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## **MEMORANDUM**

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

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

**DATE:** August 22, 2023

**SUBJECT: 2023-2024 Career and Professional Academy Registration**

The purpose of this memorandum is to announce the opening of the 2023-2024 reporting window to register **High School** and **Middle School** Career and Professional Academies in your district that meet the requirements of Section (s.) 1003.493(1)(a), Florida Statutes (F.S.). Please note that registration of a Career and Professional Academy does not qualify students earning industry certifications in the academy for funding in the Florida Education Finance Program under s. 1011.62, F.S.

The excel spreadsheet for Career and Professional Academy registration is attached in this email. The excel spreadsheet will be used to register new and previously registered academies for the 2023-2024 school year. ALL academies must register annually; registration from the prior year does not carry over.

The Registration Excel spreadsheet has three tabs for three different registration scenarios: 'Reregistered Academy,' 'Name Update Reregistered' and 'New Academy Registration.' Instructions on completing the registration form are in the 'Instructions' tab of the Excel spreadsheet. A list of all previously registered academies and the 2023-2024 CAPE list are located in the Excel spread sheet.

**Registration for Middle and High School will be open from August 16 through September 15, 2023.** Submission of this form from the school district is attesting that the career and professional academies registered meet the requirements defined in s.1003.493(4), F.S. This form is to be transmitted by the District Career and Technical Education Director to the FDOE Division of Career and Adult Education for registration of K-12 Career and Professional Academies. If an academy is not reported one of the three tabs in the Excel spreadsheet, it will not be registered and districts will not be able to report student participation.

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

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After the close of the submission window, the Department will publish the registered academies with their assigned three-digit identifier for reporting student participation on the reporting surveys for the 2023-23 academic year (Appendix Y). Districts may submit corrections during an update window from October 1 to October 31, 2023.

If you need technical assistance with the registration, contact Kaitlin Vickers, Career and Professional Education Industry Certification Manager, at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850-245-9030.

KO/kv

Attachment