

2015-16 Career and Professional Education (CAPE) Act – Career-Themed Courses
Quick Registration Guide

- ◆ Registration deadline: **March 1, 2016**
- ◆ Registration is performed in two steps:
 - Step One - Data entry for registration; and
 - Step Two - Verification and Submission (superintendent or designee only).
- ◆ Please contact LaKeisha Coleman at 850-245-9469 or lakeisha.coleman@fldoe.org for a username and password for each of these steps.
- ◆ Registration can be accessed at the following site: <https://app1.fldoe.org/workforce/CAPE/login.aspx>

Both Step One and Two Are REQUIRED to Complete Registration

NOTE: Each career-themed course that was in operation in 2014-15 will need to be re-registered. Please submit only career-themed courses that will have **student enrollment** in 2015-16.

STEP One – Career-Themed Course Initial Registration- Multiple Records Through Batch Format

Section I. – Registration of Multiple Career-themed Courses (Batch Upload)

This process should only be used to initially submit career-themed courses. Corrections to courses that have already been successfully submitted for step one either through batch upload or individually must be edited on the School level page. Please see Section II for directions on editing an existing career-themed course.

The following information is required to successfully submit a batch file:

- ◆ File must be saved as a 97-2003 Excel File- Please use the “Sample Template” available on the main menu of Step One.
- ◆ First row is a header row- data will not be pulled from this row
- ◆ Data should be saved in the first tab/worksheet, and worksheet name should be Sheet1
- ◆ Only Columns A through M will be loaded. The following field are required:
 - Column A: District ID- Should be two characters and saved as text or number stored as text. Leading zeroes must be included. For example if the district number is 6, only 06 will be accepted by the system.
 - Column B: School ID- Should be four characters and saved as text or number stored as text. Leading zeroes must be included. For example if the school number is 116, only 0116 will be accepted by the system.
 - Column C: Course Number: Should be 7 characters and saved as text or number stored as text. Leading zeroes must be included.
 - Column D: Cert Code 1: Should be the 8 character certification code- Required
 - Column E-M: Cert Code 2 to Cert Code 10: Should be the 8 character certification code or blank.

Records that do not meet the specifications will be rejected. Records with invalid District ID, School ID, Course Number, and Certification Code will be rejected. Duplicate records that match a currently registered District ID/ School ID/ Course Number/Cert code will also be rejected. A reports of rejected records submitted through batch upload can be downloaded from the Reports Section at the bottom of the Main Menu for Step One.

Section II. – Registration and Edits of Individual Career-themed Courses

This section allows a user to register new career-themed courses at an individual school, or make edits to a career-themed course that has already been registered.

Schools that already have registered career-themed courses, either submitted through batch upload or by individual registration, will appear under the **Schools** section.

To register a career-themed course at a school that does not yet appear under the **Schools** section, click on the status icon next to the school in the **Eligible Schools** Section above.

To register a new career-themed course, click on the “Edit/Add” icon beside the school name in the **Schools** section.

- ◆ Under Section III, select the course title (sorted by course number)
- ◆ Select up to 10 certifications that will be offered
 - All courses must have at least one associated certification
 - Certifications only need to be selected once for the course
- ◆ Once you have selected a course and its accompanying certification codes, select the Add button at the bottom of the page.
- ◆ The course should now appear under Section II

To edit or delete a career-themed course, click on the “Edit/Add” icon beside the school name in the **Schools** section. Only courses which have been submitted but not approved by your superintendent may be edited/deleted.

- ◆ To delete a course, select the delete option under the action column in Section II
 - When prompted confirm, that this course should be deleted.
- ◆ To edit a course, select the edit option under the action column in Section II
 - Use the edit functions that appear to change a course number, and/or change the certifications offered with the course.
 - When edits have been completed, select the update button at the bottom of Section II
 - The updated course information should appear in Section II

To return to the main menu, use the main menu link at the top of the page. To see a report of all courses registered, go to the reports section on the Main Menu page. This report includes all courses that have been submitted for Step I and an indicated of whether it has completed the registration in Step II.

NOTE: The registration process is not complete until STEP Two is completed. Only career-themed courses that have been submitted and certified (approved) will be included in Appendix FF.

STEP Two – Verification and Submission (Superintendent or Designee only)

In order for registration to be complete, district Superintendents must certify that all courses listed meet the statutory requirements in ss. 1003.491 – 1003.4935, F.S. A list of the requirements for the current year is included in this registration guide.

Individual Final Submission for finalizing one career-themed course at a time

- ◆ In the Status Column, select the box next to the career-themed course and click the **Certify** button.
 - Once certified, the course will appear in the table below. An excel report of all registered and certified courses can be downloaded from the reports section at the bottom of the page.
 - An email will be automatically generated to the District Superintendent with the school and course number. If multiple boxes are selected before the **Certify** button is selected, one email listing all courses registered with that submission will be generated.

Batch Final Submission for finalizing multiple career-themed courses at one time

- ◆ At the top of the status column, select the Select All button and click the **Certify** button. This will certify all of the courses that appear on the current page
 - Once certified, the courses will appear in the table below. An excel report of all registered and certified courses can be downloaded from the reports section at the bottom of the page.
 - An email will be automatically generated to the District Superintendent with the school and course number. If multiple boxes are selected before the **Certify** button is selected, one email listing all courses registered with that submission will be generated.

NOTE: After you have finalized the registration, the record will become locked and further edits will have to be approved by the DOE. A notification email will be sent to the superintendent for each finalized career-themed course. Please contact Sean Friend at 850-245-9030 or sean.friend@fldoe.org, if you need a record released for further edits. All edits must be completed prior to the March 1, 2016 deadline.

IMPORTANT: The registration process is not complete until Step Two is completed.

2015-16 Career and Professional Education (CAPE) Act – Career-Themed Courses
Quick Registration Guide

Requirements for s. 1003.493(4), F.S.:

Each career and professional academy and secondary school providing a career-themed course must:

- (a) Provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics..
- (b) Include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private 2-year and 4-year postsecondary institutions and technical centers. The Department of Education, in consultation with the Board of Governors, shall establish a mechanism to ensure articulation and transfer of credits to postsecondary institutions in this state. Such partnerships must provide opportunities for:
 - 1. Instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching.
 - 2. Internships, externships, and on-the-job training.
 - 3. A postsecondary degree, diploma, or certificate.
 - 4. The highest available level of industry certification.
 - 5. Maximum articulation of credits pursuant to s. 1007.23 upon program completion.
- (c) Promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at minimum, the Florida Gold Seal Vocational Scholars award pursuant to s. 1009.536.
- (d) Provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Economic Opportunity.
- (e) Deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by s. 1003.428, with an emphasis on strengthening reading for information skills.
- (f) Offer applied courses that combine academic content with technical skills.
- (g) Provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Requirements for s. 1003.4935(2), F.S.:

Each middle school career and professional academies and career-themed courses must:

- (a) Lead to careers in occupations designated as high-skill, high-wage, and high-demand in the Industry Certification Funding List approved under rules adopted by the State Board of Education;
- (b) Integrate content from core subject areas;
- (c) Integrate career and professional academy or career-themed course content with intensive reading, English Language Arts, and mathematics pursuant to ss. 1003.428 and 1003.4282;
- (d) Coordinate with high schools to maximize opportunities for middle grades students to earn high school credit;

2015-16 Career and Professional Education (CAPE) Act – Career-Themed Courses
Quick Registration Guide

- (e) Provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle grades students. The virtual instruction courses must be aligned to state curriculum standards for middle grades career and professional academy courses or career-themed courses, with priority given to students who have required course deficits;
- (f) Provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach;
- (g) Offer externships; and
- (h) Provide personalized student advisement that includes a parent-participation component.

Requirements for s. 1011.62(1)(o), F.S.:

Calculation of additional full-time equivalent membership based on successful completion of a career-themed course pursuant to ss. 1003.491, 1003.492, and 1003.493, or courses with embedded CAPE industry certifications or CAPE Digital Tool certificates, and issuance of industry certification identified on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education or CAPE Digital Tool certificates pursuant to s. 1003.4203.—

- 1.a. A value of 0.025 full-time equivalent student membership shall be calculated for CAPE Digital Tool certificates earned by students in elementary and middle school grades.
 - b. A value of 0.1 or 0.2 full-time equivalent student membership shall be calculated for each student who completes a course as defined in s. 1003.493(1)(b) or courses with embedded CAPE industry certifications and who is issued an industry certification identified annually on the CAPE Industry Certification Funding List approved under rules adopted by the State Board of Education. A value of 0.2 full-time equivalent membership shall be calculated for each student who is issued a CAPE industry certification that has a statewide articulation agreement for college credit approved by the State Board of Education. For CAPE industry certifications that do not articulate for college credit, the Department of Education shall assign a full-time equivalent value of 0.1 for each certification. Middle grades students who earn additional FTE membership for a CAPE Digital Tool certificate pursuant to sub-subparagraph a. may not use the previously funded examination to satisfy the requirements for earning an industry certification under this sub-subparagraph. Additional FTE membership for an elementary or middle grades student shall not exceed 0.1 for certificates or certifications earned within the same fiscal year. The State Board of Education shall include the assigned values on the CAPE Industry Certification Funding List under rules adopted by the state board. Such value shall be added to the total full-time equivalent student membership for grades 6 through 12 in the subsequent year for courses that were not provided through dual enrollment. CAPE industry certifications earned through dual enrollment must be reported and funded pursuant to s. 1011.80.
 - c. A value of 0.3 full-time equivalent student membership shall be calculated for student completion of the courses and the embedded certifications identified on the CAPE Industry Certification Funding List and approved by the commissioner pursuant to ss. 1003.4203(5)(a) and 1008.44.
 - d. A value of 0.5 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 15 to 29 college credit hours, and 1.0 full-time equivalent student membership shall be calculated for CAPE Acceleration Industry Certifications that articulate for 30 or more college credit hours pursuant to CAPE Acceleration Industry Certifications approved by the commissioner pursuant to ss. 1003.4203(5)(b) and 1008.44.
2. Each district must allocate at least 80 percent of the funds provided for CAPE industry certification, in accordance with this paragraph, to the program that generated the funds. This allocation may not be used to supplant funds provided for basic operation of the program.

2015-16 Career and Professional Education (CAPE) Act – Career-Themed Courses
Quick Registration Guide

3. For CAPE industry certifications earned in the 2013-2014 school year and in subsequent years, the school district shall distribute to each classroom teacher who provided direct instruction toward the attainment of a CAPE industry certification that qualified for additional full-time equivalent membership under subparagraph 1.:

- a. A bonus in the amount of \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.1.
- b. A bonus in the amount of \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.2, 0.3, 0.5, and 1.0.

Bonuses awarded pursuant to this paragraph shall be provided to teachers who are employed by the district in the year in which the additional FTE membership calculation is included in the calculation. Bonuses shall be calculated based upon the associated weight of a CAPE industry certification on the CAPE Industry Certification Funding List for the year in which the certification is earned by the student. Any bonus awarded to a teacher under this paragraph may not exceed \$2,000 in any given school year and is in addition to any regular wage or other bonus the teacher received or is scheduled to receive.