

NEW PROGRAM REQUEST FORM: COLLEGE CREDIT
FLORIDA DEPARTMENT OF EDUCATION
Division of Career and Adult Education
Career and Technical Education Programs

DIRECTIONS

Complete this form and provide all required information including a draft curriculum framework and justification statement. Submit package to Eric Owens **no later than October 30th** to be considered for approval for the following school year beginning July 1st and ending June 30th. Send a hard copy and an electronic file to the contact below.

Eric Owens, Senior Educational Program Director
 Career and Technical Education Programs, Division of Career and Adult Education
 325 West Gaines Street, Suite 701, Tallahassee, Florida 32399-0400
 850-245-9020 Eric.Owens@fldoe.org

PROGRAM INFORMATION

Proposed Program Title and Length: _____

Check All That Apply: ___ AAS ___ AS ___ CCC

For CCC enter CIP number for 'parent program': _____

FACULTY CREDENTIALS AND QUALIFICATIONS

Discipline: _____

Program Name: _____

Primary Qualifying Credential: _____

Suggested Alternative Credentials: _____

Statewide Course Numbering System Prefix(es): _____

SUBMITTED BY

Institution Name: _____ Date: _____

Contact Person: _____ Address: _____

Contact Title: _____

Phone/Ext: _____ Email: _____

LOCAL APPROVAL (Both must sign.)

Occupational Dean / Academic Vice President: _____

College President: _____

JUSTIFICATION

Please describe the compelling need for the new program, including why an existing program will not serve the need. Justification should include workforce demand projections and letter(s) from business/industry stating the need for the proposed program. Additional justification may include a letter from the local workforce board.

CURRICULUM FRAMEWORK

The curriculum framework (in MS Word) for the proposed program includes the following:

- a. Standards and benchmarks.
- b. Proposed Standard Occupational Classification (SOC) titles and codes from O*NET (<http://online.onetcenter.org/>).
- c. Proposed Career Cluster and Career Pathway.
- d. Proposed Career and Technical Student Organization (CTSO), as applicable.
- e. New AS/AAS programs should identify any CCC programs that are part of the program. New CCC programs should identify the parent AS/AAS degree program.