



Program Information in the Annual Report: Completing with Accuracy



Discussion Points

- FCSUA community access
- Reporting deadlines
- What information will be collected?
- The cloning function
- Common errors
- Demo
- Available assistance & resources



Access to the FCSUA Community

- Three licenses per program
 - Four licenses for program on **multiple campuses** and **large number of students**
-



FPCTP Program and Student - Timeline

3 Months Away

Annual Program Information Report - July 1

- Submit and be approved before Student Report
- There is not limitation on when to start this report. Start early

Annual Student Information Reports - August 1

- **Not available until Program Information Report is approved**
- Individual data for each student enrolled
- Should align with student scholarships



Annual Report – Program Information

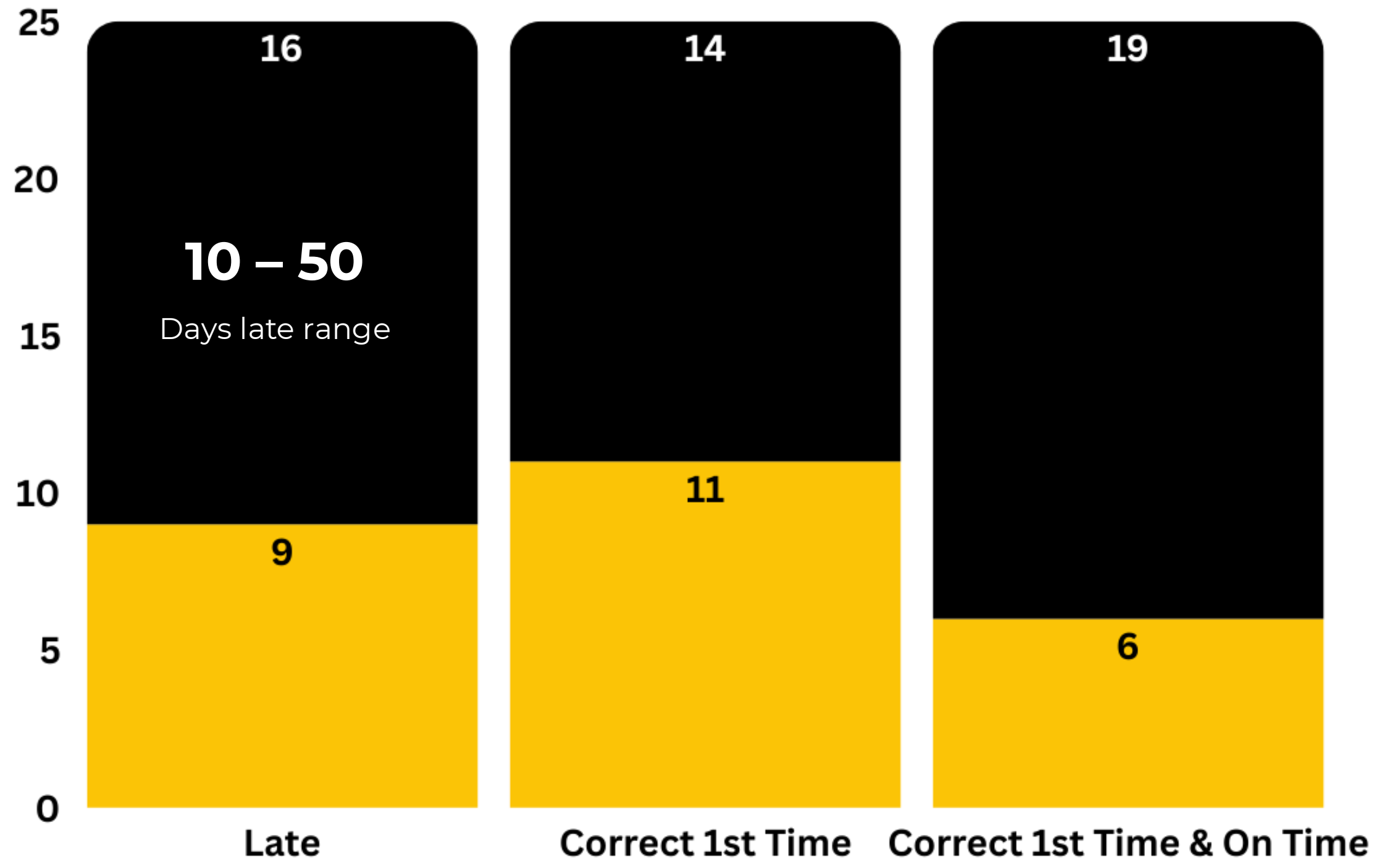
- **All approved FPCTP will submit an Annual Report – Program Information**
- Annual Program Information Report- document and report
 - **Update information. Avoid only cloning!**
 - Student recruitment, retainment, & completion
 - Student enrollment & projections
 - Credentials, concentrations, & certifications
 - Partnerships & peer mentors
- Begin towards the end of the academic year
- Submit and be approved to access individual student reports



How did we do last year?

25

FPCTP submitted
Program Information
reports





This year

32

FPCTP will submit
Program Information
reports

FPCTP submitting Program Information Reports
for the First Time:

- Erwin Technical College
- First Coast Technical College
- Miami Lakes Technical College
- Osceola Technical College
- Polk State College
- Ridge Technical College



For Established FPCTPs

To Consider after Cloning

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- After cloning previous year report, **information is not updated to the most recent year.**
- The resulting report is **identical** to the one used to create it except for the reporting year
- **All** sections need to be revised and updated before submitting to FCSUA.
- Do not leave questions empty.
- Provide additional information using the description boxes





To Consider after Cloning

Section 3


- **Question 10a:** If the answer to this question is **No** and there are agencies listed in question 10b, you **must** delete them before answering 10a.



Section 3: External Service Providers


10. a. Do agencies or organizations external to the institution provide services and/or program-related experiences to the students in the FPCTP?


Yes

b. Please select the appropriate agency or organization and describe the type of service or experience provided

 All Agencies

Name	Action
Agency 1: Test agency	 










To Consider after Cloning

Section 4

- **Question 11:** If available, ensure General Endorsement name and description are current.
- **Question 12:** Only list the credentials offered during the reporting year. It means deleting credentials removed from the curriculum and including in the list new credentials offered, if any.
 - Ensure descriptions and other information requested is completed for each entry.

12. a. Please update existing industry-recognized certificate or certification(s), if any, and indicate if new certifications were added to the general honor/endorsement/degree in the FPCTP since the last and approved. These certifications are not included in the Concentrations/Tracks.

Name	Action
Certification 1: Microsoft 365 Fundamentals	 
Certification 2: Adobe InDesign	 

[Add Certification](#)

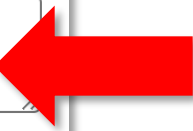


Certification

Name of Certification

Describe the Certification. The description should convey the knowledge and skills gained by the students and should match the language of the relevant industry.

[Save](#) [Save and new](#) [Cancel](#)





To Consider after Cloning



Section 5

- **Question 14a:** If the answer to this question is **No** and there are collaboration entities listed in question 14b, you **must** delete them before answering 14a.

14. a. Does your FPCTP collaborates with local K-12 school districts, private schools, and other entities regarding student recruitment?

Yes

b. List the local K-12 school districts, private schools, and other entities with which your FPCTP collaborates regarding student recruitment:

Name	Action
Entity 1: Test entity	 

[Add Collaboration Entity](#)





To Consider after Cloning

Section 6

- **Question 31a:** If the answer to this question is **No** and the FPCTP was offering peer mentor services during the previous year, **all** information in question 31b-31f **must** be deleted before answering 31a.

31. a. Did the FPCTP include support provided by peer mentors as a program service during this reporting year?

Yes

b. Number of peer mentors who provided support to your students during this reporting year

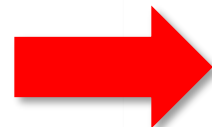
6

c. Were peer mentors compensated or credited in some manner for their services?

Yes

d. How were peer mentors compensated? (select all that apply)

- Stipend or hourly wage
- Reduction in tuition or fees
- Academic course credit
- Other

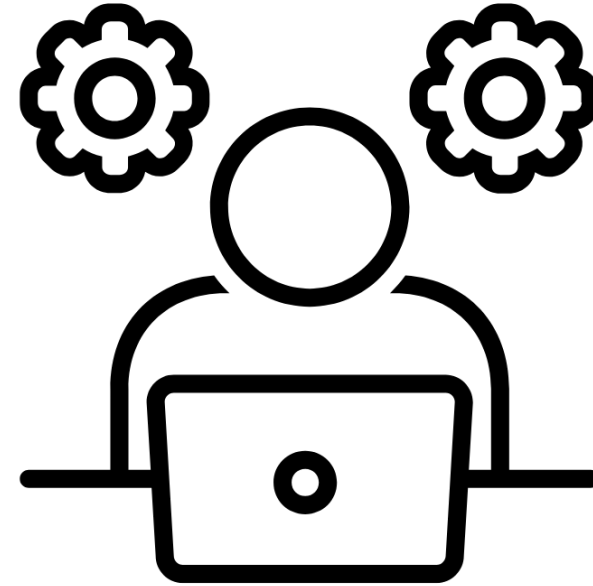


Reminder – common errors to avoid

- Credentials not aligning with scholarship requests.
- # of potential students is far below enrollment number.
- Be mindful of student-to-staff ratio.
- No tangible source of data for catchment area estimation.

Reminder – common errors to avoid

- Failing to address comments.
- FTE of staff should adequately reflect their level of participation.
 - For example, if a staff member's FTE is 1.0, 100% of their time must be spent working on FPCTP related activities, or working with students enrolled in the FPCTP.



Let's Practice Together

1. Let's log in to the FCSUA Community: **<https://fcsua.force.com>**
2. Clone **2023-2024** report to create **2024-2025** report or
3. Click **New** if you are completing this report for the first time
4. Revise the following sections to **delete** information known not be applicable to the **2024-2025**:
 - a) Section 2
 - b) Section 3
 - c) Section 4
 - d) Section 6



FPCTP- Communication

- Maintain contact with FCSUA staff
 - Changes in leadership/personnel
 - Student concerns
- Update FCSUA Community contacts
- Complete accurate and timely data reporting
- **Request TA as needed**



Resources Available

[FPCTP Reporting Section](#) on FCSUA's Website



- Reporting Schedule
- FPCTP Reports
- FPCTP Grant Reports
- FPCTP Scholarship Reports

FPCTP Reporting Schedule

The Act requires FPCTPs to submit annual reports to the FCSUA. Center staff compile the information regarding the FPCTPs as well as information on the Center's activities to prepare the annual FCSUA report due October 1. The Center does not report information regarding individual students.

Please refer to the calendar below for daily details of reports due to FCSUA. All FPCTP contacts associated with reports will receive automatic email reminders at least a month in advance. FCSUA has developed an [annual reporting schedule](#) in PDF format, in case it is needed.

TODAY < > **March 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1 Final Performance Rep...
2	3	4	5	6	7	8
9	10	11	12	13	14	15

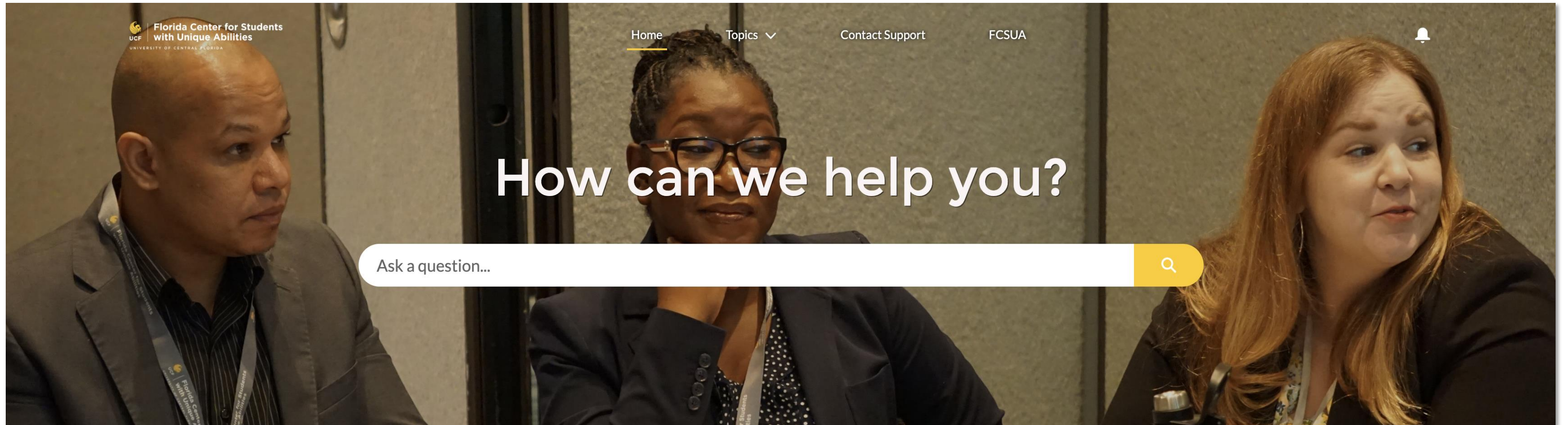
Legend

- Grants
- Scholarships
- Program
- Students
- Strategic Plan



Resources Available

[Help Center](#) available now!



Welcome

A place where you can easily find answers to your questions

Top Articles

Annual And Final Performance Reports

[How do I submit the Annual or Final Grant Performance...](#)

[How are the logic model activities, outputs, and outcome...](#)

FEATURED TOPICS



Contact Customer Support

Tell us how we can help

Name



Resources Available

Don't forget about [Slack!](#)

FPCTPS

Upgrade Plan

Home

DMs

Activity

More

Search FPCTPS

welcome

Messages Welcome to the FCSUA SI... Files +

Free

58

🔒

🌟 **Welcome to the FCSUA Slack Channel!** 🌟

Hi everyone! We're thrilled to have you here. Slack is a great platform for collaboration and communication, and we can't wait to connect with you all.

Here are a couple of tips to get you started:

1. **Channels:** Join relevant channels to stay updated on specific topics. You can find channels on the left sidebar—feel free to explore!
2. **Direct Messages:** For one-on-one conversations, use direct messages (DMs). Just click on someone's name to start chatting.
3. **Mentions:** Use @ followed by a person's name to get their attention, or @channel to notify everyone in a channel.
4. **Threads:** Keep conversations organized by replying in threads. Just hover over a message and click the "Reply in thread" option.
5. **Reactions:** Use emojis to react to messages. It's a fun way to acknowledge and engage without cluttering the chat!

Feel free to ask questions or share ideas. Let's make this a vibrant and supportive space!
Welcome aboard! 🚀

Key links

- <https://fcsua.org/> <--- Florida Center for Students with Unique Abilities Website
- <https://fcsua.force.com/> <--- FCSUA Community
- <https://www.transitionprogramtool.org/selectVersion.cfm> <--- Strategic Planning Tool
- <https://www.rehabworks.org/providers/esp.html> <--- List of VR Employment Providers by Area

Abi Mustapha
Debbie Reed
Heather Graeve
JoAnn Pagano
Linda Mussillo
Paola Sinclair
Travis Coulliette
Tyler Winkler
Vanessa Herrera
Claudia Bello Punto you

+ Invite people



Contact Information

Florida Center for Students with Unique Abilities

fcsua@ucf.edu

fcsuasupport@ucf.edu

(407) 823-5225

University of Central Florida - Teaching Academy

4000 Central Florida Blvd.

P.O. Box 161250

Orlando, FL 32816-1250



Social Media



Search for @Floridacsua

FCSUA Community Playlist

