

Florida Department of Education  
Curriculum Framework

The standards and/or benchmarks for this program were updated for the 2026-27 academic year.

**Program Title:** Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1  
**Program Type:** Career Preparatory  
**Career Cluster:** Architecture and Construction

Career Certificate Program	
Program Number	C400410
CIP Number	0615050111
Grade Level	30, 31
Program Length	750 Hours
Teacher Certification	Refer to the <b>Program Structure</b> 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	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a>
Basic Skills Level	Computations (Mathematics): 10      Communications (Reading and Language Arts): 9

### Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

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 Architecture and Construction 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 Architecture and Construction career cluster.

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

**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 three 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 courses 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	ACR0000	Introduction to HVAC/R	AC HEAT ME @7 G REFRG MECH 7 G	250 Hours
B	ACR0001	HVAC/R Fundamentals		250 Hours
C	ACR0012	HVAC/R Service Practices		250 Hours

**Florida’s Career Readiness Skills for CTE Programs**

<b>Employability Skills</b>	
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.

<b>Job Attainment</b>	
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:

- 01.0 Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 02.0 Explain the importance of employability, soft skills, entrepreneurship skills and making career plans.
- 03.0 Identify, use and maintain the tools and tool accessories used in the heating, air-conditioning and refrigeration industry.
- 04.0 Demonstrate mathematics knowledge and skills.
- 05.0 Explain the properties of matter and heat behavior.
- 06.0 Describe the history and concepts of heating, air-conditioning and refrigeration.
- 07.0 Analyze fluids, pressures, refrigerants and related codes.
- 08.0 Evaluate heating, air-conditioning and refrigeration system components and accessories.
- 09.0 Fabricate and service the piping, tubing and fittings used in the heating, air-conditioning & refrigeration industry.
- 10.0 Utilize and operate mechanical refrigeration servicing and testing equipment.
- 11.0 Demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment.
- 12.0 Demonstrate knowledge of electrical wiring in air-conditioning and refrigeration.
- 13.0 Troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components.
- 14.0 Select and test electrical generation and distribution components for commercial heating and air conditioning systems.
- 15.0 Maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.
- 16.0 Utilize mechanical components of heating air-conditioning and refrigeration systems.
- 17.0 Operate solid-state electronics as used in heating, air-conditioning and refrigeration systems.
- 18.0 Read construction documents.
- 19.0 Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures.
- 20.0 Conduct start-up and check-out procedures for mechanical heating and air-conditioning systems.
- 21.0 Use combustion-type heating servicing and testing equipment.
- 22.0 Troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems.
- 23.0 Understand the design of heating and cooling systems.

Florida Department of Education  
 Student Performance Standards

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1  
 Career Certificate Program Number: C400410

<b>Course Number: ACR0000</b>	
<b>Occupational Completion Point: A</b>	
<b>Introduction to HVAC/R – 250 Hours</b>	
01.0	Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. The student will be able to:
01.01	Describe personal and jobsite safety rules and regulations that maintain safe and healthy work environments.
01.02	Explain the reasons for regular safety meetings and for company safety policies.
01.03	Explain the need for employee-background checks and medical examinations.
01.04	Identify appropriate fire extinguishers and other such safety devices.
01.05	Identify and follow emergency and rescue procedures.
01.06	Identify and use safe-handling practices as they relate to hazardous and volatile fluids, compounds and gases.
01.07	Demonstrate Occupational Safety and Health Administration (OSHA) 10, Environmental Protection Agency (EPA) practices, Department of Transportation (DOT) hazardous materials safety requirements, lock-out and tag out, and electrical safety.
01.08	Obtain OSHA 10 or OSHA 30 Construction Industry training and, optionally, the associated certification.
01.09	Select and wear proper protective clothing and equipment.
01.10	Describe the purpose and requirements of local, state and federal heating, air-conditioning and refrigeration codes and standards as well as the manufacturer's installation instructions.
01.11	Identify and use OSHA practices when working with heating, air-conditioning and refrigeration systems and equipment.
01.12	Explain emergency procedures to follow in response to workplace accidents.
01.13	Understand a disaster and/or emergency response plan.
02.0	Explain the importance of employability, soft skills, entrepreneurship skills and making career plans. The student will be able to:
02.01	Identify and demonstrate positive work behaviors, including soft skills and entrepreneurship skills, needed to be employable.
02.02	Develop personal career plan that includes goals, objectives and strategies.

02.03	Create and maintain a career portfolio to document knowledge, skills and experience. (Optional)
02.04	Exhibit a professional appearance through appropriate grooming and attire.
02.05	Evaluate and compare employment opportunities that match career goals.
02.06	Identify and exhibit traits for retaining employment.
02.07	Identify opportunities and research requirements for career advancement.
02.08	Research the benefits of ongoing professional development.
02.09	Apply good customer-relations skills.
02.10	Identify various professional organizations, associations and societies and explain their purposes
03.0	Identify, use and maintain the tools and tool accessories used in the heating, air-conditioning and refrigeration industry. The student will be able to:
03.01	Follow safety precautions when using hand and power tools.
03.02	Identify and use basic hand tools and tool accessories; power tools (electric and mechanical); pipe and tube-working tools; and specialized tools of the trade.
03.03	Apply appropriate care and maintenance procedures for tools and tool accessories, following the directions in the tool-equipment manufacturer's manual.
03.04	Include manufacturer's representative and tool distributors for participation in class instruction. (Optional)
04.0	Demonstrate mathematics knowledge and skills. The student will be able to:
04.01	Demonstrate knowledge of applied mathematics.
04.02	Analyze and apply data and measurements to solve problems and interpret documents.
05.0	Explain the properties of matter and heat behavior. The student will be able to:
05.01	Describe and explain freezing point, critical temperature and absolute zero.
05.02	Explain the gas laws (Dalton, Boyle and Charles) used when dealing with air and its properties.
05.03	Describe matter, heat and heat transfer.
05.04	Differentiate between heat and temperature.
05.05	Explain and distinguish among the characteristics of the three states of matter.

05.06	Explain the relationship between temperature and humidity.
05.07	Differentiate between latent heat and sensible heat.
06.0	Describe the history and concepts of heating, air-conditioning and refrigeration. The student will be able to:
06.01	Explain the basic principles of heating, ventilation and air-conditioning.
06.02	Identify the refrigeration cycle.
06.03	Identify and explain the four major refrigeration components.
06.04	Identify and explain the characteristics of a compression-cycle refrigerant system.
06.05	Differentiate between air-conditioning and refrigeration.
06.06	Differentiate between split systems, mini-splits and package systems.
07.0	Analyze fluids, pressures, refrigerants and related codes. The student will be able to:
07.01	Identify and explain general safety issues and EPA rules and regulations regarding the handling of refrigerants.
07.02	Define and explain pressure, fluid and temperature.
07.03	Explain the standards for and ways to measure and calculate absolute and gauge pressures.
07.04	Identify and explain the classifications, properties and uses of different refrigerants based on chemical composition.
07.05	Explain how fluids react and flow in a closed versus an open environment or vessel.
07.06	Define and identify "color-coding" of refrigerant cylinders (optional).
07.07	Explain the proper methods of transferring, storing and recovering refrigerants.
07.08	Explain the effects of an improper refrigerant and contaminants in a system.
07.09	Identify the refrigerants in common use and state the types of applications in which each is used (e.g. R-410A, R-454A, R-32).
07.10	Describe how azeotropes and near-azeotropes differ from each other and from so-called pure refrigerants.
07.11	Compare and interpret a P-T chart for pure refrigerants, azeotrope, and near-azeotrope refrigerants and explain the difference between bubble point and dew point.
07.12	Demonstrate refrigerant leak detecting methods.
07.13	Identify the different types of oils used in refrigeration systems and explain their relationships to the various refrigerants.

07.14	Explain how to add and remove oil from a system.
07.15	Describe how to test oil for acid contamination.
08.0	Evaluate heating, air-conditioning and refrigeration system components and accessories. The student will be able to:
08.01	Explain the types, operation, use and requirements of: <ul style="list-style-type: none"> <li>• Compressors (such as reciprocating, rotary, screw, scroll and inverter)</li> <li>• Condensers and evaporators (such as evaporative condensers, evaporative coils, shell and tube, tube within a tube and fin and tube)</li> <li>• Metering devices (such as adjusting automatic and thermostatic expansion valves, fixed orifices, stepper motor electronic expansion valve (EEV), solenoid EEV and other devices available on the local market)</li> </ul>
08.02	Identify the location and explain the uses of refrigerant flow accessories.
08.03	Identify the location and explain the uses of heating, air-conditioning and refrigeration-system accessories (such as receivers, dryers/filters, solenoid valves, heat exchangers, accumulators, suction filter, oil separators, evaporator pressure-regulating valve, crankcase pressure-regulating valves, hot gas bypass valves and check valves).
09.0	Fabricate and service the piping, tubing and fittings used in the heating, air-conditioning and refrigeration industry. The student will be able to:
09.01	Identify and explain the purpose of the piping, tubing and fittings used in the heating, air-conditioning and refrigeration industry.
09.02	Bend tubing, using tube benders.
09.03	Connect tubing using flared fittings, pressed fittings and compression fittings.
09.04	Connect tubing, using a swaged-joint connection.
09.05	Identify and use various types of torches.
09.06	Identify, select and use appropriate brazing alloys, materials and skills.
09.07	Explain the purposes and procedures for protecting piping materials and fabrication, such as valves, fittings and products from heat.
09.08	Braze tubing while purging dry nitrogen.
09.09	Silver-braze brass, steels and copper.
09.10	Demonstrate an understanding of the procedures for installing pipe and tubing insulation.
09.11	Explain the procedures required for installing heating, air-conditioning, refrigerant and ventilation accessories.

09.12	Fabricate and leak-test the piping, tubing and fittings used in the heating, air-conditioning and refrigeration industry.
09.13	Demonstrate proper safety measures when fabricating and servicing piping, tubing and fittings.
10.0	Utilize and operate mechanical refrigeration servicing and testing equipment. The student will be able to:
10.01	Identify and explain the effects of superheat and sub-cooling on a system.
10.02	Identify and explain the functions of servicing and testing equipment (such as vacuum pumps, micron gauges, EPA-approved equipment, leak detectors and charging systems).
10.03	Operate a refrigerant recovery system.
10.04	Apply specific safety and recovery practices for refrigerants used in the industry.
10.05	Apply specific safety practices as they relate to handling and storing cylinders and materials.
10.06	Explain the standards for and ways to measure, test, maintain and evacuate a mechanical heating, air-conditioning and refrigeration system.
10.07	Evacuate the refrigerant system with various vacuum methods.
10.08	Demonstrate compliance with Environmental Protection Agency (EPA) rules and regulations and, if possible, take the EPA test.
10.09	Charge various air-conditioning and mechanical refrigeration systems by various methods.
10.10	Demonstrate the effects of superheat and sub-cooling on a system utilizing test equipment (such as thermometers and gages).

**Course Number: ACR0001**  
**Occupational Completion Point: B**  
**HVAC/R Fundamentals – 250 Hours**

11.0	Demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment.
11.01	Explain the principles of electricity.
11.02	Explain single- and three-phase power distribution.
11.03	Define and explain watts, ohms, volts and amps.
11.04	Identify and explain electrical measuring tools and devices.
11.05	Explain the standards for and ways to measure watts, resistance, voltage and amperage, using appropriate instruments or devices.
12.0	Demonstrate knowledge of electrical wiring in air-conditioning and refrigeration. The student will be able to:

12.01	Identify and explain appropriate electrical wiring symbols.
12.02	Draw and explain a wiring schematic diagram for a control system.
12.03	Create a wiring schematic for an air conditioner an electric furnace, a heat pump, an oil furnace (optional) and a gas furnace.
13.0	Troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components. The student will be able to:
13.01	Identify and explain the operations of electrical control systems and their components (zone damper motors, duel fuel lock out controls, outdoor thermostats/low ambient controls, defrost controls/timers and auxiliary heating controls, contactors, relays, circuit boards, motors, solenoids, and thermostats.).
13.02	Troubleshoot protection devices, such as fuses and breakers.
13.03	Identify, install and troubleshoot controls for heating, air-conditioning and refrigeration systems.
13.04	Explain the operation of different types of electromechanical communicating, humidity control, and Wi-Fi and programmable operating thermostats.
13.05	Understand the basics of how to troubleshoot operational problems for different types of electromechanical communicating, humidity control, and Wi-Fi operating thermostats.
14.0	Select and test electrical generation and distribution components for commercial heating and air conditioning systems. The student will be able to:
14.01	Determine wire sizes and voltage drops.
14.02	Describe the operation of various types of transformers, including 230 vs. 208 volt issues and also voltage issues from compressor time delays.
15.0	Maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems. The student will be able to:
15.01	Explain how alternating current is developed and draw a sine wave.
15.02	Identify and explain single-phase and three-phase wiring arrangements.
15.03	Explain how phase shift occurs in inductors and capacitors.
15.04	Describe the types of capacitors and their applications.
15.05	Explain the operation of single-phase and three-phase induction motors.
15.06	Identify and explain the operations and applications of various types of electrical motors, including electronically commutated motors (ECM) and variable speed motors, and their components as used in heating and air-conditioning systems.
15.07	Maintain, test and troubleshoot various types of electrical motors, including ECM and variable speed motors and their components as used in heating and air-conditioning systems.
15.08	Demonstrate the proper use of motor testing equipment.

15.09 Demonstrate how to reverse the rotation of a motor.

**Course Number: ACR0012  
Occupational Completion Point: C  
HVAC/R Service Practices – 250 Hours**

16.0 Utilize mechanical components of heating air-conditioning and refrigeration systems. The student will be able to:

16.01 Evaluate metering-device performance.

16.02 Explain the methods of compression, lubrication and compressor modulation.

16.03 Analyze the operating condition of a compressor.

16.04 Test, troubleshoot and correct the causes of mechanical problems in a heating, air-conditioning and refrigeration system.

16.05 Evaluate system performance.

17.0 Operate solid-state electronics as used in heating, air-conditioning and refrigeration systems. The student will be able to:

17.01 Explain the basic principles and functions of electronic controls.

17.02 Explain basic solid-state circuits and boards.

17.03 Identify, test and replace circuits and boards.

17.04 Explain codes and standards and safety requirements for working with the electrical components used in heating, air conditioning and refrigeration.

17.05 Understand, install and troubleshoot inverter technology.

18.0 Read construction documents. The student will be able to:

18.01 Recognize and identify basic construction drawing terms, components and symbols.

18.02 Relate information on construction drawings to actual locations on the project.

18.03 Recognize different classifications of construction drawings.

18.04 Interpret and use drawing dimensions.

19.0 Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures. The student will be able to:

19.01 Read and comply with dispatch orders.

19.02	Explain codes and ordinances.
19.03	Assist in the installation of a heating and air-conditioning system to the manufacturer's installation and operation specifications, using a practical knowledge of duct fabrication methods.
19.04	Determine which charging method is appropriate for a given type of system in a residential air-conditioning unit and adjust superheat and/or sub-cooling.
19.05	Determine the temperature split/ difference across the evaporator.
19.06	Select and install refrigerant and condensate piping following proper design principles.
19.07	Determine the temperature split/ difference across the condenser.
19.08	Explain the electrical and mechanical operations of the basic heat pump.
19.09	Write a service report.
20.0	Conduct start-up and check-out procedures for mechanical heating and air-conditioning systems. The student will be able to:
20.01	Identify and explain the following heat-pump systems: air-to-air, water-to-air, water-to-water, air-to-ground (geothermal), open-loop and closed-loop.
20.02	Determine the start-up and checkout procedures recommended by different manufacturers.
20.03	Determine the temperature split/difference across the outdoor coil on a heat pump.
20.04	Determine the temperature split/difference across the indoor coil on a heat pump.
20.05	Examine licensing, certification and industry credentialing requirements.
21.0	Use combustion-type heating servicing and testing equipment. The student will be able to:
21.01	Explain combustion theory and the safety precautions for using combustion-type-heating servicing and testing equipment.
21.02	Identify and explain the various types of combustion-type heating servicing and testing equipment (such as draft gauge, U-tube manometer, sling psychrometer, millivolt meter and oil-furnace testing equipment).
21.03	Use the servicing and testing equipment.
21.04	Test, analyze and troubleshoot combustion-type-heating systems.
22.0	Troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems. The student will be able to:
22.01	Identify and discuss the safety and regulation issues and concerns.
22.02	Explain the operations of various types of gas valves and regulators (such as low-voltage, line-voltage, pneumatic (optional), solenoid and gas and pressure regulators).

22.03	Identify various types of gas valves and regulators.
22.04	Determine the application of gas valves and regulators.
22.05	Troubleshoot gas valves and regulators.
23.0	Understand the design of heating and cooling systems. The student will be able to:
23.01	Identify and describe the steps in the system design process.
23.02	Use construction drawings or an actual job site to obtain information needed to complete heating and cooling load estimates.
23.03	Identify the factors that affect heat gains and losses to a building and describe how these factors influence the design process.
23.04	Participate a load calculation a load estimate to determine the heating and/or cooling load of a building.
23.05	State the principles that affect the selection of equipment to satisfy the calculated heating and/or cooling load.
23.06	Select heating and/or cooling equipment using manufacturers' product data.
23.07	Identify the various types of duct systems and explain why and where each type is used.
23.08	Demonstrate the effect of fittings and transitions on duct system design.
23.09	Use a friction loss chart and duct sizing table to size duct.
23.10	Select and install refrigerant and condensate piping following proper design principles.
23.11	Describe airflow and pressures in a basic forced-air distribution system.
23.12	Explain the differences between propeller and centrifugal fans and blowers.
23.13	Demonstrate and explain the installation of metal, fiberboard and flexible duct.
23.14	Demonstrate or explain the use and installation of dampers used in duct systems.
23.15	Demonstrate or explain the use and installation of insulation and vapor barriers used in duct systems.
23.16	Identify instruments used to make measurements in air systems and explain the use of each instrument.
23.17	Make basic temperature, air pressure and velocity measurements in an air distribution system.
23.18	Describe the benefits of conditioned air and indoor air quality.

## 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.