Directions for completing the 2010-11 Perkins IV Technical Skill Attainment Request Form

Only requests from the CTE director, Technical Center Director or Occupational Dean will be accepted. Requestors should electronically submit one form for each technical skill attainment program linkage request. The final deadline for 2010-2011 Technical Skill Attainment Inventory requests is August 27, 2010.

1. Open the attachment and save as TSA Req Form_Your District/College Name.xls
2. Complete respondent information: Name, Title, Agency, Technical Center name (if applicable), Phone Number, and E-mail Address.
3. Select the "Program Type" from the drop-down menu for which level the request is being made.

To request a certification/license/assessment that is currently contained in the DOE industry certification database (use drop-down menu to make this determination):

1. Select the DOE certification code/title from the pull-down menu for "Certification Title" Upon selection of title, this will automatically pre-populate the "Certifying Agency" and "Agency Website" fields (rows 25, 26, 27).

2. Select the Program number (CIP number for college credit programs) for which the program linkage request is being made. Upon selection of program number, this will automatically pre-populate the CIP number and title in rows 34 and 35.

3. Indicate Yes or No if the certification meets the criteria identified on the form.

4. Please provide a justification for program linkage request in the space provided. There is a limit of 255 characters. Additional supporting documentation may be submitted as a separate file.

5. Complete the "Institution Approval" section by typing your name and agency name.

6. Once your form is complete, please save an electronic copy and send the completed Excel file to tara.mclarnon@fldoe.org as an attachment. For technical questions about the request form, please contact Tara McLarnon via e-mail or at 850-245-9005.

To request a certification/license/assessment that is not currently contained in the DOE industry certification database: (use the drop-down menu in row 25 to make this determination)

1. Enter the exact title of the certification/license/assessment as well as the certifying agency and agency website in the appropriate fields (rows 29, 30, 31)

2. Select the Program number (CIP number for college credit programs) for which the program linkage request is being made. Upon selection of the program number, this will automatically pre-populate the CIP number and title in rows 34 and 35.

3. Indicate Yes or No if the certification meets the criteria identified on the form.

4. Please provide a justification for program linkage request in the space provided. There is a limit of 255 characters. Additional supporting documentation may be submitted as a separate file.

5. Complete the "Institution Approval" section by typing your name and agency name

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