Digital Tool Certificate/ Industry Certification Manual
Escambiaschools.org/career

Workforce Education - Preschool Inservice

August 6, 2019

Introduction

- This manual is a living document.
- Created to fill a legal void.
- Helps protect everyone.
  - You
  - Your school
  - The student
  - The district
  - The general public
  - The person sitting behind you

Overview

- Background, Scope and Importance.
- FLDOE and USDOE Components
- CAPE Funding
- Protocol and Responsibilities
- Reporting

Background, Scope, and Importance

- CAPE Act enacted in 2007.
- Led to partnership between FDOE, DEO, and CareerSource Florida
- Mandates development of local CAPE Strategic Plan prepared by the School District
- State definition of industry certification

Senate Bill 850 s. 1003.492(2), F.S.,

In 2014, Senate Bill 850 s. 1003.492(2), F.S., included the following definition of industry certification:

(1)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.

FLDOE Components – School Grades

- Middle School Acceleration
  - Based on percent of eligible students who passed high school level EOC or earned **industry certificate**.
  - Digital tool certificates do not help or hurt school grade.
- High School College and Career Acceleration
  - Based on percent of graduates who earned AP, IB, dual enrollment, or **industry certificate.**

Graduation and Beyond

- Merit Diploma
  - Earn one or more industry certifications

- CAPE Bright Futures Scholarship
  - Five or more articulated credits (most industry certifications earn 3+ credits)

- Math and Science Course Substitution
  - Up to two math and one science credit for certain industry certifications

Secondary Monetary Impacts

- Additional FTE
  - When earned in a registered career-themed course
- CAPE Teacher Bonus
  - Amount varies based on digital tool certificate / industry certification weight
- Workforce Department Budget
  - 20% of additional FTE is allocated to Workforce Education

Secondary Monetary Distribution

Certificate Weight	Total Funding	Teacher Bonus	School Allocation	Workforce Allocation
1	$4,353.00	$100.00	$3,382.40	$870.60
0.5	$2,176.50	$100.00	$1,641.20	$435.30
0.2	$870.60	$50.00	$646.48	$174.12
0.1	$435.30	$25.00[1]	$323.24	$87.06
0.025[2]	$108.83	$10.00	$77.06	$21.77

1. Middle school teachers whose students earn IBA certificates are awarded $50 per certification
2. There is a .1 cap per student per school year for elementary and middle school CAPE attainments

How the Money Is Spent

- Testing Vouchers
- Software
- Textbooks
- My salary

How the Money **Could Be** Spent

- What have you spent your CAPE funds on?
- What's something you would like to spend CAPE funds on?
  - How many certificates would your students need to earn to afford that wishlist?

USDOE Components – Perkins V

- Secondary Indicators
  - 5S1 - % of CTE concentrators graduating from high school with recognized postsecondary credential, including achievement on technical assessments, that are aligned with industry-recognized standards.

- Post Secondary Indicators
  - 2P1 - % of CTE Concentrator who receive a recognized postsecondary credential during participation in or within 1 year of program completion.

Digital Tool Certificate and
Industry Certification Protocol Overview

- You must hold same certification that your students are attempting to earn

- Cannot proctor your own students[1]

- Three attempts per year per exam[2]

- Minimum of twenty days between each attempt*

- Results are to be reported within seven days

Teacher Requirements

Pursuant to F.S. 1003.493 Career and professional academies and career-themed courses. —

(4) Each career and professional academy and secondary school providing a career-themed course must:

(b) Include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community[...] **Such partnerships must provide opportunities for:**

1. Instruction from highly skilled professionals who possess the Digital Tool Certificate or Industry Certification credentials for courses they are teaching.

Test Administration Processes

- Administrative Rule 6A-6.0573 (see Appendix A) relating to industry certification processes must be followed.

- Violation of any of these guidelines will render exam attainments invalid and may result in loss of CAPE Bonus FTE, Teacher CAPE Bonus, and/or potential district discipline and a report to the Teacher Professional Practice Board. Districts are not permitted to report Digital Tool Certificate/Industry Certification outcomes if the test administration does not comply with the requirements or if the certifying agency invalidated test results and/or revoked a credential.

Being A Proctor

- Can you proctor your own students?
- What about other students that take the same exam that your students earn?

Being A Proctor

- No!*

Being A Proctor

- End of discussion.*

Being A Proctor

- I said good day!*

Being A Proctor

* 6A-6.0573 (13) (c) 1. The written exam is not proctored by the individual providing the direct instruction for the industry certification or certificate, except under the following conditions:

a. If the only individual permitted to be a proctor by the certifying agency is providing direct instruction for the industry certification and only one (1) eligible proctor is approved in a school, the individual providing direct instruction shall be permitted to proctor the exam; and,

b. All written tests proctored by the individual providing direct instruction are independently monitored by a second individual who does not provide direct instruction for the industry certification to the individuals taking the test(s).

Waiting Between Exams

- Each specific exam can only be taken 3 times.
- Students must wait 20 days between written exam attempts for each specific exam.

Waiting Between Exams Exceptions

- If multiple exams are needed to earn a specific certification, like the Microsoft bundle and Pre-Engineering certificate, the waiting period and attempt limit applies to each component separately.

- Performance based exams do not adhere to the waiting period requirement.

Brain Break #1

- Hold up your right thumb and your left index finger.
- When I say so, switch so that you are holding up your right index finger and left thumb.
- Play by the honor system.

A Big List of Things Teachers Cannot Do

6A-6.0573 (16) Teacher and proctor conduct provisions for maintaining the validity of the industry certification credential. Industry certifications are independent, third-party verification of technical skills achieved by students. Any practice that jeopardizes the validity of industry certifications disadvantages the students and prospective employers. Teachers who provide direct instruction leading to industry certification exams and proctors assigned to administer industry certification exams shall not engage in any conduct that jeopardizes the validity of the industry certification exam results. Only authorized proctors may be provided access to testing materials associated with industry certification exams.

(a) Teachers providing instruction leading to industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.
2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.
3. Administer an industry certification exam to students to whom they provide direct instruction for the certification, except as specified in paragraph (13)(c) of this rule.
4. Administer an industry certification exam to themselves or other staff members in the district, if they provide direct instruction to students for the certification.
5. Administer any industry certification exam to a family member.
6. Preview active exam content, even in the presence of a monitor or assigned proctor.
7. Access any testing materials, either computer-based or paper-based, unless assigned as the only available proctor as specified in paragraph (13)(c) of this rule.
8. Reveal, print, copy, screen capture or otherwise reproduce test questions that are part of an active version of an industry certification exam.
9. Take any industry certification exam using any name other than their own legal name.
10. Allow or entice another person to take an exam for a test candidate.
11. Interfere in any way that jeopardizes the integrity of the test with persons assigned to administer or proctor industry certification exams.
12. Provide answer keys to any student before, during or after test administration.
13. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

A Condensed List of Things Teachers Cannot Do

- Assist students with answering questions
- Reproduce questions from the exam
- Proctor or administer an exam to other faculty, if the teacher provides instruction for that particular exam
- Preview exam content, even with a proctor present
- Allow Person A to take Person B's exam
- Jeopardize the integrity of the exam in any way

But Why?

- There have been repercussions in other districts
  - Indian River lost $200,000
- Safety of the public
- Mental well being of your students
- I like my job, a lot.

A Big List of Things Proctors Cannot Do

(b) Authorized proctors or monitors for the industry certification exams shall not:

1. Assist students with answering exam questions during an active test administration.

2. Create any study guide or other document that includes any exam questions that are part of a current test form for the industry certification.

3. Reveal, print, copy, screen capture or otherwise reproduce exam questions, unless expressly authorized by the certifying agency for the industry certification.

4. Provide access to an exam to any teacher or other district employee, except as part of any official administration of the exam for the purpose of that teacher or employee obtaining the industry certification.

5. Take any industry certification exam using any name other than their own legal name.

6. Allow or entice another person to take an exam for a test candidate.

7. Provide answer keys to any student before, during, or after test administration.

8. Share credentials provided by the certifying agency for the purpose of administering industry certification exams.

9. Administer any industry certification exam to a family member.

10. Participate in, direct, aid, counsel, assist in, or engage in conduct or activity which could result in inaccurate measurement of student achievement on industry certification exams.

A Condensed List of Things Proctors Cannot Do

- Assist students with answering questions
- Reproduce questions from the exam
- Allow any faculty access to the exam content, unless to officially administer an exam for the purpose of earning an industry certification
- Preview exam content
- Allow Person A to take Person B's exam
- Jeopardize the integrity of the exam in any way

But Why?

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A Big List of Things the District Must Do

(17) Local test administration procedures and training for industry certification exam administration. School districts shall create and maintain local test administration procedures for the administration of all industry certification exams.

(a) These test administration procedures must include the following:

1. Verification that each responsible teacher or proctor has received training on test security. Teachers and proctors must annually sign a statement of educational integrity which includes the detrimental and negative impact academic dishonesty brings upon a profession, as well as safety and security hazards which may result when candidates have not met the industry standard for acceptable training.

2. Notification of disciplinary actions and consequences for engaging in or allowing testing irregularities and compromises.

3. Notification of disciplinary actions and consequences for failure to abide by all security protocol.

4. Procedures for handling test interruptions, testing irregularities and technical abnormalities that occur during exam administration.

5. Training on Florida Statutes and State Board of Education Rules pertaining to industry certification.

(b) All teachers providing instruction, proctors administering industry certification exams, and monitors for industry certification exams must sign Form FCAPEA-04, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement (http://www.flrules.org/Gateway/reference.asp?No=Ref-10029), which is hereby incorporated by reference in this rule to become effective November 2018. Form FCAPEA-04 may be found on the department's website at: http://fldoe.org/academics/career-adult-edu/cape-secondary/resources.stml.

(c) School districts shall maintain records and rosters for required training, including signed documents, for a minimum of five (5) years.
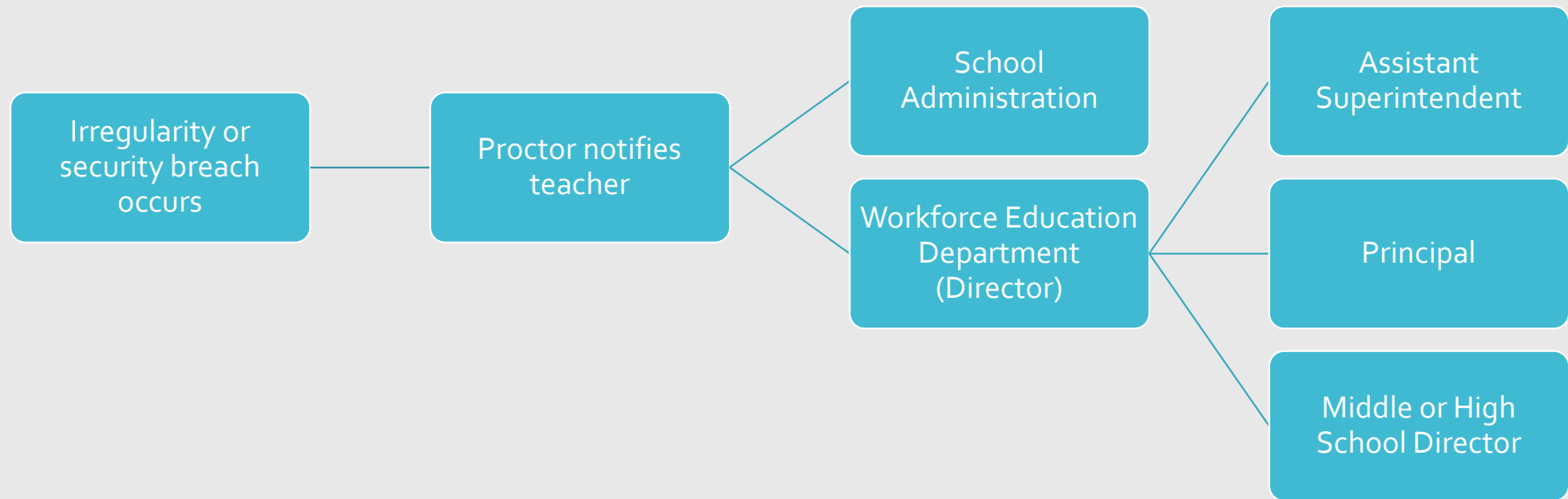
A Condensed List of Things the District Must Do

- Develop and maintain test administration procedures to include:
  - Verification that teachers received training, including signing a statement of educational integrity.
  - Notification of disciplinary actions if the procedures are not followed
  - Information for handling test interruptions and irregularities

FCAPEA-04 Test Administration and Security Agreement

- 6A-6.0573(17) (b) All teachers providing instruction, proctors administering industry certification exams, and monitors for industry certification exams must sign Form FCAPEA-04, Florida Career and Professional Education Act Industry Certification Test Administration and Security Agreement[…]

- The district will maintain all records and documents for 5 years.

When Things Go Wrong

Irregularity or security breach occurs → Proctor notifies teacher

- School Administration
- Workforce Education Department (Director)
  - Assistant Superintendent
  - Principal
  - Middle or High School Director

Brain Break

- Grab your right ear with your left hand.
- Grab the tip of your nose with your right hand.
- When I say to, switch so that you are holding your left ear with your right hand and your nose with your left hand.

Workforce Specialist Responsibilities

- Work with you to identify applicable certifications
- Coordinate voucher purchase and renewal
- Provide professional development
- Add proctors to testing platforms
- Serve as a vendor administrator

School Responsibilities

- Work with teachers to coordinate exam administration
- Address attendance irregularities
- Work with teachers to identify proctors
- Ensure appropriate testing equipment is available and maintained

Teacher Responsibilities – Brace For Impact

- Coordinate voucher need with your Workforce Specialist
- Complete this training
  - Sign FCAPEA-04 (Green form)
  - Sign Statement of Integrity
- Work with school administration to identify testing dates

Teacher Responsibilities – Still Falling

- Provide testing consent and opt out forms
  - Keep these documents for 5 years
- Register students with the appropriate vendor with the correct information
  - No emails like hogwartsprince@yahoo.com or gdizzle@hotmail.com
    - Changed to protect the innocent
- Report technology issues to school and Workforce Technology Coordinators.

Teacher Responsibilities – Safe Landing

- Coordinate with ESE department for students with accommodations
  - Work with vendors to identify the process for students with accommodations to receive said accommodations
- Enter exam outcomes within one week of receiving exam results
- Verify exam data in Survey 5.

Proctor Responsibilities

- Maintain test security
- Reduce or eliminate distractions
- Follow vendor procedures for each exam
  - Distribute and collect materials
  - Sign in students appropriately
- Relay technical issues to the teacher

"Real Time" Results Reporting

- Certiport data is uploaded to Focus automatically
  - Verify the correct group code is being used
  - Ensure students are registered using their ECSD email
- Non-Certiport data must be entered via Optiflow form
  - Data must be entered within 7 days of receiving results
  - All results, even fails, must be documented
  - Appropriate documentation must accompany all passes.

Appropriate Documentation for Passes

- Results must include:
  - Vendor name
  - Attempt date
  - Student's full legal name
  - Clear indication of pass or fail

- Can be in the form of:
  - PDF of results from vendor
  - Locked excel file
  - Scan of printed certificate
  - Scan of printed results

Verifying Results

- Verify results in Focus
  - District Reports > Vocational > Industry Certifications > Industry Certification Attempts
- Incorrect data can be corrected by emailing the following to your Workforce Specialist:
  - Student name and ID
  - Name of exam attempted
  - Date of the exam
  - Result
  - Documentation supporting requested change.

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