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Division of Career and Adult Education



December 7, 2010

MEMORANDUM

TO: Career and Technical Education Directors
Technical Center Directors
Florida College Occupational Deans

FROM: Loretta Costin *Loretta Costin*

SUBJECT: Basic Skills Examination

In light of recent inquiries related to the use of the Tests of Adult Basic Education (TABE) for Career and Technical Education programs, we wanted to provide information on current statutes and rules. Section 1004.91, Florida Statute, states, "Students who enroll in a program offered for technical credit of 450 hours or more shall complete an entry-level examination within the first six (6) weeks of admission into the program." State Board of Education rule 6A-10.040 states, "Students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program."

In addition, we wanted to remind you that the basic skills requirement is an exit requirement, not an entry requirement.

The Department of Education wants to ensure equal access and opportunities for all students; therefore, it is important that we observe the rules and regulations of the state of Florida and of the federal government. State Board of Education rule 6A-10.040(4), Florida Administrative Code, states, "...Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the career basic skills grade levels required for completion of the career program as described in subsection (2) of this rule. 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."

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This allows for completion by students with disabilities that meet the requirements of their career education program, even if they cannot meet the basic skills requirements.

Also, "Students who possess a college degree at the associate of applied science level or higher; who have completed the college level academic skills examination (CLAST); who are exempt from the college entry-level examination; or who have passed a state, national, or industry licensure exam, are exempt from this rule."

An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with the provisions of Chapter 446 is exempt from testing.

More detailed information can found in the CTE Assessment technical assistance paper at <http://info.fldoe.org/docushare/dsweb/Get/Document-4155/basic-skill-tap-att1.pdf>.

We appreciate your continued dedication to excellence in career and technical education in Florida. If you should have any questions, please contact Jane Silveria, State Supervisor for Special Populations, Equity and Career Technical Education Assessment at (850) 245-9022 or via e-mail at Jane.Silveria@fldoe.org.

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