

NEW PROGRAM REQUEST FORM: CAREER CERTIFICATE PROGRAM CLOCK HOUR
FLORIDA DEPARTMENT OF EDUCATION
Division of Career and Adult Education
Career and Technical Education Programs

DIRECTIONS

Complete this form and provide all required information including a draft curriculum framework and justification statement. Submit package to Eric Owens **no later than October 30th** to be considered for approval for the following school year beginning July 1st and ending June 30th. Send a hard copy and an electronic file to the contact below.

Eric Owens, Senior Educational Program Director
 Career and Technical Education Programs, Division of Career and Adult Education
 325 West Gaines Street, Suite 701, Tallahassee, Florida 32399-0400
 850-245-9020 Eric.Owens@fldoe.org

PROGRAM INFORMATION

Proposed Program Title: _____

<u>Proposed Course Titles</u>	<u>Length</u>
_____	_____
_____	_____
_____	_____
_____	_____
Total Program Length (Clock Hours):	

SUBMITTED BY

Institution Name: _____	Date: _____
Contact Person: _____	Address: _____
Contact Title: _____	_____
Phone/Ext: _____	Email: _____

LOCAL APPROVAL (Both must sign.)

District CTE Director / Tech Center or College Director / College Occupational Dean / Academic Vice President:	Superintendent / College President:
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JUSTIFICATION

Please describe the compelling need for the new program, including why an existing program will not serve the need. Justification should include workforce demand projections and letter(s) from business/industry stating the need for the proposed program. Additional justification may include a letter from the local workforce board.

CURRICULUM FRAMEWORK

The curriculum framework (in MS Word) for the proposed program includes the following:

- Standards and benchmarks.
- Identified Occupational Completion Points (OCPs) with suggested lengths.
- Proposed Standard Occupational Classification (SOC) titles and codes from O*NET (<http://online.onetcenter.org/>).
- Proposed Basic Skill Level if proposed program is over 450 hours and if Basic Skills are applicable.
- Proposed Career Cluster and Career Pathway.
- Proposed teacher/ instructor certifications.
- Proposed Career and Technical Student Organization (CTSO), as applicable.