



## **CTE Industry Certification Policies & Procedures**

### *What is Industry Certification?*

Setting high standards and establishing measurable goals can improve individual outcomes in education to ensure that all students graduating from high school are prepared to continue postsecondary education, and have the competencies to enter the workforce. Today's educational environment is heavily focused on accountability, standards, and assessment. At the same time, industry is seeking assurances that job seekers have the skills required to fill their openings.

Gulf District Schools' Career & Technical Education (CTE) Department is dedicated to providing students with certifications which are recognized and valued by national industry, postsecondary institutions and our business partners. Industry certifications measure mastery of the knowledge and skills which are the foundation of CTE programs. Assessments can provide industry with the assurance that CTE program graduates have the skills required to fill their openings.

### *The Benefits of Industry Certification Testing*

1. Provide a quantitative measure of student master in Career & Technical Education course, Career Themed courses, and CAPE Academies.
2. Contribute to school grade. Participation and performance categories reflect certification exams. <http://schoolgrades.fldoe.org/>
3. Allocate weighted FTE funding for each industry certification exam – to be distributed to schools during the year following a student's certification attainment, and applied to the programs through which the certifications were earned.  
<http://www.fldie.org/workforce/fcpea/default.asp>
4. Award articulated college credit to industry certified students when they enroll in a Florida State public college.  
[http://www.fldoe.org/workforce.dwdframe/artic\\_indcert2aas.asp](http://www.fldoe.org/workforce.dwdframe/artic_indcert2aas.asp)
5. Provide career readiness indicators for districts to use in data collection and analysis.
6. Provide an objective measure of skills proficiency for increased job opportunities and advancement in a chosen career path.
7. Enhanced self-esteem for students through achieving national occupational competency standards recognized by business and industry.
8. Contribute to Teacher Bonus Pay:

- a. Career Themed teachers who provided direct instruction toward the attainment of a CAPE industry certification that qualified for additional full-time equivalent membership are eligible. (Florida Statute, Section 1011.62)
- b. Career Themed teacher bonuses shall be provided to teachers who are employed by the district the year in which the additional FTE membership calculation is included in the calculation. (Florida Statute, Section 1011.62)
- c. Before certifying students, instructors are required to hold the most current certifications aligned to their programs. (Florida Statute, Section 1003.493)
- d. A bonus of \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.1. (17-18 CAPE Funding List)
- e. A bonus of \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.2. (17-18 CAPE Funding List)
- f. House Bill 7069 removed the teacher bonus cap of \$3,000. NOTE: This law is currently being challenged in court. (CH/HC 7069: Education)
- g. Bonuses are deducted from schools' FTE funding received for certification exams.

### *Industry Certification Testing (Teacher)*

1. Teachers must hold the most current industry certification aligned to the courses they teach. Teacher may attain these certifications through district-offered certification trainings, or may choose to self-study. Regardless of the method chose, teachers must hold the most current certifications for their program prior to preparing students for that certification. (Florida Statute, Section 1003.493)
2. Teacher certification exams must be proctored by an approved proctor. Proctors are responsible for maintaining a secure testing environment free of distraction, talking, testing aids, or any materials that could be used to record exam content.
3. New CTE teacher-candidates seeking locally-issued certification must have proof of industry certification before being hired by the District (Florida Statute, Section 1012.39)
4. All teacher certifications must be submitted to the District for verification. It is imperative that CTE maintain updated records of teacher certifications for accurate state reporting and district data analysis.

### *Industry Certification Testing (Student)*

1. Industry certification exams are only to be offered to students enrolled in an aligned CTE course, and only once skills and concepts have been thoroughly taught, and mastery has been displayed.

2. Students must be monitored by the exam proctor at all times, ensuring that the integrity of the exam is upheld. The proctor may not leave any tester unattended for any amount of time.
3. All testing aids and recording devices/methods are **prohibited**, including: Textbooks, manuals, notes, Internet searches, paper & pen, written or verbal assistance, cameras/phones, etc. (unless otherwise stated by the certifying agency for the specific exam).
4. Students who are not testing may not be in the same room with students who are testing.
5. Student certification exams must be proctored by an approved proctor, who does not serve as the students' direct instructor. Proctors are responsible for maintaining a secure testing environment free of distraction, talking, testing aids, or any materials that could be used to record exam content. The instructor responsible for providing instruction relating to certification objectives may not be present during the testing session. (FL Administrative Code, Rule 6A-6.0573)
6. Students who do not pass a certification exam on the first attempt must receive additional instruction, and wait a minimum of 20 calendar days before re-testing. (FL Administrative Code, Rule 6A-6.0573)
7. An exam must not have been administered more than **three times** during the academic year with a minimum of **20 days** between test administrations. (FL Administrative Code, Rule 6A-6.0573)
8. If the third attempt results in failure, that student's record must be recorded as a failure until the next school year.
9. Students who achieve a passing score on a certification exam may not retake the exam, unless preparing for the Microsoft Office Specialist World Championship.
10. An exam may not be taken over the course of two school days. Exams must only be administered in one sitting.
11. If accommodations for disabilities are require, contact the certifying agency for information.
12. Each school is expected to maintain an 80% pass rate on each individual certification exam.
13. Failure to exceed state-required 50% pass rate will result in a Three-Year Strategic Plan of Improvement, which could ultimately result in instructor re-assignment and/or academy closure.

### *Proctor Policies*

1. Proctors must be approved by the certifying agency.
2. The proctor must be able to view the candidates at all times during an exam session. By providing constant supervision and proximity, the temptation for candidates to cheat or become a distraction is reduced.

3. The proctor may not assist candidates in any way with exam questions.
4. Proctors must not discuss exam content with any candidate before, during, or after an exam is administered. If a candidate would like to dispute an exam item, they may do so by contacting the certifying agency directly.
5. The proctor is responsible for verifying the candidate's identification, and ensuring that the candidate has selected the appropriate exam to be taken.
6. Proctors should make every reasonable effort to separate testing candidates by at least one computer station. It is recommended that seating charts are used.
7. Any suspicion or witness of unethical testing practices and/or cheating must be reported to the school's administration.
8. Proctors must adhere to the test taking policies of applicable certifying agencies and the policies set forth by the Florida Department of Education. In an instance where the agency's policies conflict with State mandates, the more stringent of the two policies will serve as the official operating procedure.

### *Testing Environment*

1. The industry certification proctor is responsible for establishing and maintaining a proper testing environment.
2. Students who are not testing may not be in the lab while certification exams are being given.
3. The teacher who provided instruction for the certification may not be present while candidates are testing.
4. The testing lab must be silent at all times.
5. To protect the security and confidentiality of exam content and to maintain a productive testing environment, all certification candidates must conduct themselves with integrity and consideration for other candidates.
6. Students who choose to misbehave or participate in disruptive conduct will be removed from the testing environment immediately.
7. Students who are removed from the testing lab for misconduct will forfeit testing privileges and are not permitted to test for industry certification for the duration of the school year.
8. Test candidates are prohibited from using any items that may cause a disturbance to the testing environment: books, paper, listening devices, photographic devices, and communication devices of any kind (unless otherwise state by the certifying agency for the specific exam).