



Facilitated Study Group or Vendor Taught Pre-Exam Review HOSTING APPLICATION

READ AND AGREE WITH THE INSTRUCTIONS AND RULES ON PAGE TWO (2) OF THIS DOCUMENT

The following is to be filled in by the organization representative requesting a PDI Sponsored Pre-Exam Review

Name of Organization/School System:	EIN# or Fed ID#:	PDI #: (PDI will assign)
Address:	City:	Zip:

NOTE: Use Official Certification Titles & Code Numbers from the FDOE Technical Skills Attainment Inventory (TSA)

1. Certification Title: _____ FDOE Code _____
2. Proposed dates of Review: From - _____ - To - _____ Review Hours: _____ to _____
3. Estimated cost of Materials for Review: \$ _____ - Estimated cost of vendor expense: \$ _____
4. Cost of Certification Exams (Pre-Exam Review teacher): \$ _____
5. Number of teacher applications attached: _____ Maximum capacity of location: _____
6. Select one of the following facilitated study group or vendor taught program:

Internally Facilitated Study Group – Attach a minimum of 5 CTE teacher applications to this request.

Provide name & contact information of the internal resource (PDI will reimburse for the facilitators stipend)

Name: _____ Email: _____ Phone: _____

Total Contact Hours plus Administrative hours: (check one) 8+4 hrs – 16+8 hrs – 24+12 hrs

Facilitator's compensation in your system is \$ _____ Pre-Exam Review contact hour ... **OR...** PDI rate of \$25 Pre-Exam Review hour.

Vendor Taught – If approved, the PDI will assign an Item Number. A minimum of 12 teachers must submit an Online Application using this Item Number before the PDI will issue a vendor purchase order.

Choose one of the following presentation methods: (all attending teachers must sit for the exam)

- Live Classroom/Seminar Pre-Exam Review and Exam
- On-line taught Pre-Exam review and exam

Provide Justification for the added expenses of using a commercial vendor: (check one)

- No teacher in our system/institution holds a current certification in this subject.
- No teacher in our system/institution is capable or able to facilitate this pre-exam review.
- This certification is taught primarily or solely through an institution or certification agency.
- Other (explain) _____

Notes:

1. School Systems may refer vendors to the PDI for approval; however, final selection will be made by the PDI.
2. This document must be signed on page 2 by an authorized CTE Representative
3. Pre-Exam Reviews may only provide a review of the testing "Body of Knowledge" prior to the exam.
4. Approval of this grant application is contingent on the availability of funding.

Scan and E-MAIL both pages to Maraci Wallace - WALLACEA@CF.EDU or MAIL to:
Perkins Professional Development Institute
College of Central Florida, Ewers Century Center, Room 202B
3001 College Road, Ocala, FL 34474-4415



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This form is to be used for school districts, colleges or other institutions when requesting reimbursement approval for hosting a Pre-Exam Review.

TERMS AND CONDITIONS (*your signature on this page indicates your agreement*)

1. This Agreement is entered between the Perkins Professional Development Institute (PDI) and organization representative who signed on page 2 of this "Request for Hosting a PDI Sponsored Pre-Exam Review."
2. The PDI agrees to reimburse the applying organization for pre-examination reviews and certification expenses described during the period indicated, and the organization shall be reimbursed at the rate indicated in the agreement.
3. The PDI is not liable for any reimbursement for teachers who do not sit for certification exam.
4. The organization representative on page one (1) agrees to comply with all requirements stated in this agreement. It is further understood that, at its option, the PDI may cancel this agreement any time prior to the commencement of the contract period. In this event, the PDI has no obligation of any kind. All Agreements are void after May 30th.
5. This contract shall, at all times, be subject to any and all laws, Florida State Board of Education rules and policies now existing or hereafter enacted or promulgated.
6. To be reimbursed, the organization representative or designee will assure that all documents related to this agreement (applications, rosters, test results, receipts for vendor services, materials, facilitator stipend, exam fees, and related documents) are packaged and submitted to the Perkins PDI with an invoice after certification testing has been completed.

NOTE: Items 7 and 8 apply to systems providing internal resources to facilitate a pre-exam review study group.

7. Organizational representatives that are providing internal resources to facilitate the pre-exam review study groups may be reimbursed for the stipend paid to the teacher who is facilitating the study group at the rate allowed by the school system or \$25 Pre-Exam Review classroom hour (plus 50% administrative time allowance), in addition to class materials and certification exams. Receipts must be included with a reimbursement request to claim these expenses.
8. Pre-Exam Reviews facilitated by internal resources can be spread over a number of weeks (determined by the organization); in general study groups will be a total of 8, 16 or 24 contact hours, depending on the subject's complexity. Five (5) or more applications from eligible teachers must accompany this application; however, we encourage larger study groups to obtain a higher cost-benefit ratio.

NOTE: Items 9 through 12 apply to systems requesting commercial vendors to teach a pre-exam review.

9. If a commercial vendor is requested, the organizational representative will need to provide justification for this request.
10. For commercial vendor requests to be approved by the Perkins PDI, the organization representative must submit at least twelve (12) applications from eligible teachers along with this application. Applications from eligible teachers in other school districts or institutions can be accepted to make up the 12 required applications.
11. Schools Systems may refer vendors to the PDI for approval; however, final selection will be made by the PDI. An agreement will be issued to the PDI approved vendor who has provided the best quote, and has a successful past experience teaching the program.
12. Organizations are not allowed to select or negotiate with vendors regarding contract awards.

Signature of Authorized Organization Representative:

(The Organization Representative below agrees to the Terms and Conditions listed above)

Requesting Organization Approval:

Signature: _____ Title: _____ Phone: _____

Print Name: _____ Email Address: _____ Date: _____

College of Central Florida, Perkins Professional Development Institute Approval:

Dr. Rob Wolf, Dean of Business & Technology at the College of Central Florida

Date Approved