



MEMORANDUM

TO: School District Superintendents
District Career and Technical Education Directors
Technical Center Directors

FROM: Hershel Lyons, Chancellor, Public Schools
Rod Duckworth, Chancellor, Career and Adult Education

DATE: October 20, 2017

Contact Information:
Richard Norman
850-245-9015
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DPS: 2017-138

SUBJECT: Program Certification Requirements for Postsecondary Automotive Service Technology (AST) Programs

Section (s.) 1004.925, Florida Statutes (F.S.), requires that all automotive service technology programs be industry certified in accordance with rules adopted by the State Board of Education. In 2011, the State Board of Education adopted Rule 6A-6.05731, Florida Administrative Code, regarding the certification requirements for these programs. In addition, the statute specifies the following:

Effective with the 2013-2014 fiscal year, students enrolled in an automotive service technology education program that is not industry certified pursuant to this section shall not be eligible to be reported for state funding.

When reviewing each school's compliance with this rule, the Division of Career and Adult Education analyzes the three most recent years of reported enrollment, as well as certification dates provided by the certifying agency. For the 2017-2018 reporting year, enrollment in 2014-2015, 2015-2016 and 2016-2017 will be used to determine which institutions are required to meet s. 1004.925, F.S. Institutions that do not meet the requirements during a reporting window could be ineligible to report enrollments for funding. For the 2017-2018 year, the Workforce Development Information System (WDIS) windows for reporting data are as follows:

Survey F: August 28, 2017 to October 19, 2017
Survey W: January 2, 2018 to March 1, 2018
Survey S: April 16, 2018 to July 12, 2018

The process the division uses for determining institutions that may be out of compliance is as follows:

1. Determine institutions that reported enrollment in at least one AST program in the 2014-2015 reporting year.
2. Determine which institutions also reported enrollment for 2015-2016 and/or 2016-2017.
3. Determine if the institution will be certified during the reporting window.

If an institution had enrollment in 2014-2015, but is no longer offering an AST program, the agency may continue to receive a letter once the institution falls out of compliance, unless the following items are fulfilled:

- The institution has no reported enrollment for two full years, or
- The institution has no reported enrollment for one full year, and the division has received a letter from the Career and Technical Education director notifying us of closure of the program
- If the school was certified, the division has received a letter from the certifying agency confirming closure of the program

Attached to this memo, you will find an enrollment history for the past three years (2014-2015, 2015-2016 and 2016-2017) for all postsecondary institutions that reported enrollment in an AST program in 2014-2015.

Schools identified on the attachment that are not NATEF certified or whose certification expires before the survey dates will not be able to report enrollment for funding. These institutions may contact Richard “Ted” Norman at 850-245-9015 or Richard.Norman@fldoe.org to provide accreditation documentation or discuss accreditation status. He may also be contacted if the program at a school falls under the accreditation of another school site or if you have questions regarding the current status of the accreditation for a school’s AST program.

HL/RD/ps

Attachment