

**6A-10.0245 Award of Postsecondary Credit or Career Education Clock Hours for Completion of the Workforce Internship Component of the Step into Success Pilot Program**

(1) Purpose. The purpose of this rule is to establish procedures for the award of postsecondary credit or career education clock hours for internship positions held by former foster youth who participated in the onsite workforce training internship component of the Step into Success Pilot Program pursuant to section (s.) 409.1455, Florida Statutes (F.S.). Institutions that currently have an established procedure for the assessment and award of postsecondary credit or career education clock hours for internships may adhere to their institutional policy in lieu of this procedure, provided that the institution's process results in, at a minimum, the same award of postsecondary college credit or career education clock hours to the student.

(2) Award of postsecondary credit. For purposes of this rule, the award of postsecondary college credit or career education clock hours for completion of the workforce internship component of the Step into Success Pilot Program shall herein be referred to as Credit for the Workforce Internship Component (CWIC). Institutions assessing petitions for the award of CWIC that are not using their own process must adhere to the following:

(a) Each institution shall be responsible for identifying appropriate subject matter experts to assess and rate petitions for the award of CWIC and to recommend approval or disapproval based on the knowledge, skills, and expertise acquired in the internship training component aligned to the course learning outcomes of the course(s) being petitioned.

(b) For the award of postsecondary college credit, the institution being petitioned must offer courses in the Statewide Course Numbering System that align with the student's program of study and internship training. For the award of postsecondary clock hour credit, the internship training must align with a program in the Statewide Career and Technical Education Curriculum Frameworks.

(c) Each institution shall not require a fee for the assessment of CWIC.

(d) When CWIC credit is awarded, the credit must be awarded in the following rank order:

1. First, general education courses;

2. Second, program-specific courses; and

3. Third, elective courses.

(3) Student eligibility. To be eligible for consideration of CWIC, students must meet the requirements below:

(a) Complete the onsite workforce training internship component of the Step into Success Pilot Program.

(b) Be a degree or certificate seeking student of the institution from which CWIC is being petitioned.

(c) Meet all college and program admission requirements for the student's program of study in accordance with the institution from which CWIC is being petitioned.

(4) Required documentation. FCS institutions that elect to assess a student's internship for the award of CWIC pursuant to the process established herein must determine if an award is warranted based on the incorporated forms described in this subsection. Each institution may establish submission deadlines for Form No. CWIC-02 and Form No. CWIC-03. Within thirty (30) days of Form No. CWIC-02 and Form No. CWIC-03 being received by the institution, Form No. CWIC-04 must be completed by the subject matter expert, provided that there are more than thirty (30) days remaining in the semester during which CWIC was petitioned. Institutions may request additional information required to determine the award of CWIC from the participating organizations.

(a) The CWIC Petition form, Form No. CWIC-01, establishes the process at the institution to initiate the petition for CWIC and to track the progress and outcome of the request.

(b) The CWIC Mentor Training Record, Form No. CWIC-02, establishes the process for the intern's assigned mentor to document the training received in the workforce internship component.

(c) The CWIC Equivalency and Course Alignment form, Form No. CWIC-03, establishes the process for interns to provide evidence of the knowledge and skills acquired through participation in the workforce internship component and to demonstrate the alignment with the course learning outcomes of the course(s) being petitioned.

(d) The CWIC Internship Assessment Rubric, Form No. CWIC-04, establishes the process for subject matter experts to assess and rate the equivalency and alignment of the workforce internship component with the appropriate postsecondary course(s) and course description(s).

(5) Reporting. Each institution that admits students who have completed the workforce internship component of the Step into Success Pilot Program and that have petitioned the award of CWIC must report by October 1 of each year in a format prescribed by the department the number of students who were enrolled during the prior academic year, the course credit by course prefix and number that was awarded to each student, the student's program of study and whether the student completed a degree program or earned a certificate.

(6) Incorporated documents. The following forms are hereby incorporated by reference and made part of this rule. Copies may be obtained at [Division of Florida Colleges Webpage Link](#) or from the Division at 325 West Gaines Street, Suite 1244, Tallahassee, Florida, 32399.

(a) Form No. CWIC-01, CWIC Petition, [Florida Rules Link](#), effective December 2024.

(b) Form No. CWIC-02, CWIC Mentor Training Record, [Florida Rules Link](#), effective December 2024.

(c) Form No. CWIC-03, CWIC Equivalency and Course Alignment, [Florida Rules Link](#), effective December 2024.

(d) Form No. CWIC-04, CWIC Internship Assessment Rubric, [Florida Rules Link](#), effective December 2024.

*Rulemaking Authority 1001.02(1), (2)(n), 409.1455(9), FS. Law Implemented 409.1455, FS. History–New*

**Step Into Success Program  
Credit for Workforce Internship Component (CWIC)  
CWIC Petition  
Form No. CWIC-01**

**DIRECTIONS: Student must use this form to initiate the process to petition the award of CWIC. Student must submit this form directly to the institution being petitioned for the award of CWIC.**

**Note:** Institutions that already have an established process for the award of postsecondary credit or career education clock hours for internships or other work-based learning experiences may defer to their institutional policy and procedures in lieu of this procedure. Pursuant to Rule 6A-10.0245(2)(c), Florida Administrative Code (F.A.C.), students must not be assessed a fee for the petition of CWIC.

**\*To be eligible for CWIC, the criteria below must be verified before initiating the petition. You may have to contact the institution you plan to attend to help determine eligibility before applying for admission.**

1. The institution from which you are petitioning CWIC must have an academic or workforce program and coursework or training that align with your chosen area of internship.
2. You must be a degree or certificate seeking student of the institution from which you are petitioning CWIC.
3. You must meet all college and program admission requirements for the student's program of study in accordance with the institution from which you are petitioning CWIC.
4. You cannot be currently enrolled in the course for which you are petitioning CWIC.
5. You cannot have previously received a grade of A, B, C, or S in the course(s) for which you are petitioning CWIC.

\*Any exception must be approved by the institution awarding CWIC.

Initial Here

Please provide your initials if the eligibility criteria above have been verified.

\_\_\_\_\_

**If you are eligible for CWIC based on the requirements listed above, then the intern's assigned mentor must proceed with completing Form No. CWIC-02. Once the mentor completes Form No. CWIC-02, the intern must meet with an advisor at the institution being petitioned for the award of CWIC and present Form No. CWIC-01 and Form No. CWIC-02.**

**STEP 1: STUDENT – Start the CWIC assessment process by meeting with an advisor to initiate Form No. CWIC-01 and by providing the institution with a signed copy of Form No. CWIC-02.**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Institution: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

**STEP 2: ADVISOR – Advisor must forward Form No. CWIC-01 and Form No. CWIC-02 to the appropriate department and provide a signed copy of Form No. CWIC-01 to the student.**

Department: \_\_\_\_\_ Department Contact: \_\_\_\_\_

The department contact must inform the student of the course to which the internship is most closely aligned and provide the student with the course learning outcomes of that course and with Form No. CWIC-03 to be completed by the student.

**STEP 3: Subject Matter Expert (SME) – SME must complete Step 3 after the assessment of Form No. CWIC-02 and Form No. CWIC-03 has been completed by the SME using the assessment rubric in Form No. CWIC-04. SME must forward all forms to the head of the department.**

Course Petitioned (prefix/number/title): \_\_\_\_\_

- CWIC assessment demonstrates achievement of the course learning outcomes
- CWIC assessment does not demonstrate achievement of the course learning outcomes

Comments (if applicable): \_\_\_\_\_

Course awarded: \_\_\_\_\_ Credits/Clock Hours: \_\_\_\_\_

SME Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 4: DEPARTMENT – Department representative must submit form to Admissions and Records for processing.**

**Department Approval:**

Comments (if applicable): \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5: ADMISSIONS AND RECORDS – Admissions representative must process form for the award of CWIC. Student must be notified of the status of the award before the end of the semester during which CWIC was petitioned.**

**Admissions and Records:** The information provided  meets /  does not meet the guidelines described by Rule 6A-10.0245 Statewide Award of Postsecondary Credit or Career Education Clock Hours for Completion of the Workforce Internship Component of the Step into Success Program, F.A.C.

Comments (if applicable): \_\_\_\_\_

Credit to be granted for:  Fall  Spring  Summer 20\_\_\_\_\_

**Step Into Success Program  
Credit for Workforce Internship Component (CWIC)  
CWIC Mentor Training Record  
Form No. CWIC-02**

**DIRECTIONS:** The participating organization mentor must use this form to detail the onsite workforce training (knowledge, skills) that the intern received during the internship. A signed copy of this form must be provided to the intern to provide to the institution being petitioned for the award of CWIC.

Participating Organization: \_\_\_\_\_

Intern's Assigned Mentor's Name: \_\_\_\_\_

Intern's Chosen Area of Interest: \_\_\_\_\_

Total Internship Hours Completed: \_\_\_\_\_

**Onsite Workforce Training – the mentor must describe the knowledge and skills covered as part of the internship training, to include but not limited to activities, workshops, webinars, seminars, projects, hands-on experience, and any other form of training. Provide additional information regarding the length or duration of the events. Mentor may attach supporting documentation or expand the summary beyond the current page.**

1. Describe the knowledge and skills covered in the internship, providing as much detail as possible.

**Intern's Assigned Mentor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step Into Success Program**  
**Credit for Workforce Internship Component (CWIC)**  
**CWIC Equivalency and Course Alignment**  
**Form No. CWIC-03**

**DIRECTIONS:** The student petitioning for the award of CWIC must use this form to detail how the knowledge and skills gained during the onsite workforce training internship component align with the learning outcomes of the course being petitioned. The student must be provided with the learning outcomes of the course. A signed copy of this form must be provided to the institution being petitioned for the award of CWIC.

**Note:** The CWIC Equivalency and Course Alignment assessment process is not a guarantee that you will be awarded credit for the course being petitioned. Subject Matter Experts will assess whether your petition provides sufficient evidence that you have demonstrated appropriate college-level mastery of the course content through the internship component.

Institution Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Course Petitioned (prefix/number/title): \_\_\_\_\_

**Student – Adequately explain how the knowledge and the skills you learned in the internship align with the course learning outcomes (CLO) of the course being petitioned for CWIC. Please add pages if the course has more than 10 CLOs.**

**Note:** The goal of this section is to demonstrate how your internship experience aligns to key concepts within the learning outcomes of the course. As such, it is important to provide evidence of learning that demonstrates your mastery of the course learning outcomes and that you have developed sufficient college-level learning to earn credit for the course being petitioned for CWIC.

For each course learning outcome, describe how what you have learned in the internship validates your knowledge of the course content and aligns with the CLOs of the course. Before responding, you may wish to review the CLOs.

LEARNING OUTCOME 1
Insert Response Here:

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step Into Success Program**  
**Credit for Workforce Internship Component (CWIC)**  
**CWIC Internship Assessment Rubric**  
**Form No. CWIC-04**

**DIRECTIONS: Subject Matter Expert (SME) must use this form to assess and rate the equivalency and alignment of the internship component with the course (one course per form) being petitioned in order to award CWIC. On the following pages, please provide each Course Learning Outcome (CLO) (1 per page) in the space provided, or attach the CLOs to this rubric. Make sure to include comments, a score for each item, and a total score for that outcome on each page. This form must be completed within thirty (30) days of the institution receiving Form No. CWIC-02 and Form No. CWIC-03, provided that there are more than thirty (30) days remaining in the semester during which CWIC was petitioned.**

Below are the criteria for scoring each CLO. The criteria are designed to determine whether clear evidence was provided that demonstrates that a student who is requesting credit has mastered the course learning outcomes. Students must score a minimum of 70% for each outcome for credit to be awarded.

<b>POINTS KEY for EACH COURSE LEARNING OUTCOME</b>		
Documentation provided does not meet expectations	Evidence demonstrates very low level of mastery of this outcome. The evidence is unconvincing, incomplete, or very inadequate.	3
Documentation provided lacks critical elements	Evidence demonstrates inadequate mastery of this outcome. Some aspects of the evidence is acceptable, but the majority is unconvincing.	5
Documentation provided adequately meets expectations	Evidence demonstrates adequate mastery of this outcome. Although not perfect, the evidence is free of major conceptual problems.	7
Documentation provided exceeds expectations	Evidence demonstrates sophisticated mastery of this outcome. The evidence is complete, accurate, and free of conceptual problems.	10

Once all of the CLOs have been reviewed, add up the total of all outcomes. The passing score is based on 70% of total allowable points (see example below). The total allowable points for 10 outcomes is 140, so a passing final score for a course with 10 CLOs would be 210 total points. The formula will have to be adjusted for each student based on the number of outcomes of the course under consideration. Please add pages if the course has more than 10 CLOs.

<b>(EXAMPLE) TOTAL for ALL COURSE LEARNING OUTCOMES</b>	
A. Total Score for All Outcomes (sum of total score for each outcome)	<b>X = 140</b>
B. Total Allowable Points (total possible score for each outcome times # of CLOs)	<b>Y = 200</b>
C. Total (X / Y = Z)	<b>Z = .7 (70%)</b>





<b>COURSE (prefix/number/title):</b>			
<b>COURSE LEARNING OUTCOME 1</b>			
Insert CLO Here:			
<b>ITEM</b>	<b>TARGET</b>	<b>COMMENTS (if applicable)</b>	<b>ITEM SCORE</b>
<b>SOURCES OF LEARNING (EXPERIENCES)</b>			
Form No. CWIC-02	The mentor's description and documentation of the knowledge and skills covered through the internship training serve as relevant evidence of alignment with the CLO.		
<b>EVIDENCE OF LEARNING (COMPETENCIES)</b>			
Form No. CWIC-03	The candidate's description of how the knowledge and skills learned through the internship training align with the CLO of the course being petitioned serves as relevant evidence of alignment with the CLO.		
Total for Outcome			0

<b>TOTAL for ALL COURSE LEARNING OUTCOMES</b>	
D. Total Score for All Outcomes (sum of total score for each outcome)	<b>X =</b>
E. Total Allowable Points (total possible score for each outcome times # of CLOs)	<b>Y =</b>
F. Total (X / Y = Z)	<b>Z =</b>

SME Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After the assessment is complete, the SME must complete Step 3 of Form No. CWIC-01 and then forward all forms to the head of the department.**