

**FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION
CAPE Industry Certification Instructional Hours Adjustment Request Form**

This form must be used to request an instructional hour adjustment to any new certification that is being recommended to the State Board of Education for addition to the 2012-2013 Industry Certification Funding List. See attached document "2012-13 Industry Certification Funding List Recommendations – Recommended Instructional Hours for Weight Model" for the listing of new certifications and associated classroom instructional hours recommended by the Division of Career and Adult Education. Please use one form per certification instructional hour adjustment request.

REQUESTOR INFORMATION

Name: _____

Title: _____

School District: _____

Date Requested: _____

Phone Number: _____

Email Address: _____

Recommended instructional hours were determined by aligning the competencies and skills required to earn the certification with the course level standards in a secondary program curriculum framework. For each requested adjustment, please provide the following information:

DOE Code	
Certification Name	
Rationale for Adjustment Request	
Requested Instructional Hours	
Secondary Program (Title/Number)	

Please list all of the courses in the recommended program and provide the number of instructional hours within the course necessary to teach the specific skills and competencies required to earn the certification.

Course Number	Course Title	Instructional Hours with the Course

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Requests should be submitted by 5:00 pm on Wednesday June 20, 2012, to Tara McLarnon at tara.mclarnon@fldoe.org.