

## CAPE Digital Tool Certificate Submission Form

For consideration for an academic year, the submission form must be emailed to [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) no later than the first business day in March prior to beginning of the academic year.

<b>Submitter Information</b>			
<b>School District</b>	Click or tap here to enter text.	<b>School District Contact</b>	Click or tap here to enter text.
<b>Contact Phone</b>	Click or tap here to enter text.	<b>Contact Email</b>	Click or tap here to enter text.

<b>Summary Information Form for the Assessment</b>	
<b>Assessment Name</b>	Click or tap here to enter text.
<b>Certifying Agency</b>	Click or tap here to enter text.
<b>Contact Name for Certifying Agency</b>	Click or tap here to enter text.
<b>Contact Name Phone and Email</b>	Click or tap here to enter text.
<b>Certifying Agency web site for the certificate</b> <i>Provide the direct link to the assessment information</i>	Click or tap here to enter text.
<b>List of the Written Exams that must be passed for the Assessment</b>	Click or tap here to enter text.
<b>Description of exam objectives and link to exam objectives on certifying agency's website.</b>	Click or tap here to enter text.
<b>Description of how the exam is proctored.</b> <i>NOTE: Only proctored exams are eligible.</i>	Click or tap here to enter text.
<b>Is courseware required for the certificate?</b>	Click or tap here to enter text.
<b>Indicate the exam delivery method – paper-based delivery or online/server computer-based delivery</b>	Click or tap here to enter text.
<b>Number of questions on the written exam</b>	Click or tap here to enter text.

<b>Testing time for a written test administration</b>	Click or tap here to enter text.
<b>Performance level required to be issued a credential/certificate</b>	Click or tap here to enter text.
<b>Retake policy for the written exam</b>	Click or tap here to enter text.

Effective Date for Form: September 2023