Florida Department of Education
Curriculum Framework

Program Title: **Industrial Machinery Maintenance 1**
Program Type: **Career Preparatory**
Career Cluster: **Manufacturing**

Career Certificate Program		
Program Number	J590100	
CIP Number	0647030303	
Grade Level	30, 31	
Program Length	750 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 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 manufacturing 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 manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in industrial-machinery maintenance positions.

The content includes but is not limited to understanding all aspects of the industrial-machinery maintenance-technology industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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 two 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	ETI0450	Industrial Machinery Maintenance Assistant	BLDG CONST @7 7G IND ENGR 7G MACH SHOP @7 7G MILLWRIGHT 7G TEC CONSTR @7 7G	450 hours
B	ETI0456	Machinery Maintenance Mechanic		300 hours

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:

01.0 Apply safety rules and procedures.
02.0 Explain basic electricity and electronics.
03.0 Perform mathematical calculations.
04.0 Use and maintain hand tools.
05.0 Use and maintain portable power tools.
06.0 Read plans and drawings.
07.0 Perform measuring and layout operations.
08.0 Demonstrate basic knowledge of industrial and manufacturing processes.
09.0 Perform benchwork skills.
10.0 Troubleshoot electrical circuits.
11.0 Identify common troubles and basic troubleshooting techniques.
12.0 Handle and apply lubricants.
13.0 Perform rigging functions.
14.0 Explain the basic elements of physics as related to industrial machinery maintenance and repair.
15.0 Install and maintain drive components.
16.0 Maintain and troubleshoot pneumatic systems.
17.0 Maintain and troubleshoot fluid-drive systems.
18.0 Maintain reciprocating, positive-displacement, and rotary air compressors.
19.0 Perform gas and electric welding and cutting operations.
20.0 Install and remove machinery.
21.0 Demonstrate conveyor-maintenance techniques.
22.0 Perform gas- and arc-welding procedures.
23.0 Perform machine-shop operations.
24.0 Maintain piping and tubing systems.
25.0 Perform pump maintenance and repair.
26.0 Identify various types of industrial-pollution control systems.
27.0 Identify boilers.
28.0 Understand internal combustion engines.

Florida Department of Education
Student Performance Standards

Program Title: **Industrial Machinery Maintenance/Installation Technician**
Career Certificate Program Number: **J590100**

Course Description: The Industrial Machinery Maintenance Assistant course prepares students for entry into the Industrial Machinery Maintenance and Repair industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study workplace safety and organization, basics of electricity and electronics, mathematical calculations, proper use of hand and power tools, read and interpret plans and drawings, perform measuring and layout operations, industrial and manufacturing processes, benchwork skills, troubleshooting skills and techniques, lubrication processes, rigging, basic elements of physics, installation of drive components, troubleshoot pneumatic and fluid-drive systems, and maintaining air compressors.

Course Number: ETI0450 **Occupational Completion Point: A** **Industrial Machinery Maintenance Assistant – 450 Hours**	
01.0	Apply safety rules and procedures. The student will be able to:
01.01	Practice shop safety rules and procedures.
01.02	Practice personal safety rules and procedures, including the use of personal protective equipment (PPE).
01.03	Practice fire safety rules and procedures.
01.04	Practice electrical safety rules and procedures.
01.05	Practice tool safety rules and procedures.
01.06	Practice ladder and scaffolding safety rules and procedures.
01.07	Maintain a clean work and shop area.
01.08	Perform tag lockout procedures.
01.09	Identify Occupational Safety and Health Administration (OSHA) requirements and procedures.
01.10	Use Safety Data Sheets (SDS).
02.0	Explain basic electricity and electronics. The student will be able to:
02.01	Define electrical/electronic terms.
02.02	Describe direct current (DC) and alternating current (AC) circuits.
02.03	Identify the advantages and disadvantages of alternating current (AC) and direct current (DC) motors for various applications.
03.0	Perform mathematical calculations. The student will be able to:

	03.01 Make job-related decimal and fraction calculations.
	03.02 Solve job-related problems by adding, subtracting, multiplying, and dividing numbers.
	03.03 Solve job-related problems using a hand-held calculator.
	03.04 Solve job-related problems using basic formulas.
	03.05 Solve job-related problems using basic geometry.
	03.06 Measure a work piece and compare the measurements with blueprint specifications.
	03.07 Solve job-related problems using mathematical handbooks, charts, and tables.
	03.08 Convert measurements from English to metric and from metric to English units.
	03.09 Solve job-related problems using proportions.
	03.10 Solve job-related problems using statistics.
04.0	Use and maintain hand tools. The student will be able to:
	04.01 Demonstrate the safe use of hand tools such as screwdrivers, hammers, wrenches, pliers, hacksaws, punches, chisels, drills, files, tin snips, taps, and dies.
	04.02 Use measuring devices.
	04.03 Use wrenches and screwdrivers.
	04.04 Use pipefitting tools.
	04.05 Use sheet-metal tools.
	04.06 Safely use ropes, slings, pulleys, and block and tackle.
	04.07 Select the proper tool for each job application.
	04.08 Select correct tools for metric and standard fasteners.
	04.09 Identify state-of-the-art innovations and explore their uses.
	04.10 Identify and select fasteners for various applications, considering the effects of corrosion on each, including threaded fasteners, nuts, washers, rivets, locking pins, keys, self-tapping screws, locking-nut fasteners, and self-retaining nuts.
	04.11 Describe the techniques and liability issues regarding retrofitting fasteners for ease of removal.
05.0	Use and maintain portable power tools. The student will be able to:
	05.01 Demonstrate the safe use of portable power tools, drills, belt and disc sanders, grinders, circular saws, saber saws, metal shears, electric and pneumatic impact wrenches, rotary and pneumatic chipping hammers, drill presses, and bench grinders.
	05.02 Use and maintain light- and heavy-duty drills.
	05.03 Use and maintain electric hammers.

	05.04 Use and maintain pneumatic drills and hammers.
	05.05 Use and maintain power screwdrivers and nut runners.
	05.06 Use and maintain linear motion saws.
	05.07 Use and maintain circular saws.
	05.08 Use and maintain belt, pad, and disc sanders.
	05.09 Use and maintain grinders and shears.
06.0	Read plans and drawings. The student will be able to:
	06.01 Identify various types of plans and drawings (e.g., architectural, mechanical, electrical, etc.).
	06.02 Identify dimensions.
	06.03 Identify lists of materials and specifications.
	06.04 Identify section and detail views.
	06.05 Sketch and dimension a part.
	06.06 Disassemble and assemble parts using an exploded-view drawing.
	06.07 Interpret blueprint abbreviations.
	06.08 Identify dimensioning of radii, round holes, fillets, and chamfers.
	06.09 Identify screw threads and bolt types.
	06.10 Apply dimensional tolerances.
	06.11 Identify the metal-fabrication symbols used in blueprints.
07.0	Perform measuring and layout operations. The student will be able to:
	07.01 Perform basic geometric-construction operations.
	07.02 Safely use marking gauges, center punches, scribes, surface gauges, squares, dividers, dial indicators, protractors, surface plates, depth gauges, and circumference rules.
	07.03 Develop patterns using parallel lines, radial lines, and triangulation.
	07.04 Make metal-fabrication sketches.
	07.05 Read and measure with steel rules.
	07.06 Read and measure with micrometers.
	07.07 Read and measure with vernier tools.
	07.08 Read and measure with dial and digital calipers.

	07.09 Read and measure with dial and digital indicators.
08.0	Demonstrate basic knowledge of industrial and manufacturing processes. The student will be able to:
	08.01 Demonstrate knowledge of the use of current manufacturing processes.
	08.02 Demonstrate an understanding of the importance and impact of routine maintenance of machines and equipment.
	08.03 Understand the processes of separating, forming, conditioning, fabricating, and finishing of materials.
09.0	Perform benchwork skills. The student will be able to:
	09.01 Identify safety and shop rules.
	09.02 Cut materials by using hand hacksaws.
	09.03 Cut threads by using hand taps.
	09.04 Cut threads by using dies.
	09.05 Repair threads by chasing and thread inserts.
	09.06 Install dowel pins using tapered and straight reamers.
	09.07 Ream holes by using tapered and straight reamers.
	09.08 Hand-sharpen cutting tools by using abrasive stones.
	09.09 Hone and lap surfaces.
	09.10 Remove damaged screws and other hardware.
	09.11 Deburr workpieces.
	09.12 Demonstrate accurate dis-assembly and re-assembly of machinery components.
10.0	Troubleshoot electrical circuits. The student will be able to:
	10.01 Describe the safety requirements and precautions for troubleshooting electrical circuits.
	10.02 Disconnect and reconnect electric motors.
	10.03 Identify the parts and function of an electrical system.
	10.04 Explain how to troubleshoot a sequence of events.
	10.05 Properly use electrical test equipment for troubleshooting.
11.0	Identify common troubles and basic troubleshooting techniques. The student will be able to:
	11.01 Analyze the possible causes of common troubles in industrial machinery performance.
	11.02 Identify basic troubleshooting techniques for bearings.

	11.03 Identify basic troubleshooting techniques for pumps.
	11.04 Identify basic troubleshooting techniques for drive systems.
	11.05 Identify basic troubleshooting techniques for hydraulics.
	11.06 Identify basic troubleshooting techniques for pneumatics.
12.0	Handle and apply lubricants. The student will be able to:
	12.01 Explain the functions of lubrication.
	12.02 Explain the properties of oil lubricants.
	12.03 Identify the types, advantages, and functions of lubricant additives.
	12.04 Explain the types of circulating oils and their purposes.
	12.05 Identify grease application.
	12.06 Identify lubricating systems and methods.
	12.07 Explain lubricant storage and handling methods.
	12.08 Explain the types of oil filters and their uses.
	12.09 Lubricate a piece of industrial equipment.
	12.10 Define the role of preventive maintenance in total equipment maintenance.
	12.11 Describe the major tasks of preventive maintenance: cleaning, inspection, lubrication, minor repair, and information feedback.
	12.12 Review a typical maintenance program.
13.0	Perform rigging functions. The student will be able to:
	13.01 Demonstrate the safety procedures for performing rigging and lifting operations.
	13.02 Identify and inspect fiber and wire rope.
	13.03 Tie knots and hitches.
	13.04 Identify and use the components of rigging hardware.
	13.05 Perform rigging and lifting operations.
14.0	Explain the basic elements of physics as related to industrial machinery maintenance and repair. The student will be able to:
	14.01 Explain the standards of measurement and the impact of action and working forces, including tension, compression, torque, and shear.
	14.02 Identify the principles and laws of motion and explain how they affect acceleration and deceleration.
	14.03 Explain the relationship of work, power, and energy to the types of collisions and conservation of momentum.

14.04	Explain the operation of simple machines, including the lever, inclined plane, screw, wedge, wheel and axle, pulley, and jacking screws.
14.05	Identify the ways of producing power for mechanical efficiency, in terms of gear ratios, work forces, and the types of work done by a crane hook, forklift truck, and screw or bolt.
14.06	Use linear, liquid, and weight units of measurement to measure areas, areas within areas, and volume.
14.07	Describe the mechanical and chemical properties of materials commonly used in industry.
14.08	Explain the laws and conditions governing static and kinetic friction, the problems caused by friction, and the effects of the angle of repose.
14.09	Explain molecular action as a result of temperature extremes, chemical reaction, and moisture content.
14.10	Draw conclusions or make inferences from data.
14.11	Identify health-related problems that may result from exposure to work-related chemicals and hazardous materials, and know the proper precautions required for handling such materials.
15.0	Install and maintain drive components. The student will be able to:
15.01	Demonstrate safety procedures for installing and maintaining drive components.
15.02	Identify the types of bearings, their cross-referencing, and their uses.
15.03	Remove, inspect, and/or replace bearings.
15.04	Remove and replace seals.
15.05	Perform shaft alignment.
15.06	Identify the types of belts.
15.07	Identify the types of chains.
15.08	Perform tension adjustments and alignment on belt and chain drives.
15.09	Troubleshoot belt and chain drives.
15.10	Identify the types of gears.
15.11	Remove, replace, and align gears, sprockets, and couplings.
15.12	Remove, replace, or repair V-joints and jack shafts.
15.13	Adjust gear backlash.
15.14	Troubleshoot gear drives.
15.15	Disassemble, inspect, reassemble, and adjust clutches.
15.16	Identify the types of variable-speed drives.
15.17	Troubleshoot variable-speed drives.

	15.18 Identify the types of cams and link mechanisms.
	15.19 Troubleshoot cam-and-link mechanism problems.
16.0	Maintain and troubleshoot pneumatic systems. The student will be able to:
	16.01 Explain the safety procedures for troubleshooting pneumatic systems.
	16.02 Diagram an air supply system.
	16.03 Install system components.
	16.04 Demonstrate system-maintenance techniques.
	16.05 Explain proper troubleshooting procedures.
	16.06 Troubleshoot air compressors.
	16.07 Troubleshoot, repair, and install control valves.
	16.08 Troubleshoot air motors.
17.0	Maintain and troubleshoot fluid-drive systems. The student will be able to:
	17.01 Explain the safety procedures for maintaining and troubleshooting fluid-drive systems.
	17.02 Install adjustable-speed drives.
	17.03 Troubleshoot adjustable-speed drives.
	17.04 Explain the operation of fluid couplings.
	17.05 Install fluid couplings.
	17.06 Install torque converters.
	17.07 Perform preventive maintenance.
	17.08 Apply a "dynamic" magnetic/mechanical braking device to a motor.
	17.09 Mount the equipment.
18.0	Maintain reciprocating, positive-displacement, and rotary air compressors. The student will be able to:
	18.01 Relate scientific principles to a pneumatic system.
	18.02 Demonstrate the safety procedures for maintaining and operating reciprocating, positive-displacement, and rotary air compressors.
	18.03 Identify the systems of reciprocating, positive-displacement, and rotary air compressors.
	18.04 Check oil level.
	18.05 Change oil.

18.06	Drain water from tank.
18.07	Test for efficiency of compressor.
18.08	Inspect storage tank for quality.
18.09	Test pressure control switch.

Course Description: The Machinery Maintenance Mechanic course is designed for entry into the Industrial Machinery Maintenance and Repair industry. Students study welding and cutting operations, machinery installation and removal, conveyor maintenance, machine shop operations, piping and tubing systems, pump maintenance and repair, industrial pollution control systems, boilers, and internal combustion engines.

Course Number: ETI0456 Occupational Completion Point: B Machinery Maintenance Mechanic – 300 Hours	
19.0	Perform gas and electric welding and cutting operations. The student will be able to:
19.01	Identify the properties of the most commonly used metals and alloys, including hardness and malleability.
19.02	Identify welding cylinders, regulators, hoses, pressure gauges, and torches.
19.03	Describe welding-equipment safety procedures.
19.04	Demonstrate proper flame settings.
19.05	Demonstrate basic gas-welding skills.
19.06	Demonstrate procedures for adjusting and operating the oxyacetylene cutting torch.
19.07	Demonstrate freehand and guide cutting of various metal thicknesses.
19.08	Perform basic electric arc welding procedures.
20.0	Install and remove machinery. The student will be able to:
20.01	Identify the safety procedures for installing and removing machinery.
20.02	Identify the equipment required for machine installation and removal.
20.03	Prepare an area for machine installation per the manufacturer's specifications.
20.04	Rig, lift, and transport machinery to the installation site.
20.05	Install electrical hookups to machinery.
20.06	Install air hydraulic hookups to machinery.
20.07	Perform an assigned machine retrofit per the manufacturer's specifications.
20.08	Perform an assigned machine removal and transport per specification requirements.

	20.09 Explain the importance of vibration detection.
21.0	Demonstrate conveyor-maintenance techniques. The student will be able to:
	21.01 Identify various types of conveyors.
	21.02 Identify the safety requirements and precautions for conveyor-maintenance operations.
	21.03 Adjust the tracking of a belt.
	21.04 Check a belt for wear.
	21.05 Identify the types of splices.
	21.06 Identify splicing equipment and procedures.
	21.07 Identify conveyor-maintenance techniques, including making splices with splicing equipment.
22.0	Perform gas- and arc-welding procedures. The student will be able to:
	22.01 Demonstrate the safety procedures for performing gas and arc welding and for transporting equipment.
	22.02 Identify the components of an oxyfuel rig.
	22.03 Set up and shut down an oxyfuel rig.
	22.04 Weld beads in a flat position.
	22.05 Weld an outside corner joint using a filler rod.
	22.06 Cut metal of various thicknesses.
	22.07 Weld beads in a flat position using E-6010 and E-7018 electrodes.
	22.08 Weld beads in horizontal and in vertical positions using E-6010 and E-7018 electrodes.
	22.09 Weld beads in an overhead position using E-6010 and E-7018 electrodes.
	22.10 Weld beads using a MIG welder.
	22.11 Weld beads using a TIG welder.
	22.12 Solder and braze metals.
	22.13 Cut stainless steel and aluminum with a plasma-arc rig.
23.0	Perform machine-shop operations. The student will be able to:
	23.01 Demonstrate safety in performing machine-shop operations.
	23.02 Identify the types of cutting tools.
	23.03 Bore a hole to a specified size.

	23.04 Cut an external V-thread.
	23.05 Identify the different types of work-holding devices.
	23.06 Prepare metal for finishing.
	23.07 Set up, use, and adjust an arbor press.
	23.08 Set up, use, and adjust a hydraulic press.
	23.09 Cut keyways with an end mill.
24.0	Maintain piping and tubing systems. The student will be able to:
	24.01 Identify the components of a piping system.
	24.02 Explain the maintenance considerations of metallic and nonmetallic piping systems.
	24.03 Describe the safety requirements for working with piping and tubing systems.
	24.04 Join copper tubing.
	24.05 Join common fittings.
	24.06 Join metallic pipe.
	24.07 Join plastic pipe.
	24.08 Explain valve operation and maintenance.
	24.09 Explain the importance of strainers, filters, and traps in piping systems.
	24.10 Bend back-to-back, stub-ups, and doglegs in electrical metallic tubing (EMT).
25.0	Perform pump maintenance and repair. The student will be able to:
	25.01 Demonstrate the safety procedures for performing pump maintenance.
	25.02 Determine pump capacity and system requirements.
	25.03 Perform pump maintenance.
	25.04 Identify packing and seal requirements.
	25.05 Explain the operating principles of centrifugal, propeller and turbine rotary, reciprocating, diaphragm, positive placement, and vacuum pumps.
	25.06 Disassemble and reassemble a pump.
26.0	Identify various types of industrial-pollution control systems.
27.0	Identify boilers. The student will be able to:
	27.01 Identify the various types and components of heat exchangers.

	27.02 Identify the various types and components of boilers.
	27.03 Identify the various types and components of fractioning columns.
	27.04 Identify the uses of steam.
28.0	Understand internal combustion engines. The student will be able to:
	28.01 Explain the basic principles of the two-stroke-cycle combustion engine.
	28.02 Identify the types of engines, engine assemblies, and systems.
	28.03 Perform routine maintenance on engine operating systems.
	28.04 Troubleshoot and evaluate engine performance.

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.