

Overview of Career Dual Enrollment

Dual enrollment is defined in Florida Statutes (F.S.) as follows:

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree.¹

Career dual enrollment is a specific form of dual enrollment in which students enroll in postsecondary courses that lead to an industry certification as identified in s. 1008.44, F.S.²

Career dual enrollment is available to students in public schools, home education, and private high schools that are in compliance with s. 1002.42(2), F.S. and provide a secondary curriculum pursuant to s. 1003.4282, F.S.³

The key feature of dual enrollment is the award of both secondary and postsecondary credit documented on both the high school transcript and the transcript of the postsecondary institution, not the location of instruction. Dual enrollment is an acceleration mechanism and courses taken through the dual enrollment program are postsecondary courses taught by faculty with the credentials required for the certificate or degree level as required by the institutional accrediting body and/or the program licensing board (i.e. Florida Board of Nursing). There are arrangements whereby secondary students can take secondary-level courses at postsecondary institutions. These arrangements are sometimes referred to as “shared enrollment” but they are not dual enrollment because the student is enrolled in a secondary course and program number and is receiving secondary credit only. Applied academics for adult education programs, college preparatory instruction, and other pre-collegiate instruction are ineligible for dual enrollment credit because students do not receive postsecondary credit. Physical education skills courses are also ineligible for dual enrollment.

The following frequently asked questions are provided to summarize the key components of a career dual enrollment program.

Q1. What are the eligibility requirements for students to participate in career dual enrollment with a career center or charter technical career center?

Student eligibility requirements for career dual enrollment are specified in s. 1007.271, F.S. Students must have a 2.0 unweighted high school grade point average.⁴ These requirements apply to initial and continued enrollment in career certificate dual enrollment courses.⁵ However, exceptions may be granted if the educational entities agree and the terms of the agreement are contained within the dual

¹ s. 1007.271(1), F.S.

² s. 1007.271(7), F.S.

³ s. 1007.271(2), F.S. and s. 1007.271(13), F.S.

⁴ s. 1007.271(3), F.S.

⁵ Id.

enrollment articulation agreement established pursuant to Florida Statutes. These exceptions must be made on an individual student basis.⁶

In addition, if a student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment. The student may apply to the postsecondary institution and pay the required registration, tuition, and fees, if the student meets the postsecondary institution's admissions requirements.⁷

Q2. Are school districts who provide career dual enrollment opportunities through their school district operated career center or charter career center required to have a Dual Enrollment Articulation Agreement?

Yes, school districts must have a Dual Enrollment Articulation Agreement in place when serving home education students, private school students, and students with disabilities (see questions four, five, and six). In addition, school districts should establish written policies that operationalize the dual enrollment process within the school district that is available to students and parents. It is recommended that school district career dual enrollment policy minimally address the components found in the sample dual enrollment articulation agreement located at <http://fldoe.org/core/fileparse.php/5421/urlt/0078396-dualanrollmentarticulationagreement.pdf>. This includes but is not limited to the following:

- The process by which students and their parents are informed about opportunities for student participation in the career dual enrollment program available at the school district career center or charter career center;
- A listing of the courses and programs and related industry certifications available to prospective career dual enrollment students;
- Student initial and continued eligibility requirements;
- A delineation of the high school credit earned for the passage of each dual enrollment course; and
- The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Q3. What if a student does not have the required GPA?

Participation in dual enrollment by students without the required grade point average is at the discretion of the postsecondary institution and the school district.⁸ Exceptions may be granted on an individual student basis if both educational entities agree and the criteria for exceptions are included in the Dual Enrollment Articulation Agreement.

There is no minimum grade point average requirement for home education students.

⁶ Id.

⁷ s. 1007.274(2), F.S.

⁸ s. 1007.271(3), F.S.

Q4. What are the eligibility requirements for students in home education programs?

To participate, home education students must comply with the following requirements in s. 1007.271(13)(a):

- Present evidence to the postsecondary institution that the student is enrolled in a home education program pursuant to s. 1002.41, F.S.;
- Be responsible for their own instructional materials and transportation unless provided for in the articulation agreement; and
- Sign a home education articulation agreement pursuant to s. 1007.271(13)(b), F.S.

It is not a statutory requirement that home education students present a transcript at the time of entry to the dual enrollment program; however, there may be educational benefits to the student for sharing his or her education background. Each postsecondary institution must enter into a Home Education Articulation Agreement with each student seeking enrollment in a dual enrollment course and the student's parent. This agreement should align with the school district's written policy concerning the operationalization of career dual enrollment (see question two).

Q5. What are the eligibility requirements for private school students?

To participate in dual enrollment, private education students must

- Attend a private school that is in compliance with s. 1002.42(2), F.S., and provides a secondary curriculum pursuant to s. 1003.4282, F.S.
- Be responsible for their own instructional materials and transportation unless provided for in the articulation agreement; and
- Attend a private school that has entered into an articulation agreement with a postsecondary institution pursuant to s. 1007.271(2), F. S. (see question two).

Q6. What are the requirements for serving students with disabilities?

Students with disabilities must be provided services. The services provided to dual enrollment students with disabilities must be included in the articulation agreement and should be the same as those services offered to adult students (see question two). In order to receive services, the student will be required to disclose their disability and register with the postsecondary institution's office for student disability services. Students in need of disability services will typically need to present current documentation of their disability. Documentation requirements may vary across postsecondary institutions and may also be different than the documents required by middle and high schools. Student should contact the institution's student disability services office for specific documentation requirements.

Q7. Are students eligible to enroll in any postsecondary courses and programs offered by the district career center or charter technical career center?

No. The career education program or course must include competencies in the framework that provide the knowledge, skills and abilities necessary to earn an industry certification as identified in s. 1008.44, F.S.⁹ These certifications must be included on either the CAPE Industry Certification Funding List or the CAPE Postsecondary Industry Certification Funding Lists adopted by the State Board of Education on an annual basis.

For example, the postsecondary barbering and cosmetology programs, including nails specialty and facials specialty, have a program goal for the students to obtain licenses to practice barbering, cosmetology, nails, and/or facials. None of these required licensures for employment are included on the CAPE Industry Certification Funding List or CAPE Postsecondary Industry Certification Funding List. Therefore, district career centers and charter technical career centers may not dual enroll students in these programs.

To determine which programs are eligible for dual enrollment, a district must evaluate each program by whether the career education courses in the program lead to the attainment of an industry certification, as identified on the industry certification lists adopted by the State Board of Education and include this information in the Dual Enrollment Articulation Agreement required for home education students, private school students and students with disabilities as well as in school district written policy regarding the operationalization of career dual enrollment.

Q8. Are districts allowed to enroll students in postsecondary courses that are not offered to adults at their career centers or charter technical career center?

No. The definition of dual enrollment provides an eligible secondary student or home education student is enrolled in a postsecondary course creditable toward high school completion and a career certificate.¹⁰ The programs available for dual enrollment are limited to those offered by the center to their adult community and published in catalogs and/or the institution's web site.

Q9. Are students dual enrolled in career education courses required to take a basic skills examination within 6 weeks of entry into the first course in a CTE program of 450 hours or more?

Yes.¹¹ As specified in s. 1004.91(2), F.S., and Rule 6A-10.040, students who enroll in a program offered for career credit of 450 hours or more shall complete an entry-level examination within the first 6 weeks after admission into the program. In addition, the funding statute for workforce development program states the following: "A student may not be reported for funding in a dual enrollment workforce

⁹ s. 1007.271(7), F.S.

¹⁰ s. 1007.21(1), F.S.

¹¹ s. 1004.91(2), F.S., and s. 1011.80(10), F.S.

education program unless the student has completed the basic skills assessment pursuant to s. 1004.91.”¹²

Q10. Are districts allowed to charge tuition and fees, including registration and laboratory fees, to dual enrollment students?

No. As stated in s. 1007.271(2), F.S., “a student enrolled as a dual enrollment student is exempt from the payment of registration, tuition, and laboratory fees.” In s. 1009.25 (1)(a), F.S., fee exemptions are identified for students in school district workforce education programs which include a student enrolled in a dual enrollment or early admission programs pursuant to s. 1007.271, F.S. If the cost of any materials for the program are included in laboratory fees charged by the institution, the student would be exempt from those costs (ex. Tools, supplies, etc.).

Q11. May a student take dual enrollment courses beyond the high school graduation date?

No.¹³ If a student is projected to graduate from high school before the completion date of the postsecondary course, the student may not take that course through dual enrollment. However, the student may pay tuition and fees as a regularly admitted postsecondary student if permitted by the postsecondary institution.

Q12. Are dual enrollment students required to pay for textbooks?

Public high school students are not required to pay for textbooks.¹⁴ The statute specifies that “Instructional materials assigned for use within dual enrollment courses shall be made available to students from Florida public high schools free of charge.”¹⁵ In addition, early admission is listed in subsection (7) as “a form of dual enrollment” so all of the same statutory provisions apply. This provision of instructional materials includes electronic access codes for these materials. This exemption for public school students from paying for instructional materials prohibits up-front payments for materials with later reimbursements regardless of student performance in the dual enrollment course.

Students enrolled in home education programs or nonpublic secondary schools must provide their own materials.¹⁶ Any fines relating to instructional materials (e.g., late return or lost book fees) should be included in the Dual Enrollment Articulation Agreement.

¹² s. 1011.80(10), F.S.

¹³ s. 1007.271(2), F.S.

¹⁴ s. 1007.271(17),

¹⁵ Id.

¹⁶ s. 1007.271(13)(a)2., F.S.

Q13. How is the amount of high school credit that can be awarded for a career dual enrollment course determined? How and when is the high school credit toward a diploma awarded?

The Dual Enrollment Course—High School Subject Area Equivalency List, which is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education, is a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements. The current list is at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>.¹⁷

Additional dual enrollment courses that are not included on the Dual Enrollment Course—High School Subject Area Equivalency List may be offered. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment. However, districts are not prohibited from granting subject area credit for those courses not included on the list, if appropriate. Applied academics for adult education, developmental education, physical education skills and recreation courses are prohibited from inclusion in the dual enrollment program.¹⁸

For dual enrollment with a district career center and charter technical career center, career dual enrollment is limited to the clock hour courses offered by those institutions. The annual Dual Enrollment Course - High School Subject Area Equivalency List includes a secondary practical arts/career education section in which the equivalency high school credits that must be awarded are listed.

Upon successful completion of the entire postsecondary career course, the equivalent high school credit is awarded to the student. The postsecondary institution is required to assign a letter grade to each student enrolled in a dual enrollment course and this letter grade is posted to student's high school transcript upon completion of the course.¹⁹ For example, HMV0100 (Food Preparation)¹⁹ is a 300 clock hour course that is equivalent to 2 high school credits, as specified on the equivalency list. Upon successful completion of the entire HMV0100 course, the high school student is credited with two elective credits. If a district is scheduling a student across multiple terms in a course, the high school credit cannot be awarded to the student until the dual enrolled student completes the entire postsecondary course.

Q14. How are occupational completion points reported for students in dual enrollment courses?

An occupational completions point (OCP) is only awarded and reported upon successful demonstration of the competencies outlined in the curriculum frameworks for each career and technical education program approved by the State Board of Education in Rule 6A-6.0571, Florida Administrative Code.

Postsecondary courses in the framework may not correspond exactly to the completion of an OCP. In some cases, completion of multiple courses may be required for the awarding of an OCP. If an OCP is

¹⁷ To offer any course on this list through dual enrollment, districts must ensure that the course/program leads to eligible industry certification (see question seven).

¹⁸ s. 1007.271(2), F.S.

¹⁹ s. 1007.271(18), F.S.

linked to the completion of one postsecondary course, then the OCP may only be reported when the student has demonstrated all of the required competencies.

Q15. Are there any requirements for faculty to teach career dual enrollment courses?

Postsecondary institutions offering career dual enrollment should ensure that faculty qualifications of any instructor teaching a career dual enrollment course are compliant with their accrediting body (i.e., Council on Occupational Education).