

Training Provider
Continued Eligibility Application
May 7, 2026



eligibletrainingproviders@careersourceow.com

109 8th Avenue Shalimar FL 32579

Ph: 850.651.2315 F: 850.651.3165



Deadline for submitting application no later than: 5/22/2026

1. Thank you for renewing your Eligible Training Provider's (ETP) Continued Eligibility Application. Your institution will continue to receive referrals from the CareerSource Okaloosa Walton's career centers located in Fort Walton Beach and DeFuniak Springs, Florida. ALL PROGRAMS MUST BE ENTERED IN EMPLOY FLORIDA to be approved. All locally approved programs will be added to the region's Eligible Training Providers List (ETPL) and posted on the CareerSource Okaloosa Walton's website. The programs will also be listed on The Florida Department of Commerce's (FloridaCommerce) website at <https://www.employflorida.com/vosnet/Default.aspx>. Select **<Education and Training>** at the bottom of the page, then select **<ETPL Approved Programs>**.
2. Please complete all items in Parts IA and IB below. Next, complete Part II attached to this application and return both documents using the e-mail address listed in the header by the suspense date. All programs submitted must be linked to an occupation on the CareerSource Okaloosa Walton's Local Targeted Occupations List (LTOL).
3. All Providers are required to submit outcome information to FETPIP or Florida's Commission for Independent Education (CIE), as appropriate, and an annual performance report as prescribed by FloridaCommerce. Performance reports are normally required during the first quarter of the Program Year (July through September).
4. If you have any questions, please do not hesitate to let us know.

PART IA – Provider Demographics

Applicant's Institution: Coding Clarified Academy Date: 05/07/26
Location Address: 101 North Monroe Street Suite 800 Tallahassee Florida 32301
Contact Name: Janine Mothershed Title: Founder
Phone: 2089919451 Fax: 2088000855 Email: Janine@codingclarified.org

PART IB – Provider Authorization and Accessibility Statements

1. Is your training institution licensed, certified or otherwise authorized under Florida law to provide **training or apprenticeship** programs? YES X NO _____
2. Describe how your institution will ensure access to training programs throughout your service areas, including rural areas; and using technology (If applicable).

Comments:

Coding Clarified delivers instructor-led medical coding training through a fully online learning environment, allowing students throughout Florida, including rural and underserved areas, to access training without geographic limitations. Students are provided access to online curriculum materials, interactive learning platforms, electronic textbooks, virtual support, and scheduled instructor assistance.
Our institution utilizes web-based learning systems, email communication, Zoom support sessions, and student tracking technology to ensure consistent engagement and accessibility. This delivery model allows students who may face transportation, childcare, employment scheduling, or rural access barriers to participate successfully in training from their homes.
Students receive ongoing monitoring and support through weekly progress tracking, instructor communication, and individualized assistance as needed to promote successful completion and employment outcomes.

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3. Describe how your institution's training programs will serve employed individuals or individuals with barriers to employment.

Comments:

Coding Clarified's programs are designed to support both employed individuals seeking career advancement and unemployed or underemployed individuals seeking entry into the healthcare field. Because the training is delivered online, students are able to complete coursework around existing work schedules and family obligations.

The program particularly benefits individuals with barriers to employment, including rural residents, single parents, individuals transitioning careers, individuals with transportation limitations, and those seeking remote employment opportunities. Students are provided flexible pacing within program guidelines, instructor support, career readiness assistance, resume support, and workforce preparation resources.

Additionally, Coding Clarified incorporates practical coding experience opportunities, including internship and apprenticeship pathways, to help students gain real-world experience and improve employability outcomes within the healthcare industry.

4. Does your institution provide reasonable accommodations for access to individuals with disabilities, limited English proficiency, and other barriers?

Comments:

Coding Clarified provides reasonable accommodations in accordance with applicable federal and state nondiscrimination laws. Accommodations may include extended testing time, modified instructional support, accessibility assistance, flexible communication methods, and individualized support services when appropriate.

The institution works with students and referring agencies to identify reasonable accommodations necessary for participation and successful completion of training programs. Translation tools and alternative communication methods may also be utilized to support students with limited English proficiency or other barriers to participation.

Note: Please update changes to the cost of programs at least semi-annually in December.

Authorized Representative Signature

By:

Janine Motherhead

Name:

Janine Motherhead

Title:

Founder

Date:

5.7.26

Attachments (To be returned with the application)

1. PART II of Application - ETPL Programs and Classifications Form

This project is supported by the Employment and Training Administration of the U.S. Department of Labor as part of awards totaling \$771,084 with 0% financing from non-governmental sources.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

PART II of APPLICATION - ETPL PROGRAMS AND CREDENTIALS									
DATE SUBMITTED		05/07/2026				PROGRAM YEAR: 2026-2027			
SECTION I - PROVIDER INFORMATION									
INSTITUTION: Coding Clarified Academy									
LOCATION: 101 North Monroe Street Suite 800 Tallahassee Florida 32301									
SECTION II - PROGRAM INFORMATION									
CareerSource Okaloosa and Walton Counties						Identify industry-recognized credential earned by completers	Can credential be stacked with other credentials for a career ladder	Length of Program (Months)	Information on cost of attendance, including tuition, test and lab fees, books, uniforms and supplies
 A proud partner of the AmericanJobCenter network									
SOC Code	Occupational Title*	CIP	Developed With Business/Industry (If Yes - Enter Name)	Program Title	Post-Secondary Credential				
292072	Medical Records Specialists	51.0713	American Academy of Professional Coders (AAPC) and healthcare industry employer alignment	Professional Medical Coding Curriculum	Certified Professional Coder- CPC	AAPC Certified Professional Coder(CPC)	Yes	4	Tuition: \$4,149.00 Books: \$ 600.00 Lab Fees: \$0.00 Uniforms: \$0.00 Supplies: \$ 1.250.00
292099	Health Technologist and Technicians, All Other	51.0713	American Academy of Professional Coders (AAPC) and healthcare industry employer alignment	Professional Medical Coding Curriculum	Certified Professional Coder- CPC	AAPC Certified Professional Coder(CPC)	Yes	4	Tuition: \$4,149.00 Books: \$ 600.00 Lab Fees: \$0.00 Uniforms: \$0.00 Supplies: \$ 1.250.00
SECTION III - PREREQUISITES (Skills and Knowleges)									
*****Please provide a link to a detailed description of each training services program requested above in Part II of the your applicaion.									
LINK: https://codingclarified.com/									
SECTION IV - PREREQUISITES (Skills and Knowlege)									
*****Please provide a link to a description of the prerequisites or skills and knowledge required prior to commencement of training for each program.									
LINK: https://codingclarified.com/wp-content/uploads/2024/07/Coding-Clarified-Program-Outline-2024.pdf									
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.									
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