Florida Department of Education

Form FCAPEA-03,

Florida Career and Professional Education Act

Career-Themed Course Registration Form

Rule 6A-6.0573, F.A.C.

FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Log In	
User Name:	
Password:	
	Log In

Privacy Statement   Public Records
Accessibility

https://webtest02.fldoe.org/CAPE/login.aspx

Florida Career and Professional Education Act Career-themed Courses

Main Menu

Welcome to the main registration page for the Career and Professional Education (CAPE) Career-themed Courses. This system is only for the registration of Career-themed Courses. All Career-themed courses must be registered each year. Courses may be registered individually or by submitting a batch file. Registration of career-themed courses through which students earn CAPE Industry Certifications and CAPE Acceleration Industry Certifications is required for funding in the FEFP.

Districts are allowed to register both **Secondary** courses and **Dual Enrollment** courses. **Dual Enrollment** courses must be registered separately. See headings below to locate these sections.

Within both **Secondary** and **Dual Enrollment**, two methods are provided for registration:

1. **Batch Upload Registration**
   Use this method to upload multiple Career-themed courses from multiple schools. See Section I for instructions.
2. **Individual Course Registration**
   Use this method to register courses one-at-a-time. See Section II for instructions.

Secondary Courses

Section I: Batch Upload Registration

Instructions

To access a list of courses eligible for registration see the following link: _____

The following file format must be used to submit a batch upload. The system will reject all files that do not meet these specifications. Visual Guide Instructions   Batch Upload Template

To submit a file, please use the link below.

https://webtest02.fldoe.org/CAPE/login.aspx

File Upload

Upload an .xls file		Browse...	Upload

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. After each batch upload, you should access the summary and rejected records reports provided below under the "**Reports – Secondary Courses**" heading.

Section II: Individual Course Registration

Instructions

Use the matrix below to activate **Available Schools** for a new Career-themed Course registration.

- Select the Folder icon ( ) to activate the school. Once selected, the school should appear under the "**Schools**" heading below. You may need to refresh your browser.
- If a school has at least one registered course, you will see this icon: ( ). Skip to the "**Schools**" heading to register additional courses.

Available Schools

School	Status
A. L. MEBANE MIDDLE SCHOOL	
A.QUINN JONES/EXCEP.STUDENT CENTER	
ABRAHAM LINCOLN MIDDLE SCHOOL	
ADULT EDUCATION PROGRAM	
ALACHUA COUNTY JAIL	
ALACHUA ESCHOOL (VIRTUAL FRANCHISE)	
ALACHUA LEARNING CENTER , INC. MIDDLE	
ALACHUA MYCROSCHOOL OF INTEGRATED ACADEMICS AND TECHNOLOGIES (MYCROSCHOOL GAINESVILLE)	
ALACHUA VIRTUAL INSTRUCTION PROGRAM	
CHARACTER COUNTS CENTER	

1 2 3 4

Schools

School	Edit/Add Individual Course
WESTWOOD MIDDLE SCHOOL	

- Select the edit icon ( ) to edit an existing career-themed course or to add a new career-themed course.
- If a school does not appear in the "**Schools**" table and records were submitted using the "**Batch**" upload process in Section I, please check the "Rejected Records Report" under the "**Reports**" header below to see if the submitted records were rejected.

Reports – Secondary Courses

Career-Themed Course Status Report – Secondary Courses
This report shows all courses submitted in Step One or certified in Step Two. It will include all courses submitted through "**Batch Upload Registration**" or "**Individual Course Registration**" methods.
Career-Themed Course Status Report - Secondary

Validation Reports – Secondary Courses
These reports include courses which have been registered through the batch upload process and do not include any courses that have been registered individually.
Batch Upload Submission Report - Secondary
Rejected Records Report - Secondary

Dual Enrollment Courses

Section I: Batch Upload Registration - Dual Enrollment

Instructions

The following file format must be used to submit a batch upload. The system will reject all files that do not meet these specifications. Visual Guide Instructions   Batch Upload Dual Enrollment Template

To submit a file, please use the link below.

File Upload

Upload an .xls file [_____] Browse... [Upload]

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. There is no requirement for nonpublic postsecondary institutions to use the Statewide Course Numbering System. Therefore, Course Number will not be rejected for nonpublic institutions. Postsecondary Course Number registered must match the course record submitted with the Industry Certification.

After each batch upload, you should access the summary and rejected records reports provided below under the "**Reports – Dual Enrollment Courses**" heading.

Section II: Individual Course Registration - Dual Enrollment

Instructions

Use the matrix below to activate **Available Postsecondary Schools** for a new Career-Themed Course registration.

- Select the Folder icon (🗁) to activate the school. Once selected, the school should appear under the "**Postsecondary Schools**" heading below. You may need to refresh your browser.
- If a school has at least one registered course, you will see this icon: (📝). Skip to the "**Postsecondary Schools**" heading to register additional courses.

Available Postsecondary Schools

School	Status
Aparicio-Levy Technical College	🗁
Atlantic Technical College	🗁
Baker County Adult Center	🗁
Big Bend Technical College	🗁
Bradford-Union Technical Center	🗁
Brewster Technical College	🗁
Broward College	🗁
Cape Coral Technical College	🗁
Charlotte Technical Center	🗁
Chipola College	🗁

1 2 3 4 5 6 7 8 9 10 …

Postsecondary Schools

School	Edit/Add Individual Course
Desoto County Adult Education Center	➕

- Select the edit icon (➕) to edit an existing career-themed dual enrollment course or to add a new career-themed dual enrollment course.
- If a school does not appear in the "**Postsecondary Schools**" table and records were submitted using the "**Batch**" upload process in Section I, please check the "Rejected Records Report" under the "**Reports – Dual Enrollment Courses**" header below to see if the submitted records were rejected.
- If a school does not appear in the "**Postsecondary Schools**" table and no records have been submitted through the "**Batch**" process by adding an individual enrollment course, see **Section II** for directions on adding an eligible postsecondary school.

Reports – Dual Enrollment Courses

Career-Themed Course Status Report – Dual Enrollment
This report shows all courses submitted in Step One or certified in Step Two. It will include all courses submitted through "**Batch Upload Registration – Dual Enrollment**" or "**Individual Course Registration –**

Dual Enrollment" methods.
[Career-Themed Course Status Report - Dual Enrollment](#)

Validation Reports – Dual Enrollment
These reports include dual enrollment courses which have been registered through the "**Batch Upload Process – Dual Enrollment**" and do not include any courses that have been registered individually.
[Batch Upload Submission Report - Dual Enrollment](#)
[Rejected Records Report - Dual Enrollment](#)

If you have questions contact Kathryn Wheeler at [industrycertification@fldoe.org.](mailto:industrycertification@fldoe.org)

Florida Department of Education

FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Florida Career and Professional Education Act Career-themed Courses

◁◁ Main Menu   You are logged in as
                          ALACHUA   Log Out ▷▷

The purpose of this registration is the identification of the career-themed courses operating in the current school year which meet the requirements in s. 1003.493, Florida Statutes. By registering, your district is certifying that these courses 1) meet the statutory requirements of the Florida Career and Professional Education Act and 2) have students enrolled.

SECONDARY COURSES
Section I: School Information

District : Alachua

School : 0112 ABRAHAM LINCOLN MIDDLE SCHOOL

Section II: Edit Currently Registered Courses
Registered Courses

Action	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted	Status
Edit/ Delete	8720320	Building Construction Technologies 2/Level 2	NCCER005	NCCER032	ADESK002													08/28/2018	Submitted
Edit/ Delete	9009110	Information and Communications Technology (ICT) Essentials 1	MICRO069	COMPT016														08/28/2018	Submitted

Section III: Add a New Career-Themed Course

A "Career-themed Course" is a course, or a course in a series of courses, that leads to an industry certification identified on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education. Registered career-themed courses must meet the requirements of section 1003.493(1)(b), F.S. If career-themed courses do not meet these requirements, certifications earned in these courses do not qualify for funding in the Florida Education Finance Program (FEFP) under s. 1011.62, F.S. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity.

To register an individual career-themed course, please select the course and when prompted provide up to fifteen certifications offered. At least one certification must be selected for each course. Documentation may be required to

https://webtest02.fldoe.org/CAPE/login.aspx

add additional courses to the course list available to be registered as career-themed courses. To submit multiple courses through a file upload please return to the main menu.

Course Title : [-- select -- ▾]

If you have questions contact Kathryn Wheeler at [industrycertification@fldoe.org.](mailto:industrycertification@fldoe.org)

Florida Department of Education

Note: This page is accessed by clicking on any of the edit icons (🔁) from the "**Available Postsecondary Schools**" matrix.

FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Florida Career and Professional Education Act Career-themed Courses

◁◁ Main Menu   You are logged in as
                      ALACHUA   Log Out ▷▷

The purpose of this registration is the identification of the career-themed courses operating in the current school year which meet the requirements in s. 1003.493, Florida Statutes. By registering, your district is certifying that these courses 1) meet the statutory requirements of the Florida Career and Professional Education Act and 2) have students enrolled.

DUAL ENROLLMENT COURSES
Section I: School Information

District : Alachua

School : C924 Santa Fe College

Section II: Edit Currently Registered Courses
Registered Courses

Action	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted	Status
Edit/ Delete	ACR0047	Air Conditioning, Refrigeration and Heating Mechanic 1	HVACE001	NCCER018	HVACE001													08/28/2018	Submitted
Edit/ Delete	HSC1531	TERMINOLOGY	MICRO069	ADOBE022														08/31/2018	Submitted
	ACG1015	ACCOUNTING II	MICRO069	COMPT002														09/04/2018	Certified

Section III: Add a New Career-themed Course

A "Career-themed Course" is a course, or a course in a series of courses, that leads to an industry certification identified on the CAPE Industry Certification Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity.

To register an individual career-themed course, please select the course and when prompted provide up to ten certifications offered. At least one certification must be selected for each course. To submit multiple courses through a file upload please return to the main menu.

Course Title : -- select --

If you have questions contact Kathryn Wheeler at industrycertification@fldoe.org.

9

Florida Department of Education

FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Florida Career and Professional Education Act Career-themed Courses

◀◀ Main Menu

You are logged in as
ALACHUASUPT

Log Out ▷▷

Registration of Career-themed Courses - Secondary
Florida Career and Professional Education Act

Pursuant to the Florida Career and Professional Education Act, Sections 1003.491 – 1003.493, Florida Statutes, all districts shall offer at least two career-themed courses. A career-themed course is "a course, or a course in a series of courses, that leads to an industry certification identified in the Industry Certification Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity."

All career-themed courses shall be registered in order to be eligible to generate the additional full-time equivalent membership funding based on the completion of industry certifications (Rule 6A.6.0573, Florida Administrative Code).

Newly Registered Courses – Secondary

The following career-themed courses have been newly registered for your district for the current school year. To finalize the registration process, use the Status column to select the courses and select the Certify button below. Once finalized, all registered career-themed courses for the current school year will appear in the section below.

☐ Status	School Name	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Step 1 Submitted
☐	SANTA FE HIGH SCHOOL	9009110	Information and Communications Technology (ICT) Essentials 1	MICRO069	ADOBE 020														08/31/2018
☐	WESTWOOD MIDDLE SCHOOL	8207310	Digital Information Technology/Level 2	MICRO069															08/28/2018
☐	ABRAHAM LINCOLN MIDDLE SCHOOL	8720320	Building Construction Technologies 2/Level 2	NCCER005	NCCER 032	ADESK 002													08/28/2018
☐	ABRAHAM LINCOLN MIDDLE SCHOOL	9009110	Information and Communications Technology (ICT) Essentials 1	MICRO069	COMPT 016														08/28/2018

10

By selecting the button below you are certifying that the selected list of career-themed courses above meet the statutory requirements of the Florida Career and Professional Education Act, ss. 1003.491 – 1003.493, F.S.

Certify

The following career-themed courses have completed the registration process. To generate a print ready report please go to the "**Reports – Secondary Courses**" section below.

School Name	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted
WESTWOOD MIDDLE SCHOOL	0100300	Advanced Placement Art History	ABAYC003															08/31/2018

Reports – Secondary Courses

Registered Career-Themed Courses
This includes secondary courses which have been registered and certified by your district superintendent.
Registered Career-Themed Courses Report - Secondary

If you have questions contact Kathryn Wheeler at industrycertification@fldoe.org.

Florida Department of Education

FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Florida Career and Professional Education Act Career-themed Courses

◀◀ Main Menu   You are logged in as
                      ALACHUASUPT   Log Out ▷▷

Registration of Career-Themed Courses - Dual Enrollment
Florida Career and Professional Education Act

Pursuant to the Florida Career and Professional Education Act, Sections 1003.491 – 1003.493, Florida Statutes, all districts shall offer at least two career-themed dual enrollment courses. A career-themed dual enrollment course is "a course, or a course in a series of courses, that leads to an industry certification identified in the Industry Certification Funding List pursuant to rules adopted by the State Board of Education. Career-themed dual enrollment courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity."

All career-themed dual enrollment courses shall be registered in order to be eligible to generate the additional full-time equivalent membership funding based on the completion of industry certifications (Rule 6A.6.0573, Florida Administrative Code).

Newly Registered Dual Enrollment Courses

The following career-themed dual enrollment courses have been newly registered for your district for the current school year. To finalize the registration process, use the Status column to select the courses and select the Certify button below. Once finalized, all registered career-themed dual enrollment courses for the current school year will appear in the section below.

☐ Status	School Name	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Step 1 Submitted
☐	Embry-Riddle Aeronautical University, Bunnell (Branch Campuses at Fort Lauderdale and Daytona Beach)	ASC2560	UNMANNED AERIAL VEHICLES AND SYSTEMS (L)	MICRO069	COMPT002														08/31/2018
☐	Santa Fe College	ACR0047	Air Conditioning, Refrigeration and Heating Mechanic 1	HVACE001	NCCER018	HVACE002													08/28/2018
☐	Emerald Coast Technical College	ACG1012	ACCOUNTING II (AS TRANSFER ONLY)	ADESK023	ACSMD002	NIFMS008	ADOBE013	ADOBE021	ADOBE007										08/28/2018
☐	Emerald Coast Technical College	ACG1080	INTRERMEDIATE ACCOUNTING II	ADESK023	ACSMD002	NIFMS008	ADOBE013	AMEDT005											08/28/2018

https://webtest02.fldoe.org/CAPE/login.aspx

By selecting the button below you are certifying that the selected list of career-themed dual enrollment courses above meet the statutory requirements of the Florida Career and Professional Education Act, ss. 1003.491 – 1003.493, F.S.

Certify

The following career-themed dual enrollment courses have completed the registration process. To generate a print ready report please go to the "**Reports – Dual Enrollment Courses**" section below.

School Name	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted
Santa Fe College	ACG1015	ACCOUNTING II	MICRO069	COMPT002														09/04/2018
University of Florida	ABE2012	INTRO TO DESIGN & ANALYSIS	ADOBE011															09/04/2018

Reports – Dual Enrollment Courses

Registered Career-Themed Courses - Postsecondary
This includes postsecondary courses which have been registered and certified by your district superintendent.
Registered Career-Themed Courses Report - Postsecondary

If you have questions contact Kathryn Wheeler at industrycertification@fldoe.org.