



Florida Department of Education
Gold Standard Career Pathways Industry Certification to A.S.
Eastern Florida State College Articulation Agreement

Effective: Spring 2026

Revised/Reviewed: Spring 2022, Fall 2024

Eligible Degree Name:	A.S. Office Management (CIP: 1552020401)
Industry Certification:	(TAFLP002) Professional Legal Secretary (PLS)

Eastern Florida State College (EFSC) will award postsecondary college credit to eligible students who meet the criteria stated below. Articulated credit awarded under this agreement may only be applied to the identified degree(s). Students will not be charged tuition or fees for the credit hours awarded through this agreement. *See the Florida Department of Education (FDOE) agreement attached.*

Credit Awarded: EFSC will award the following credits upon completion of criteria below. A grade of “S” will be conferred. No duplicate credit will be given.

Course Number	Course Title	Credits
OST 1581	Professional Development	3
OST 1582	Ethics at Work	3
OST 2335	Business Communications	3

Validation Mechanism:

To be eligible to receive credit under this agreement, a student must enroll in the associate degree program identified within the agreement and present evidence of the award of the specified industry certification or an official transcript that verifies award of the industry certification.

Criteria:

1. Student must earn the industry certification during the agreement's validity period and enroll in the eligible associate degree program within five years of earning the certification, regardless of whether the student's certificate has expired.
2. Student must satisfy all College admissions requirements.
3. Student must be in good academic standing at EFSC and currently enrolled in the degree listed above. The student's major must reflect this degree.
4. Student must have completed 25% of the degree requirements through traditional coursework at EFSC, including a minimum of 3 credits from the Major Courses in the A.S. degree.

Procedure:

Upon completion of the above requirements, student must submit the **Petition for Articulated Credit** form, along with proof of meeting requirements, to the Office of the Registrar, Attention: LEAP Coordinator, CO Bldg. 2-020, 1519 Clearlake Rd, Cocoa, FL 32922 for processing. Address questions to leap@easternflorida.edu.

This agreement is valid for a period of five years and will expire at that time, unless revoked or terminated by the FDOE or the College.

APPROVAL SIGNATURES

Michelle
Stanifer

Digitally signed by Michelle
Stanifer
Date: 2026.02.24 13:52:11
-05'00'

Program Manager

Date

Anthony Akers

Digitally signed by Anthony
Akers
Date: 2026.02.24 13:52:11
-05'00'

Tony Akers, Chair, Academic Council (AC)

Date

Andrew Lieb

Digitally signed by Andrew
Lieb
Date: 2026.02.24 16:23:44
-05'00'

Collegewide Academic Chair

Date

Phil Simpson

Digitally signed by Phil
Simpson
Date: 2026.02.24 16:23:44
-04'00'

Dr. Philip Simpson, Vice President
Academic & Student Affairs

Date



**Gold Standard Career Pathways Articulation Agreement
Industry Certification to Associate Degree Program**

Industry Certification Code:	TAFLP002
Industry Certification Title:	Professional Legal Secretary (PLS)

Articulates to:

Associate Degree Program:	Office Administration
10-digit CIP Number:	1552020401
Program length:	60 credit hours

Agreement Provisions:

Articulated College Credit:	This statewide articulation agreement guarantees the minimum award of <u>9</u> college credits toward the Associate in Science or Associate in Applied Science degree named herein. This agreement does not preclude the awarding of additional credits by any Florida College System institution through local articulation agreements or other articulated mechanisms.
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Validation Mechanism:
To be eligible to receive credit under this agreement, a student must enroll at a Florida College System institution in the associate degree program identified within the agreement and present evidence of the award of the specified industry certification or an official transcript that verifies award of the industry certification.
Applicability:
The award of college credit as specified within this agreement is guaranteed if a student earns an industry certification during the agreement's validity period and enrolls in the eligible associate degree program within five years of earning the certification, regardless of whether the student's certificate has expired. A Florida College System institution may, at its discretion, award credit upon expiration of the agreement's validity period on a course-by-course basis.
Validity Period:
Gold Standard Articulation Agreements are valid for a period of five years and will expire at that time, unless otherwise recommended by the Articulation Coordinating Committee and approved by the State Board of Education.

Effective Date of Agreement:	5/23/2023
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