

The Career and Professional Education Act

2018-19 Application

*For new certification submissions and certifications

Please note: If the certification is listed on the CAPE [industry certification funding list](#), it is not necessary to re-submit for the 2018-19 cycle.

To be considered, submissions must:

- Be made through a [local workforce development board](#) OR a school principal AND
- Include required endorsement letters
- Be based on high-skill, high-wage and high-demand job requirements in the regional economy

Per F.S. 1003.492 (3)(a)

Section 1: Local Workforce Board or School Principal Submitter

First Name _____

Last Name _____

Title _____

Email _____

Contact Phone Number _____

Area Code Phone Number

Local Workforce
Development Board

School Name _____

City _____

County _____

Section 2: Requestor Information

Requested By

First Name Last Name

Title

Organization

Phone Number

Area Code Phone Number

Email

Address

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Signature

Date

Month Day Year

Section 3: Certification Information

Name of Certification

Certifying Agency

URL (website) With Information About the Certification

**Certifying Agency
Contact Name** _____

**Certifying Agency Phone
Number** _____

Area Code Phone Number

**Certifying Agency
Contact Email** _____

**Exams Required to Earn
the Certification**

Is the certification nationally recognized?

Yes

No

Is work experience required to earn the certification?

Yes

No

Is a High School Diploma required to earn the certification?

Yes

No

**Please indicate any other
requirements to earn the
certification:**

Section 4: Industry and Occupational Information

Industry:

(See <http://www.enterpriseflorida.com/industries/> for more information)

Select the Enterprise Florida Targeted Industry Cluster to which this certification is linked?

Occupational:

(2010 Standard Occupational Code and title; see http://www.bls.gov/soc/major_groups.htm for more information)

[CAPE Industry Certification Funding List \(Current\)](#)

Is the occupation on the Statewide and Regional Demand Occupations List?

Yes

No

Is the certification linked to an occupation that addresses a critical or statewide economic need?

Yes

No

Section 5: Test Administration and Test Reliability/Validity Information

Part A: Test Delivery and Format

Select the format by which the test is delivered:

Computer-based testing only

Paper-based testing only

Both computer-based and paper-based testing environment

If standard test forms are used (computer-based and/or paper-based), how many test forms are available?

Part B: Test Administration Security

Does the certifying agency require that all exams be given in a proctored environment?

Yes

No

What are the procedures by the certifying agency for invalidating scores should cheating or irregularities be discovered?

Part C: Passing Requirements

How many questions are on each exam?

What are the requirements to pass the exam(s)?

Is a candidate permitted to re-take the exam?

Yes

No

Section 6: Student Information

Does the program to prepare the students for the certification require at least one hundred fifty (150) hours of instruction?

Yes

No

Is the certification achievable by secondary students?

Yes

No

Section 7: Required Endorsements

All submissions must include letters of support from **all three** of the following entities:

- a state or regional business/trade association/organization
- a [local workforce development board](#)
- a statewide, regional or local economic development organization

All letters of endorsement must be submitted on letterhead and include the information requested below. [If letterhead is not available, be sure the letter clearly states the entity (association/organization) that is providing the endorsement. Please include contact information (phone and email), in the event additional information regarding the endorsement is needed.]

For Industry/trade associations:

State the title of the certification that is being endorsed and substantiate (give reasons for your endorsement)

- State how this certification is useful to your particular industry.
- Does the attainment of this certification have value to your industry in validating skills and experience of job candidates?
- Does your industry recognize the importance of this certification in making hiring decisions?

For Local Workforce Development Boards:

State the title of the certification that is being endorsed and substantiate (give reasons for your endorsement)

- State how this certification is useful in your particular region.
- Does the certification align with an occupation on your Regional Targeted Industry Certification List? If so, which one?
- Does this certification align with one of your regional targeted industries? If so, which industry?
- Does the attainment of this certification have value to companies in your region?
- Does this certification validate the skills and experience of job candidates?
- Does the attainment of this certification assist with the placement of a job seeker in a job?
- Do companies in your region recognize the importance of this certification in making hiring decisions?

For Economic Development Organizations:

State the title of the certification that is being endorsed and substantiate (give reasons for your endorsement) For example, please elaborate on the usefulness of this certification in your particular locality or region.

- Does the attainment of this certification have value to companies in your service area?
- Does this certification align with your local or regional targeted industries?
- Do companies in your region recognize the importance of this certification in making hiring decisions?