

2022-2023 CAREER AND PROFESSIONAL EDUCATION ACT SAMPLE APPLICATION

SECTION 1: CERTIFICATION INFORMATION

Submitters must provide information on the certification and certifying agency. Contact information for the certifying agency will be used to verify information provided in the application.

Section 1, Part A: Certification Information *

| | |
|----------------------|---|
| <input type="text"/> | DOE certification code |
| <input type="text"/> | Name of the certification |
| <input type="text"/> | Website that contains detailed information on the certification |

Section 1, Part B: Certifying Agency Information *

List below an individual from the certifying agency or their contracted certification developer that can answer questions and provide additional information about the certification. The website must contain information that verifies that the certification is available or information on when the certification will be available.

| | |
|----------------------|---|
| <input type="text"/> | Certifying agency |
| <input type="text"/> | Contact First Name |
| <input type="text"/> | Contact Last Name |
| <input type="text"/> | Contact Email |
| <input type="text"/> | Contact Phone Number |
| <input type="text"/> | Website with information on the certifying agency |

Section 1, Part C: Postsecondary Funding

Are you submitting this credential for postsecondary funding eligibility?
YES/NO

If "YES" then complete the information below:

Section 1, Part C: Postsecondary Funding

The certification must be linked to a postsecondary career and technical education program. Provide the program(s) in which the recommended certification is offered.

| | |
|----------------------|-------------------|
| <input type="text"/> | Program Title(s) |
| <input type="text"/> | Program Number(s) |
| <input type="text"/> | CIP Number(s) |

Section 1, Part C: Certification Exam Details *

Is the certification currently available?

YES/NO

If "NO" then answer the questions below:

Section 1, Part C: Certification Exam Details

When will the certification be available?

When will the certifying agency provide information on a public web site for the certification?

Section 1, Part C: Certification Exam Details *

Is the industry certification exam ALWAYS proctored?

YES/NO

If "NO" see next section

Section 1, Part C: Certification Exam Details

In order to be considered, the industry certification exam must only be offered in a proctored environment. Certifications that do not require a proctor in all instances in which the exam is taken will not be considered.

Section 1, Part C: Certification Exam Details

Is a written exam required to earn the certification?

YES/NO

Section 1, Part C: Certification Exam Details

Is a performance exam required to earn the certification?

YES/NO

If "YES" then complete the information below:

Section 1, Part C: Certification Exam Details

Please provide a short summary of the performance exam.

Section 1, Part C: Certification Exam Details *

Is work experience required to earn the certification?

YES/NO

If "YES" then answer the section below:

Section 1, Part C: Certification Exam Details

Please provide a short summary of the type of work experience required.

Section 1, Part C: Certification Exam Details *

Is a High School Diploma required to earn the certification?
YES/NO

If "YES" respond to the question below:

Section 1, Part C: Certification Exam Details Can the exam be taken prior to earning the diploma?
YES/NO

Section 1, Part C: Certification Exam Details

Is the certification required as part of licensure or regulatory requirements for a profession?
YES/NO

Section 1, Part C: Certification Exam Details

Is a specific course or curriculum provided by the certifying agency required to earn the certification?
YES/NO

Section 1, Part C: Certification Exam Details

What are the specific occupational skills and competencies assessed by the certification?

Section 1, Part C: Certification Exam Details

How are students registered or signed up to take the test?

SECTION 2: TEST ADMINISTRATION AND TEST RELIABILITY/VALIDITY INFORMATION

This section is intended to provide the submission reviewer basic information on the certification delivery. This information will be verified by reviewing the certifying agency's website and/or contacting the certifying agency.

Section 2, Part A: Test Delivery and Format for Written Exams

Select the format by which the test is delivered

- Computer-based testing only
- Paper-based testing only
- Both computer & paper-based testing

Section 2, Part A: Test Delivery and Format for Written Exams *

If standard test forms are used, how many test forms are available?

How often are test questions in a test bank or standard test forms updated/revised?

How often are questions updated/revised by the certifying agency?

Section 2, Part B: Test Administration Security for Written Exams *

Does a proctor have to sign an agreement or oath to administer the exams?

Who is eligible to be a proctor?

Section 2, Part B: Test Administration Security for Written Exams *

Describe any requirements to be a proctor:

Section 2, Part B: Test Administration Security for Written Exams *

How are the proctors certified/approved to administer the exam?

Section 2, Part B: Test Administration Security for Written Exams *

Does a candidate/test taker have to sign an agreement or oath to take the exams?
YES/NO

If "YES" then complete the section below:

Section 2, Part B: Test Administration Security for Written Exams *

Provide a brief description of the agreement and/or a web link to access the agreement.

Section 2, Part B: Test Administration Security for Written Exams *

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

Section 2, Part C: Passing Requirements for Written Exams *

How many questions are on the written exam(s)?

Section 2, Part C: Passing Requirements for Written Exams *

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

Section 2, Part C: Passing Requirements for Written Exams *

Is a candidate permitted to retake the written exam?

YES/NO

If "YES" then complete the Sections below:

Section 2, Part C: Passing Requirements for Written Exams

How many times may a student retake the test?

Will the student receive a new version of the test each time they retake the test?

Section 2, Part C: Passing Requirements for Written Exams *

Specify the required waiting period between retakes.

Section 2, Part D: Remote Proctoring *

Remote proctoring is the process of taking an exam while the test taker is in one location and the virtual proctor is in another location. A virtual proctor is a live human who remotely watches the test taker during the exam. This person must see the test candidate and the exam synchronously, as well as the environment in which the test is taken.

Does the certifying agency provide the option for remote proctoring for this certification?
YES/NO

If "YES" then complete the sections below:

Section 2, Part D: Remote Proctoring *

What are the certifying agency's method of confirming student test-taker identity?

Section 2, Part D: Remote Proctoring *

How are electronic exams delivered securely?

Section 2, Part D: Remote Proctoring *

What processes are in place for identifying testing irregularities?

Section 2, Part D: Remote Proctoring *

Is the same credential that would have been earned in the traditional proctoring setting issued in the remotely proctored setting?

Section 2, Part E: Passing Requirements for Performance Exams

Does earning the industry certification require any non-written performance exam?
YES/NO

If "YES" then complete the section(s) below:

Section 2, Part E: Passing Requirements for Performance Exams

How is the non-written performance exam delivered?

Section 2, Part E: Passing Requirements for Performance Exams

What is assessed on the non-written performance exam?

Section 2, Part E: Passing Requirements for Performance Exams

How is the non-written performance exam scored?

Section 2, Part F: Upload Sample Certification Document

[Upload a sample of the industry certification document or digital badge that is awarded to test candidates upon passing the industry certification exam]

SECTION 3: INDUSTRY AND OCCUPATIONAL INFORMATION

There must be an alignment between the specific occupational skills documented by the industry certification and a [Standard Occupational Classification](#) (SOC) system code.

The occupation will need to be identified on the Labor Market Estimating [Conference Documents](#) or the 2020-2021, 2021-2022, or 2022-23 Florida Department of Economic Opportunity [Regional Demand Lists](#) and linked to an Enterprise Florida [Targeted Industry](#).

Occupations considered emerging need to address a critical local or statewide economic need.

Section 3, Statewide Occupation Demand: Is the certification linked to an occupation in critical undersupply on the Labor Market Estimating Conference [Statewide Demand List](#)? *

YES/NO

If "YES" then provide the information below:

Section 3, Statewide Occupation Demand:

Provide the Standard Occupational Classification (SOC) system code *

If "NO" then respond to the question(s) below:

Section 3, Regional Occupation Demand:

Is the certification linked to an occupation on the 2020-2021, 2021-2022, or 2022-23 Florida Department of Economic Opportunity [Regional Demand Occupations Lists](#)? *

YES/NO

If "YES" then provide the information below:

Section 3, Regional Occupation Demand:

Provide the Standard Occupational Classification (SOC) system code *

Section 3, Industry: Is the certification linked to a targeted industry on the [Targeted Industry List](#)? *

YES/NO

If "YES" then respond to the question below:

Section 3, Industry Cluster: Which targeted industry cluster is the certification linked to on the [Targeted Industry List](#)? *

If "NO" then respond to the question below:

Section 3, Emerging Industry:

Industries that are considered emerging need to address a critical local or statewide economic need. Provide the emerging industry. *

Section 3, Occupational *

How does this occupation address a critical or statewide economic need?

Section 3, Occupational *

What skills are documented through the certification that leads to employment in the listed occupation/s?

SECTION 4: REQUIRED ENDORSEMENTS

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

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

Section 4, Part A: 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?

Section 4, Part A: Industry/Trade Associations

[Upload the required endorsement from an industry/trade association]

Section 4, Part B: 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?

Section 4, Part B: Local Workforce Development Boards

[Upload the required endorsement from a local workforce development board]

Section 4, Part C: 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?

Section 4, Part C: Economic Development Organizations

[Upload the required endorsement from an economic development organization]

SECTION 5: SUBMITTER INFORMATION

In this section, the submitter will provide their information.

Section 5, Part A: Submitter Type

Which type of submitter are you?

- School District
- Local Workforce Development Board

Section 5, Part B: Submitter Information *

| | |
|--|---------------|
| | First Name |
| | Last Name |
| | Title |
| | Email Address |
| | Phone Number |

Section 5, Part B: Submitter Information *

| | |
|--|-----------------------------------|
| | Local Workforce Development Board |
| | School Name |
| | City |
| | County |

Section 5, Part C: Submitter Signature *

I certify that all information given herein, and in all other documentation presented as part of the application process, is true and complete to the best of my knowledge.

[SIGN AND SUBMIT]