

Attachment 6

Directions for Completing the 2015-16 CAPE Industry Certification Funding List Request Form

Only requests from the CTE director will be accepted. CTE directors should electronically submit one form for the district. **The final deadline for requests is April 1, 2015.**

1. Open the attachment and save as Cert Req Form_Your District Name.xls
2. Complete respondent information: Name, Title, School District, Phone Number, and E-mail Address

To request a certification:

1. Select the Certification from the from the pull-down menu in **Step 1**. The certifications are listed alphabetically by DOE certification code. See attachment for a list of all eligible certifications.
2. Enter anticipated total classroom instructional hours required to earn the certification. Do not include work experience hours.
3. Any certifications requested in Step 1 will appear in **Step 2**. Please provide background information for each certification in the space provided. There is a limit of 255 characters. Please include the following background information:
 - Estimated number of students you expect to take or are currently taking the curriculum required to earn the certification
 - Estimated number of students who will be attempting to earn the certification in the current school year
 - Information on the correlation between the certification examination competencies and the standards for the program it is currently offered in.
 - Information on how this certification prepares students for rapidly emerging workforce opportunities.

Once your form is complete, please save an electronic copy and send the completed Excel file to industrycertification@fldoe.org as an attachment. You may also attach other documents which support your justification statements.

For technical questions about the request form, please contact Sean Friend at sean.friend@fldoe.org or 850-245-9030.