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## **MEMORANDUM**

**TO:** District Career and Technical Education Directors

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** July 25, 2023

**SUBJECT:** **2022-2023 Career-Themed Course Registration: Third Window**

The **third and final 2022-2023** Career-Themed Course registration window is now open through **August 31, 2023**. Amendments to the 2022-23 registration will not be accepted after the closing of this window. The following applies:

- **All K-12 funding eligible certifications** associated with enrollment in the 2022-2023 school year must be registered with the **course and school** in which they will be earned. Please Check Appendix FF at the following link to ensure all registration from the previous window is correct: <https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2022-23-student-info-system/index.shtml#APPENDICES>. Additions and corrections are to be made in this window.
- Only **K-12 funding eligible certifications** can be registered in the career themed course registration window. Postsecondary funding eligible only certifications will be rejected by the application.
- Please remember there are two steps to career-themed course registration. After district staff has registered the superintendent must certify the registration through a separate login.
- Registration of secondary and dual enrollment Career-Themed Courses in your district must meet the requirements of Section (s.) 1003.493(1)(b), Florida Statutes (F.S.), and Rule 6A-6.0573, Florida Administrative Code (F.A.C.), Industry Certification Process.
- Registration of Career-Themed Courses is required for CAPE Industry Certifications and CAPE Acceleration Industry Certifications earned to qualify for funding in the Florida Education Finance Program (FEFP) under s. 1011.62, F.S.
- Career-Themed Courses registered in a previous year must be resubmitted each year.

Kevin O'Farrell, Ph.D.  
Chancellor of Career and Adult Education

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- For Career-Themed Courses in Automotive Service Technology, districts may only register those offered at schools that meet the requirements of s. 1004.925, F.S. Those that do not meet these requirements will be removed.
- Digital tools certificates are not registered in career-themed course registration.

The web-based tool for the registration of all Career-Themed Courses is

<https://web02.fldoe.org/CAPE/>. Separate sets of visual guide instructions are provided in the web-based tool for the registration of secondary and dual enrollment courses. A training webinar is provided here:

<https://www.gotostage.com/channel/2f8885c0cdf149cebc0fb984561a72ed/recording/d6a9de7b49c64ab5939b15d4f814017a/watch?source=CHANNEL>.

If you have any questions or need to obtain username/password, add additional postsecondary schools in the application or request additional courses for consideration, please contact Kaitlin Vickers, CAPE Industry Certification Manager at [IndustryCertification@fldoe.org](mailto:IndustryCertification@fldoe.org) or 850-245-9030.

KO/kv