

The School Board of Broward County, Florida Certified Achievement Program (CAP) Application

HRD OFFICE USE ONLY			
Certification: 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Probation End Date: ____/____/____			

www.broward.k12.fl.us/hrd/noninstructional/cap.htm

HRD OFFICE USE ONLY	
Validity Period	
7/ 1/ 0	7/ 1/ 0
Start	End

Section 1 (Applicant Information)

Name (Please Print):	Work Phone #:	Personnel #:	Please Circle Your Work Calendar: (186 196 216 247)
Position/Title:	Location Name:	Location #	Working Hours: From _____ to _____

Section 2 (Course Information)

Business Event #/ College Course #	Business Event Title/ College Course Name	Time of Event/Course	Points	Last date of Event/Course
Attach additional sheet if necessary			TOTAL POINTS	HRD Use Only

- Please check documentation attached:
- Inservice Record with events highlighted
 - College Grades & Degree Program Guide
 - Certificate of Completion
 - Certificate of Absence (Only required if earning points over 27 points allowed during work hours)

Maximum points allowable for accumulation during work hours (No Certificate of Absence required for 27 points and under)	27
Minimum points to be completed on applicant's own time	27
Total Points needed to qualify for CAP incentive	54
NOTE:	
Maximum allowable points for a college, community or vocational school course credit	27
Maximum points allowable for all other classes	18

Section 3 (Signatures)

Signature of Applicant: _____ Date: _____

Signature of Supervisor/Director/Principal: _____ Date: _____

Approved for Payment By: _____ Date: _____
(HRD Authorization)

All events/courses must be completed and closed prior to May 15.
Forward CAP application with documentation to HRD/CAP by May 15. Make a copy of the signed application for your files.
Form #4379/Rev.12/14/2006

