Florida IPSE Credential Guidance Brief: #3 Exploring Existing Credentials

The Florida Inclusive Postsecondary Education (IPSE) Credential Guidance Brief Series is comprised of a set of six stand-alone briefs developed by the **Florida Consortium on Inclusive Higher Education** (FCIHE) and a small workgroup, in consultation with a statewide steering committee. These briefs were written to provide guidance to Florida stakeholders regarding credential development for Inclusive Postsecondary Education (IPSE) programs for students with intellectual disability (ID).

AUDIENCE: These briefs are intended to be used for

> 1) college and university faculty and staff planning to build or expand sustainable and rigorous IPSE programs,
> 2) families and educators exploring and comparing IPSE programs; and
> 3) community agency and school district personnel to increase program understanding, recognition, credibility and increased options for individuals with ID.

A meaningful program credential is required to become a federally recognized **Comprehensive Transition and Postsecondary Program (CTP)** and a Florida recognized **Florida Postsecondary Comprehensive Transition Program (FPCTP)**. Credentials also increase students' employment outcomes and career opportunities in multiple ways. For example, credentials enable businesses to identify a student's expected skill sets upon program completion and to recognize credentialed applicants as qualified applicants. Credentials earned through IPSE programs or typical degree-seeking programs, *and* sponsored by the college or university, represent valid and rigorous programs of study. These Credential Guidance Briefs have a number of Florida-specific points of information as they were written for Florida, though families, program staff, and faculty outside of Florida, may find the general IPSE information useful as well.

SERIES: The **Florida IPSE Credential Guidance Brief Series** includes:

> # 1 Background on Inclusive Postsecondary Education
> # 2 Programs of Study
> # 3 Exploring Existing Credentials
> # 4 Partnerships toward Credential Development
> # 5 FCIHE Credential Action Planning Tool (FCAPT)
> # 6 Credentialing Resources

As the information within each Credential Guidance Brief may build upon the knowledge within the previous brief, readers are encouraged to review the **# 2 Programs of Study Brief**, for a foundational understanding of the topic, *prior to* **Exploring Existing Credentials**.

ABOUT THIS BRIEF: In this **IPSE Credential Guidance Brief: # 3 Exploring Existing Credentials** the reader will find examples of credentials with corresponding programs of study for each of three programs of study *types* currently found in Florida**; Liberal Arts, Career and Technical, and Transitional.** The guidelines for awarding credentials are often unique to each institution of higher education (IHE). Credentials may be awarded by colleges, departments, or divisions within the IHE. This brief shares with practitioners, families, and students, the credentials that currently exist in Florida, both within a specific career field as well as at an IHE and the requisite program of study for each. More information on programs of study may be found in the second brief in this series, *#2 Programs of Study.*

A caveat to bear in mind: IPSE is a new, exciting, and evolving field with rapid changes and updates to programs. Use this document as a guide, but seek out each IHE for the most current information.

Liberal Arts Type Credentials

The **Liberal Arts** program of study type describes IPSE programs that provide students with a generally large array of courses, dictated by student interests and culminating in an individualized career-focused course of study and certificate. This program of study provides students with the widest degree of latitude and ability to explore familiar and not-so-familiar topics of interest and are generally found at universities and state colleges.

Examples of two Florida IHE's Liberal Arts type credentials are presented in the shaded boxes below and followed by the IHE's program of study for the identified credential.

Example 1	**University of Central Florida's Inclusive Education Services**
	Professional Services Credentials

UCF developed a credential with three (3) high-demand career-focused paths for their IPSE students and in collaboration with the division of ***Continuing Education***, the ***College of Community Innovation and Education,*** and the ***Office of Student Accessibility Services***. Each earned credential is
- individualized to the student's chosen career path from (Hospitality, Education, and Social Work/Social Sciences),
- based on regional labor market survey results aligning 3 high employee-demand fields with 3 of UCF's areas of unique strengths, and
- comprised of five-semesters totaling 42 credential units of audited UCF college courses, co-curricular activities, and internships.

University of Central Florida Inclusive Education Services Professional Services Credential: Hospitality Concentration

Fall Semester Year 1	SLS 1501: Strategies for Student Success (3)	
	MHS 1930: Career Planning I * (3)	
	MHS 2930: Internship* (1)	
	MHS 1931: Personal Leadership* (3)	
Total:	**10 Units**	
Spring Semester Year 1	COM 1000: (Intro. to Communication) (3)	
	HFT 1000: Intro. to Hospitality & Tourism Industry (3)	
	MHS 2930: Work Internship*(3) (On-Campus Work Exp.)	
	MHS 2930: Internship* (1) (Co-Curricular)	
Total:	**10 Units**	
Fall Semester Year 2	MHS 1931: Career Planning II * (2)	
	HFT 2750 Event Industry (3)	
	HFT 3540: Guest Service Management (3)	
	MHS 2930: Internship (1) (Co-Curricular)	
Total:	**10 Units**	
Spring Semester Year 2	MHS 2930: Career Planning III/Knights Work * (3)	
	HFT 3224: Hospitality Management and Leadership (3	
	Elective: Industry Specific Hospitality (3)	
Total	**9 Units**	
Summer Year 2	MHS 2930: Internship (3) (Capstone)	
Total	**3 Units**	
Total Units	**42**	

*indicates academically specialized, employment-directed courses

Example 2

Tallahassee Community College (TCC) - *Eagle Connections*
Employment Credential

TCC developed a credential with 5 optional career-focused pathways in collaboration with the ***Office of Student Accessibility Services, Career Services*** and ***Workforce Development*** that provides a course of study that, in addition to college courses, includes career exploration, work experience, and social activities. Each earned credential is
- individualized to the student's chosen pathway of the 5 pathways offered through the college (Arts, Humanities, Communication and Design; Business; Science, Technology, Engineering and Math; Education; and Social and Behavioral Sciences and Human Sciences),
- based on top skills sought by employers, and
- comprised of 33 credential units of audited TCC college courses and a capstone internship.

Employment Credential Core Courses (21 hours required)	
SLS1510 College Success (3)	CGS1030 Computer Basics (3)
SLS2261 Student Leadership Development (3)	ENC1101 College Composition (3)
SPC1017 Interpersonal Communication (3)	IDS2941 Programs Internship (3)*
HSC1100 Concepts of Positive Living (3)	Life Skills Sessions (each semester)
Elective Pathways (12 hours required) Students are encouraged to take all 12 credits from a single Pathway.	
Arts, Humanities, Communication and Design	**Science, Technology, Engineering and Math**
SPC2608 Pubic Speaking (3)	EVR1001 Intro to Environmental Sciences (3)
ENC0017 Integrated Reading & Writing I (4)	ESC1000 Earth and its Environment (3)
ENC0027 Integrated Reading & Writing II (4)	OCE1001 Introduction to Oceanography (3)
LIT2000 Introduction to Literature (3)	GLY1030 Environmental Geology (3)
CRW2001 Creative Writing (3)	PSC1121 Introduction to Physical Sciences (3)
ENL2000 British Literature (3)	AST1002 Intro to Astronomy (3)
LIT2323 Multicultural Mythology (3)	PHY1020 Energy & its Environ. Effect (3)
PGY1800C Digital Photography (3)	HUN1201 Science of Nutrition (3)
ART1300c Drawing Foundations/Drawing I (3)	HSC1171 Stress Management (3) online
ART2500c Painting I (3)	EET1084C Introduction to Electronics (3)
ART1340c Beginning Illustration (3)	CGS1000 Intro to Computer Tech (3) online
ARH2000 Art Appreciation (3)	GRA2140 Web Page Design (3)
FIL2000 Film Appreciation (3)	EGS1002 Introduction to Engineering Tech (3)
FIL1031 History of Film I (3)	DIG 2000 Introduction to Digital Media (3)
FIL2032 History of Film II (3)	STA2023 Introductory Statistics (3)
MMC1540 Media Aesthetics (3)	MAT0018 Foundations for College Math I (4)
HUM2020 Introduction to the Humanities (3)	MAT0028 Foundations for College Math II (4)
THE2000 Theatre Appreciation (3)	**Education** (mostly online)
TPP2250 Introduction to Musical Theatre (3)	EEC1308 Introduction of the Young Child (3)
MUH2011 Introduction to Music History (3)	EEC1312 Creative Exp. for Young Children (3)
MUL2010 Music Appreciation (3)	EEC1300 Cognitive Exp. for Young Children (3)
HUM2525 American Music Tradition- Jazz (3)	EEC2401 Home, School Development, Education and Management (3)
MUN2830 African Drum & Dance (3)	EDF1005 Intro to the Teaching Profession (3)
	EME2040 Intro to Tech for Educators (3)

Left vertical labels: Tallahassee Community College   *Eagle Connections*   Employment Credential

	Business	Social and Behavioral Sciences & Human Sciences
Employment Credential cont.	GEB1011 Introduction to Business (3) MAR1350 Marketing the Individual (3) MNA1161 Intro to Customer Service (3) SBM2000 Intro to Entrepreneurship (3) LEI1000 Intro to Recreation and Leisure (3) CGS1000 Intro to Computer Tech (3) online GRA2140 Web Page Design (3)	ANT2140 Introduction to Archaeology (3) ANT2000 Introduction to Anthropology (3) ANT2410 Intro to Cultural Anthropology (3) ANT2511 Intro to Physical Anthropology (3) SYG1000 Principles of Sociology (3) PSY2012 General Psychology (3) AMH2010 History of the US I (3) AMH2020 History of the US II (3) WOH2012 History of Civilization I (3) WOH2022 History of Civilization II (3) CHD2220 Child Development (3) CLP1001 Psychology of Personal & Social Adjstmnt (3)
TCC	*IDS2941: Work-based employment may be used as approved by Eagle Connections and TCC staff. **Other electives may be selected as approved by the student and their support system and Eagle Connections and TCC staff.	

Career and Technical Education Type Credentials

The **Career and Technical Education (CTE)** program of study type refers to IPSE programs that offer specific knowledge and skills in one or more of seventeen (17) careers or career clusters. Students may earn full or partial industry requirements leading to full industry certification and/or discrete certifications. This program of study serves students who have already identified a chosen career path and provides the largest array of industry recognized certifications. These programs are geared toward middle school, high school, technical college, and Florida college system students throughout the state. With the help of partners in education, business, industry, and trade associations, each program includes the academic and technical skills required to be successful in today's economy.

Career Education credentials can be earned through a number of avenues, including Adult Education and Continuing Education and are primarily found at state and technical colleges and some universities. Different from the Liberal Arts programs of study, most CTE programs of study require credit-bearing or clock-hour (rather than audited) coursework.

What follows are three CTE programs of study examples from two of Florida's IHE's. Due to the intended brevity of this document, the entirety of CTE programs of study cannot be presented here. The CTE type credentials are presented in the shaded boxes below (Examples 3-5) and followed by the program of study for each identified credential.

Example 3

The College of The Florida Keys (CFK) *Project ACCESS*
National Retail Federation's Customer Service and Sales (CSS) Industry Certification

Project ACCESS is a CFK comprehensive transition and postsecondary program (CTP) for students with intellectual disabilities (ID), learning disabilities (LD) and autism. This program prepares students with the noted disabilities, over a 1-year period, to complete an individualized, CTE curriculum resulting in an initial and foundational **National Retail Federation's Customer Service and Sales (CSS) Industry Certification**. Upon successful achievement of this foundational certificate, students may continue to add fields of study and industry certifications taking 1-2 additional years. As an inclusive postsecondary education program, Project ACCESS prepares students with intellectual and developmental disabilities for integrated competitive employment in their chosen career and supports student success through on-campus transition services including person-centered planning and individualized supports.

The mission of Project ACCESS is to support students who are seeking to continue academic, career and technical, and independent living instruction at CFK in order to prepare them for integrated competitive employment. Project ACCESS utilizes comprehensive and structured program of study that prepares students for success in their college academics, social activities, employment experiences, and self-determined choices in their work, living, and social environments.

National Retail Federation's Customer Service and Sales Program of Study

Year 1 - Foundational Credential Required Coursework (16 credits)

SLS 1102	College Experience (2 Credits)	**Activities:**
SLS 1200	Increasing Personal Effectiveness (2 Credits)	Special Olympics Club
SLS 1304	Career Exploration (2 Credits)	Weekly Meetings
SLS 1570	Learning with Technology (2 Credits)	Campus Activities
SLS 2604	Effective Living (2 Credits)	**Support:** Project ACCESS Instructors,
CGS 1100	Intro to Computer Applications (3 Credits)	Project ACCESS Staff, FKCC Instructors,
SLS 1101	Preparing for College Success (3 Credits)	Office of Students with Disabilities

Outcome(s): Customer Service and Sales Industry Certification through National Retail Federation & Workforce Readiness Certification

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Year 2 - Optional College Certificate Programs (Credit requirements vary)

Field of Study Options	Professional Dive Instructor
Business Operations	Rooms Division Management
Business Specialist	Rooms Division Operations
Chef's Apprentice	Rooms Division Specialist
Culinary Arts	Tropical Ornamental Mariculture
Culinary Arts Management	Technician
Entrepreneurship	
Guest Services Specialist	**Support:** Project ACCESS Instructors,
Intro to Commercial/Work Diving	Project ACCESS Staff, FKCC Instructors,
Marine Engineering	Office of Students with Disabilities, FKCC
Marine Mammal Behavior & Training	Learning Center
Professional Research Diving	

Outcome(s): Project ACCESS Certificate, CFK Certificate, and industry certifications

> ### *Example 4*
> #### Florida State College of Jacksonville (FSCJ) *VERTICAL*
> #### See Certification options below
>
> FSCJ offers inclusive postsecondary CTE training to eligible IPSE program students. Students enroll in one of the CTE certificate programs offered at the college, and receive support services, individualized to their needs, to support their academic, technical, and employment skills needed to succeed in the competitive workforce. These clock- hour programs must be taken for credit to achieve the industry certificate.
>
> The length of program and number of clock- or credit-hours varies for each program of study. Students receive accommodations by disclosing their disability and requesting services through student support services. Students receive supplemental instruction through participating in weekly job club meetings. Program of study details for two (2) of the most popular programs (Automotive Collision Technology and Facial Specialty) are included below.

Florida State College at Jacksonville VERTICAL Program's Most Popular Credentials

Career and Technical Education - Workforce Certificate Programs

Air Condition, Refrig. & Heating Technology	Global Logistics and Supply Chain Technology
Air Condition, Refrig. & Heating Technology I	Insurance Claims Adjuster
Air Condition, Refrig. & Heating Technology II	Massage Therapy
Aircraft Coating & Corrosion Control Technology	Medium and Heavy Duty Truck and Bus
Automotive Collision Technology Technician	Medium and Heavy Duty Truck and Bus
Commercial Foods and Culinary Arts	Nursing Assistant
Commercial Vehicle Driving	Office Assistant
Cosmetology	Technician/Diesel Systems
Electricity (Construction)	Technician/Diesel Systems I
Facials Specialty	Welding Technology

Minor Certifications through Adult and Continuing Education

Florida's Adult Education system includes a range of instructional programs that help adults get the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education, Adult High School and GED® Preparation, and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education.

Continuing Workforce Education, or Continuing Education, is another option that provides access to an extensive selection of noncredit courses that can lead to a new and exciting career. Continuing education courses are non-credit courses for professional development, career advancement or personal enrichment and may include minor certifications such as CPR, First Aid, or Red Carpet Customer. These minor certifications, no less important in many industries, often are acquired in a relatively short timeframe, such as a few hours or a one-day course.

Questions to Consider…when collaborating with an Adult or Continuing Education Department toward offering a credential may include:

1. Is this course/program open to any student?
2. Is there a credential aligned with a course/program?

Adult and Continuing Education Programs

    Certified Nursing Assistant (183 hour)   CPR/First Aid (10 hour)   Child Care (45 hour)

    Hazardous Waste Operations and Emergency Response (40 hour)

Florida State College Jacksonville *VERTICAL Program* Automotive Collision Technology	**Automotive Collision Technology Technician** Program of Study *Workforce Certificate (PSAV/Clock Hour program)* The Automotive Collision Technology Technician program prepares students for employment or specialized training as a collision repair or refinish technician in 12 months. Instruction is provided on courses that align with Automotive Service Excellence (ASE) Certification areas.

Professional Coursework	Contact Hours
ARR 0005C - Introduction to Collision Repair and Refinishing	90
ARR 0006C - Fundamentals of Collision Repair and Refinishing	90
ARR 0210L - Collision Repair Technician Lab I	105
ARR 0940 - Collision Repair Co-Operative Internship I	90
ARR 0310C - Non-Structural Repairs I	90
ARR 0311C - Non-Structural Repairs II	90
ARR 0290 - Structural Analysis and Damage Repair	90
ARR 0213L - Collision Repair Technician Lab II	105
ARR 0941 - Collision Repair Co-Operative Internship II	90
ARR 0374 - Mechanical & Electrical Found. for Collision Repair	90
ARR 0949 - Collision Repair and Refinishing Co- Operative Capstone	200
ARR 0021 - Damage Analysis, Estimating and Customer Service	90
ARR 0411 - Automotive Refinishing I	90
ARR 0414C - Automotive Refinishing II	90
Total Contact Hours:	**1,400**

Florida State College Jacksonville *VERTICAL Program* Facials Specialty	**Facials Specialty** Program of Study *Workforce Certificate (PSAV/Clock Hour program)* This program is for those students seeking certification in esthetics. After successfully completing the program, students will receive a certificate of completion and may take the test for state licensure. Students may then register with the Florida Department of Business and Professional Regulation as Registered Facial Specialists. **Professional Coursework**

	Contact Hours
CSP 0100 - Esthetics and Skin Care	75
CSP 0290 - Facial Methods and Procedures	120
CSP 0301 - Facial, Make-up and Hair Removal	65
Total Contact Hours:	**260**

Transitional Type Credentials

The **Transitional** program of study type describes IPSE programs of study "that reflect a convergence of life skills required to successfully transition to adult life, such as independence, interdependence, employability, self-determination, health and fitness, and/or civic participation rather than a specific field or career" (Becht et. al., in press). Students take more academically specialized courses and typically fewer academically inclusive courses, in this program of study, providing more intentional adult-oriented life skills than broad academic or career-focused knowledge.

An example of one of Florida IHE's Transitional type credentials is presented in the shaded box below and followed by the IHE's program of study for the identified credential.

Example 5

Florida Atlantic University's *Academy for Community Inclusion (ACI)* offers three (3) specialized certificates approved by the Board of Governors, and earned through completion of 24 course credits. High school graduates who have intellectual and/or developmental disabilities (I/DD) are eligible to apply. ACI is a 2-year (6 semester) full-time and credit earning college program from which students have the option of earning one or more of three certificates in : 1) supported employment, 2) supported community access, and 3) supported community living. ACI students are college students with IDs, who attend college classes on both the Jupiter and Boca Raton campuses, may purchase meal plans, and participate in FAU activities, clubs, events, and organizations with their fellow FAU students. The ACI Supported Employment program of study follows below.

ACI Supported Employment Certificate
Program of Study

Year 1		
Fall Semester	**Spring Semester**	**Summer Semester**
SLS 1200: Increasing Personal Effectiveness (2)	HSC 2100: Health Fitness for Life (2)	SLS 1620: Getting Around the Community (2)
SLS 1304: Career Exploration 1(2)	SLS 1305 Professional Career Development (2)	Launch Pad (0)
SLS 1570: Learning with Technology 1 (2)	SLS 1331: Business Technology for Community Living (2)	
Launch Pad (0)	Launch Pad (0)	
*Yr. 1 Elective Options: SLS 1102 College Experience (2), FFP 1520: Emergency Preparedness (2); or SLS 1504: Critical Thinking (2)		
Semester Credits: 6	**Semester Credits: 6**	**Semester Credits: 2**
Year 2		
SLS 1341: Employability Skills (2)	SLS 2340: Professional Portfolio (2)	SLS 2943: Career internship (2)
SLS 1354: Workplace Relationships (2)	SLS 2920: Career Seminar (2)	Launch Pad (0)
Launch Pad (0)	Launch Pad (0)	
Semester Credits: 4	**Semester Credits: 4**	**Semester Credits: 2**
*Yr. 2 Elective Options: SLS 1321 World of Work (2) & SLS 1167: Service Learning (2)		

References

Becht, K., Roberts-Dahm, L. D., Meyer, A., Giarrusso, D., & Still-Richardson, E. (in press). Inclusive postsecondary education programs of study for students with intellectual disability. *Journal of Postsecondary Education and Disability.*

Acronyms, Terms, & Resources

APSE: APSE, the Association of People Supporting Employment First, is the only national organization with an exclusive focus on integrated employment and career advancement opportunities for individuals with disabilities.

Competitive Integrated Employment: Competitive Integrated Employment (CIE), real work for real pay is the gold standard of transition outcomes for students with disabilities. The work should align with the post-school employment goals of the student and is the desired transition outcome for all students with disabilities who choose to work, regardless of disability or needed accommodations or support. CIE should be a realistic and desirable expectation for all students.

CTP: Comprehensive Transition and Postsecondary Program; a set of federal guidelines, set out in HEOA of 2008, that defines an inclusive postsecondary education program for individuals with intellectual disability. Students attending institutions of higher education, who apply for and receive CTP approval, may access specific Federal Student Aid. See CTP requirements or the FCIHE Brief 1.17 for more information.

Employment First: Employment First, means that employment in the general workforce should be the first and preferred option for individuals with disabilities receiving assistance from publicly funded systems. Simply put, Employment First means real jobs, real wages. See http://www.employmentfirstfl.org/ for more Florida specific information.

FCIHE: Florida Consortium on Inclusive Higher Education, www.FCIHE.com

FCSUA: Florida Center for Students with Unique Abilities, www.FCSUA.org

FPCTP: Florida Postsecondary Comprehensive Transition and Postsecondary Program

HEOA: Higher Education Opportunity Act (2008)

ID: Intellectual disability is characterized by significant limitations in both intellectual functioning and adaptive behavior, which covers many everyday social and practical skills. This disability originates before the age of 18. Generally, an IQ test score 70 or below indicates an intellectual disability.

IHE: Institution of higher education, a university, state, or technical college

IPSE: Inclusive Postsecondary Education Program; enrollment in an on-campus college program, in which students with intellectual disability attend academically inclusive college courses, engage in campus clubs and activities with their peers without disability, increase personal development and life skills, earn a career focused credential with the goal of integrated competitive employment upon graduation.

PCP: Person-Centered Planning; for more information go to http://project10.info/Star.php

PoS: Program of Study; the required courses, internships, and activities a student must complete to earn the credential.

SAP: Satisfactory Academic Progress; the successful accomplishment of a set of expectations for the IHE and/or Program of Study in which the student is enrolled. Accomplishment of SAP is required to retain state and federal scholarships and/or financial aid eligibility.

ThinkCollege: Think College is the National Coordinating Center for the Federal TPSID projects, www.ThinkCollege.net. See Think College for a list of the National TPSID programs.

TPSID: A federal discretionary program to increase and enhance inclusive postsecondary education for students with intellectual disability. Transition and Postsecondary Programs for Students with Intellectual Disability. See www.FCIHE.com for a list of Florida's TPSID programs and contacts.

TRIO: is a title for a group of federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds and includes Upward Bound, Talent Search, /student Support Services, Educational Opportunity Centers, R.E. McNair Post baccalaureate Achievement Program and Upward Bound Math/Science program. Florida TRIO programs http://faeopp.weebly.com/

VR: Vocational Rehabilitation, Florida Department of VR, http://www.rehabworks.org/

WIOA: The Workforce Innovation and Opportunity Acts (2014) is a comprehensive federal law, intended to streamline, consolidate, and improve workforce development and training services for various groups, including youth and workers with disabilities.

Recommended citation for this brief: Florida Consortium on Inclusive Higher Education. (2019). *Florida IPSE credential guidance brief: #3 Exploring existing credentials.* Retrieved from www.fcihe.com/resources .