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Division of Career and Adult Education



July 15, 2010

MEMORANDUM

TO: District Career and Technical Education Directors
Technical Center Directors
Florida College Occupational Deans

FROM: Loretta Costin, *Loretta Costin* Chancellor, Division of Career and Adult Education

SUBJECT: 2010-2011 Career and Professional Academy Registration

The purpose of this memorandum is to announce the opening of the 2010-2011 reporting window to register Career and Professional Academies in your district that meet the requirements of s. 1003.492(3), F.S.

The web-based Career and Professional Academy registration tool is located at <http://www.fldoe.org/workforce/fcpea/default.asp>. Each district will be responsible for the input of new information pertaining to Career and Professional Academies available in your district for 2010-2011, and/or for re-registering academies that were submitted during the 2009-2010 registration window.

Registration must be completed by September 15, 2010. To assist you in registering a new academy or re-registering an existing academy, a Registration Guide has been developed and is attached to assist you with:

- Step One of the registration process, and
- Step Two of the certification and submission process.

Additionally, a detailed instructional PowerPoint presentation has been developed and is available to download from the CAPE website listed above. A short tutorial session will be offered via conference call. More information concerning the conference call will be e-mailed to you in the near future.

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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 calling or e-mailing LaKeisha Coleman at (850) 245-9469 or lakeisha.coleman@fldoe.org. Please note: the 2010-2011 username and password for the district is the same as the username and password used for 2009-2010.

For technical assistance with the registration site, please contact LaKeisha Coleman. All other questions may be directed to Tara Goodman at (850) 245-9001 or tara.goodman@fldoe.org.

LC/tgc

Attachment