

FCAPE-05

CAPE Digital Tool Certificate Submission Form

Effective Date: July 2024

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

Submitter Information			
School District		School District Contact	
Contact Phone		Contact Email	

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

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