

## Request for Course Addition to Career-themed Course Registration System

For technical questions, please email [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or call 850-245-9030.

Please complete the following form for a request to add a course to the career-themed course registration system.

**DO NOT ALTER THIS FORM BY ADDING ROWS; ALTERED FORMS WILL BE RETURNED FOR REVISION AND RE-SUBMISSION**

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District Contact	
Contact Email	
Course Number	
Course Name Do not add additional information other than the course name here.	
Certification Code/Name (use dropdown list) Select the certification with the most comprehensive alignment to the course standards. Multiple certification cannot be selected.	
Brief description of the Course and how the certification requirements are embedded into the course.	
<b>DIRECTIONS:</b> You must list the standard number as well as the narrative summary of the standard. Forms in which only the number is provided will be returned for correction. See course standards at <a href="http://www.cpalms.org/Public/search/Course">http://www.cpalms.org/Public/search/Course</a> . <b>There must be at least 5 standards which align.</b> Provide the standard number and description for each aligned standard on separate lines; only one standard may be listed per line.	
Please include the link to the certifying agencies exam guide. This document should list the competencies assessed in the exam.	
Course Standards that are assessed by the Certification.	Competency assessed by the certification exam. The competency must be from the certifying agencies test blueprint.