Florida Department of Education
Curriculum Framework

This program is a replacement for Professional Culinary Arts & Hospitality N100500 (0412050312).

Program Title: **Professional Culinary Arts & Hospitality**
Program Type: **Career Preparatory**
Career Cluster: **Hospitality &Tourism**

Career Certificate Program		
Program Number	N100700	
CIP Number	0412050313	
Grade Level	30, 31	
Program Length	1200 hours	
Teacher Certification	Refer to the **Program Structure** section.	
CTSO	SkillsUSA	
SOC Codes (all applicable)	For program SOC codes, please see the Program and Course Tables section of the CTE Program Resources page linked below.	
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml	
Basic Skills Level	Computation (Mathematics): 9	Communications (Reading and Language Arts): 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of four occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	HMV0100	Food Preparation	FAM CON SCI CULINARY 7 G	300 hours
B	HMV0184	Cook - Restaurant 1		150 hours
	HMV0185	Cook - Restaurant 2		150 hours
C	HMV0171	Head Cook/ Lead Cook		300 hours
D	HMV0126	Food Service Management		300 hours

Regulated Programs

Information on Department of Health rules that affect culinary programs is available at https://www.flrules.org/gateway/chapterhome.asp?chapter=64E-11.

This program is regulated by the Florida Department of Business & Professional Regulation, Division of Hotels and Restaurants.

It is strongly recommended that teachers obtain employee food handler training certification, as well as food safety manager training/certification. More information available at the Florida Department of Business & Professional Regulation (http://www.myfloridalicense.com/DBPR/hotels-restaurants/food-lodging/).

Florida's Career Readiness Skills for CTE Programs

Employability Skills	
01.0	Apply academic skills to workplace scenarios.
01.01	Use reading skills.
01.02	Use writing skills.
01.03	Use mathematical strategies and procedures.
01.04	Use scientific principles and procedures.
02.0	Design a solution to an industry problem.
02.01	Use critical thinking.
02.02	Use creativity.
02.03	Make sound decisions.
02.04	Solve problems.
02.05	Reason.
02.06	Plan and organize.
03.0	Manage resources within an industry project
03.01	Manage time.
03.02	Manage money or resources.
03.03	Manage materials.
03.04	Manage personnel.
04.0	Oversee the subcomponents, operations and output of a technical or organizational system.
04.01	Manage systems.
04.02	Monitor systems.
04.03	Improve systems.
05.0	Use information for decision making.
05.01	Locate information.
05.02	Organize information.
05.03	Use information.

	05.04 Analyze information.
	05.05 Communicate information.
06.0	Apply relevant technology to workplace scenarios to aid productivity.
	06.01 Use technology.
07.0	Interpret and express interpersonal communication.
	07.01 Communicate verbally.
	07.02 Listen actively.
	07.03 Comprehend written material.
	07.04 Convey information in writing.
	07.05 Communicate nonverbally.
	07.06 Interpret nonverbal communication.
08.0	Interact with others to accomplish workplace goals.
	08.01 Collaborate with others in a team.
	08.02 Respond to customer needs.
	08.03 Exercise leadership.
	08.04 Negotiate to resolve conflict.
	08.05 Respect others.
09.0	Manage personal behavior to maximize productivity and professional growth.
	09.01 Demonstrate responsibility and self-discipline.
	09.02 Adapt and show flexibility.
	09.03 Work independently.
	09.04 Demonstrate a willingness to learn.
	09.05 Demonstrate integrity.
	09.06 Demonstrate professionalism.
	09.07 Take initiative.
	09.08 Display positive attitude.
	09.09 Take responsibility for professional growth.

Job Attainment	
10.0	Find, assess and apply to job opportunities.
10.01	Identify online job posts relevant to his or her career aspirations.
10.02	Compare and contrast the job posts' required qualifications, job duties, compensation, benefits and employers.
10.03	Define what information, documentation and writing prompts are required for the positions.
11.0	Communicate personal competence, character and fit for a job opportunity.
11.01	Develop a resume.
11.02	Write a cover letter.
11.03	Curate a professional portfolio that includes work products.
11.04	Prepare for and experience a mock job interview.
12.0	Cultivate and leverage relationships to professionally advance.
12.01	Request a signed reference letter, letter of recommendation and/or an online skill/professionalism endorsement.
12.02	Develop a plan to cultivate a professional digital footprint.
12.03	Develop a networking plan for a specific industry of interest.

Standards

After successfully completing this program, the student will be able to perform the following:

Food Preparation
01.0 Identify career and employment opportunities.
02.0 Exhibit the ability to follow state-mandated guidelines for food service.
03.0 Demonstrate and incorporate workplace safety procedures.
04.0 Demonstrate personal productivity.
05.0 Utilize operational systems.
06.0 Use and care for commercial tools and equipment.
07.0 Describe the basic principles of food science.
08.0 Demonstrate proficiency in culinary math.

Cook/ Restaurant 1
09.0 Describe the basic principles of nutrition.
10.0 Identify and explain front-of-the-house and back-of-the-house duties.
11.0 Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
12.0 Exhibit and utilize safe, secure, and sanitary work procedures.
13.0 Apply principles of food science in cooking and baking techniques.
14.0 Apply principles of nutrition in menu planning, cooking, and baking.

Cook/ Restaurant 2
15.0 Perform front-of-the-house duties.
16.0 Perform back-of-the-house and inventory duties.
17.0 Research college and career advancement opportunities in professional cooking and baking.
18.0 Follow food identification, selection, purchasing, receiving, storing, and inventory guidelines.
19.0 Practice advanced cooking and baking techniques.
20.0 Apply scientific principles in cooking and baking.

Head Cook/ Lead Cook
21.0 Demonstrate fruit and vegetable preparation skills.
22.0 Demonstrate stock, soup, and sauce preparation skills.
23.0 Demonstrate Garde manager and buffet food preparation skills.
24.0 Demonstrate dairy, egg, and starch by-product preparation skills.
25.0 Demonstrate meat, poultry, fish, and seafood preparation skills.
26.0 Demonstrate bakery goods and dessert presentation skills.

Food Service Management
27.0 Demonstrate management skills.

28.0 Comply with laws and regulations specific to the food service and hospitality industry.
29.0 Develop a business plan.
30.0 Create and prepare menus for various nutritional needs.
31.0 Utilize cost-control techniques to maximize profitability.
32.0 Interpret and incorporate guidelines and policies for food service establishments.
33.0 Compare and analyze the relationship of nutrition to wellness,
34.0 Develop and prepare menus for customers on special diets.
35.0 Compare and analyze menus of food establishments.

Florida Department of Education
Student Performance Standards

Program Title: **Professional Culinary Arts and Hospitality**
Career Certificate Number: **N100700**

Course Number: HMV0100 **Occupational Completion Point: A** **Food Preparation – 300 Hours**	
01.0	Identify career and employment opportunities. The student will be able to:
01.01	Discuss history and trends of the food service industry.
01.02	Identify the kitchen brigade system, occupations in the food service and hospitality industry, and their impact on the economy.
01.03	Identify levels of training required for food service and hospitality occupations.
01.04	Identify professional organizations related to hospitality/food service.
02.0	Exhibit the ability to follow state-mandated guidelines for food service. The student will be able to:
02.01	Demonstrate and utilize proper personal hygiene and personal health precautions (hand washing; use of gloves; grooming; proper hair restraints, closed-toe shoes, aprons, uniforms).
02.02	Demonstrate proper food handling techniques (thermometer use; thawing methods; internal cooking temperatures) utilizing current industry safety and sanitation procedures for the agency having jurisdiction.
02.03	Demonstrate and utilize proper techniques for lifting, receiving, and storing food supplies.
02.04	Demonstrate and utilize proper techniques for transporting, cooking, and holding food (proper ways to cool/reheat food; holding temperatures).
02.05	Demonstrate and utilize proper disinfecting, cleaning, and sanitizing techniques (cleaning vs. sanitizing; storing cleaning supplies; proper procedures for cleaning equipment).
02.06	Demonstrate and utilize proper licensed pest control procedures, including maintaining a clean facility.
02.07	Classify all causes of food-borne illnesses (e.g., biological, physical, and chemical).
02.08	Describe symptoms of food-borne illness and how food-borne illness can be prevented.
02.09	Describe cross-contamination and incorporate ways to prevent this from occurring.
02.10	Research top allergens and how to control allergy cross-contamination.

	02.11 Use acquired knowledge to obtain an employee food handler training certificate that is valid in Florida.
03.0	Demonstrate and incorporate workplace safety procedures. The student will be able to:
	03.01 Follow standard procedures for physical hazard control.
	03.02 Identify and utilize first-aid procedures for accidents and injuries.
	03.03 Follow the standards for infectious disease control.
	03.04 Apply sanitary procedures in maintaining the facility, including proper waste disposal methods.
	03.05 Maintain an SDS (Safety Data Sheet) for each product and keep it in a three-ring binder in the kitchen area.
	03.06 Explain the Federal Hazardous Communications Regulations law as recorded in 29 CFR-1910.1200.
	03.07 Demonstrate and utilize safety procedures related to the prevention of slips, falls, fire, boilers, proper lifting, and chemical use.
	03.08 Identify the HACCP (Hazard Analysis Critical Control Point) procedure during all food handling processes.
	03.09 Demonstrate proper knife handling skills.
04.0	Demonstrate personal productivity. The student will be able to:
	04.01 Exhibit employability skills (punctuality, dependability, appropriate appearance).
	04.02 Exhibit work ethics and integrity (employee theft and consequences).
	04.03 Maintain positive personal relationships, including acceptance of constructive criticism.
	04.04 Develop personal and professional etiquette.
	04.05 Demonstrate the ability to function as a team member in a diverse environment.
05.0	Utilize operational systems. The student will be able to:
	05.01 Follow local and state rules, regulations, and laws relative to area of operation.
	05.02 Identify and utilize security procedures necessary to prevent liability and loss.
	05.03 Create the Par-Stock list for an event or weekly school restaurant/café.
	05.04 Define *mise en place* and the relationship of organizational skills to productivity in the workplace.

06.0	Use and care for commercial tools and equipment. The student will be able to:
06.01	Identify commercial tools and equipment.
06.02	Use and maintain commercial tools.
06.03	Use and maintain commercial equipment
07.0	Describe the basic principles of food science. The student will be able to:
07.01	Identify herbs, spices, oils, and vinegars and their appropriate use in preparing food products that exhibit and enhance creativity, taste, and appearance.
07.02	Explain how taste and aroma combine to give foods their flavors.
07.03	List physical, psychological, cultural, and environmental influences on food likes and dislikes.
08.0	Demonstrate proficiency in culinary math. The student should be able to:
08.01	Demonstrate mastery of standard units of weights and measures used in the industry.
08.02	Demonstrate basic knowledge of kitchen measurements, conversions, and ratios.
08.03	Demonstrate the understanding of both wet and dry measurements.
08.04	Display an understanding of portion size and recipe yield.
08.05	Use, follow, prepare, and plate standardized recipes creatively.
08.06	Explain the purpose of standardized recipes.

Course Number: HMV0184
Occupational Completion Point: B (1 of 2)
Cook – Restaurant 1 – 150 Hours

09.0	Describe the basic principles of nutrition. The student will be able to:
09.01	List the essential nutrients and their functions.
09.02	Interpret food labels.
09.03	Identify different dietary needs.
09.04	Apply knowledge in creating menus that utilize nutritional principles.

10.0	Identify and explain front-of-the house and back-of-the-house duties. The student will be able to:
10.01	Identify, demonstrate, and utilize fundamentals of customer service.
10.02	Identify and explain techniques of front-of-the-house and back-of-the-house responsibilities, including but not limited to dining room setup, greeting, order-taking, serving, clearing, check presentation, bussing, food safety awareness, and cashiering.
10.03	Identify types of meal services.
10.04	Describe the types of workstations in the commercial kitchen.
10.05	Identify, explain, and illustrate basic knife cuts and skills.
10.06	Explain common cooking methods (roasting, baking, broiling, sautéing, frying, deep-frying, braising, and steaming).
11.0	Prepare and present food and beverage items to meet creativity aspects as well as quality standards. The student will be able to:
11.01	Recognize standards of food production for hot stations, cold stations, and beverage stations.
11.02	Prepare and creatively present items from hot stations, cold stations, and beverage stations.
12.0	Exhibit and utilize safe, secure, and sanitary work procedures. The student will be able to:
12.01	Follow federal, state, and local sanitation and safety codes.
12.02	Research Department of Health rules that affect culinary programs.
12.03	Research Department of Business and Professional Regulation rules/statutes that affect restaurants and the food service industry.
13.0	Apply principles of food science in cooking and baking techniques. The student will be able to:
13.01	Identify food products that are a result of fermentation.
13.02	Identify and explain the various leavening agents used in baking.
13.03	Explain the leavening process in baking.
13.04	Identify and explain the principles of thickening agents used in food preparation.
13.05	Distinguish between and demonstrate the physical properties of thickening agents.
13.06	Explain the role of pH in food preservation and baking applications.
13.07	Demonstrate and analyze the difference between moist, dry, and combination cooking methods.
13.08	Apply basic principles of the chemistry of food preparation to fruits and vegetables.

14.0	Apply principles of nutrition in menu planning, cooking, and baking. The student will be able to:
14.01	Interpret and create menus to meet current dietary guidelines and nutritional requirements of individuals with special needs.
14.02	Apply the current USDA guidelines to analyze diets to include special needs.
14.03	List categories of lipids (fats and oils) based on physical state and dietary sources.
14.04	Examine the functions of lipids (fats and oils) in food preparation.
14.05	Analyze the nutritional impact of lipids (fats and oils) in the diet.
Course Number: HMV0185 Occupational Completion Point: B (2 of 2) Cook - Restaurant 2 – 150 Hours	
15.0	Perform front-of-the-house duties. The student will be able to:
15.01	Recognize the needs of diverse populations.
15.02	Perform duties to meet the needs of the customer (greeting guests; escorting to tables and presenting menus; handling guests with special needs; transporting and serving meals; loading and carrying trays; etc.).
15.03	Handle customer complaints.
16.0	Perform back-of-the-house and inventory duties. The student will be able to:
16.01	Receive, store, and issue supplies.
16.02	Practice environmentally sound procedures.
16.03	Demonstrate and follow operational procedures between the front-of-the-house and back-of-the-house.
16.04	Demonstrate efficient time and motion techniques.
16.05	Coordinate responsibilities with those of other workstations.
16.06	Select appropriate tools and equipment for specific tasks.
17.0	Research college and career advancement opportunities in professional cooking and baking. The student will be able to:
17.01	Describe the elements of job search as they relate to advancement opportunities.
17.02	Create a resume to be used in a job search.

	17.03 Develop a personal career plan.
	17.04 Identify food and hospitality-related enterprises and their impact on the industry.
	17.05 Explain the benefits of membership in professional associations, including student organizations.
18.0	Follow food identification, selection, purchasing, receiving, storing, and inventory guidelines. The student will be able to:
	18.01 Identify and select basic food items according to standard qualities.
	18.02 Practice portion control and utilize costing procedures.
19.0	Practice advanced cooking and baking techniques. The student will be able to:
	19.01 Recognize standards of quality for advanced hot station items, cold station items, and beverage station items.
	19.02 Prepare and creatively present advanced hot station items, cold station items, and beverage station items.
20.0	Apply scientific principles in cooking and baking. The student will be able to:
	20.01 Identify the physical and chemical changes in foods that result from the application of heat or cold.
	20.02 Identify the effect of various levels of moisture on food.
	20.03 Identify the differences between a permanent and a temporary emulsion.
	20.04 Distinguish between the characteristics of acids and bases.
Course Number: HMV0171 Occupational Completion Point: C Head Cook/ Lead Cook – 300 Hours	
21.0	Demonstrate fruit and vegetable preparation skills. The student will be able to:
	21.01 Clean, prepare, and serve types of greens depending on their characteristics, and prepare them for salads.
	21.02 Clean, prepare, and serve fruits and demonstrate various preparation methods.
	21.03 Identify and select vegetables and demonstrate various preparation methods using moist and dry heat cooking techniques.
	21.04 Prepare fruit, vegetable, and composed salads.
	21.05 Create fruit and vegetable garnishes.

	21.06 Prepare salad dressings, cold sauces, and derivatives.
	21.07 Identify, select, and prepare various types of starches using moist and dry heat techniques.
	21.08 Apply basic principles of the chemistry of food preparation to fruits and vegetables.
22.0	Demonstrate stock, soup, and sauce preparation skills. The student will be able to:
	22.01 Prepare white stock, brown stock, and fish stock.
	22.02 Prepare roux and other thickening agents.
	22.03 Prepare Bechamel sauce, sauce espagnole/demi-glace, velouté, Hollandaise, and tomato sauce.
	22.04 Prepare cream soups, chowders, clear soups, and bisque.
	22.05 Recognize soups and sauces by taste and appearance.
23.0	Demonstrate Garde manager and buffet food preparation skills. The student will be able to:
	23.01 Prepare hot and cold beverages.
	23.02 Prepare hot and cold sandwiches.
	23.03 Prepare sliced meats and charcuterie.
	23.04 Prepare seafood cocktails and salads.
	23.05 Prepare cheese boards, canapés, and cold and hot hors d'oeuvres.
	23.06 Plan, set up, and serve buffets.
	23.07 Select, use, and maintain buffet equipment and utensils.
24.0	Demonstrate dairy, egg, and starchy product preparation skills. The student will be able to:
	24.01 Identify and select cheeses, milk, creams, and butter.
	24.02 Store and handle fresh, frozen, and cooked dairy products.
	24.03 Apply basic principles of the chemistry of proteins to cooking eggs and dairy products.
	24.04 Identify and select varieties of starchy foods and cereals.
	24.05 Select, break, and separate eggs.

	24.06 Prepare eggs using various cooking methods (boil, fry, scramble, poach, omelets, shirred).
	24.07 Prepare crepes and soufflés.
25.0	Demonstrate meat, poultry, fish, and seafood preparation skills. The student will be able to:
	25.01 Identify grades, types, and cuts of meat and select meat and poultry.
	25.02 Demonstrate basic principles of chemistry in cooking meat products.
	25.03 Prepare meat and poultry using both moist heat and dry heat cooking methods.
	25.04 Identify, evaluate, and select fish and seafood.
	25.05 Prepare fish and seafood using both moist heat and dry heat cooking methods.
	25.06 Prepare stuffing for meats, poultry, and seafood, and demonstrate the stuffing process.
	25.07 Demonstrate the proper procedure when marinating meat, poultry, and seafood.
26.0	Demonstrate bakery goods and dessert preparation skills. The student will be able to:
	26.01 Identify and select baking and dessert ingredients.
	26.02 Demonstrate and analyze the different functions of sweeteners, fats, flours, toughenners, liquids, and leaving agents in baking production.
	26.03 Define common baking terms and identify common baking ingredients.
	26.04 Identify and understand the various mixing methods used in the bakeshop.
	26.05 Prepare basic pie crusts, prepare pie fillings, and various pies.
	26.06 Prepare and bake quick breads using various mixing methods.
	26.07 Prepare and bake yeast breads and rolls.
	26.08 Prepare and bake a variety of types of cakes.
	26.09 Prepare icings and demonstrate the finishing of cakes and tortes.
	26.10 Prepare a variety of custards and creams, including but not limited to crème anglaise, pastry cream, mousses, Bavarians, and chiffons.
	26.11 Prepare and bake puff pastries.

	26.12 Prepare a variety of cookies using the drop, rolled, and bar cookie methods.
	26.13 Whip cream.

Course Number: HMV0126 Occupational Completion Point: D Food Service Management – 300 Hours	
27.0	Demonstrate management skills. The student will be able to:
	27.01 Identify characteristics of an effective manager.
	27.02 Examine management skills.
	27.03 Demonstrate effective communication skills.
	27.04 Use positive reinforcement techniques to increase productivity.
28.0	Comply with laws and regulations specific to the food service and hospitality industry. The student will be able to:
	28.01 Identify food service and hospitality laws and regulations to include OSHA and the Americans with Disabilities Act (ADA).
	28.02 Describe current computerized systems for purchasing and inventory control.
	28.03 Identify laws related to the handling of alcohol.
	28.04 Research the food safety manager training/certification programs that are accredited in Florida.
29.0	Develop a business plan. The student will be able to:
	29.01 Identify the elements of a business plan to include vision, goals, strategies, and action plans.
	29.02 Identify basic economic and marketing strategies.
	29.03 Analyze trends in the food service and hospitality industry.
30.0	Create and prepare menus for various nutritional needs. The student will be able to:
	30.01 Examine pricing strategies.
	30.02 Examine menu formats.
	30.03 Analyze menus for profitability

31.0	Utilize cost-control techniques to maximize profitability. The student will be able to:
31.01	Examine and utilize cost-out procedures to minimize food waste.
31.02	Identify computer software available for food service and hospitality management.
31.03	Identify an accounting and record-keeping system using selected software.
31.04	Identify purchasing, receiving, storing, and inventory systems.
31.05	Examine loss prevention factors such as safety, sanitation, food handling, ware handling, maintenance, insurance, and environmental effects.
31.06	Interpret profit and loss statements.
31.07	Identify the responsibility of everyone to be held accountable for profitability.
32.0	Interpret and incorporate guidelines and policies for food service establishments. The student will be able to:
32.01	Develop employee guidelines such as job descriptions, training, and scheduling.
32.02	Describe the characteristics of an efficient purchasing, receiving, storing, and inventory system.
33.0	Compare and analyze the relationship of nutrition to wellness. The student will be able to:
33.01	Describe the functions and sources of the 6 classifications of nutrients.
33.02	Identify the effects of nutrient deficiencies and excesses.
33.03	Apply the current USDA guidelines to analyze diets to include special needs.
33.04	Describe the ABC's of the Dietary Guidelines for Americans from the United States Department of Agriculture (https://www.dietaryguidelines.gov/).
33.05	Determine the relationship between food choices, eating, and wellness vs. profit/loss margins.
33.06	Explain how to encourage healthy eating habits for people in every stage of the life cycle.
33.07	List the types of food additives and explain their purpose.
34.0	Develop and prepare menus for customers on special diets. The student will be able to:
34.01	Create a menu for customers with dietary limitations.
34.02	Describe the preparation methods used to prepare a nutritious meal for customers with special dietary needs (heart-healthy, vegetarian, religious dietary laws, etc.).

	34.03 Identify common food allergies and determine appropriate substitutions.
	34.04 Prepare meals for customers with special dietary needs.
	34.05 List the serving sizes for an average adult.
35.0	Compare and analyze menus of food establishments. The student will be able to:
	35.01 Analyze the menus of different food establishments to see how the daily requirements of an average adult can be met by dining in the establishments.
	35.02 Plan a menu meeting the "Truth-in-Menu Guidelines".

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Career and Technical Student Organization (CTSO)

CTSOs are co-curricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. Other CTSOs not listed in this curriculum framework or recognized by the Florida Department of Education are permissible provided they support student mastery over the standards and benchmarks of this curriculum framework.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Basic Skills

In Career Certificate Programs offered for 450 hours or more, in accordance with Rule 6A-10.040, F.A.C., the minimum basic skills grade levels required for postsecondary adult career and technical students to complete this program are: Computation (Mathematics) and Communications (Reading and Language Arts). These grade level numbers correspond to a grade equivalent score obtained on a state designated basic skills examination.

Adult students with disabilities, as defined in Section 1004.02, Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted) as defined in s. 1003.01, F.S., may also be exempted from meeting the Basic Skills requirement. Each school district and Florida College System Institution must adopt a policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91, F.S.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as

instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.