Example
CAPE Digital Tool Certificates	K-8	0.025 FTE	ICT Multimedia Essentials
CAPE Industry Certifications	6-12	0.1 or 0.2 FTE	Certified Nursing Assistant (CNA) Autodesk Certified User – AutoCAD
CAPE Acceleration Industry Certifications	6-12	0.5 or 1.0 FTE	MSSC Certified Production Technician FAA Aviation Mechanic Technician - Airframe

- K-8 students are capped at 0.1 FTE
- Certifications with 0.2 or higher FTE have articulation agreements

Statewide Articulation Agreements

- Industry Certifications which articulate college credit toward **specific** associate degree programs
- Established by college deans in collaboration with The Florida College System
- **Example:**
 - The Autodesk Certified User – AutoCAD (ADESK002) certification articulates 3 college credits to the Architectural Design & Construction Technology AS degree. This is honored at any FCS institution offering the degree program.
- Students articulating 5 or more college credits through CAPE industry certifications meet one of the requirements for the Gold Seal CAPE Scholarship.

Where can I find out about changes to the List?

- The CAPE Change Document is posted online next to the latest list:

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

- Types of changes:
 - New Industry Certifications
 - Removed Industry Certifications
 - New Minimum Version Requirements
 - FTE Weight Changes Due to New or Expired Articulation Agreements
 - Updates to Digital Tool Certificates List



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Career-Themed Courses

Career-Themed Courses

- A course, or series of courses, that leads to an industry certification on the CAPE ICFL.
- All CTE courses are eligible.
- Non-CTE courses may be requested.
- **All** certifications to be earned in the course must be registered. (max. 15)
- Course must have enrollment to be a Career-Themed Course!
- The teacher must hold **all** certifications (or a higher level) registered.

Career-Themed Courses - Registration

- Three registration windows:
 - 1st Window – October 16 through November 30
 - 2nd Window – February through March 1
 - 3rd Window (final) – August 1 through August 10
- CTCs are published in Appendix FF
- **Registration of CTC is required for funding of Industry Certifications earned!**

Test Administration

How to deliver industry certification tests in accordance with the law & rules



Requirements for Delivery of Industry Certification Exams and Reporting of Data

- All industry certifications reported must comply with Rule 6A-6.0573, F.A.C., which includes:
 - Teachers may not proctor certification exams for subjects they teach.
 - Exam questions are delivered in a secure manner.
 - The exam is scored by certifying agency or vendor, not a school district employee.
 - A student **cannot be given an exam more than 3 times** during the academic year. There must be a **minimum of 20 calendar days between test administrations.**

[Rule 6A-6.0573](#) (13),(16), F.A.C.

Requirements for Delivery of Industry Certification Exams and Reporting of Data, Continued

- All industry certifications reported must comply with Rule 6A-6.0573, F.A.C., which includes:
 - School districts shall create and maintain local test administration procedures for the administration of all industry certification exams.
 - Teachers, proctors, and monitors for industry certification exams must sign [Form FCAPEA-04, Florida CAPE Act Industry Certification Test Administration and Security Agreement](#).
- [Rule 6A-6.0573](#), (16),(17), F.A.C.

Industry Certification Test Administration and Security Agreement (Form FCAPEA-04)

- Teachers, proctors, and monitors for industry certification exams attest the following:
 - They have reviewed all test administration and security procedures outlined in the Rule.
 - They will not reveal or disclose any information about the test items or engage in any acts that would violate the security of industry certification exams or cause student achievement to be inaccurately represented.
- [Rule 6A-6.0573](#), (16),(17), F.A.C.

What happens when Test Administration Procedures are not followed?

- The district is required to report to FDOE within 5 days of the incident.
- Someone may lose a job.
- Someone may not get a bonus.
- District will not be able to report for bonus FTE funding or any other purpose.
- Testing may be suspended in school and/or district.
- Certification Agency may have to rewrite test questions.
- Students lose.

Funding

2019-20 FEFP – Estimated Value of Industry Certifications/Certificates/Courses

Type of Outcome	Funding Weight	Estimated Value (Base Student Allocation = \$4,279.49)
CAPE Digital Tool Certificate	0.025	\$106.99
CAPE Industry Certification without articulated credits	0.1	\$427.95
CAPE Industry Certification with up to 14 articulated credits	0.2	\$855.90
CAPE Innovation Course	0.3	\$1,283.85
CAPE Acceleration Industry Certification with 15 to 29 credits	0.5	\$2,139.75
CAPE Acceleration Industry Certification with 30 or more credits	1.0	\$4,279.49

Disbursements to Programs

- FEFP calculations are available here:
 - <http://www.fldoe.org/finance/fl-edu-finance-program-fefp/fl-edu-finance-program-fefp-calculatio.html>
- District staff must work with their own finance office regarding the disbursement of funds.

Required Teacher Bonuses

Funding Weight	Bonus
0.1	\$25
0.2	\$50
0.3	\$75
0.5	\$100
1.0	\$100

Required Teacher Bonuses

- Provided to teachers *who are employed by the district in the year in which the additional FTE membership calculation is included in the calculation.*
- Bonus awarded is *in addition to any regular wage or other bonus the teacher received or is scheduled to receive.*
- *All teachers whose instruction leads to the industry certification attainment must receive the bonus.*
- If more than one teacher's instruction lead to the attainment of the certification, the *bonus is not pro-rated among the eligible teachers.* Each teacher qualifies for the statutory amount.

Distribution of Teacher Bonuses

- The source for bonuses is the funds generated in the FEFP calculation for the add-on FTE.
 - The Florida Department of Education does not calculate or distribute teacher bonuses.
- Districts need processes to determine which teachers who provided direct instruction for the industry certification and when the bonuses will be calculated and distributed.
- Bonuses are distributed by the district in fiscal year 2019-20 (July 1 to June 30) to eligible teachers based on certifications funded in the 2018-19 FEFP calculation (earned in 2018-19).

Certifications Earned through Dual Enrollment

- FEFP Statute allows funding for certifications earned through dual enrollment in certain circumstances.
- Districts 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.

Dual Enrollment – Funding Eligibility

Type of Dual Enrollment	Funding Criteria
District Postsecondary Center/College	<ul style="list-style-type: none"> • Certification is not on the CAPE Postsecondary Industry Certification Funding List (PSICFL) or is not funding eligible on the PSICFL for district performance funding • Dual Enrollment Career-themed Course is registered (SCNS Course)
Florida College System Institution	<ul style="list-style-type: none"> • Certification is not on the PSICFL or is not funding eligible for colleges on the PSICFL • Dual Enrollment Career-themed Course is registered (SCNS Course)
Private Postsecondary and State Universities	<ul style="list-style-type: none"> • Dual Enrollment Career-themed Course

How to Spend CAPE Funds



On what can funds from the 80 percent allocation be spent?

- Example 1: Industry certification exams
- Example 2: Instructional materials needed to prepare or take the industry certification exam
- Example 3: Equipment used to prepare or take the industry certification exam
- **Talk to your district finance office!**

- **And yes, it's ok to allocate more than 80 percent to the specific CAPE program!**

On what can funds from the 20 percent allocation be spent?

- The remaining 20 percent of the funds may be spent on other CAPE program expenses such as:
 - Administrative costs
 - New industry certification programs (at schools with or without existing industry certification programs)
- **100 percent of the funds are for CAPE!**

What does “supplanting” mean?

- “Supplant” means “replace”
 - **Don’t do it!**
- Examples of Supplanting
 - Paying the salary of your classroom teacher
 - Paying for general classroom supplies like desks, cabinets, or basic construction supplies
- Your district wants to “supplement” your CAPE programs

Where is the list of items on which my district can spend CAPE funding?

- No state list of allowable expenses exists.



- Districts must follow all applicable state laws for the expenditure of these state funds
- **Talk to your district finance office!**

Questions?

Contacts

PROGRAM QUESTIONS

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SCHOOL GRADES

Accountability@fldoe.org	850-245-0411
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Resources

CAPE Industry Certification Funding List & Detailed List:

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

Industry Certification Articulation Agreements:

<http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>

CAPE Gold Seal Scholarship:

<https://www.floridastudentfinancialaidsg.org/PDF/GSC.pdf>

CAPE Technical Assistance Paper:

<http://fldoe.org/core/fileparse.php/8904/urlt/cape-act-techassist.pdf>

Resources CAPE Secondary: <http://fldoe.org/academics/career-adult-edu/cape-secondary/resources.shtml>

CAPE Statutes & Rule: <http://fldoe.org/academics/career-adult-edu/cape-secondary/statutes-rules.shtml>