

## **2007-2008 COURSE PLACEMENT & TEST CARD FOR POSTSECONDARY CAREER CERTIFICATION EDUCATION (VCC) PROGRAMS**

### **PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR POSTSECONDARY CAREER CERTIFICATE EDUCATION (VCC) PROGRAMS**

Depending on the career certificate program, MDC administers the TABE Complete Battery or Survey, Level A, Forms 9 and 10. Level D may be used if the completion level of the program is at the 9<sup>th</sup> grade level or less. Completion of a prescribed remediation program is suggested prior to retesting with a minimum 30-day period between retests.

Minimum basic skills levels as grade equivalents in mathematics, language, and reading are defined in each career certificate program description adopted under Rule 6A-6.0571, and published annually by the Commissioner of Education in the document entitled, "Career Education Program Courses Standards." Refer to this document for minimum required basic skills grade levels to earn a certificate by program.

Agencies sponsoring career certificate (VCC) seeking students may set higher requirements and exemptions for testing.

Students without sufficient English proficiency are referred to the Adult English for Speakers of Other Languages (ESOL) program. Refer to Section IV-C (page 7).

### **REQUIRED TO TEST:**

1. All first-time-in-program students who designate themselves as certificate-seeking in a career education (VCC) program of 450 hours or more. Such students must complete an entry-level examination within the first six weeks of admission into the program.
2. All students whose TABE (or other approved examination) scores are more than two years old and have not been used for placement.
3. All students whose TABE (or other approved examination) scores are more than two years old and who have had a break in their enrollment of more than one year.

### **EXEMPTED FROM TESTING:**

1. Students who have earned an associate degree or higher from an institution recognized by MDC. (Except in specific situations such as certain programs sponsored by external funding agencies.) Official documentation is required.
2. Students who present FCAT, SAT, ACT, or CPT scores which exempt them from college preparatory placement as outlined in Section I, Exemptions From Testing, Item #4 are exempt from testing for career certificate (VCC) programs. The student must have passing scores in all three subject areas.
3. Students who have completed the College-Level Academic Skills Test (CLAST) requirement pursuant to Section 1008.29 F.S. are exempt from testing for career certificate (VCC) programs.
4. Students who present official scores on any of the state-approved examinations (including the CPT), which demonstrate the skill level required by the specific program. The scores must have been obtained within the past two years.
5. Students seeking entrance into the MDC School of Criminal Justice Corrections and Law Enforcement programs pursuant to Section 943.17(6) F.S. are exempt from entry-level basic skills testing. This exemption does not apply to the Florida Basic Abilities Test (F-BAT) requirement for entry into basic recruit training programs.

### **EXEMPTED FROM EXIT TESTING ONLY:**

Students who have earned a license from an approved national, state, or industry agency are exempt from the TABE exit testing requirement. The license has to be specific to the career and must be necessary in order to work in that field. Official license and documentation are required. (Initial testing is required.)