

**AGENDA  
CAREER SOURCE ESCAROSA  
BOARD OF DIRECTORS  
THURSDAY, JULY 18, 2024  
3:30 P.M.**

**LOCATION: 6913 N. 9<sup>TH</sup> Avenue | Pensacola, FL 32504  
CALL IN: 1-872-242-8932 | CONF ID: 423 702 176#**

- I. Call Meeting to Order** ..... Chair, Board of Directors
- II. Call for Public Comment**
- III. Reading of Public Disclosures** .....Janay Sims
- IV. Approval of Agenda**
- V. Consent Agenda**
  - Minutes – April 18, 2024
- VI. Items for Consideration**
  - Financial Expenditure and Budget Variances Reports
  - CSE Local Targeted Occupations List
  - Eligible Training Provider List (ETPL)
  - WIOA Training Provider Agreements (July 1, 2024 – June 20, 2026)
  - Policy Change – Individual Training Accounts
  - PY 2024-2025 WIOA Youth Services Contracts Renewals
  - Workforce Innovation and Opportunity Act (WIOA) Regional Plan
  - Workforce Innovation and Opportunity Act (WIOA) 4-Year Plan
  - CEO Compensation & Annual Review

**Information Items**

  - Board Governance: Attendance and Vacancies
  - Chief Executive Officer’s Report
  - Items Pending with CLEO (Escambia County)
- VII. Other Business**
- VIII. Adjournment**

**NEXT BOARD MEETING – OCTOBER 17, 2024 |LOCATION: TBD**

# CareerSource Escarosa

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## BOARD OF DIRECTORS APRIL 18, 2024 MINUTES

**Members Participating In-Person:** Lloyd Reshard (Secretary/Treasurer) and Jerry Kersey

**Members Participating via virtual/teleconference:** Kathaleen Cole (Chair), Jeffrey Hondorp (Member at Large), Douglas Brown, Jameson Cutchens, Anthony Eman, Fred Genkins, Charlin Knight, and Michael Listau

**Members Not Participating:** David Bouvin, Michele Kelson, and David Peaden

**Ex-Officio Member Participating:** Clara Long (virtually)

**Others Participating:** Ben Clark – James Moore & Company, Bridgette Price – Santa Rosa Economic Development Council (virtually), Dr. Marcus McBride, Mariezel Halili and Carol Bono (virtually), Bill Barron, and Janay Sims – CareerSource Escarosa

Kathaleen Cole, Chair, was not available at the start time of the meeting, therefore, Lloyd Reshard chaired the meeting. He called the meeting to order at 3:30 p.m. at the Pensacola Career Center (6913 N. 9<sup>th</sup> Avenue, Pensacola, FL 32504). Mr. Reshard called the roll to confirm a quorum was present/participating.

### **CALL FOR PUBLIC COMMENT**

There were no public comments.

### **READING OF PUBLIC DISCLOSURES**

There were no public disclosures.

### **APPROVAL OF REVISED AGENDA**

The agenda was reviewed by the Board.

**Action Taken: Motion by Charlin Knight and seconded by Douglas Brown to approve the revised agenda as printed. Motion carried. (10-Years/0-Nays).**

### **INTERNAL AUDIT REPORT**

CareerSource Escarosa's annual audit report for year ended June 30, 2023, was presented by Ben Clark who is with James Moore and Company. There were no findings observed in the report.

**Action Taken: Motion by Douglas Brown and seconded by Jerry Kersey to accept the annual audit report for year ended June 30, 2023. Motion carried. (10-Years/0-Nays).**

### **CONSENT AGENDA: MINUTES – JANUARY 25, 2024**

The CSE Board of Directors minutes for January 25, 2024, was made available to the board for review.

**Action Taken: Motion by Douglas Brown and seconded by Anthony Eman to approve the**

**January 25, 2024, Board of Directors minutes. Motion carried (10-Yeas/0-Nays)**

**ITEMS FOR CONSIDERATION**

**AMENDMENTS: CSE BOARD OF DIRECTORS MEETING MINUTES (NOVEMBER 3, 2023) AND CSE BY-LAWS**

The Department of Florida Commerce conducted its annual program monitoring review of CareerSource Escarosa, LWDB 01, March 25, 2024 – March 29, 2024. Management Process Review was one of the areas monitored and Local Board Governance/Merit Staffing Structure/Ethics/Financial Disclosure/Sector Strategies/Collection of Demographic Data were all included in the review. Areas identified and required corrections are as follows:

• **CSE Board of Directors Minutes – November 3, 2023**

There was a typo in the vote count on the item: **Individual Training Account Agreement – One Year Performance**. The vote count was 8-Yeas/0-Nays/2-Abstentions. The total members present/participating in the meeting was nine (9). The count needs to be amended to 7-Yeas/0-Nays/2-Abstentions.

**Action Taken: Motion by Jerry Kersey and seconded by Anthony Eman to amend the CSE Board of Directors Meeting minutes for November 3, 2023, to reflect a vote count of 7-Yes/0-Nays/2-Abstentions under the item: Individual Training Account Agreement – One Year Performance. Motion carried. (10-Yeas/0-Nays.)**

• **CSE By-Laws**

The CSE By-Law states under **ARTICLE IV. MEETING OF DIRECTORS, Section 1. Notice.:**

*“A notice of each meeting of the Directors shall be provided at least five (5) calendar days prior to the scheduled meeting to each Director at his/her address which may include e-mail address, as the case may be, as such appears on the records of the Corporation at the time any such notice is mailed.”*

In review of the CSE By-Laws by the monitor, the By-Laws were lack of the seven (7) calendar days requirement.

CSE must amend its By-Laws to bring them into compliance regarding the seven (7) day notice requirement.

**Action Taken: Motion by Anthony Eman and seconded by Kathaleen Cole to amend the CSE By-Laws under ARTICLE IV. MEETING OF DIRECTORS, Section 1. Notice., to reflect a seven (7) calendar days notice, which will bring them into compliance. Motion carried. (10-Yeas/0-Nays)**

**UPDATE/AMENDMENTS TO CSE BY-LAWS**

**ARTICLE III. BOARD MEMBERSHIP AND COMPOSITION, Section 4. Board Member Recruiting, Vetting and Nomination, paragraph 3, states:**

*Private sector membership is “balanced” by counties. The Chief Executive Officer will contact the general purpose business organization (FloridaWest or Santa Rosa Economic Development Council) from the county where a vacancy will occur/has occurred of the vacancy. The general purpose business organization will contact business leaders in their county (in targeted membership sectors) to solicit nominations. As part of the recruitment/nomination process, a Board Profile Sheet will be completed by each nominee. The general purpose business organization will use the Board Profile Sheet in their process for consideration and selection of a nominee. The general purpose business organization will*

*submit their recommended nominee(s) to the CareerSource Escarosa Board of Director for review and selection prior to submitting to the Chief Local Elected Official for appointment consideration.*

To reflect a board spectrum of nominations for board membership, CareerSource Florida Administrative Policy Number 091 expands the opportunity to professional organizations.

**Action Taken: Motion by Douglas Brown and seconded by Anthony Eman to update/amend the CSE By-Laws, under ARTICLE III. BOARD MEMBERSHIP AND COMPOSITION, Section 4. Board Member Recruiting, Vetting and Nomination, paragraph 3, to reflect the opportunity for professional organizations to make nominations for private sector (business) membership on the CSE board. Motion carried. (10-Yeas/0-Nays)**

#### **FINANCIAL EXPENDITURE AND BUDGET VARIANCES REPORTS**

Reports of financial expenditures, budget and variances for the month ending February 29, 2024, was made available to the board.

Inquiry was made regarding expenditures that reflect less than 48%. It was noted some of these expenditures were due to CSE vacant positions. CSE anticipates the de-obligation funds under the Apprenticeship/Navigator grant. It is uncertain of the de-obligation of funds under the “Get There Faster” grant.

**Action Taken: Motion by Kathaleen Cole and seconded by Douglas Brown to accept the Financial Expenditure and Budget Variances Reports for the month ending February 29, 2024. Motion carried. (10-Yeas/0-Nays)**

#### **CSE’S PROVISIONAL BUDGET FOR PROGRAM YEAR 2024-2025**

The CSE provisional budget for program year 2024-2025 was made available to the board for review.

It was noted the proposed provisional budget is based off of allocations from the previous program year (2023-2024). Any major revisions to the provisional budget will be presented to the board.

**Action Taken: Motion by Kathaleen Cole and seconded by Jerry Kersey to approve the CSE provisional budget for program year 2024-2025. Motion carried. (10-Yeas/0-Nays)**

#### **ANNUAL RETIREMENT CONTRIBUTION**

Escarosa’ Fiscal Year 2023-2024 Budget approved by the Board on May 18, 2023, included a 2% annual retirement contribution for employees enrolled in the 401(k) plan as of December 31, 2018, as well as the CEO. This contribution is in addition to the matching contributions received by employees each pay period. The contribution is based on the employee’s 2023 W-2 wages.

**Action Taken: Motion by Kathaleen Cole and seconded by Douglas Brown to approve the annual retirement contribution as outlined above. Motion carried. (10-Yeas/0-Nays)**

#### **IT AND MIS/RSO CONTRACT REVIEW AND SELECTION**

Proposed contracts (Support Contract and Hybrid Staff Augmentation) between CSE and SW/SwiftWorks Technology were made available to the board.

CSE’s MIS/RSO position has been vacant for several months. Through advertisement of the position, there has been no success in identifying candidates with the skill-set to fill the position. CSE request the

board to approve the proposed contract with SW/SwiftWorks (Technology for Hybrid Staff Augmentation) for the position of MIS/RSO, as it will allow for the continuation of information to be available as previously provided, as well as regional collaboration between regions 1-4.

CSE is looking to evaluate IT services with its current vendor, BIS, and propose to form an opinion on a later day as CSE regroups its IT needs in areas where there are gaps, both internal and external. Volunteers were identified, Lloyd Reshard and Douglas Brown, to give guidance and to review contracts.

**Action Taken: Motion by Douglas Brown and seconded by Anthony Eman to approve the Hybrid Staff Augmentation contract between CSE and SW/SwiftWorks Technology. Motion carried. (10-Yeas/0-Nays).**

**SPECIAL MEETING OF THE EXECUTIVE COMMITTEE REPORT (FEBRUARY 23, 2024)**

**SLATE OF OFFICERS**

The CSE CEO was directed by the Executive Committee to poll the CSE membership for interest in serving on the Executive Committee. After reaching out to the membership, the following names were vetted to the Executive Committee for nomination:

- Lloyd Reshard – Chair
- Jerry Kersey, Jr. – Vice Chair
- Douglas Brown – Secretary/Treasurer
- Jeffrey Hondorp – Member-at-Large
- David Peaden – Member-at-Large

The board was invited to offer additional nominations. No other nominations were offered.

The above nominations will become effective immediately upon approval by the board, with the exception of the Chair and Secretary/Treasurer seats. These will become effective upon the term expiration (July 31, 2024) of the current Chair.

**Action Taken: Motion by Kathaleen Cole and seconded by Anthony Eman to approve the above slate of officers to serve on the CSE Executive Committee, effective immediately, with the Chair and Secretary/Treasurer seats effective upon term expiration of the current Chair – July 31, 2024, Motion carried. (10-Yeas/0-Nays).**

**INFORMATION ITEMS**

**LETTER TO BAPTIST HEALTH CARE REGARDING CONTRACT TERMINATION**

CSE has terminated its contract with Baptist Health Care to provide customized training in targeted industries. Significant funds were left over as a result of the termination. The Florida Department of Commerce has approved CSE to use these roll-over funds for training in targeted occupations for our area. CSE is looking to receive an extension to expend any remaining funds.

**BOARD GOVERNANCE: ATTENDANCE AND VACANCIES**

It was noted the CSE By-Laws governs CSE board attendance and vacancies. A report of both attendance and vacancies was made available to the board.

**CHIEF EXECUTIVE OFFICER'S REPORT**

The CEO's report included:

- CSE is moving fast in its third quarter.
- Staff compensation to be determined at end of true-up.
- Compliant with the REACH Act – The Northwest Florida Workforce Collective was approved as a Regional Planning Area.
- Compliant in moving forward maximizing budgets.
- Working with colleagues across the state – serving in role of FWDA Chair.
- Our local area continue to work with local businesses.

**ITEMS PENDING WITH CLEO (ESCAMBIA COUNTY)**

An update was given on the items pending with the designated CLEO – Escambia County.

There being no further business, the meeting adjourned at 4:36 p.m.

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Lloyd Reshard, Secretary/Treasurer  
CareerSource Escarosa

CareerSource Escarosa  
 Summary of Expenditures  
 As of May 31, 2024

Program/ Project	NFA ID	NFA Start Date	NFA Status	Total Funds Available	FY 2023 - 2024 LTD Expenditures	Available Funds Remaining	Expected Burn Rate	Percent Expended	Variance	NFA End Date	Notes
WIOA - Youth	041363	4/1/2022	In Progress	\$870,776.00	\$870,776.00	-	100.00%	100.00%	0.00%	5/31/2024	6/30/2024 Fully expended
WIOA - Adult	041509	7/1/2022	In Progress	\$703,484.00	\$703,484.00	-	100.00%	100.00%	0.00%	5/31/2024	6/30/2024 Fully expended
WIOA - Dislocated Worker	041533	7/1/2022	In Progress	\$715,657.00	\$715,657.00	-	100.00%	100.00%	0.00%	5/31/2024	6/30/2024 Fully expended
Apprenticeship Navigator	041672	7/1/2022	ClosedOut	\$62,500.00	\$62,500.00	-	100.00%	100.00%	0.00%	5/31/2024	6/30/2024 Fully expended
Veterans Program-Local Veterans	042201	10/1/2022	ClosedOut	\$81,152.00	\$81,152.00	-	100.00%	100.00%	0.00%	5/31/2024	12/31/2024 Fully expended
Veterans Program-Disabled Veterans	042332	10/1/2022	ClosedOut	\$72,494.00	\$72,494.00	-	100.00%	100.00%	0.00%	5/31/2024	12/31/2024 Fully expended
RESEA	041930	1/1/2022	ClosedOut	\$58,290.00	\$58,290.00	-	100.00%	100.00%	0.00%	5/31/2024	9/30/2024 Fully expended
Apprenticeship Navigator	042898	7/1/2023	In Progress	\$62,500.00	\$25,854.59	36,645.41	92.50%	41.37%	51.13%	5/31/2024	6/30/2024 No FTE
Get There Faster Veterans and Military Spouses	040840	10/1/2021	In Progress	\$551,078.00	\$384,348.90	166,729.10	96.97%	69.74%	27.22%	5/31/2024	6/30/2024
Get There Faster At-Risk Floridians	040896	10/1/2021	In Progress	\$737,828.00	\$474,332.39	263,495.61	96.97%	64.29%	32.68%	5/31/2024	6/30/2024
Rapid Response	042815	7/1/2023	In Progress	\$105,000.00	\$70,506.07	34,493.93	92.50%	67.15%	25.35%	5/31/2024	6/30/2024
WP7B SFY23-24 Military Family Employment Advocacy Program	042891	7/1/2023	In Progress	\$81,417.00	\$63,227.52	18,189.48	92.50%	77.66%	14.84%	5/31/2024	6/30/2024
Welfare Transition Program - Oct - June	043227	10/1/2023	In Progress	\$908,292.00	\$677,317.23	230,974.77	72.07%	74.57%	-2.50%	5/31/2024	8/31/2024
Wagner Peyser	042867	7/1/2023	In Progress	\$246,190.00	\$148,676.59	97,513.41	73.51%	60.39%	13.12%	5/31/2024	9/30/2024
RESEA	043068	1/1/2023	In Progress	\$72,729.00	\$60,989.05	11,739.95	80.95%	83.86%	-2.91%	5/31/2024	9/30/2024
Supplemental Nutrition Assistance Program	043149	10/1/2023	In Progress	\$108,117.00	\$76,023.36	32,093.64	66.67%	70.32%	-3.65%	5/31/2024	9/30/2024
WIOA - Youth	042499	4/1/2023	In Progress	\$943,321.00	\$281,269.10	662,051.90	52.22%	29.82%	22.41%	5/31/2024	6/30/2025
WIOA - Youth	043769	4/1/2024	In Progress	\$772,666.00	\$0.00	772,666.00	0.00%	0.00%	0.00%	5/31/2024	6/30/2026 New NFA
WIOA - Adult	042786	7/1/2023	In Progress	\$796,339.00	\$364,192.00	432,147.00	46.25%	45.73%	0.52%	5/31/2024	6/30/2025
WIOA - Dislocated Worker	042839	7/1/2023	In Progress	\$579,370.00	\$26,049.04	553,320.96	46.25%	4.50%	41.75%	5/31/2024	6/30/2025
Hope Florida – A Pathway to Promise	043019	7/1/2023	In Progress	\$73,281.50	\$0.00	73,281.50	46.25%	0.00%	46.25%	5/31/2024	6/30/2025 No FTE
Hope Florida – A Pathway to Promise	043043	7/1/2023	In Progress	\$104,687.30	\$0.00	104,687.30	46.25%	0.00%	46.25%	5/31/2024	6/30/2025 No FTE
Florida Healthcare Training	043147	7/1/2023	In Progress	\$458,336.00	\$13,307.63	445,028.37	46.25%	2.90%	43.35%	5/31/2024	6/30/2025
Veterans Program-Local Veterans	043259	10/1/2023	In Progress	\$76,208.87	\$72,225.29	3,983.58	na	94.77%	na	5/31/2024	12/31/2025 Awarded Montl
Veterans Program-Disabled Veterans	043313	10/1/2023	In Progress	\$68,353.00	\$59,789.30	8,563.70	na	87.47%	na	5/31/2024	12/31/2025 Awarded Montl



CareerSource Escarosa  
BUDGET VARIANCE REPORT

May 31, 2024

TOTAL AVAILABLE FUNDING		TOTALS				
EXPENDITURES	ACTUAL EXPENDITURES	APPROVED BUDGET	BUDGET VARIANCE Under/(Over)	Expended FAVORABLE 91.67%		OVER-/UNDER
Available Funding PY 2023-2024		5,348,240				
Carried Forward from PY 2022-2023		2,803,626				
New Funds Added PY 2023-2024		757,949				
Closed NFAs		(189,717)				
Deobligations PY 2023-2024		(305,000)				
Planned Carry Forward PY 2024-2025		0				
Transfers PY 2023-2024		0				
<b>Total</b>		<b>8,415,098</b>				
<b>Board Admin Operating Costs (Indirect)</b>	426,459	720,008	293,549	59.23%		-32.44%
Payroll & Benefits	261,021	387,316	126,295	67.39%	1	-24.27%
Facilities	24,472	27,851	3,379	87.87%	2	-3.80%
Equipment	2,527	2,707	180	93.37%	3	1.70%
Operational Support	138,438	302,134	163,696	45.82%	4	-45.85%
<b>Board Program Operating Costs Indirect</b>	125,659	383,765	258,106	148.35%		106.68%
Payroll & Benefits	76,912	218,609	141,697	35.18%	5	-56.48%
Facilities	7,211	8,289	1,078	86.99%	6	-4.67%
Equipment	745	993	248	0.00%	7	-91.67%
Operational Support	40,792	155,874	115,082	26.17%	8	-65.50%
<b>One Stop Centers, Program Management, WIOA Direct</b>	3,221,646	4,180,844	959,198	77.06%	0	35.39%
Payroll & Benefits	1,591,409	2,581,400	989,991	61.65%	9	-30.02%
Facilities	614,584	655,335	40,751	93.78%	10	2.12%
Equipment	113,040	123,000	9,960	91.90%	11	0.24%
Operational Support	160,300	109,552	(50,748)	146.32%	12	54.66%
DEO State Control	742,312	711,557	(30,755)	104.32%	13	12.66%
<b>Tuition, Training and Supportive Services Costs</b>	313,450	852,056	538,606	36.79%		-54.88%
Tuition/Books/Supplies	251,765	744,755	492,990	33.81%	14	-57.86%
Supportive Services	47,625	86,501	38,876	55.06%	15	-36.61%
Supportive Services/ Transportation	14,060	20,800	6,740	67.60%	16	-24.07%
<b>Contracted Service Costs</b>	983,996	1,774,981	790,985	55.44%		-36.23%
Specialized Training (EWT, OJT, CET)	59,273	150,000	90,727	39.52%	17	-52.15%
Teen Pregnancy Prevention	166,225	0.00	(166,225)	0.00%	18	-91.67%
Youth Customer Services	397,130	776,041	378,911	51.17%	19	-40.49%
Work Experience/Internship Youth	260,539	353,207	92,668	73.76%	20	-17.90%
Summer Youth Employment Program	100,830	150,000	49,170	67.22%	21	-24.45%
Baptist Health Care GTF Floridian at Risk	0	345,733	345,733	0.00%	22	-91.67%
<b>Total Expenditures</b>	<b>5,071,210</b>	<b>7,911,654</b>	<b>2,840,444</b>	<b>64.10%</b>		<b>-27.57%</b>
<b>Balance Available</b>	<b>3,343,888</b>					<b>0.00%</b>
<b>% of Funds Expended</b>				<b>FAVORABLE 91.67%</b>		<b>0.00%</b>





**BUDGET VARIANCE REPORT COMMENTS  
MAY 31, 2024**

Line Item#	Comments
1, 5, & 9	▪ Includes salaries and benefits, employee cost, retirement underspent by - \$-992,478.87/-31.14% of the favorable 91.67%.
2, 6, & 10	▪ Includes building rent, maintenance, cleaning, and utilities, overspent \$12,391.96/1.79% of the favorable 91.67%.
3, 7, & 11	▪ Includes equipment and software, overspent by \$166.59/0.13% of the favorable 91.67%.
4, 8, & 12	▪ Includes items such as advertising, audit, bank, communication, consulting, copier, legal, cloud services, security guard, insurance, meetings, memberships, finance charge, postage, publication & subscriptions, equipment rental, office supplies, staff training, travel, outreach, job fairs, work verification, PEO fees, underspent \$-180,751.73/-31.85% of the favorable 91.67%.
13	▪ FLCOM merit staff salaries and benefits paid and controlled by the State Wagner Peyser DVOP and LVER, overspent \$90,027.46/ 12.65% of the favorable 91.67%. DVOP and LVER allotments are issued every month.
14	▪ Expenditures are based on the number of customers determined eligible for ITA's underspent \$-430,952.38/-57.86% of the favorable 91.67%. The Budget includes the approved 40% of available Adult and Dislocated Workers program funds for ITA's in accordance with the FLCOM sliding scale calculation five-year average for PY2023. We are currently at 35.96 % of the Adult and Dislocated Workers program expenditures rate.
15	▪ Expenditures are based on the number of customers determined eligible for supportive services underspent \$-31,670.00/-36.61% of the favorable 91.67%.
16	▪ Transportation expenditures are underspent \$-5,007.36/-24.07% of the favorable 91.67%.
17	▪ The OJT providers/agreements underspent \$-78,232.06/-52.15% of the favorable 91.67%.
18	▪ Youth Teen Pregnancy Prevention Contracts and Summer Youth Employment Program expenditures are overspent by \$166,225.00 the favorable 100.00%. this program ended August 2023.
19	▪ Youth Services Sub-Awards expenditures are underspent. ▪ \$-314,267.11/-40.50% of the favorable 91.67%. Youth Contracts invoicing is usually delayed by 1 month.
20	▪ Youth Work Experience Sub-Awards expenditures are underspent \$63,246.10/-24.45% of the favorable 91.67%.
22	▪ Get There Faster At-Risk Floridians/ Baptist Health Care Contract expenditures are under spent \$-316,933.44/-91.67% of the favorable 91.67%.

- All funding expenditures combined are under \$-2,181,403.06/ -27.57% of the favorable 91.67% of the budget.
- Remaining Available Funds will be carried over to the next fiscal year except for Get There Faster – At Risk, Get There Faster – Veterans and Military Spouse, Apprenticeship Navigator, MFEA and Rapid Response. New NFA will be issued for Apprenticeship Navigator, MFEA and Rapid Response.
- Funding not included in the budget are new funds added:  
Florida Health Care Training \$458,336 (program started incurring expenditure in June)  
WIOA Hope Program \$104,687  
WP Hope Program \$73,282

**CAREERSOURCE ESCAROSA  
DEMAND OCCUPATIONS LIST REVIEW COMMITTEE  
ACTION ITEM  
LOCAL TARGETED OCCUPATIONS LIST**

**Date: July 18, 2024**

**Item for Consideration:**

Administrative Policy #82 requires Local Workforce Development Boards (LWDBs) to develop Local Targeted Occupations Lists (LTOLs) in consultation with local business and industry representatives. LTOLs help LWDBs determine the occupations for which eligible participants may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA).

LWDBs should use the FloridaCommerce Bureau of Workforce Statistics and Economic Research generated, 2024-2025 Statewide and Regional Demand Occupations List, as a baseline for establishing the LTOL. The Statewide and Regional Demand Occupations Lists identifies the labor market needs of Florida’s business community and encourages job training based on local needs.

**RECOMMENDATION:**

Discussion/recommendation.

**2024-2025 Florida Statewide Demand Occupations List**  
**Some College, No Degree; Postsecondary Non-Degree Award; Associate Degree; or Bachelor's Degree**

Sorted by Occupational Title

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 500 annual openings and average growth rate of 1.00% or 1,200 annual openings with any positive growth
- 3 Mean Wage of \$17.46/hour and Entry Wage of \$14.19/hour
- 4 High Skill/High Wage (HSHW) Occupations:  
Mean Wage of \$27.35/hour and Entry Wage of \$17.46/hour

SOC Code*	HSHW**	Occupation Title*	Annual	Annual	2022 Hourly Wage		LMEC	In	STEM	New
			% Growth	Openings	Mean	Entry	Code	Industry?		
132011	HSHW	Accountants and Auditors	1.24	9,923	38.56	22.98	6	Yes	No	
113012	HSHW	Administrative Services Managers	1.17	1,219	51.93	27.36	6	Yes	No	Yes
493011	HSHW	Aircraft Mechanics and Service Technicians	0.63	1,421	33.70	21.70	5	Yes	No	
171011	HSHW	Architects, Except Landscape and Naval	1.62	603	43.25	22.19	6	Yes	Yes	Yes
173011	HSHW	Architectural and Civil Drafters	1.21	1,027	28.20	20.24	5	Yes	Yes	
119041	HSHW	Architectural and Engineering Managers	1.22	647	75.05	50.13	6	Yes	Yes	
271011	HSHW	Art Directors	1.11	719	42.68	25.77	6	No	No	Yes
274011		Audio and Video Technicians	1.37	638	24.06	14.65	5	No	No	
493023		Automotive Service Technicians and Mechanics	0.85	6,099	22.74	14.70	4	No	No	
433031		Bookkeeping, Accounting, and Auditing Clerks	0.21	14,342	21.82	15.24	3	Yes	No	
493031		Bus and Truck Mechanics and Diesel Engine Specialists	0.85	1,517	26.57	19.01	4	Yes	No	
131199	HSHW	Business Operations Specialists, All Other	1.28	9,267	34.51	19.10	6	Yes	No	Yes
252032	HSHW	Career/Technical Education Teachers, Secondary School	1.11	683	30.12	22.94	6	No	No	Yes
472031		Carpenters	0.78	7,191	22.18	16.66	4	No	No	
351011		Chefs and Head Cooks	1.38	2,259	28.30	17.01	5	No	No	
211021		Child, Family, and School Social Workers	1.49	1,557	23.99	16.89	6	No	No	Yes
172051	HSHW	Civil Engineers	1.69	1,587	48.51	28.23	6	Yes	Yes	
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.70	2,600	32.82	21.85	3	Yes	No	
292010		Clinical Laboratory Technologists and Technicians	1.03	2,173	26.67	16.45	5	No	No	
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	1.17	507	33.73	21.07	6	Yes	No	
131041	HSHW	Compliance Officers	1.06	2,645	33.80	19.60	6	Yes	No	
151231	HSHW	Computer Network Support Specialists	1.36	1,158	35.91	22.33	5	Yes	Yes	
151299	HSHW	Computer Occupations, All Other	1.70	1,243	44.13	21.42	6	Yes	Yes	Yes
151211	HSHW	Computer Systems Analysts	1.53	2,514	48.53	29.35	6	Yes	Yes	
151232		Computer User Support Specialists	1.36	4,681	27.28	17.44	4	Yes	Yes	
113021	HSHW	Computer and Information Systems Managers	2.32	2,739	75.87	48.84	6	Yes	Yes	

119021	HSHW	Construction Managers	1.16	3,581	56.93	31.37	6	No	No	
474011	HSHW	Construction and Building Inspectors	0.62	1,426	30.31	21.06	4	Yes	No	
131051	HSHW	Cost Estimators	0.50	1,382	32.49	19.41	6	Yes	No	
152051	HSHW	Data Scientists	4.23	692	48.45	29.07	6	Yes	Yes	Yes
319091		Dental Assistants	1.96	4,112	20.51	16.93	4	No	No	
291292	HSHW	Dental Hygienists	1.98	1,114	36.59	30.68	5	No	No	
292032	HSHW	Diagnostic Medical Sonographers	2.08	519	35.63	28.81	5	No	No	
212021		Directors, Religious Activities and Education	1.05	1,309	25.93	14.86	6	No	No	Yes
172071	HSHW	Electrical Engineers	1.29	611	48.39	30.84	6	Yes	Yes	
472111		Electricians	1.27	5,775	24.38	18.36	4	No	No	
252021	HSHW	Elementary School Teachers, Except Special Education	1.14	5,605	28.48	21.46	6	No	No	
113013	HSHW	Facilities Managers	1.08	578	46.93	26.81	6	No	No	Yes
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	0.33	5,386	42.70	18.40	6	No	No	
113031	HSHW	Financial Managers	2.26	4,186	75.86	39.24	6	Yes	No	
132099	HSHW	Financial Specialists, All Other	1.25	1,036	31.28	18.00	6	Yes	No	Yes
132051	HSHW	Financial and Investment Analysts	1.32	1,438	43.85	27.03	6	Yes	No	Yes
332011		Firefighters	0.54	1,882	27.19	17.40	4	No	No	
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	1.05	6,574	33.36	22.57	3	No	No	
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	1.11	1,563	25.01	15.54	3	No	No	Yes
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.04	2,142	25.27	17.26	3	No	No	
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	0.97	4,137	32.98	21.77	3	No	No	
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.43	4,018	46.01	24.61	3	Yes	No	
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.43	13,271	30.64	19.69	3	Yes	No	
391022		First-Line Supervisors of Personal Service Workers	1.22	1,380	23.15	14.90	3	No	No	Yes
511011	HSHW	First-Line Supervisors of Production and Operating Workers	0.75	2,969	31.50	19.74	3	Yes	No	
531047	HSHW	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Super	1.05	4,749	28.14	18.39	3	Yes	No	
119051	HSHW	Food Service Managers	0.78	4,029	35.34	20.18	3	No	No	
131131		Fundraisers	1.38	581	29.07	17.09	6	No	No	Yes
111021	HSHW	General and Operations Managers	1.16	19,782	54.50	23.02	6	Yes	No	
271024		Graphic Designers	1.09	1,843	27.34	17.78	6	Yes	No	
299021		Health Information Technologists and Medical Registrars	2.32	547	30.19	17.40	4	Yes	No	Yes
251071	HSHW	Health Specialties Teachers, Postsecondary	2.63	873	45.15	25.60	6	No	No	Yes
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1.33	3,986	23.74	16.99	4	No	No	
533032		Heavy and Tractor-Trailer Truck Drivers	1.00	14,319	23.89	16.81	4	Yes	No	
113121	HSHW	Human Resources Managers	1.20	905	61.58	37.41	6	Yes	No	
131071	HSHW	Human Resources Specialists	0.98	6,058	33.06	19.68	6	Yes	No	
172112	HSHW	Industrial Engineers	2.02	1,020	47.28	32.51	6	Yes	Yes	
499041		Industrial Machinery Mechanics	2.43	1,629	26.66	18.43	4	Yes	No	
151212	HSHW	Information Security Analysts	3.87	1,326	53.78	34.11	6	Yes	Yes	
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	0.22	2,639	22.08	14.31	4	Yes	No	Yes
413021		Insurance Sales Agents	1.54	6,763	33.53	16.21	4	Yes	No	
271025		Interior Designers	1.28	1,111	30.41	17.40	6	Yes	No	Yes
252012	HSHW	Kindergarten Teachers, Except Special Education	1.09	1,007	28.36	20.92	6	No	No	
292061		Licensed Practical and Licensed Vocational Nurses	0.97	3,657	25.85	20.69	4	No	No	

132072		Loan Officers	0.95	2,573	34.51	16.94	6	Yes	No	
119081	HSHW	Lodging Managers	1.92	726	41.52	20.30	6	No	No	Yes
131081	HSHW	Logisticians	2.52	1,336	33.71	20.25	6	Yes	No	
131111	HSHW	Management Analysts	1.55	8,744	43.15	22.10	6	Yes	No	
119199	HSHW	Managers, All Other	0.80	4,947	60.50	32.68	6	No	No	Yes
131161	HSHW	Market Research Analysts and Marketing Specialists	2.14	6,455	38.37	19.54	6	Yes	No	
112021	HSHW	Marketing Managers	1.35	1,641	72.61	38.26	6	Yes	No	
319011		Massage Therapists	2.10	2,356	24.31	16.20	4	No	No	Yes
172141	HSHW	Mechanical Engineers	1.99	718	45.56	29.88	6	Yes	Yes	
319092		Medical Assistants	2.55	11,110	18.21	15.29	4	No	No	
499062		Medical Equipment Repairers	2.02	699	25.65	16.52	5	Yes	No	
292072		Medical Records Specialists	1.58	1,578	22.75	15.72	4	No	No	Yes
436013		Medical Secretaries and Administrative Assistants	1.53	8,346	18.04	14.57	3	No	No	
119111	HSHW	Medical and Health Services Managers	3.18	4,300	57.46	31.27	6	No	No	Yes
131121		Meeting, Convention, and Event Planners	1.97	1,318	26.60	16.74	6	No	No	
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	1.14	2,891	28.22	21.36	6	No	No	
493042		Mobile Heavy Equipment Mechanics, Except Engines	1.42	870	27.11	18.98	4	Yes	No	
493051		Motorboat Mechanics and Service Technicians	1.24	559	24.82	17.26	4	Yes	No	
272042	HSHW	Musicians and Singers	0.72	1,481	52.18	18.35	3	No	No	Yes
151244	HSHW	Network and Computer Systems Administrators	1.06	1,878	44.05	27.85	6	Yes	Yes	
195011	HSHW	Occupational Health and Safety Specialists	1.77	570	33.82	21.13	6	Yes	No	Yes
312011	HSHW	Occupational Therapy Assistants	2.91	562	32.30	26.39	5	No	No	
152031	HSHW	Operations Research Analysts	2.69	668	38.73	21.01	6	Yes	Yes	Yes
292057		Ophthalmic Medical Technicians	2.58	772	20.72	15.03	4	No	No	Yes
232011		Paralegals and Legal Assistants	1.66	4,273	27.24	19.12	5	Yes	No	
132052	HSHW	Personal Financial Advisors	2.05	2,973	58.06	22.36	6	No	No	
292052		Pharmacy Technicians	0.66	3,604	18.40	15.33	4	No	No	
319097		Phlebotomists	1.91	1,498	18.07	15.29	4	No	No	
312021	HSHW	Physical Therapist Assistants	3.18	1,444	31.83	24.26	5	No	No	
472152		Plumbers, Pipefitters, and Steamfitters	0.93	3,212	23.48	17.31	4	No	No	
333051	HSHW	Police and Sheriff's Patrol Officers	0.45	4,137	35.26	22.98	5	No	No	
435061		Production, Planning, and Expediting Clerks	1.08	2,074	24.90	16.74	3	Yes	No	Yes
131082	HSHW	Project Management Specialists	1.33	5,530	45.73	26.96	6	Yes	No	Yes
132020	HSHW	Property Appraisers and Assessors	1.03	661	35.89	20.15	6	No	No	Yes
119141	HSHW	Property, Real Estate, and Community Association Managers	1.14	4,085	34.37	18.51	6	No	No	
273031	HSHW	Public Relations Specialists	1.27	2,181	31.61	18.17	6	Yes	No	
292034	HSHW	Radiologic Technologists and Technicians	1.06	1,012	29.94	22.40	5	No	No	
419022		Real Estate Sales Agents	0.90	6,718	27.20	14.69	4	No	No	Yes
291141	HSHW	Registered Nurses	0.85	13,934	38.42	28.87	6	No	No	
212099		Religious Workers, All Other	1.12	595	23.29	14.62	6	No	No	Yes
291126	HSHW	Respiratory Therapists	1.48	651	33.04	26.99	5	No	No	
112022	HSHW	Sales Managers	1.03	2,679	67.28	33.51	6	Yes	No	
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.24	13,053	32.15	16.86	6	Yes	No	Yes
414012	HSHW	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.84	9,540	34.40	17.53	3	Yes	No	

414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1.00	2,544	49.76	23.68	6	Yes	Yes	
252031	HSHW	Secondary School Teachers, Except Special and Career/Technical Education	1.12	4,201	30.51	22.80	6	No	No	
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	1.51	4,322	38.88	20.22	6	No	No	
492098		Security and Fire Alarm Systems Installers	1.49	962	22.67	16.11	4	No	No	
119151	HSHW	Social and Community Service Managers	1.57	952	35.73	22.14	6	No	No	Yes
151252	HSHW	Software Developers	3.29	7,653	54.47	33.20	6	Yes	Yes	Yes
151253	HSHW	Software Quality Assurance Analysts and Testers	2.76	1,353	43.14	25.38	6	Yes	Yes	Yes
252058	HSHW	Special Education Teachers, Secondary School	1.07	732	31.84	22.73	6	No	No	Yes
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.35	1,897	25.15	16.89	6	No	No	
173031		Surveying and Mapping Technicians	1.67	818	22.10	15.65	5	Yes	Yes	
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	0.61	1,980	26.33	16.40	4	No	No	
131151	HSHW	Training and Development Specialists	1.60	2,834	32.04	18.30	6	Yes	No	
113071	HSHW	Transportation, Storage, and Distribution Managers	1.19	989	52.70	27.89	6	Yes	No	
292056		Veterinary Technologists and Technicians	2.43	1,387	18.30	14.21	5	Yes	No	Yes
151254	HSHW	Web Developers	2.47	602	39.00	24.91	5	Yes	Yes	Yes
514121		Welders, Cutters, Solderers, and Brazers	0.79	1,975	22.45	16.64	4	Yes	No	

\*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

\*\*HSHW = High Skill/High Wage.

LMEC = Labor Market Estimating Conference

## 2024-2025 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Development Area 1 - Escambia and Santa Rosa counties

Selection Criteria:

- 1 LMEC Educational Requirements: 3 (Some College, No Degree), 4 (Postsecondary Non-Degree Award), 5 (Associate Degree), or 6 (Bachelor's Degree)
- 2 30 annual openings and positive growth
- 3 Mean Wage of \$16.84/hour and Entry Wage of \$13.68/hour
- 4 High Skill/High Wage (HSHW) Occupations:  
Mean Wage of \$26.37/hour and Entry Wage of \$16.84/hour

SOC Code*	HSHW**	Occupation Title*	Regional				Statewide				LMEC Code	In Industry?	Qualifying Level***
			Annual % Growth	Annual Openings	2022 Hourly Wage Mean	2022 Hourly Wage Entry	Annual % Growth	Annual Openings	2022 Hourly Wage Mean	2022 Hourly Wage Entry			
132011	HSHW	Accountants and Auditors	1.33	159	35.49	22.06	1.24	9,923	38.56	22.98	6	Yes	R
113012	HSHW	Administrative Services Managers	0.87	20	51.92	28.75	1.17	1,219	51.93	27.36	6	Yes	S
493011	HSHW	Aircraft Mechanics and Service Technicians	N/A	N/A	31.41	22.83	0.63	1,421	33.70	21.70	5	Yes	S
532011	HSHW	Airline Pilots, Copilots, and Flight Engineers	N/A	N/A	49.67	40.38	0.65	1,102	130.16	62.00	6	Yes	N
171011	HSHW	Architects, Except Landscape and Naval	N/A	N/A	41.46	22.37	1.62	603	43.25	22.19	6	Yes	S
173011	HSHW	Architectural and Civil Drafters	N/A	N/A	27.89	19.96	1.21	1,027	28.20	20.24	5	Yes	S
119041	HSHW	Architectural and Engineering Managers	0.70	8	73.69	49.20	1.22	647	75.05	50.13	6	Yes	S
271011	HSHW	Art Directors	N/A	N/A	34.80	23.00	1.11	719	42.68	25.77	6	No	S
274011		Audio and Video Technicians	N/A	N/A	22.84	15.97	1.37	638	24.06	14.65	5	No	S
493023		Automotive Service Technicians and Mechanics	0.31	141	21.99	13.97	0.85	6,099	22.74	14.70	4	No	R
194021		Biological Technicians	N/A	N/A	20.20	13.88	1.60	345	20.83	15.04	6	Yes	N
433031		Bookkeeping, Accounting, and Auditing Clerks	0.07	264	20.59	15.30	0.21	14,342	21.82	15.24	3	Yes	R
493031		Bus and Truck Mechanics and Diesel Engine Specialists	1.34	30	25.64	19.41	0.85	1,517	26.57	19.01	4	Yes	R
131199	HSHW	Business Operations Specialists, All Other	1.35	197	30.81	17.97	1.28	9,267	34.51	19.10	6	Yes	R
252032	HSHW	Career/Technical Education Teachers, Secondary School	N/A	N/A	N/A	N/A	1.11	683	30.12	22.94	6	No	S
472031		Carpenters	0.47	120	20.68	15.66	0.78	7,191	22.18	16.66	4	No	R
351011		Chefs and Head Cooks	1.43	41	24.34	18.10	1.38	2,259	28.30	17.01	5	No	R
194031		Chemical Technicians	N/A	N/A	35.74	19.60	1.15	231	24.68	16.53	5	Yes	N
192031	HSHW	Chemists	N/A	N/A	37.60	25.44	1.37	225	35.72	22.03	6	Yes	N
211021		Child, Family, and School Social Workers	1.03	38	19.03	15.67	1.49	1,557	23.99	16.89	6	No	R
172051	HSHW	Civil Engineers	N/A	N/A	48.50	27.21	1.69	1,587	48.51	28.23	6	Yes	S
131031	HSHW	Claims Adjusters, Examiners, and Investigators	N/A	N/A	24.95	16.81	0.70	2,600	32.82	21.85	3	Yes	S
292010		Clinical Laboratory Technologists and Technicians	1.18	50	26.06	16.66	1.03	2,173	26.67	16.45	5	No	R
532012	HSHW	Commercial Pilots	N/A	N/A	45.11	25.54	0.42	906	63.28	29.02	4	Yes	N
211094		Community Health Workers	N/A	N/A	21.32	15.47	2.24	244	22.94	15.64	6	No	N
211099		Community and Social Service Specialists, All Other	0.62	17	17.93	13.12	1.15	560	27.33	13.97	6	No	N
131141	HSHW	Compensation, Benefits, and Job Analysis Specialists	N/A	N/A	29.28	19.29	1.17	507	33.73	21.07	6	Yes	S
131041	HSHW	Compliance Officers	1.72	41	30.98	18.90	1.06	2,645	33.80	19.60	6	Yes	R
151241	HSHW	Computer Network Architects	N/A	N/A	53.84	34.29	0.82	519	55.54	34.59	6	Yes	N
151231	HSHW	Computer Network Support Specialists	2.38	18	29.89	19.65	1.36	1,158	35.91	22.33	5	Yes	S
151299	HSHW	Computer Occupations, All Other	N/A	N/A	46.94	29.21	1.70	1,243	44.13	21.42	6	Yes	S

151211	HSHW	Computer Systems Analysts	2.04	43	40.99	27.40	1.53	2,514	48.53	29.35	6	Yes	R
151232		Computer User Support Specialists	1.49	80	25.58	17.04	1.36	4,681	27.28	17.44	4	Yes	R
113021	HSHW	Computer and Information Systems Managers	N/A	N/A	66.59	44.59	2.32	2,739	75.87	48.84	6	Yes	S
119021	HSHW	Construction Managers	1.13	56	50.74	27.96	1.16	3,581	56.93	31.37	6	No	R
474011	HSHW	Construction and Building Inspectors	0.29	21	25.71	17.71	0.62	1,426	30.31	21.06	4	Yes	S
131051	HSHW	Cost Estimators	N/A	N/A	25.49	11.93	0.50	1,382	32.49	19.41	6	Yes	S
152051	HSHW	Data Scientists	N/A	N/A	38.66	23.54	4.23	692	48.45	29.07	6	Yes	S
319091		Dental Assistants	1.37	80	19.58	16.32	1.96	4,112	20.51	16.93	4	No	R
291292	HSHW	Dental Hygienists	1.34	26	34.55	28.89	1.98	1,114	36.59	30.68	5	No	S
292032	HSHW	Diagnostic Medical Sonographers	N/A	N/A	32.97	28.26	2.08	519	35.63	28.81	5	No	S
212021		Directors, Religious Activities and Education	N/A	N/A	27.28	14.60	1.05	1,309	25.93	14.86	6	No	S
172071	HSHW	Electrical Engineers	N/A	N/A	47.71	31.49	1.29	611	48.39	30.84	6	Yes	S
499051	HSHW	Electrical Power-Line Installers and Repairers	N/A	N/A	35.43	23.59	0.75	750	34.56	21.66	4	Yes	N
472111		Electricians	1.04	121	23.51	17.56	1.27	5,775	24.38	18.36	4	No	R
172072	HSHW	Electronics Engineers, Except Computer	N/A	N/A	49.03	34.17	1.33	476	51.14	36.71	6	Yes	N
252021	HSHW	Elementary School Teachers, Except Special Education	0.56	183	N/A	N/A	1.14	5,605	28.48	21.46	6	No	S
173029	HSHW	Engineering Technologists and Technicians, Except Drafters, All Other	N/A	N/A	33.39	22.53	0.86	306	32.92	18.59	5	Yes	N
172199	HSHW	Engineers, All Other	N/A	N/A	40.85	25.05	0.88	782	47.34	26.68	6	Yes	N
192041	HSHW	Environmental Scientists and Specialists, Including Health	0.36	17	25.49	16.90	0.84	569	30.49	18.41	6	Yes	N
113013	HSHW	Facilities Managers	0.95	13	44.35	26.88	1.08	578	46.93	26.81	6	No	S
119013	HSHW	Farmers, Ranchers, and Other Agricultural Managers	N/A	N/A	N/A	N/A	0.33	5,386	42.70	18.40	6	No	S
132061	HSHW	Financial Examiners	N/A	N/A	28.64	19.67	2.79	322	37.75	22.68	6	No	N
113031	HSHW	Financial Managers	3.52	98	69.23	37.97	2.26	4,186	75.86	39.24	6	Yes	R
132099	HSHW	Financial Specialists, All Other	0.89	32	34.63	20.59	1.25	1,036	31.28	18.00	6	Yes	R
132051	HSHW	Financial and Investment Analysts	N/A	N/A	36.06	24.02	1.32	1,438	43.85	27.03	6	Yes	S
332011		Firefighters	0.78	43	18.73	13.13	0.54	1,882	27.19	17.40	4	No	S
471011	HSHW	First-Line Supervisors of Construction Trades and Extraction Workers	0.60	127	30.78	21.54	1.05	6,574	33.36	22.57	3	No	R
391014		First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services	N/A	N/A	22.66	14.27	1.11	1,563	25.01	15.54	3	No	S
371012		First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1.61	39	25.60	16.91	1.04	2,142	25.27	17.26	3	No	R
491011	HSHW	First-Line Supervisors of Mechanics, Installers, and Repairers	1.02	96	33.61	22.38	0.97	4,137	32.98	21.77	3	No	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	-0.09	48	47.86	24.45	0.43	4,018	46.01	24.61	3	Yes	S
431011	HSHW	First-Line Supervisors of Office and Administrative Support Workers	0.83	278	28.84	19.08	0.43	13,271	30.64	19.69	3	Yes	R
391022		First-Line Supervisors of Personal Service Workers	N/A	N/A	22.09	14.40	1.22	1,380	23.15	14.90	3	No	S
331012	HSHW	First-Line Supervisors of Police and Detectives	N/A	N/A	38.54	28.68	0.38	659	46.78	31.21	6	No	N
511011	HSHW	First-Line Supervisors of Production and Operating Workers	1.21	64	33.43	20.40	0.75	2,969	31.50	19.74	3	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	0.52	280	22.98	14.82	-0.01	11,904	24.28	15.41	3	No	R
531047		First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Super	1.32	88	25.92	16.99	1.05	4,749	28.14	18.39	3	Yes	R
119051	HSHW	Food Service Managers	0.42	75	30.54	19.09	0.78	4,029	35.34	20.18	3	No	R
131131		Fundraisers	N/A	N/A	25.90	18.43	1.38	581	29.07	17.09	6	No	S
111021	HSHW	General and Operations Managers	1.15	358	48.03	21.45	1.16	19,782	54.50	23.02	6	Yes	R
271024		Graphic Designers	N/A	N/A	24.00	15.77	1.09	1,843	27.34	17.78	6	Yes	S
211091	HSHW	Health Education Specialists	N/A	N/A	28.33	16.66	0.59	582	28.65	16.47	6	No	N
299021		Health Information Technologists and Medical Registrars	N/A	N/A	25.59	16.43	2.32	547	30.19	17.40	4	Yes	S
251071	HSHW	Health Specialties Teachers, Postsecondary	N/A	N/A	N/A	N/A	2.63	873	45.15	25.60	6	No	S
292099		Health Technologists and Technicians, All Other	N/A	N/A	20.02	15.32	0.89	832	20.99	15.62	4	No	N
499021		Heating, Air Conditioning, and Refrigeration Mechanics and Installers	0.49	85	23.03	17.00	1.33	3,986	23.74	16.99	4	No	R
533032		Heavy and Tractor-Trailer Truck Drivers	0.85	251	21.98	16.42	1.00	14,319	23.89	16.81	4	Yes	R



113121	HSHW	Human Resources Managers	1.70	14	57.40	36.56	1.20	905	61.58	37.41	6	Yes	S
131071	HSHW	Human Resources Specialists	1.77	112	29.07	17.42	0.98	6,058	33.06	19.68	6	Yes	R
173026		Industrial Engineering Technologists and Technicians	N/A	N/A	26.87	18.07	1.22	180	28.96	20.97	5	Yes	N
172112	HSHW	Industrial Engineers	N/A	N/A	47.21	31.55	2.02	1,020	47.28	32.51	6	Yes	S
499041	HSHW	Industrial Machinery Mechanics	2.84	46	27.77	20.12	2.43	1,629	26.66	18.43	4	Yes	R
151212	HSHW	Information Security Analysts	N/A	N/A	50.38	32.24	3.87	1,326	53.78	34.11	6	Yes	S
519061		Inspectors, Testers, Sorters, Samplers, and Weighers	-0.09	49	25.32	15.91	0.22	2,639	22.08	14.31	4	Yes	S
413021		Insurance Sales Agents	N/A	N/A	26.43	13.97	1.54	6,763	33.53	16.21	4	Yes	S
271025		Interior Designers	N/A	N/A	27.58	16.66	1.28	1,111	30.41	17.40	6	Yes	S
273091		Interpreters and Translators	N/A	N/A	25.93	17.41	0.88	537	25.98	15.35	6	Yes	N
252012	HSHW	Kindergarten Teachers, Except Special Education	N/A	N/A	N/A	N/A	1.09	1,007	28.36	20.92	6	No	S
292061		Licensed Practical and Licensed Vocational Nurses	0.92	99	23.78	19.82	0.97	3,657	25.85	20.69	4	No	R
194099		Life, Physical, and Social Science Technicians, All Other	N/A	N/A	26.88	14.97	0.97	297	23.80	13.89	6	Yes	N
132072	HSHW	Loan Officers	2.69	150	27.53	17.63	0.95	2,573	34.51	16.94	6	Yes	R
119081	HSHW	Lodging Managers	N/A	N/A	30.66	16.51	1.92	726	41.52	20.30	6	No	S
131081	HSHW	Logisticians	1.32	14	34.13	21.19	2.52	1,336	33.71	20.25	6	Yes	S
514041		Machinists	N/A	N/A	22.03	16.32	0.91	973	23.14	16.53	4	Yes	N
131111	HSHW	Management Analysts	2.09	215	38.51	23.74	1.55	8,744	43.15	22.10	6	Yes	R
119199	HSHW	Managers, All Other	0.61	90	52.04	28.57	0.80	4,947	60.50	32.68	6	No	R
131161	HSHW	Market Research Analysts and Marketing Specialists	2.37	106	31.68	18.06	2.14	6,455	38.37	19.54	6	Yes	R
112021	HSHW	Marketing Managers	N/A	N/A	60.73	32.62	1.35	1,641	72.61	38.26	6	Yes	S
319011		Massage Therapists	N/A	N/A	23.29	14.17	2.10	2,356	24.31	16.20	4	No	S
172141	HSHW	Mechanical Engineers	1.38	11	50.75	29.50	1.99	718	45.56	29.88	6	Yes	S
319092		Medical Assistants	2.04	249	16.99	14.43	2.55	11,110	18.21	15.29	4	No	R
499062		Medical Equipment Repairers	N/A	N/A	24.05	16.56	2.02	699	25.65	16.52	5	Yes	S
292072		Medical Records Specialists	1.14	38	21.49	14.66	1.58	1,578	22.75	15.72	4	No	R
191042	HSHW	Medical Scientists, Except Epidemiologists	N/A	N/A	37.94	25.92	N/A	N/A	47.67	27.31	6	Yes	N
436013		Medical Secretaries and Administrative Assistants	1.22	156	16.91	13.54	1.53	8,346	18.04	14.57	3	No	S
119111	HSHW	Medical and Health Services Managers	3.30	89	52.37	30.98	3.18	4,300	57.46	31.27	6	No	R
131121		Meeting, Convention, and Event Planners	N/A	N/A	25.17	15.42	1.97	1,318	26.60	16.74	6	No	S
211023		Mental Health and Substance Abuse Social Workers	N/A	N/A	22.90	15.44	1.42	475	22.85	15.66	6	No	N
252022	HSHW	Middle School Teachers, Except Special and Career/Technical Education	0.57	110	N/A	N/A	1.14	2,891	28.22	21.36	6	No	S
493042		Mobile Heavy Equipment Mechanics, Except Engines	0.48	10	27.51	19.05	1.42	870	27.11	18.98	4	Yes	S
493051		Motorboat Mechanics and Service Technicians	N/A	N/A	23.01	15.43	1.24	559	24.82	17.26	4	Yes	S
272042	HSHW	Musicians and Singers	N/A	N/A	N/A	N/A	0.72	1,481	52.18	18.35	3	No	S
119121	HSHW	Natural Sciences Managers	N/A	N/A	55.34	26.29	0.97	339	51.24	26.29	6	Yes	N
151244	HSHW	Network and Computer Systems Administrators	1.49	34	43.23	28.27	1.06	1,878	44.05	27.85	6	Yes	R
195011	HSHW	Occupational Health and Safety Specialists	0.92	15	34.55	19.47	1.77	570	33.82	21.13	6	Yes	S
312011	HSHW	Occupational Therapy Assistants	N/A	N/A	31.93	25.11	2.91	562	32.30	26.39	5	No	S
152031	HSHW	Operations Research Analysts	N/A	N/A	34.48	19.25	2.69	668	38.73	21.01	6	Yes	S
292057		Ophthalmic Medical Technicians	N/A	N/A	18.12	13.57	2.58	772	20.72	15.03	4	No	S
232011		Paralegals and Legal Assistants	2.83	86	24.84	18.04	1.66	4,273	27.24	19.12	5	Yes	R
132052	HSHW	Personal Financial Advisors	N/A	N/A	47.64	19.74	2.05	2,973	58.06	22.36	6	No	S
292052		Pharmacy Technicians	1.46	74	17.76	14.78	0.66	3,604	18.40	15.33	4	No	R
319097		Phlebotomists	N/A	N/A	18.34	14.34	1.91	1,498	18.07	15.29	4	No	S
312021	HSHW	Physical Therapist Assistants	N/A	N/A	30.81	24.03	3.18	1,444	31.83	24.26	5	No	S
472152		Plumbers, Pipefitters, and Steamfitters	0.35	79	22.66	16.78	0.93	3,212	23.48	17.31	4	No	R

333051	HSHW	Police and Sheriff's Patrol Officers	N/A	N/A	26.25	20.82	0.45	4,137	35.26	22.98	5	No	S
272012	HSHW	Producers and Directors	N/A	N/A	29.64	17.13	0.89	890	38.96	19.74	6	Yes	N
435061		Production, Planning, and Expediting Clerks	1.63	26	23.71	16.14	1.08	2,074	24.90	16.74	3	Yes	S
131082	HSHW	Project Management Specialists	1.04	86	41.33	25.87	1.33	5,530	45.73	26.96	6	Yes	R
132020	HSHW	Property Appraisers and Assessors	0.67	7	28.13	15.10	1.03	661	35.89	20.15	6	No	S
119141	HSHW	Property, Real Estate, and Community Association Managers	0.25	59	31.56	18.45	1.14	4,085	34.37	18.51	6	No	R
273031		Public Relations Specialists	1.52	40	31.41	16.76	1.27	2,181	31.61	18.17	6	Yes	R
113061	HSHW	Purchasing Managers	N/A	N/A	61.45	39.69	1.03	336	64.74	39.86	6	Yes	N
292034	HSHW	Radiologic Technologists and Technicians	1.03	23	28.42	22.16	1.06	1,012	29.94	22.40	5	No	S
419021	HSHW	Real Estate Brokers	N/A	N/A	36.83	25.80	0.92	1,510	N/A	N/A	4	No	N
419022		Real Estate Sales Agents	N/A	N/A	24.78	15.55	0.90	6,718	27.20	14.69	4	No	S
291141	HSHW	Registered Nurses	0.99	367	34.38	27.42	0.85	13,934	38.42	28.87	6	No	R
212099		Religious Workers, All Other	N/A	N/A	20.88	14.05	1.12	595	23.29	14.62	6	No	S
291126	HSHW	Respiratory Therapists	N/A	N/A	32.57	27.11	1.48	651	33.04	26.99	5	No	S
112022	HSHW	Sales Managers	N/A	N/A	57.97	29.98	1.03	2,679	67.28	33.51	6	Yes	S
413091		Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	1.35	185	30.36	16.24	1.24	13,053	32.15	16.86	6	Yes	R
414012	HSHW	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	0.93	174	31.96	17.72	0.84	9,540	34.40	17.53	3	Yes	R
414011	HSHW	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	N/A	N/A	43.36	20.09	1.00	2,544	49.76	23.68	6	Yes	S
252031		Secondary School Teachers, Except Special and Career/Technical Education	0.56	98	23.50	21.65	1.12	4,201	30.51	22.80	6	No	R
413031	HSHW	Securities, Commodities, and Financial Services Sales Agents	3.11	137	32.58	19.28	1.51	4,322	38.88	20.22	6	No	R
492098		Security and Fire Alarm Systems Installers	N/A	N/A	21.36	16.05	1.49	962	22.67	16.11	4	No	S
211029		Social Workers, All Other	N/A	N/A	N/A	N/A	0.19	398	26.92	18.18	6	No	N
119151	HSHW	Social and Community Service Managers	1.21	20	30.51	20.52	1.57	952	35.73	22.14	6	No	S
151252	HSHW	Software Developers	N/A	N/A	46.97	31.28	3.29	7,653	54.47	33.20	6	Yes	S
151253	HSHW	Software Quality Assurance Analysts and Testers	N/A	N/A	38.70	24.19	2.76	1,353	43.14	25.38	6	Yes	S
252058	HSHW	Special Education Teachers, Secondary School	N/A	N/A	22.96	22.04	1.07	732	31.84	22.73	6	No	S
271014	HSHW	Special Effects Artists and Animators	N/A	N/A	N/A	N/A	1.52	477	31.86	23.20	6	Yes	N
211018		Substance Abuse, Behavioral Disorder, and Mental Health Counselors	2.22	41	24.23	18.50	2.35	1,897	25.15	16.89	6	No	R
292055		Surgical Technologists	N/A	N/A	23.10	17.70	0.80	636	25.11	19.67	4	No	N
173031		Surveying and Mapping Technicians	1.13	14	20.92	15.03	1.67	818	22.10	15.65	5	Yes	S
253099		Teachers and Instructors, All Other	N/A	N/A	33.13	22.57	N/A	N/A	N/A	N/A	6	No	N
492022		Telecommunications Equipment Installers and Repairers, Except Line Installers	N/A	N/A	26.29	15.88	0.61	1,980	26.33	16.40	4	No	S
499052		Telecommunications Line Installers and Repairers	N/A	N/A	23.34	16.60	0.80	729	24.41	17.80	4	No	N
131151	HSHW	Training and Development Specialists	2.45	86	29.14	19.42	1.60	2,834	32.04	18.30	6	Yes	R
113071	HSHW	Transportation, Storage, and Distribution Managers	1.40	13	46.81	25.83	1.19	989	52.70	27.89	6	Yes	S
292056		Veterinary Technologists and Technicians	N/A	N/A	17.76	14.03	2.43	1,387	18.30	14.21	5	Yes	S
151254	HSHW	Web Developers	N/A	N/A	37.42	20.30	2.47	602	39.00	24.91	5	Yes	S
151255	HSHW	Web and Digital Interface Designers	N/A	N/A	31.46	19.22	2.30	480	41.03	23.48	5	Yes	N
514121		Welders, Cutters, Solderers, and Brazers	1.09	29	20.33	15.95	0.79	1,975	22.45	16.64	4	Yes	S
273043	HSHW	Writers and Authors	N/A	N/A	27.64	18.50	0.89	601	30.28	18.05	6	No	N

\*SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

\*\*HSHW = High Skill/High Wage.

\*\*\*Qualifying Level:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data.

N = Meets national wage and openings criteria based on national Labor Market Statistics employer survey data.

N/A = Not available/releasable.

LMEC = Labor Market Estimating Conference







**Administrative Policy**

**POLICY  
NUMBER  
82**

<b>Title:</b>	Local Targeted Occupations List Requirements
<b>Program:</b>	Workforce Innovation and Opportunity Act
<b>Adopted:</b>	February 5, 2014
<b>Updated:</b>	June 18, 2018

**I. PURPOSE**

The purpose of this policy is to provide Local Workforce Development Boards (LWDBs) the Local Targeted Occupations List requirements and process.

**II. BACKGROUND**

On November 7, 2013, the CareerSource Florida Board of Directors approved a Local Targeted Occupations List (TOL) process and transferred the identification and selection of occupations relevant to local areas. This process was adopted to promote greater strategic business and industry involvement in resource allocation, target training funds for workers needing improved employment and earning opportunities, and to better and more expeditiously serve employers in industry sectors lacking skilled workers.

The TOL is required to develop strategies to target high-growth and emerging occupations that are critical to the local economy. With occupations identified and listed for their area, LWDBs can direct training resources for occupations in demand to assist job seekers, as well as local area workers seeking better employment and higher-earning opportunities. The improved TOL process enhances collaboration between each LWDB and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

**Revision History**

This policy updates and replaces FG OSPS 82 - Regional Targeted Occupations List Process, February 5, 2014.

### III. AUTHORITY

WIOA Public Law 113-128 Sections [3\(23\)\(B\)](#) and [134\(c\)\(3\)\(G\)\(iii\)](#)  
Florida Statutes, Section [1003.492 \(2\)\(b\)](#); and Section [445.004\(6\)](#)  
Action Item 1 WFI BOD 11-07-2013 Agenda Packet

### IV. POLICIES AND PROCEDURES

The Florida Department of Economic Opportunity (DEO), Bureau of Labor Market Statistics (LMS) publishes, on an annual basis, Florida's statewide demand occupations list and 24 local area demand occupations lists of high growth/high wage occupations. The LWDBs use the lists, along with other resources, to develop their own Local Targeted Occupations Lists.

To develop their TOLs, LWDBs should:

- Use the statewide and regional Demand Occupations Lists published by LMS as a starting point.
- Solicit the input of business and industry representatives in their area regarding the need to add occupations to or remove occupations from these lists.
- Use additional labor market resources available to assist with developing local TOLs.
- Add additional occupations to their lists beyond what is on the LMS list, as needed, based on local demand.

#### **Application of TOL to Different Forms of WIOA Training**

The requirements in this Administrative Policy do not apply to on-the-job training (OJT), customized training, transitional jobs, incumbent worker training, and entrepreneurship training.

#### **Local Workforce Development Board Local Plan**

Each LWDB shall revise, as needed, its local plan to incorporate and describe the following:

- The strategies the LWDB will employ in establishing its local policies to build a skilled workforce around the targeted occupational and industry areas, including the level(s) of training subsidy issued to participants through Individual Training Accounts (ITAs).
- The occupations being targeted and how they align with Florida's targeted and infrastructure industries and their local economic development priorities.<sup>1</sup>

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<sup>1</sup> LWDBs do not need to revise their local plans if these elements are already addressed. However, if the LWDB's current local plan conflicts with this policy, the local plan will need to be revised to comply the policy.

- How employers and industry associations will provide active feedback in the development of the TOL and how the local area will work with employers on any changes to the local list.
- How the occupational areas in the local area align with each of the educational programs. LWDBs must identify the appropriate Standard Occupational Classification (SOC) code for each occupational area, using the Classification of Instructional Program (CIP) to SOC [crosswalk](#). The SOC code will be assigned based on the program title and occupational title as reflected in the crosswalk. If there are gaps or misalignments between occupational areas and available training programs, the local area must identify appropriate sector strategy solutions.
- How the targeted occupational areas will support the LWDB's employment and earnings projected outcomes.

### **Additional Requirements**

- Local policies must provide priority for training that is linked to job openings for businesses in Florida's targeted and infrastructure industries and local economic development priorities.
- All training is limited to two years in duration and must lead to the attainment of industry-recognized certificate or certification, an associate's degree or a bachelor's degree<sup>2</sup>. The two-year duration is not required to be consecutive.
- LWDBs must make available to the public information regarding the process implemented in producing the TOL. LWDBs shall publish their updated TOLs on their websites and submit to DEO a link to their updated TOLs by June 30th of each year.
- LWDBs must update their TOL when occupations are added or deleted, or when there is a change in demand for occupations.

## **V. DEFINITIONS**

- Classification of Instructional Program (CIP) – is a classification instrument used to group academic disciplines at institutions of higher education in the United States and Canada (National Center for Education Statistics (NCES)).
- Standard Occupational Classification (SOC) – is a listing of all occupations in the economy, including private, public, and military occupations, in order to provide a means to compare occupational data produced for statistical purposes across agencies. It is designed to reflect the current occupational work structure in the U.S. and to cover all occupations in which work is performed for pay or profit.

## **VI. RESOURCES**

- [CareerSource Florida Strategic Policy](#)
- [National Center for Education Statistics \(NCES\)](#) - Classification of Instructional Programs

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<sup>2</sup> CareerSource Florida Board of Directors Meeting, Agenda [Packet](#) and [Action Item 1](#).



**CAREERSOURCE ESCAROSA  
ACTION ITEM  
ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

**Date:** July 18, 2024

**ITEM FOR DISCUSSION**

Local Workforce Development Boards (LWDB) are required to review, annually, its Eligible Training Provider List (ETPL).

CSE's ETPL for PY 2024-2025 has been updated to include new and/or additional program titles.

**RECOMMENDATION**

The Board of Directors approve CSE's Eligible Training Provider List (ETPL) for Program Year 2024-2025.

<b>PY 2024-2025 WIOA TRAINING PROGRAMS ELIGIBLE Title</b>	<b>Credential</b>	<b>Revised 07/18/2024 Training Institution</b>	<b>Program</b>
Accounting Technology	AS	Pensacola State College	
Advanced Welding Technology	Certificate	Pensacola State College	
Applied Cybersecurity	Certificate	Locklin Technical College	
Architecting on AWS *	Certificate	Applied Technology Academy	
Architectural Design & Construction Technology	AS	Pensacola State College	
ATP (Part 61) Piper Seminole	Certificate	Sky Warrior	
ATP/CTP (Part 61)	Certificate	Sky Warrior	
Automotive Collision Technology Technician	Certificate	George Stone Technical College	
Automotive Service Technology	Certificate	George Stone Technical College	
Automotive Service Technology 1	Certificate	Locklin Technical College	
Automotive Service Technology 2	Certificate	Locklin Technical College	
Aviation Airframe & Powerplant Mechanics	Certificate	George Stone Technical College	
AWS Cloud Practitioner Essentials *	Certificate	Applied Technology Academy	
Business Administration	AS	Pensacola State College	
Career Airline Pilot MEI Package (Full Course)	Certificate	Sky Warrior	
Certified Associate in Project Management – CAPM	Certificate	Applied Technology Academy	
Certified Information Security Manager - CISM	Certificate	Applied Technology Academy	
Certified Information Systems Security Professional (CISSP)	Certificate	Applied Technology Academy	
Certified Information Systems Security Professional *	Certificate	My IT Future Institute	
Certified Project Management Professional – PMP	Certificate	Applied Technology Academy	
Certified Scrum Master - CSM	Certificate	Applied Technology Academy	
Cert Nexus AIBIZ – Artificial Intelligence for Business Professionals *	Certificate	Applied Technology Academy	
Cert Nexus Gen AIBIZ – Generative AI for Business Professionals *	Certificate	Applied Technology Academy	
Cert Nexus DSBIZ – Data Science for Business Professionals *	Certificate	Applied Technology Academy	
Cert Nexus DEBIZ – Data Ethics for Business Professionals *	Certificate	Applied Technology Academy	
Cert Nexus Certified Artificial Intelligence Practitioner (CAIP) *	Certificate	Applied Technology Academy	
Cert Nexus Cyber Sec First Responder (CFR) *	Certificate	Applied Technology Academy	
Cert Nexus Certified Data Science Practitioner (CDSP) *	Certificate	Applied Technology Academy	
Cert Nexus Cyber Secure coder (CSC) *	Certificate	Applied Technology Academy	
Cert Nexus Certified Ethical Emerging Technologist (CEET) *	Certificate	Applied Technology Academy	
CFI (Part 61) Cessna 172	Certificate	Sky Warrior	
CFII (Part 61) Cessna 172	Certificate	Sky Warrior	
Cisco Certified Network Administrator	Certificate	Applied Technology Academy	
Cisco Certified Network Associate (CCNA)	Certificate	My IT Future Institute	
Cisco Certified Network Professional	Certificate	Applied Technology Academy	
Cloud Operations on AWS *	Certificate	Applied Technology Academy	
CNC Machinist / Fabricator	Certificate	Pensacola State College	

<b>PY 2024-2025 WIOA TRAINING PROGRAMS ELIGIBLE Title</b>	<b>Credential</b>	<b>Revised 07/18/2024 Training Institution</b>	<b>Program</b>
Combined Firefighter – EMT	Certificate	George Stone Technical College	
Commercial Driver’s License Preparation Program	Certificate	Truck Driver Institute	
Commercial Driver’s License Training Course	Certificate	CDL of AL	
Commercial Vehicle Driving	Certificate	Pensacola State College	
Commercial Foods and Culinary Arts	Certificate	Locklin Technical College	
Commercial Pilot (Part 141)	Certificate	Sky Warrior	
CompTIA A+	Certificate	University of West Florida	
CompTIA A+	Certificate	Applied Technology Academy	
CompTIA A+/Network+	Certificate	My IT Future Institute	
CompTIA CASP+	Certificate	Applied Technology Academy	
CompTIA Cloud+	Certificate	Applied Technology Academy	
CompTIA CySA+	Certificate	Applied Technology Academy	
CompTIA Data+ *	Certificate	Applied Technology Academy	
CompTIA Data Sys+ *	Certificate	Applied Technology Academy	
CompTIA Linux+			
CompTIA Network+	Certificate	Applied Technology Academy	
CompTIA Pen Test+			
CompTIA Project+			
CompTIA Security+	Certificate	Applied Technology Academy	
CompTIA Security+ CE	Certificate	Applied Technology Academy	
Computer Information Technology	AS	Pensacola State College	
Computer Programming & Analysis	AS	Pensacola State College	
Computer Systems & Information Technology	Certificate	George Stone Technical College	
Computer Systems & Information Technology	Certificate	Locklin Technical College	
Correctional Officer	Certificate	George Stone Technical College	
Culinary Arts	Certificate	Pensacola State College	
Culinary Management	AS	Pensacola State College	
Cyber Forensics	AS	Pensacola State College	
Cybersecurity, Applied	Certificate	George Stone Technical College	
Cybersecurity	AS	Pensacola State College	
Cybersecurity Analyst	Certificate	My IT Future Institute	
Cybersecurity IT Professional	Certificate	My IT Future Institute	
Dental Assistant	Diploma	Fortis Institute	
Dental Hygiene	AS	Pensacola State College	
Developing on AWS *	Certificate	Applied Technology Academy	
Early Childhood Education	AS	Pensacola State College	
EC-Council Certified Network Defender	Certificate	Applied Technology Academy	
EC-Council Certified Ethical Hacker	Certificate	Applied Technology Academy	

<b>PY 2024-2025 WIOA TRAINING PROGRAMS ELIGIBLE</b>		<b>Revised 07/18/2024</b>	<b>Program</b>
<b>Title</b>	<b>Credential</b>	<b>Training Institution</b>	
Electricity	Certificate	George Stone Technical College	
Electricity	Certificate	Locklin Technical College	
Electricity	Certificate	Pensacola State College	
Electrocardiograph Technician	Certificate	Pensacola State College	
Electronics Engineering Technology	AS	Pensacola State College	
Engineering Support Specialist	Certificate	Pensacola State College	
Food and Beverage Management	Certificate	Pensacola State College	
Graphic Design	AS	Pensacola State College	
Health Information Technology	AS	Pensacola State College	
Health Services Management	AS	Pensacola State College	
Heating and Air Conditioning	AAS	Coastal Alabama Community College	
Heating, Ventilation, Air Conditioning, and Refrigeration	Diploma	Fortis Institute	
Heating, Ventilation, Air Conditioning/Refrigeration	Certificate	George Stone Technical College	
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1	Certificate	Locklin Technical College	
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2	Certificate	Locklin Technical College	
Heating, Ventilation & Air Conditioning	Certificate	Pensacola State College	
Hospitality & Tourism Management	AS	Pensacola State College	
Human Resources Administrator	Certificate	Pensacola State College	
Instrument Rating (Part 141) Cessna 172	Certificate	Sky Warrior	
Introduction to Python	Certificate	Applied Technology Academy	
ISACA Certified Information Security Associate (CISA) *	Certificate	Applied Technology Academy	
ISACA Certified Information Security Manager (CISM) *	Certificate	Applied Technology Academy	
ISC 2 Certified Cloud Security Professional - CSSP	Certificate	Applied Technology Academy	
ISC 2 Certified Information Systems Security Professional - CISSP	Certificate	Applied Technology Academy	
ISC 2 Certified Security Software Lifecycle Professional - CSSLP	Certificate	Applied Technology Academy	
ITIL Foundation *	Certificate	Applied Technology Academy	
Law Enforcement Officer	Certificate	George Stone Technical College	
Mechanical Design & Fabrication	AS	Pensacola State College	
Medical Administrative Specialist	Certificate	George Stone Technical College	
Medical Administrative Specialist	Certificate	Locklin Technical College	
Medical Assistant	Certificate	Fortis Institute	
Medical Assistant Certified Clinical (CCMA)	Certificate	University of West Florida	
Medical Assisting	Certificate	Pensacola State College	
Medical Coding and Billing (CBCS)	Certificate	University of West Florida	
MEI (Part 61) Piper Seminole	Certificate	Sky Warrior	
Microsoft Azure Administrator	Certificate	Applied Technology Academy	
Microsoft Azure AI Fundamentals	Certificate	Applied Technology Academy	
Microsoft Azure Fundamentals	Certificate	Applied Technology Academy	

<b>PY 2024-2025 WIOA TRAINING PROGRAMS ELIGIBLE</b>		<b>Revised 07/18/2024</b>	<b>Program</b>
<b>Title</b>	<b>Credential</b>	<b>Training Institution</b>	
Multi-Engine (Part 141) Piper Seminole	Certificate	Sky Warrior	
Network Security Technician	Certificate	My IT Future Institute	
Network Support Services	Certificate	George Stone Technical College	
Network Systems Administration	Certificate	George Stone Technical College	
Nursing (BSN)	BSN	University of West Florida	
Nursing (RN)	AAS	Coastal Alabama Community College	
Nursing (RN)	AS	Pensacola State College	
Nursing (RN)	AS	Fortis Institute	
Off Sec PEN-200: Penetration Testing with Kali Linux *	Certificate	Applied Technology Academy	
Off Sec SOC-200: Foundational Security Operations and Defensive Analysis *	Certificate	Applied Technology Academy	
Off Sec WEB-200: Foundational Web Application Assessments with Kali Linux *	Certificate	Applied Technology Academy	
Paralegal (Legal Assisting)	AS	Pensacola State College	
Patient Care Technician	Certificate	Pensacola State College	
Phlebotomy Technician	Certificate	Pensacola State College	
Physical Therapist Assistant	AS	Pensacola State College	
Plumbing Technology	Certificate	Pensacola State College	
PMI Agile Certified Practitioner	Certificate	Applied Technology Academy	
Practical Nursing (LPN)	Certificate	Coastal Alabama Community College	
Practical Nursing (LPN)	Certificate	Fortis Institute	
Practical Nursing (LPN)	Certificate	Locklin Technical College	
Practical Nursing (LPN)	Certificate	Pensacola State College	
Practical Nursing (LPN)	Certificate	Reid State Technical College	
Preparatory Program for Back End Web Developer	Certificate	My IT Future Institute	
Preparatory Program for Front End Web Developer	Certificate	My IT Future Institute	
Preparatory Program for Microsoft Office Specialist Master (MOS) *	Certificate	My IT Future Institute	
Private Pilot (Part 141) Cessna 172	Certificate	Sky Warrior	
Professional Culinary Arts & Hospitality	Certificate	George Stone Technical College	
Project Management Professional	Certificate	My IT Future Institute	
Radiography	AS	Pensacola State College	
Security Training: D License Curriculum	Certificate	Security Services Training Institute	
Six Sigma Green Belt	Certificate	Applied Technology Academy	
Sonography (Diagnostic Medical Sonography)	AS	Pensacola State College	
Surgical Technology	Certificate	Pensacola State College	
Vmware Certified Technical Associate – VCA	Certificate	Applied Technology Academy	
Vmware Certified Professional – VCP	Certificate	Applied Technology Academy	
Welding Technology	AAS	Coastal Alabama Community College	

PY 2024-2025 WIOA TRAINING PROGRAMS ELIGIBLE	Revised 07/18/2024	Program
Title	Credential	Training Institution
Welding Technology	Certificate	George Stone Technical College
Welding Technology	Certificate	Locklin Technical College
Welding Technology	Certificate	Pensacola State College
Welding Technology – Advanced	Certificate	Locklin Technical College
Welding Technology, Advanced	Certificate	George Stone Technical College

**\*New Program Titles**

PY 2022-2023 WIOA TRAINING PROGRAMS ELIGIBLE		Revised 05/18/2023	Program
Title	Credential	Training Institution	
Accounting Technology	AS	Pensacola State College	
Advanced Welding Technology	Certificate	Pensacola State College	
Agile Certified Professional	Certificate	Applied Technology Academy	
Applied Cybersecurity	Certificate	Locklin Technical College	
Architectural Design & Construction Technology	AS	Pensacola State College	
ATP (Part 61) Piper Seminole	Certificate	Sky Warrior	
ATP/CTP (Part 61)	Certificate	Sky Warrior	
Automotive Collision Technology Technician	Certificate	George Stone Technical College	
Automotive Service Technology	Certificate	George Stone Technical College	
Automotive Service Technology 1	Certificate	Locklin Technical College	
Automotive Service Technology 2	Certificate	Locklin Technical College	
Aviation Airframe & Powerplant Mechanics	Certificate	George Stone Technical College	
AWS Certified Cloud Provider	Certificate	Applied Technology Academy	
AWS Certified Solutions Architect Associate	Certificate	Applied Technology Academy	
AWS Certified Developer Associate	Certificate	Applied Technology Academy	
AWS Certified SysOps Administrator Associate	Certificate	Applied Technology Academy	
Back End Developer	Certificate	New Horizons Computer Learning Center	
Business Administration	AS	Pensacola State College	
Career Airline Pilot MEI Package (Full Course)	Certificate	Sky Warrior	
Certified Information Security Manager - CISM	Certificate	Applied Technology Academy	
Certified Information Systems Security Professional (CISSP)	Certificate	Applied Technology Academy	
Certified Scrum Master - CSM	Certificate	Applied Technology Academy	
CFI (Part 61) Cessna 172	Certificate	Sky Warrior	
CFII (Part 61) Cessna 172	Certificate	Sky Warrior	
CISCO Certified Network Administrator	Certificate	Applied Technology Academy	
CISCO Certified Network Professional	Certificate	Applied Technology Academy	
CNC Machinist / Fabricator	Certificate	Pensacola State College	
Combined Firefighter - EMT	Certificate	George Stone Technical College	
Commercial Drivers License Preparation Program	Certificate	Truck Driver Institute	
Commercial Drivers License Training Course	Certificate	CDL of AL	
Commercial Vehicle Driving	Certificate	Pensacola State College	
Commerical Foods and Culinary Arts	Certificate	Locklin Technical College	
Commercial Pilot (Part 141)	Certificate	Sky Warrior	
CompTIA A+	Certificate	University of West Florida	
CompTIA A+	Certificate	Applied Technology Academy	
CompTIA A+/Network+	Certificate	New Horizons Computer Learning Center	
CompTIA Network+	Certificate	Applied Technology Academy	
CompTIA Security+	Certificate	Applied Technology Academy	
CompTIA Security+ CE	Certificate	Applied Technology Academy	
CompTIA CASP+	Certificate	Applied Technology Academy	
CompTIA CySA+	Certificate	Applied Technology Academy	
CompTIA Pen Test+	Certificate	Applied Technology Academy	
CompTIA Cloud+	Certificate	Applied Technology Academy	
CompTIA Project+	Certificate	Applied Technology Academy	

PY 2022-2023 WIOA TRAINING PROGRAMS ELIGIBLE		Revised 05/18/2023	Program
Title	Credential	Training Institution	
CompTIA Linux+	Certificate	Applied Technology Academy	
Computer Information Technology	AS	Pensacola State College	
Computer Programming & Analysis	AS	Pensacola State College	
Computer Systems & Information Technology	Certificate	George Stone Technical College	
Computer Systems & Information Technology	Certificate	Locklin Technical College	
Correctional Officer	Certificate	George Stone Technical College	
Culinary Arts	Certificate	Pensacola State College	
Culinary Management	AS	Pensacola State College	
Cyber Forensics	AS	Pensacola State College	
Cybersecurity, Applied	Certificate	George Stone Technical College	
Cybersecurity	AS	Pensacola State College	
Cyber Security Analyst (CEH; CySA+; Security+)	Certificate	New Horizons Computer Learning Center	
Cyber Security IT Professional	Certificate	New Horizons Computer Learning Center	
Dental Assistant	Diploma	Fortis Institute	
Dental Hygiene	AS	Pensacola State College	
Early Childhood Education	AS	Pensacola State College	
EC-Council Certified Network Defender	Certificate	Applied Technology Academy	
EC-Council Certified Ethical Hacker	Certificate	Applied Technology Academy	
Electricity	Certificate	George Stone Technical College	
Electricity	Certificate	Locklin Technical College	
Electricity	Certificate	Pensacola State College	
Electrocardiograph Technician	Certificate	Pensacola State College	
Electronics Engineering Technology	AS	Pensacola State College	
Engineering Support Specialist	Certificate	Pensacola State College	
Food and Beverage Management	Certificate	Pensacola State College	
Front End Developer	Certificate	New Horizons Computer Learning Center	
GIAC Security Essentials	Certificate	Applied Technology Academy	
GIAC Certified Incident Handler	Certificate	Applied Technology Academy	
Graphic Design	AS	Pensacola State College	
Health Information Technology	AS	Pensacola State College	
Health Services Management	AS	Pensacola State College	
Heating and Air Conditioning	AAS	Coastal Alabama Community College	
Heating, Ventilation, Air Conditioning, and Refrigeration	Diploma	Fortis Institute	
Heating, Ventilation, Air Conditioning/Refrigeration	Certificate	George Stone Technical College	
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1	Certificate	Locklin Technical College	
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2	Certificate	Locklin Technical College	
Heating, Ventilation & Air Conditioning	Certificate	Pensacola State College	
Hospitality & Tourism Management	AS	Pensacola State College	
Human Resources Administrator	Certificate	Pensacola State College	
Instrument Rating (Part 141) Cessna 172	Certificate	Sky Warrior	
Introduction to Python	Certificate	Applied Technology Academy	
ISC2 Certified Information Systems Security Professional - CISSP	Certificate	Applied Technology Academy	
ISC2 Certified Security Software Lifecycle Professional - CSSLP	Certificate	Applied Technology Academy	
ISC2 Certified Cloud Security Professional - CCSP	Certificate	Applied Technology Academy	



PY 2022-2023 WIOA TRAINING PROGRAMS ELIGIBLE		Revised 05/18/2023	Program
Title	Credential	Training Institution	
Law Enforcement Officer	Certificate	George Stone Technical College	
Mechanical Design & Fabrication	AS	Pensacola State College	
Medical Administrative Specialist	Certificate	George Stone Technical College	
Medical Administrative Specialist	Certificate	Locklin Technical College	
Medical Assistant	Certificate	Fortis Institute	
Medical Assistant Certified Clinical (CCMA)	Certificate	University of West Florida	
Medical Assisting	Certificate	Pensacola State College	
Medical Coding and Billing (CBCS)	Certificate	University of West Florida	
MEI (Part 61) Piper Seminole	Certificate	Sky Warrior	
Microsoft Automating Administration w/Windows PowerShell (M10961)	Certificate	Applied Technology Academy	
Microsoft Azure Administrator	Certificate	Applied Technology Academy	
Microsoft Certified Azure Administrator Associate	Certificate	New Horizons Computer Learning Center	
Microsoft Certified Desktop Administrator	Certificate	Applied Technology Academy	
Multi-Engine (Part 141) Piper Seminole	Certificate	Sky Warrior	
Network Security Technician (A+; Net+; Sec+)	Certificate	New Horizons Computer Learning Center	
Network Support Services	Certificate	George Stone Technical College	
Network Systems Administration	Certificate	George Stone Technical College	
Nursing (BSN)	BSN	University of West Florida	
Nursing (RN)	AAS	Coastal Alabama Community College	
Nursing (RN)	AS	Pensacola State College	
Nursing (RN)	AS	Fortis Institute	
Nursing (RN)	AS	Nursing Bridges Institute	
Nursing Assistant (Certified)	Certificate	University of West Florida	
Offensive Security Certified Professional - OSCP	Certificate	Applied Technology Academy	
Paralegal (Legal Assisting)	AS	Pensacola State College	
Patient Care Technician	Certificate	Pensacola State College	
Phlebotomy Technicain	Certificate	Pensacola State College	
Physical Therapist Assistant	AS	Pensacola State College	
Plumbing Technology	Certificate	Pensacola State College	
Practical Nursing (LPN)	Certificate	Coastal Alabama Community College	
Practical Nursing (LPN)	Certificate	Fortis Institute	
Practical Nursing (LPN)	Certificate	Locklin Technical College	
Practical Nursing (LPN)	Certificate	Pensacola State College	
Practical Nursing (LPN)	Certificate	Reid State Technical College	
Practical Nursing (LPN)	Certificate	Nursing Bridges Institute	
Preparatory Program for Cisco Certified Network Associate (CCNA)	Certificate	New Horizons Computer Learning Center	
Preparatory Program for Project Management Professional	Certificate	New Horizons Computer Learning Center	
Private Pilot (Part 141) Cessna 172	Certificate	Sky Warrior	
Professional Culinary Arts & Hospitality	Certificate	George Stone Technical College	
Project Management Certified Associate - CAPM	Certificate	Applied Technology Academy	
Project Management Professional - PMP	Certificate	Applied Technology Academy	
Project Management Professional - PMP	Certificate	University of West Florida	
Radiography	AS	Pensacola State College	
Security Officer Training	Certificate	Security Services Training Institute	

PY 2022-2023 WIOA TRAINING PROGRAMS ELIGIBLE		Revised 05/18/2023	Program
Title	Credential	Training Institution	
Six Sigma Green Belt	Certificate	Applied Technology Academy	
Six Sigma Black Belt	Certificate	Applied Technology Academy	
Sonography (Diagnostic Medical Sonography)	AS	Pensacola State College	
Surgical Technology	Certificate	Pensacola State College	
Uptown Preapprenticeship for Technology and Innovation	Certificate	LT3 Academy (Net Synergy)	
Vmware Certified Associate - VCA	Certificate	Applied Technology Academy	
Vmware Certified Professional - VCP	Certificate	Applied Technology Academy	
Welding Technology	AAS	Coastal Alabama Community College	
Welding Technology	Certificate	George Stone Technical College	
Welding Technology	Certificate	Locklin Technical College	
Welding Technology	Certificate	Pensacola State College	
Welding Technology - Advanced	Certificate	Locklin Technical College	
Welding Technology, Advanced	Certificate	George Stone Technical College	

**CAREERSOURCE ESCAROSA  
ACTION ITEM  
WIOA TRAINING PROVIDER AGREEMENT**

**Date:** July 18, 2024

**ITEM FOR DISCUSSION**

CareerSource Escarosa’s Training Provider Agreements with the below training institutions expired on June 30, 2024. Policy OSFS FG 90 states that all eligible training providers must submit an application for “Continued Eligibility” every two (2) years to maintain their eligibility, along with verification that the provider is licensed, certified, or authorized under Florida law (if applicable) to provide training services programs.

CSE request approval to enter into a Training Provider Agreement, effective July 1, 2024 – June 30, 2026, with the below training institutions, contingent upon completion of the application process and verification of documents, as required.

- Applied Technology Academy
- Coastal Alabama Community College
- George Stone Technical College
- Innovak of Florida, Inc. dba My IT Future Institute
- Pensacola State College
- Security Services Training Institute
- Truck Drive Institute
- University of West Florida
- CDL of AL, LLC
- Fortis Institute
- Locklin Technical College
- Reid State Technical College
- Sky Warrior

**RECOMMENDATION:** To approve entering into an Individual Training Agreement, effective July 1, 2024 – June 30, 2026, with the above training institutions, contingent upon completion of the application process and verification of documents, as required.

**CAREERSOURCE ESCAROSA  
CHANGE TO POLICY ON  
INDIVIDUAL TRAINING ACCOUNTS (ITA)  
PAYMENT OPTIONS  
ACTION ITEM**

**Date: July 18, 2024**

**Item for Consideration:**

Administrative Policy #074 Policies and Procedures, revised July 1, 2024, states,

*“WIOA funds may only be used to provide training services to eligible participants when there is no grant or other assistance available to pay for training, or the eligible participant requires WIOA assistance in addition to other sources of grant assistance, include Federal Pell Grants established under Title IV of the Higher Education Act of 1965. ITAs must be coordinated with other sources of grant assistance as prescribed in Administrative Policy #122 – Adult and Dislocated Worker Eligibility Program Eligibility.”*

CSE’s current policy does not require its ITAs to be coordinated with other sources of grant assistance for WIOA eligible participants. WIOA payments are “First Pay” verses “Last Pay.”

CSE requests the board:

- Adopt Administrative Policy #074, revised July 1, 2024; and
- Approve, going forward, a “First Pay vs. Last Pay” option for all special project funding (excluding formula funds) that supports all training programs.

**RECOMMENDATION:**

The Board adopt Administrative Policy #074, revised July 1, 2024, and approve, going forward, a “First Pay vs. Last Pay” option for all special project funding (excluding formula funds) that supports all training programs.



**POLICY  
NUMBER  
074**

## **Administrative Policy**

<b>Title:</b>	Individual Training Account Expenditure Requirements and Waiver Request Process		
<b>Program:</b>	Workforce Innovation and Opportunity Act		
<b>Effective:</b>	June 29, 2012	<b>Revised:</b>	July 1, 2024

### **I. PURPOSE AND SCOPE**

The purpose of this policy is to outline the requirements to local workforce development boards (LWDBs) for the use of federal Title I Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker funds for Individual Training Account (ITA) expenditures.

This policy also describes the process for LWDBs to request a waiver of the state ITA requirement.

### **II. BACKGROUND**

Section 445.003(3)(a)1, Florida Statutes (F.S.) requires that at least 50 percent of the Title I WIOA Adult and Dislocated Worker funds that are passed through to LWDBs be allocated to ITAs, unless a LWDB obtains a waiver from the state workforce development board (state board).

### **III. AUTHORITY**

Workforce Innovation and Opportunity Act of 2014, [Public Law 113-128](#), Section 134(c)(2)(A)(xii)(VII), Section 134(c)(3)(D) and Section 134(c)(3)(F)(v)

[Section 445.003\(3\)\(a\)\(1\), F.S.](#)

### **IV. POLICIES AND PROCEDURES**

WIOA funds may only be used to provide training services to eligible participants when there

is no grant or other assistance available to pay for training, or the eligible participant requires WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants established under title IV of the Higher Education Act of 1965. ITAs must be coordinated with other sources of grant assistance as prescribed in [Administrative Policy 122 -Adult and Dislocated Worker Eligibility Program Eligibility](#). Veteran Assistance (VA) benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Pursuant to Section 445.003(3)(a)1, F.S., tuition, books and fees of training providers, and other training services authorized by WIOA qualify as state ITA expenditures. The [Allowable Programmatic Training and ITA Costs Crosswalk](#) provides direction to LWDBs on what expenditures qualify for the 50% ITA requirement and how the remaining funds should be used for career services (not associated with training costs).

FloridaCommerce established a state ITA cost-category and sub-cost categories to track associated costs and expenditures in the Subrecipient Enterprise Resource Application (SERA). LWDBs are required to submit state ITA expenditures in SERA as outlined in this policy.

## **A. Sub-Cost Categories**

The state ITA cost category is broken down into sub-cost categories which further specify activities allowable under the state ITA expenditure requirement. The sub-cost categories for the state ITA expenditure requirement are outlined below.

### **1. Occupational Skills Training**

Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. LWDBs must give priority consideration to training programs that lead to recognized credentials of value and postsecondary credentials, including those on the Master Credentials List, that align with in-demand and emerging industry sectors or occupations in the local area. The chosen occupational skills training must meet the quality standards in WIOA.

The training must:

- a. Be outcome-oriented and focused on an occupational goal specified in the participant’s individual service strategy.
- b. Be of sufficient duration to impart the skills needed to meet the occupational goal.
- c. Lead to the attainment of a recognized credential of value and postsecondary credential. A credential is documented verification of qualification or competence issued to an individual by a third party with the relevant authority or jurisdiction to

issue such credentials (such as an accredited. This includes an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.

Supportive services required for participation in an occupational skills training activity are included in this sub-cost category. Any supportive services provided must be in accordance with [Administrative Policy - 109 Supportive Services and Needs-Related Payments](#) and recorded in Employ Florida in accordance with the Employ Florida Service Code Guide.

## **2. Other WIOA Specified Training**

Other WIOA specified training includes:

- a. On-the-job training.
- b. Registered apprenticeship programs.
- c. Programs that combine workplace training with related instruction and may include cooperative education programs.
- d. Incumbent worker training.
- e. Training programs operated by the private sector.
- f. Skill upgrading and retraining.
- g. Entrepreneurial training.
- h. Job readiness training in combination with other training activities.
- i. Adult education and literacy in combination with other training activities.
- j. Customized training.

Supportive services required for participation in an “other WIOA specified training” activity are included in this sub-cost category. Any supportive service provided must be in accordance with [Administrative Policy - 109 Supportive Services and Needs-Related Payments](#) and recorded in Employ Florida in accordance with the Employ Florida Service Code Guide.

## **3. Other Work-Based Learning Opportunities**

Work-based learning opportunities afford WIOA-eligible participants opportunities for career exploration and enhanced skill development. LWDBs may offer programs that incorporate paid and/or unpaid work experiences and have a combined instructional component of academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. [Administrative Policy 100 - Work-Based Learning and Work-Based Training for Adults and Dislocated Workers](#), describes the requirements for such activities.

These expenses are recorded in SERA as Work Experience and Internships.

#### **4. Training Program Management**

Costs associated with training program management are staff costs:

- a. Directly related to developing, implementing, or coordinating authorized training programs identified in this policy.
- b. Associated with developing, implementing, or coordinating local training for eligible clients participating in training programs leveraged through other grants (e.g., Temporary Assistance for Needy Families, Pell Grants).

Staff costs are limited to salaries and benefits.

#### **5. Training Case Management**

Costs associated with training case management are staff:

- a. Costs directly related to case management and job placement services for clients in training (not clients seeking training).
- b. Expenditures associated with the provision of support services to individuals while they are in training.

Staff costs are limited to salaries and benefits.

### **B. Requirements for Allocating and Reporting State ITA Funds**

LWDBs must allocate and expend a minimum of 50 percent of the WIOA Adult and Dislocated Worker formula funds that they expect to expend each fiscal year (July-June) to satisfy the state ITA requirement. The percentage allocated for state ITA expenditures must be calculated using the carry-forward (estimated or actual when available) plus the portion of any new allocation budgeted for the current year. The required minimum allocation of 50 percent (or waiver percentage) of funds to be expended in the fiscal year must be reflected in the budget that is submitted to FloridaCommerce.

LWDBs must report related expenditures monthly in SERA for each of the specified state ITA sub-cost categories listed in Section IV.A of this policy. The [Allowable Programmatic Training and ITA Costs Crosswalk](#) reflects expenditures that qualify for the state ITA expenditure requirement.



To ensure the most effective use of WIOA funds, LWDBs that are unable to expend the required 50 percent of the Title I WIOA Adult and Dislocated Worker funds on ITAs or that have not secured a state ITA expenditure requirement waiver risk having funds recaptured and reallocated in accordance with [CareerSource Florida Strategic Policy 2002.01.09.A.3. - Recapture and Reallocation of WIOA Funds](#), or other related state guidance upon issuance.

### C. State ITA Waiver Requests

LWDBs that require a state ITA expenditure requirement waiver must submit to FloridaCommerce, a formal request that has been approved by the LWDB and chief local elected official(s) (CLEO). The approved state ITA expenditure requirement waiver request must be submitted to FloridaCommerce's Bureau of Financial Management for review. The following guidelines govern the management of the waiver review process:

1. Applications for waivers must be submitted no later than September 1, 2024, for program year (PY) 2024-2025. Beginning PY 2025-2026, applications for waivers must be submitted prior to July 1 of the PY for which the waiver applies. Approved waivers are limited to one year.
2. The request must include the following:
  - a. Documentation describing the local budget for ITAs itemized by sub-cost categories as listed in **Section A. Sub-Cost Categories**.
  - b. Documentation showing local strategies and staff employed to increase access to training for customers and to enroll customers in training.
  - c. Documentation describing local and regional strategies to limit the ongoing need for a waiver.
  - d. The lack of demand for each authorized training service.
  - e. The financial impact on the provision of client services.
  - f. Documentation showing approval from the LWDB and CLEO.
3. FloridaCommerce may require additional information from the LWDB to negotiate approval of a waiver.

Applications for waivers must be submitted to FloridaCommerce via email at [WaiverRequest@commerce.fl.gov](mailto:WaiverRequest@commerce.fl.gov). FloridaCommerce's Bureaus of One-Stop and Program Support and Financial Management will review waiver requests for completeness and consult with CareerSource Florida to determine if waiver approval should be recommended to the state board.

#### D. State and Local Monitoring

Services and activities provided under WIOA must be monitored annually for compliance with WIOA requirements by FloridaCommerce. FloridaCommerce will monitor the requirements outlined in this policy and local operating procedures.

LWDBs must establish local fiscal and programmatic monitoring policies and procedures that include, at minimum:

- a. Monthly assessment of compliance with the state ITA expenditure requirements under the waiver.
- b. The roles of the LWDB and provider staff.
- c. Local monitoring procedures for implementation of the state's policy.

#### V. REVISION HISTORY

Date	Description
7/1/2024	Issued by the Florida Department of Commerce.
6/18/2024	Revised by CareerSource Florida and the Florida Department of Commerce and approved by the CareerSource Florida Board of Directors.
9/26/2018	Revised and renamed to Individual Training Account Expenditure Requirements and Waiver Request Process and issued by the Florida Department of Economic Opportunity.
6/29/2012	DEO FG-074, Individual Training Account (ITA) Costs Allowable for the 50% Expenditure Requirement, June 29, 2012, issued by the Florida Department of Economic Opportunity.

#### VI. ATTACHMENTS

[Allowable Programmatic Training and ITA Costs Crosswalk](#)

**CAREERSOURCE ESCAROSA  
ACTION ITEM  
WIOA YOUTH SERVICES CONTRACT RENEWALS (PY 2024-2025)**

**Date:** July 18, 2024

**ITEM FOR DISCUSSION**

WIOA year-round youth services were procured in April 2022. The procurement cycle allowed for three (3) years of contracted services (FY 2022-2023, FY 2023-2024, and FY 2024-2025), with an additional two-year renewal provided the service provider is in good standing with CSE and are meeting performance measures. CSE contracted with Children’s Home Society, Santa Rosa County School District, and Escambia County School District to provide youth services.

As CSE enters its final fiscal year (FY 2024-2025) of the three-year cycle for contracted services, and based upon performance measures being met by all youth services providers, CSE staff request contract renewals for FY 2024-2025, with the below providers at funding levels. Funding levels area based on funding allocations.

- Children’s Home Society - \$350,000.00
- Santa Rosa County School District – \$300,000.00
- Escambia County School District - \$250,000.00

CSE’s Administrative Plan does not allow for the CEO to sign contracts and contract modifications for CSE that exceeds \$25,000.00. All contract and contract modification signatures by the CEO that exceeds \$25,000.00 must be authorized by the Board.

**RECOMMENDATION:** The CSE Board of Directors approve the above WIOA youth services contract renewals for FY 2024-2025, as outlined above, with authorization of the CEO’s signature on the contract renewals.

**PY 2023-2024**  
**CareerSource Escarosa Board of Directors**  
**Meeting Attendance**

Member's Name	PY 2023-2024				
	07/20/2023	11/03/2023 (10/2023)	01/25/2024	04/18/2024	
Anthony Eman	P	A	P	P	
Doug Brown	P	P	P	P	
Jeffrey Hondorp	A	P	P	P	
Kathaleen Cole	P	P	P	P	
Lloyd Reshard	P	A	P	P	
Michael Listau	P	A	P	P	
Michele Kelson	A	A	P	A	
Scott Luth	P				
Shannon Ogletree	A	A	A		
Charlin Knight	P	P	P	P	
Tawana Gilbert	P	P	P		
Jerry Kersey, Jr.	P	P	P	P	
Jameson Cutchens	P	P	A	P	
Fred Genkins	P	A	P	P	
David Bouvin	A	P	P	A	
Brianna Russ	P	P	P		
David Peaden		A	P	A	
Ex-Officio Member(s)					
Clara Long	A	A	P	P	
Lani Burritt	P	P	P	A	

## CareerSource Escarosa Board of Directors Membership Update

### TOTAL VACANCIES: 8

**Business Sector: 6 (Santa Rosa County – 2 | Escambia County – 4)**

**Labor Organization: 2**

### Business Sector Members (The majority of the local board membership) – 14 seats

**Santa Rosa County: 2 - Vacancies**

**Escambia County: 4 - Vacancies**

Filled Seats: 5 – Santa Rosa County

Filled Seats: 3 – Escambia County

**Jerry Kersey, Jr.**

**Lloyd Reshard**

**Jameson Cutchens**

**Jeffrey Hondorp**

**Fred Genkins**

**Anthony Eman**

**David Bouvin**

**David Peaden**

### Workforce Sector Members (Not less than 20% of the board membership) – 3 seats

#### 2 – Vacancies in Labor Organization

Filled Seats: 1 – Non-Labor Affiliated registered apprenticeship program (**Michele Kelson**)

### Other Sector Members

#### Filled Seats:

1 – Adult Education/Literacy (**Charlin Knight**)

1 – Institution of Higher Education (**Michael Listau**)

1 – Economic and Community Development Entity (**Bridgette Price**)

1 – Vocational Rehabilitation (**Vacant – VR to supply a representative**)

1 – Community Services Block Grant (**Douglas Brown**)

### Membership Terms Due to Expire – 2024

Member	Term Expiration	Area of Representation
Charlin Knight	August 23, 2024	Adult Education/Literacy
Jerry Kersey, Jr.	September 21, 2024	Business
Jameson Cutchens	September 21, 2024	Business
Fred Genkins	September 21, 2024	Business
David Bouvin	October 12, 2024	Business

**Revised: 07.17.2024**

\*Dual service role (Business Sector)

The Honorable Marco Rubio  
284 Russell Senate Office Building  
Washington D.C. 20510

Subject: Reauthorization of the Workforce Innovation and Opportunity Act

Dear Senator Rubio,

Recently, the House of Representatives passed the Reauthorization of the Workforce Innovation and Opportunity Act. The Florida Workforce Development Association (FWDA), comprised of the twenty-one local boards, remains steadfast in its commitment to providing services to some of the most vulnerable Floridians seeking to become economically independent through training and education while receiving supports they need to achieve that independence.

Based on experience, members of FWDA know that the individuals they serve experience more success when they receive supportive services to overcome barriers like lack of childcare or transportation that prevent them from being available for work. The gains in increased skills and higher graduation rates experienced by clients are markedly greater when those clients receive supportive wrap around services than when they do not receive services.

FWDA supports several components of the Senate draft of the WIOA Reauthorization Act, including the deletion of a mandate directing 50% of WIOA Title I Adult and Dislocated Worker funds to be used only for training. While focusing those funds on training is a well-directed idea, this mandate has a narrow definition of training and would have numerous negative, unintended consequences.

- The mandate would force local workforce boards to redirect funds currently used to support tens of thousands of small businesses in finding and supporting the skilled talent they need to be successful.
- It would significantly limit the funds available for supportive services currently leveraged by hundreds of thousands of job seekers whose ability to land a job or participate in training hinges on these resources to pay for childcare or transportation, significantly restricting their ability to prepare for and/or join the workforce.
- The mandate takes away local control and the ability of local businesses, economic developers, elected officials, and other community stakeholders to discuss, plan, build, and implement workforce development strategies relevant to each local community or region.

What are the solutions? Although FWDA has great concerns about a 50% mandate, if that mandate is adopted, they strongly recommend that support services be included along with the staff time required to provide those services in that 50%. Case management is critical to the success of the individuals served by the local workforce boards. The association also recommends that a provision for sliding scales or waivers be included in the bill, which would allow the workforce boards to address the expenditure requirement based on local needs.

Additionally, the Senate draft also contains a provision that would increase the amount of WIOA funds a Governor can retain at the state level for the creation of Critical Industry Skills initiatives. While the members of FWDA support finding ways to incentivize innovation within the public workforce system, this provision once again weakens the local boards and communities' ability to solve problems based on their unique circumstances and needs of local industries and employers by increasing statewide reservations of WIOA funding to 25% of all formula resources available under Title I of the law.

As the discussion of WIOA reauthorization continues, FWDA asks you to join them in advocating for their local community's ability to define how to best leverage WIOA funds to catalyze economic vitality for businesses (whether they are small or large) and all our citizens. We thank you for your service and dedication to Florida citizens and look forward to making our workforce system a beacon of hope for Floridians.

Sincerely,



Marcus L. McBride, PhD  
Chief Executive Officer  
CareerSource ESCAROSA  
6913 North 9<sup>th</sup> Avenue  
Pensacola, Florida 32504  
C: 850.516.7316  
P: 850.741.4409

The Honorable Rick Scott  
110 Hart Senate Office Building  
Washington D.C. 20510

Subject: Reauthorization of the Workforce Innovation and Opportunity Act

Dear Senator Scott,

Recently, the House of Representatives passed the Reauthorization of the Workforce Innovation and Opportunity Act. The Florida Workforce Development Association (FWDA), comprised of the twenty-one local boards, remains steadfast in its commitment to providing services to some of the most vulnerable Floridians seeking to become economically independent through training and education while receiving supports they need to achieve that independence. The system you set in place while you were the Governor of our state has served people well and allowed the private sector to play a key role in determining what training is needed to get people back to work. We appreciate your dedication to providing such a strong workforce system and hope you will advocate to continue supporting those who need our help to be successful and independent.

Based on experience, members of FWDA know that the individuals they serve experience more success when they receive supportive services to overcome barriers like lack of childcare or transportation that prevent them from being available for work. The gains in increased skills and higher graduation rates experienced by clients are markedly greater when those clients receive supportive wrap around services than when they do not receive services.

FWDA supports several components of the Senate draft of the WIOA Reauthorization Act, including the deletion of a mandate directing 50% of WIOA Title I Adult and Dislocated Worker funds to be used only for training. While focusing those funds on training is a well-directed idea, this mandate has a narrow definition of training and would have numerous negative, unintended consequences.

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**ITEMS PENDING WITH THE CHIEF LOCAL ELECTED OFFICIAL**  
**ESCAMBIA COUNTY**  
**CSE'S DESIGNATED SIGNING AUTHORITY**  
**FOR PY 2023-2024 (JULY 1, 2023 – JUNE 30, 2024)**

**Memorandum of Understandings with CareerSource Escarosa (PY 2023-2024)**

- Tri-County Community Council, Inc.
- The Florida Department of Education, Division of Vocational Rehabilitation

**STATUS:** BOCC will execute documents after August 1, 2024 Commission Meeting.

**Memorandum of Understandings with CareerSource Escarosa (PY 2024-2025)**

- The Escambia County School District
- Pensacola State College
- Community Action Program, Inc.

**STATUS:** BOCC will execute documents after August 1, 2024 Commission Meeting.