Welcome Career & Technical Education Teachers!
2020-2021

Link to Recorded Training Video: https://youtu.be/6wSZJdtOxfI

Meet the Team

Rita Davis Director, Adult & Career Education RitaED@LeeSchools.net	**Brian Granstra** Coordinator, Adult & Career Education BrianRG@LeeSchools.net	**Lisa Wright** Coordinator, Health Occupations LisaMWr@LeeSchools.net
Karen Pikula Information Specialist KarenAPi@LeeSchools.net	**Juan Mejia** Application Support Specialist JuanCM@LeeSchools.net	**Lori Wood** Director's Secretary LoriAWo@LeeSchools.net

Meet the Team

Kelly Thawley	Jeremy Bailey	Nicole Bailey	Mary Graham
Diversified Education (On-the-Job Training)	Architecture & Construction	Business Management & Admin	Agriculture, Food & Natural Resources

Career Exploration:
  - EXCEL Bus (Mobile lab)
  - My Career Shines (Middle School)
	Energy	Education & Training	Arts, A/V Technology & Communication

Internship program	Finance	Hospitality & Tourism	Engineering & Technology Education
Internship App	Law, Public Safety & Security	Human Services	Government & Public Administration
	Manufacturing	Information Technology	Health Science
	Transportation, Distribution, & Logistics	Marketing, Sales & Service	

Teacher/Proctor Checklist

❑ Watch the Industry Certification Policies & Procedures Training Video

❑ Pass the 2020-2021 CTE Industry Certification Policies & Procedures Quiz with a 100%

❑ Complete the SY21 CAPE Teacher & Proctor Agreements (both forms) and email to Karen Pikula (KarenAPi@LeeSchools.net)

❑ Familiarize yourself with your school industry certification testing process

❑ Familiarize yourself with the 2020-2021 Industry Certification Google Tracking Sheet and Google folder for saving and linking copies of student industry certifications (NOT score reports).

Please email ALL forms to Karen Pikula (KarenAPi@LeeSchools.net) in the ACE Department by August 30, 2020.

2020-21 CTE Industry Certification Policies & Procedures Training

UPDATED 8/3/2020

Link to Recorded Training Video: https://youtu.be/6wSZJdtOxfI

Lee County's Career & Technical Education (CTE) Department is dedicated to providing students with certifications which are **recognized** and **valued** by national industry, post-secondary institutions and our business partners.

Industry certifications measure student mastery of the knowledge and skills which are the **foundation** of CTE programs.

Teacher Certification

- Teachers must hold the most current certifications for their program prior to preparing students for that certification. ([Florida Statute, Section 1003.493](#))

- The Florida Department of Education is requiring teachers to submit proof of their industry certifications. As teachers earn or update their industry certifications, they must upload proof of certification using the [2020-21 CTE Teacher Proof of Industry Certification Form](#).

- ALL new CTE teachers must contact one of the CTE Teacher on Assignments to make arrangements to complete industry certification exams at LCPEC offices. **New teachers may not take certification exams at their school site.**

- Prior to sitting for an industry certification exam, teachers must display a level of proficiency on exam objectives by attaining a minimum of three practice test scores of 80% or greater.

- Teachers should be proctored by their school's Technology Specialist, Instructional Technology Specialist, or Testing Coordinator. **Exams must not be proctored by any individual providing the direct instruction for the industry certification or certificate**.

Teacher Certification

- Teachers who need to retake an exam must adhere to the retake policies provided by the certification providers.

- **Teachers who achieve a passing score on a certification exam may not retake an industry certification exam.**

- Teachers must be monitored by the exam proctor at all times. All testing aids and devices/methods used to record test content are prohibited, including: textbooks/manuals, notes, Internet searches, paper & pen, written or verbal assistance, cameras/phones, screen shots, etc.

- Teachers may not possess or use recorded exam content to assist in instruction or certification attainment.

- Any suspicion or witness of unethical testing practices and/or cheating must be reported to the school's administration and one of the CTE Teacher on Assignments immediately.

Student Certification

- Only students who have submitted a signed Code of Conduct, specifically indicating directory release, may create curriculum or exam accounts with certified testing centers (ex: Certiport, UCertify, Summit Testing, etc.).

- Students will prepare for each certification exam by attaining three practice test scores of 80% or greater. Proof of practice test mastery must be included in your school's 2020-21 Industry Certification Google Tracking Sheet.

- Students who are not testing may not be in the same room with students who are testing.

- Student certification exams must be proctored by their school's Technology Specialist, Instructional Technology Specialist, Testing Coordinator, or other approved proctor, who does not serve as the students' direct instructor. **Teachers must not administer an industry certification exam to students to whom they provide direct instruction for the certification** (FL Rule 6A-6.0573).

Student Certification

- **Exam must not have been administered more than 3 times during the academic year with a minimum of 20 days between test administrations.** Students must master all of the exam competencies through additional practice exam scores of 80% or greater, and tutorial completion and/or skill demonstration before retesting [(FL Rule 6A-6.0573](#)).

- An exam may not be taken over the course of two school days. Exams must ONLY be administered in one sitting.

- Students' industry certification scores (including both failed & passed attempts)AND certificates must be inputted by the teacher of instruction within three days of industry [certification testing using your school's 2020-21 Industry Certification Google Tracking Sheet. Copies of score reports are unacceptable.](#)

- Schools are expected to maintain an 80% pass rate on each individual certification exam. 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. ([Florida Statute, Section 1003.493](#))

Teacher & Proctor Conduct

▪According to [Rule 6A-6.0573](#), 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.

▪[Carefully review teacher & proctor industry certification rules on pages 8 & 9 of our 2020-21 CTE Industry Certification Policies & Procedures Manual.](#)

▪The School District of Lee County must receive verification that each responsible teacher AND proctor have received training on test security. All CTE teachers and proctors must register through a specific [authorized testing center (ex: Certiport) and complete the 2020-21 CTE Industry Certification Policies & Procedures Quiz by August 30, 2020.](#)

▪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. All teachers providing instruction and proctors administering industry certification exams must sign the [2020-21 Statement of Educational Integrity Form](#). Return signed forms to Karen Pikula in the ACE Department by August 30, 2020.

Teacher & Proctor Conduct

▪All teachers providing instruction and proctors administering industry certification exams [must sign FORM FCAPEA-04, Florida Career & Professional Education Act Industry Certification Test Administration & Security Agreement (FL Rule 6A-6.0573).](#) Completed forms must be on file in order for student certifications to be reported to FLDOE for CAPE funding. Return signed forms to Karen Pikula in the ACE Department.

▪Failure to follow [FL Rule 6A-6.0573](#)will result in disciplinary actions from The School District of Lee County and CAPE industry certifications may not be reported to FLDOE. Districts shall prepare a report made to the department and the certifying agency of any teacher or proctor violations. **This notification must occur within five (5) business days**, unless the certifying agency has a more stringent requirement. The report shall include a description of the incident, the names of the persons involved in or witness to the incident, and other information as appropriate.

Certification Testing: Issue Reporting Process

If a student is on a workstation that experiences technical issues (hardware or software) that prevents the student from completing their test on the same day they started it, please complete the following steps to ensure proper reporting of the issue:

1. Call the certified testing agency [CTA] (such as Certiport) to report the issue.

2. Even if the issue is resolved on the phone with the CTA, enter the issue as a Help ticket into our district's HELP system.

DO NOT re-test the student until the Help ticket is closed. Failure to follow this process could result in a loss of dollars related to CAPE funds.

If an exam attempt is INVALIDATED by the certifying agency due to a testing irregularity and a HELP ticket was created and closed, the district may administer a re-test before the twenty (20) day waiting period has elapsed.

Teacher/Proctor Checklist

❑ Watch the Industry Certification Policies & Procedures Training Video

❑ Pass the 2020-2021 CTE Industry Certification Policies & Procedures Quiz with a 100%

❑ Complete the SY21 CAPE Teacher & Proctor Agreements (both forms) and email to Karen Pikula (KarenAPi@LeeSchools.net)

❑ Familiarize yourself with your school industry certification testing process

❑ Familiarize yourself with the 2020-2021 Industry Certification Google Tracking Sheet and Google folder for saving and linking copies of student industry certifications (NOT score reports).

Please email ALL forms to Karen Pikula (KarenAPi@LeeSchools.net) in the ACE Department by August 30, 2020.

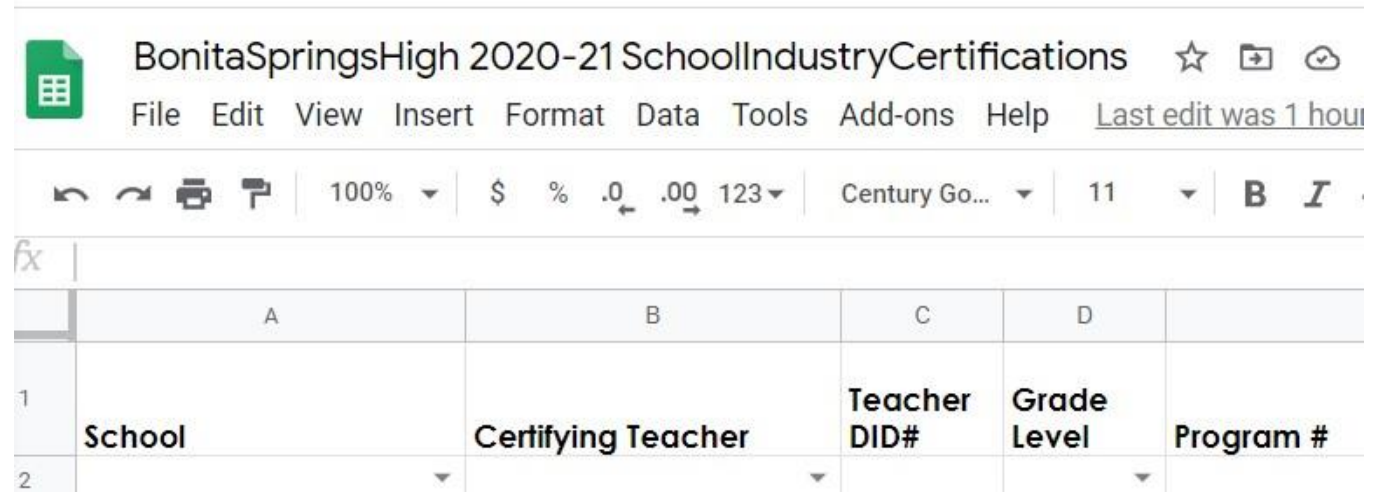# 2020-21 CTE Industry Certification Google Tracking Sheets

UPDATED 7/29/2020

Certification Tracking

Students' industry certification scores (including both failed & passed attempts)AND certificates must be inputted by the teacher of instruction within [three days of industry certification testing using your school's 2020-21 Industry Certification Google Tracking Sheet. Copies of score reports are](#) unacceptable.

CTE Tracking Worksheet Process

- Each teacher will have their own tab on the school's industry tracking sheet
- Teachers are responsible for entering student test scores within 3 days of testing
- Teachers are also responsible for the accuracy of their data

CTE Tracking Worksheet Process

- Choose your school

- Select the teacher's name

- Enter teacher DID#

- Select the grade level of the student who tested

	A	B	C	D
	School	Certifying Teacher	Teacher DID#	Grade Level
	▼	▼		▼
	▼	▼		▼
	▼	▼		▼

CTE Tracking Worksheet Process

E	F	G	H
Program #	Course Number	Student ID#	StudentFirstName

- Choose the Program #

- Choose the course number/name that the student is testing in

- Enter the student's ID number as it appears on your roster

- Enter the student's first name and then last name (You may use special characters in names)

CTE Tracking Worksheet Process

- Choose which certification test was taken
  - If you do not see the certification test listed on your page, contact Nicole Bailey, NicoleRB@leeschools.net for assistance
- Prior to sitting for an industry certification exam, students must display a level of proficiency on exam objectives by attaining a minimum of three practice test scores of 80% or greater.
  - These can be teacher made tests but you must document them

J	K	
Reporting Certification Title	80% or higher on 3 practice tests?	
▼	▼	
▼	▼	
▼	▼	

CTE Tracking Worksheet Process

- Enter the final score of the certification test

- Did the student Pass or Fail – All attempts must be recorded

- Enter the date the exam was taken

- Students may only take an exam 3 times per school year with 3 weeks in between each exam. Enter which attempt this was for the student

L	M	N	O
FinalScore	Pass/Fail	ExamDate	Attempt
	▾		▾
	▾		▾

CTE Tracking Worksheet Process

P	Q	R	S	T	U
MOS Bundle - other teacher	MOS Bundle - other school	Testing Environment	Verified KP	Comments	CertificationImageLink
		▼	▼		
		▼	▼		
		▼	▼		

- Columns P and Q only apply to teachers who are certifying students in Microsoft bundles – leave blank if that does not apply to you

- Enter the testing environment in which the student took their exam in Column R

- Once Karen Pikula has entered the certification data into FOCUS she will lock the cells in cells A-S for that student

- If you would like to add comments in column T, you may do so at any time

- Column U upload a copy of the student's certificate (Not Score Report)
  - Contact NicoleRB@leeschools.net for assistance

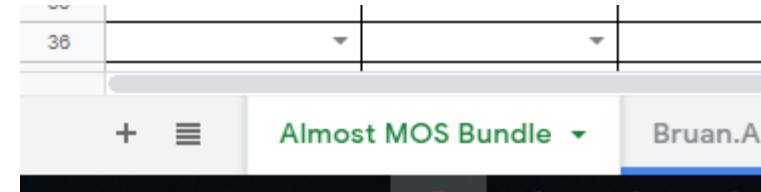# 2020-21 CTE MOS Industry Certification Google Tracking Sheets

UPDATED 7/29/2020

MOS Certification Tracking

Students' industry certification scores (including both failed & passed attempts)AND certificates must be inputted by the teacher of instruction within [three days of industry certification testing using your school's 2020-21 Industry Certification Google Tracking Sheet. Copies of score reports are](#) unacceptable

MOS CTE Tracking Worksheet Process

- MOS individual certifications will be entered on the Almost MOS Bundle sheet
  - There is one Almost MOS Bundle sheet per school
- You will enter the Word, Excel, PPT, Outlook, and Access, and Expert exam results on this sheet
  - Include all Passes and all Failures

*To earn the MOS Expert certification, you must pass Word, Excel, PPT, and either Outlook or Access **PLUS** Word Expert **and** Excel Expert

MOS CTE Tracking Worksheet Process

- Each MOS teacher will have their own tab on the school's industry tracking sheet
- Use your individual sheet to record MOS Bundle outcomes only – not individual exams
- Teachers are responsible for entering student test scores within 3 days of testing
- Teachers are responsible for the accuracy of their data

MOS CTE Tracking Worksheet Process

- Choose your school

- Select the teacher's name

- Enter teacher DID#

- Select the grade level of the student who tested

	A	B	C	D
	School	Certifying Teacher	Teacher DID#	Grade Level

MOS CTE Tracking Worksheet Process

E	F	G	H
Program #	Course Number	Student ID#	StudentFirstName

- Choose the Program #

- Choose the course number/name that the student is testing in

- Enter the student's ID number as it appears on your roster

- Enter the student's first name and then last name (You may use special characters in names)

MOS CTE Tracking Worksheet Process

- Choose which certification test was taken
- If you do not see the certification test listed on your page, contact Nicole Bailey, NicoleRB@leeschools.net for assistance
- Prior to sitting for an industry certification exam, students must display a level of proficiency on exam objectives by attaining a minimum of three practice test scores of 80% or greater.
- These can be teacher made tests but you must document them

J	K
Reporting Certification Title	80% or higher on 3 practice tests?
▼	▼
▼	▼
▼	▼

MOS CTE Tracking Worksheet Process

- Enter the final score of the last certification test taken as the Bundle Attempt

- Did the student Pass or Fail – Once a student has taken the third exam for a Bundle, you need to enter a MOS Bundle Pass or Fail
  - If a student is entered as a Bundle Failure, you do not need to enter a Bundle Failure again for them. You will only need to enter a new line when they pass the Bundle.
  - You can leave the attempt column empty

L	M	N	O
FinalScore	Pass/Fail	ExamDate	Attempt
	▾		▾
	▾		▾

MOS CTE Tracking Worksheet Process

- Columns P and Q only apply if the student earned an individual certification with another teacher in the district or your school prior to earning the Bundle

- If a student does not remember their log in, contact Certiport for assistance to recover the account.
  - Make sure students can access their accounts prior to the day they are testing to eliminate duplicate accounts

P	Q
MOS Bundle - other teacher	MOS Bundle - other school

MOS CTE Tracking Worksheet Process

- Once Karen Pikula has entered the certification data into FOCUS she will lock the cells in cells A-S for that student
  - After the cells are locked, if you need to make a change email Karen - KarenAP@Leeschools.net

- If you would like to add any comments in column T, you may do so at any time

S	T	
Verified KP	Comments	

MOS CTE Tracking Worksheet Process

- Enter a copy of the last certification earned to complete the Bundle
  - This should have all 3 certifications earned on the right side – if it does not, contact Certiport to merge accounts for the student so they all appear on one account

- Exam results need to be uploaded within 3 school days –You may upload a batch of student certificates at a time and copy the link to all students included

U
CertificationImageLink

Middle School MOS Certification Tracking

If you have a student who has earned at least one MOS certification during the school year but not completed the bundle, you may submit those certifications as Digital Tools.

Industry Certification Tracking

If you need assistance with your industry tracking sheet, contact us for assistance.

Nicole Bailey
NicoleRB@leeschools.net

Karen Pikula
KarenAPi@leeschools.net

Teacher/Proctor Checklist

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