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Career and Adult Education

## **MEMORANDUM**

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

**FROM:** Rod Duckworth *RD*

**DATE:** February 1, 2016

**SUBJECT:** **2015-16 Career-Themed Course Registration Update Window**

The purpose of this memorandum is to announce the opening of an update window to register and correct 2015-16 Career and Professional Education Act career-themed courses in your district that meet the requirements of s. 1003.493(1)(a), Florida Statutes. Each district is required to offer at least two career-themed courses. Please note that registration of career-themed courses is the only mechanism in which students earning CAPE Industry Certifications and CAPE Acceleration Industry Certifications qualify for funding in the Florida Education Finance Program (FEFP) under s. 1011.62, Florida Statutes.

Attached is a copy of the 2015-16 Appendix FF which includes all career-themed courses registered by district and school through the close of the 2015-16 initial registration window. Please review this document carefully to ensure all career-themed courses registered by your district are listed in the Appendix and assigned to the correct school. To correct a career-themed course inadvertently assigned to the wrong school or delete a certified career-themed course, please contact Sean Friend at 850-245-9030 or [sean.friend@fldoe.org](mailto:sean.friend@fldoe.org).

The web-based tool for the registration of all middle school and high school level career-themed courses is located at <https://app1.fldoe.org/workforce/CAPE/login.aspx>. **All updates to current registration information must be submitted and certified by your superintendent by March 1, 2016.** To assist you in registering career-themed courses, a summary registration guide has been developed and has been included as an attachment.

Please refer to these resources to assist you in completing the following registration steps:

- Step One: Initial registration and data entry - Courses may be registered individually or through batch upload of multiple records.
- Step Two: Verification and submission by superintendent or designee.

A separate username and password for the district (Step One) and superintendent (Step Two) is required for access to the web registration tool and can be obtained by contacting LaKeisha Coleman at 850-245-9469 or [lakeisha.coleman@fldoe.org](mailto:lakeisha.coleman@fldoe.org).

For technical assistance with the registration site, please contact Sean Friend at 850-245-9030 or [sean.friend@fldoe.org](mailto:sean.friend@fldoe.org).

RD/sf

Attachments