

FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

T. WILLARD FAIR, *Chairman*

F. PHILIP HANDY, *Vice Chairman*

Members

DONNA G. CALLAWAY

ROBERTO MARTÍNEZ

PHOEBE RAULERSON

KATHLEEN SHANAHAN

LINDA K. TAYLOR

John L. Winn
Commissioner of Education



January 22, 2007

MEMORANDUM

TO: Career and Technical Education Directors
Community College Occupational Deans

FROM: Bonnie C. Marmor

SUBJECT: Rule 6A-10.040, FAC, Revision

On March 21, 2006, the State Board of Education approved revisions to Rule 6A-10.040, Florida Administrative Code (FAC), Basic Skills Requirements for Postsecondary Vocational Certificate Education. The purpose of this memo is to clarify the new provision in the rule addressing exemptions for students with disabilities. This revision addresses the Department's Strategic Imperative 5, *Increase participation in choice options*, and Strategic Imperative 6, *Increase the percent of placements from high wage/high skill and targeted occupations list*.

Rule 6A-10.040, FAC, requires that all students enrolled in postsecondary career and technical certificate education programs must complete an entry-level basic skills examination within six (6) weeks after admission into the program. If the student does not meet the basic skills requirement for exit from the program, the student must be provided with remediation. Following remediation, the student must be retested. **Please note:** If the student has self-identified as having a disability and has met all other program requirements, but has not met all of the basic skills requirements for exit, that student may be exempted (see Rule 6A-10.040(4), FAC).

Each school district and community college **must** adopt a policy addressing procedures for exempting eligible students with disabilities from the basic skills exit requirements as permitted in section 1004.91(3), Florida Statutes. SBR-10.040 <http://www.firn.edu/doe/rules/6a-106.htm#6A-10.040>

BONNIE C. MARMOR
Vice Chancellor for Workforce Education

The intent of this revision is to ensure that students with disabilities in all school districts and community colleges have the opportunity to be considered for an exemption from the basic skills exit requirement if eligible and if needed on an individual basis.

Local educational agencies (LEAs) are required to adopt a policy and procedure to implement this rule, and provide for such exemptions for eligible students with disabilities. Documentation of exemptions for individual students must be maintained at the local level for audit purposes. A student with a disability who has completed all program requirements but has been exempted from the basic skills requirement may be reported as a program completer by the LEA.

Attached for your use is a sample policy statement, an exemption request form, and a waiver form, all developed and implemented in Santa Rosa County.

Please send a copy of your LEA's policy and procedure for our records. This information can be sent to either of the contact persons identified below.

If you have questions or need additional information, please contact either of the following:

Jane Silveria, Program Specialist Special Populations Division of Community Colleges and Workforce Education Phone: 850/245-9022 E-mail: Jane.Silveria@fldoe.org	Janet Adams Program Specialist, Transition Bureau of Exceptional Education and Student Services Phone: 850/245-0478 E-mail: Janet.Adams@fldoe.org
--	---

Thank you for your commitment to serving all students in career and technical programs. We expect that implementation of this new requirement will further expand opportunities for students with disabilities and lead to increased numbers of program completers and students who are reported as employed.

BCM/jsja

Attachments

- c: Community College Presidents
- School District Superintendents
- District Exceptional Student Education Administrators
- District Transition Contacts
- VPI Contacts
- Intra-agency Partners

**Santa Rosa County, Florida School District
Statement on Postsecondary Students with Disabilities**

Students with Disabilities: Adult or high school students with a documented disability who are completing a postsecondary adult vocational program, but have been unsuccessful obtaining the designated exit criteria on the TABE (Test of Adult Basic Education), may have this requirement waived based on the following procedures.

The student must test and remediate. If scores have not reached the designated exit criteria after remediation, a meeting with the remediation teacher, the vocational teacher, the appropriate administrator and the student will take place to review exemption of the exit criteria. If the committee agrees that the student possesses the skills and knowledge to be successful in the workplace, an appropriate certificate will be awarded.

**Santa Rosa County, Florida School District
Post Secondary Vocational/Technical Certificate**

Minimum Basic Skills Exemption Request

_____ has successfully completed all class/laboratory competencies (components) in the _____

Vocational Certificate Program.

The student has a documented disability. The student has been enrolled in a remediation program to bring minimum basic skills TABE Scores (Test of Adult Basic Education) to state certifiable level. In accordance with Rule 6A.10.040, Basic Skills Requirements for Postsecondary Vocational Certificate, FAC, the minimum basic skills requirement has been waived. Documentation of the student's disability has been verified and is on file.

_____ shall be awarded an appropriate certificate.

Signatures

Date	Title	Signature
_____	Student	_____
_____	Vocational/technical instructor	_____
_____	Remediation instructor	_____
_____	_____	_____

**Santa Rosa County Florida School District
Waiver of TABE Scores for Students with Document Disabilities
Page 2**

For Office Use Only

TABE Test Dates and Scores: (1) _____ (2) _____

Documentation Received: _____

Meeting Date: _____

Granted (date) _____ **Denied (date)** _____ **Computer input (date)** _____

Instructor's Comments:

Committee Comments:

Signatures: