
Certification Institute Manager

From Mitch McBee <cmcbee@broward.edu>
Date Tue 8/27/2024 9:25 AM
To Ricardo Vargas <rvargas@broward.edu>
Cc Mitch McBee <cmcbee@broward.edu>

 1 attachment (190 KB)

Vargas Ricardo - SPP 20251 20252 CertificationInstituteMgr _STEM IT-Eng Collegewide.pdf;

Hi. See attached for a brief job description for the CI Manager. Let me know a good time to meet... we can meet via Zoom if you like. Mondays are not good for me, have other standing meetings.

Best regards,
Mitch McBee



**BROWARD
COLLEGE**

Mitch McBee
Associate Dean, Information Technology, Broward College
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BROWARD COLLEGE
SUPPLEMENTAL / REASSIGNMENT POSITION PROFILE

POSITION TITLE: Certification Institute Manager - Ricardo Vargas

SUPPLEMENTAL POSITION #: P0072423 **NEW:** ☒ **or** **EXISTING:** ☐

DEPT: IT & Engineering **CAMPUS:** ☐ **or** **COLLEGE-WIDE:** ☒

Contract Period: (Check all that apply)

☒ Term I	☒ Term II	☐ Term III/Session 2	☐ Term III/Session 4	or	☐ Annual
20251 Year	20252 Year	Year	Year		Year

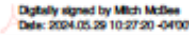
SUPPLEMENT AMOUNT:

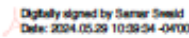
Zone Level: 3 **Requested Zone Amount:** \$2,150.00
(Academic Supplements must be paid against the Zone chart. Amounts vary per Academic Rank of Instructor)
or

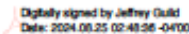
Requested Supplemental Amount: **Total Number of Hours Required:**

Educational Requirements: Masters degree in a computer science/information technology discipline
(State educational requirements needed for this requested position)

Experience Requirements: Familiarity with CompTIA certifications
(State any specific experience requirements for this requested position)

Position Supervisor: Mitch McBee **Signature:** Mitch McBee  Digitally signed by Mitch McBee
Date: 2024.05.29 10:27:20 -0400 **Phone:**

Dean / Director: Dr. Samar Swaid **Signature:** Samar Swaid  Digitally signed by Samar Swaid
Date: 2024.05.29 10:28:24 -0400 **Phone:**

Campus President/VP: Jeffrey Guild **Signature:** Jeffrey Guild  Digitally signed by Jeffrey Guild
Date: 2024.05.25 02:48:26 -0400 **Date:** 08/25/2024

Supplements must be submitted in advance of the period requested

JOB DESCRIPTION

(Give specific details on duties/tasks involved - must correlate with amount of hours above.
Attach additional pages if necessary.)

DUTIES

TASKS

Oversight of students' participating in the STEM-T&E Certification Institute (CI) Duties include enrolling students to the CI, oversight of students receiving exam prep materials, enrolling students in the exam prep LMS, coaching students and monitoring their progress, determining when students are prepared and ready to test, and assisting with scheduling exams. and follow with students who do not pass. Develop strategic plans for the institute's growth, oversee day-to-day operations, including scheduling exams and and generating reports.

Office of Personnel Operations

Date: **Approved** ☐ **Not Approved** ☐ **Supplemental Salary Schedule Number** **Rev. January 2001**

Certification Institute Shells

From Ricardo Vargas <rvargas@broward.edu>

Date Mon 9/14/2026 10:59 AM

To Mitch McBee <cmcbee@broward.edu>

Hi Mitch,

Sorry for the little delay. I have now completed the updating/creation of the 5 Certification Institute Shells. It actually took quite a bit of time, at least more than I expected.

- CompTIA A+ 1201 Certification Institute
- CompTIA A+ 1202 Certification Institute
- CompTIA Network+ Certification Institute
- CompTIA Security+ Certification Institute
- CompTIA Linux+ Certification Institute

While I was updating the information, I decided to give the shells a refresh. Please take a look and let me know if you have any concerns. If all is good, you can open and start enrolling students.

BROWARD COLLEGE | IT INDUSTRY CERTIFICATION INSTITUTE



Linux+ XK0-006
LINUX+ • V8

CompTIA Linux+ Certification Institute

CTS1111C Linux+ Institute

BROWARD COLLEGE | IT INDUSTRY CERTIFICATION INSTITUTE



A+ 1201
CORE 1 • 220-1201

CompTIA A+ Certification Institute

CTS1133C A+ 1201 Institute

BROWARD COLLEGE | IT INDUSTRY CERTIFICATION INSTITUTE



A+ 1202
CORE 2 • 220-1202

CompTIA A+ Certification Institute

CTS1133C A+ 1202 Institute

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Net+ N10-009
NETWORK+ • V9

CompTIA Network+ Certification Institute

CTS1134C Network+ Institute

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Sec+ SY0-701
SECURITY+ • V7

CompTIA Security+ Certification Institute

CTS2120C Security+ Institute

Thanks,
Rick

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