

Form FCAPE-05

CAPE Digital Tool Certificate Submission Form

Effective Date: September 2023

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

Submitter Information			
School District	Click or tap here to enter text.	School District Contact	Click or tap here to enter text.
Contact Phone	Click or tap here to enter text.	Contact Email	Click or tap here to enter text.

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

delivery or online/server computer-based delivery	
Number of questions on the written exam	Click or tap here to enter text.
Testing time for a written test administration	Click or tap here to enter text.
Performance level required to be issued a credential/certificate	Click or tap here to enter text.
Retake policy for the written exam	Click or tap here to enter text.

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