

The Career and Professional Education Act

2019-20 Application for New Certification Submissions

***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** it must include required endorsement letters from *all three* of the following:

- [Local workforce development board](#) **AND**
- [State, regional, or local economic development organization](#) **AND**
- [Florida state-based business or regional trade organization](#)

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

Please note: If you are unable to complete the form in one session, make sure you resume completion at the same computer and browser you started with. Deleting your browser's cookies will also result in lost form entries.

Section 1: Local Workforce Board or School Principal Submitter

Name *

First Name

Last Name

Title

Email *

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 *

Clear

Date Signed *

08-08-2018



Date

Section 3: Certification Information

Part A: Certifying Agency Information

Certifying Agency *

Contact Name *

First Name

Last Name

Contact Email *

ex: myname@example.com

Contact Phone Number *

-

Area Code

Phone Number

Website with Information on the Certifying Agency

Part B: Certification Information

Name of Certification *

Website with Information on the Certification

Is the certification currently available? *

- Yes
- No

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:

Review the [Enterprise Florida's Targeted Industries List](#) for more information.

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

Occupational:

Review the [Statewide and Local Targeted Occupations List](#) and the [2010 Standard Occupational Code Definitions](#) for more information.

Is the occupation on the Statewide and Local Targeted Occupations List (see above link)? *

- Yes
 No

Provide up to three appropriate specific occupations. Use the broad level or lower SOC code where possible. *

| 2010 SOC Code | Occupational Title |
|---------------------|-----------------------|
|---------------------|-----------------------|

| | | |
|----------------------|----------------------|------------------|
| <input type="text"/> | <input type="text"/> | Save and Add Row |
|----------------------|----------------------|------------------|

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

- Yes
 No

Section 5: Test Administration & 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:

- [Florida-based state or regional business/trade association](#)
- [Local workforce development board](#)
- [Economic development organization](#)

All letters of endorsement must be presented 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, in the event additional information regarding the endorsement is needed.

Industry/Trade Associations

State the title of the certification that is being endorsed and substantiate.

- State how this certification is useful to your 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?

Local Workforce Development Boards

State the title of the certification that is being endorsed and substantiate.

- State how this certification is useful in your local area.
- Does the certification align with an occupation on your Local Targeted Industry Certification List? If so, which one?
- Does this certification align with one of your local or targeted industries? If so, which industry?
- Does the attainment of this certification have value to companies in your local area?
- 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 local area recognize the importance of this certification in making hiring decisions?

Economic Development Organizations

State the title of the certification that is being endorsed and substantiate. For example, please elaborate on the usefulness of this certification in your local area.

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

For Industry/trade associations: *

No file chosen

For local workforce boards: *

No file chosen

For economic development organizations: *

No file chosen