

# 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](mailto:industrycertification@fldoe.org) no later than the first business day in April prior to beginning of the academic year.

Submitter Information			
<b>School District</b>		<b>School District Contact</b>	
<b>Contact Phone</b>		<b>Contact Email</b>	

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

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