

# FLORIDA DEPARTMENT OF EDUCATION



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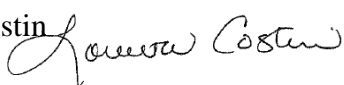
Lucy D. Hadi, Chancellor  
Division of Career and Adult Education



July 15, 2009

## MEMORANDUM

**TO:** District Career and Technical Directors

**FROM:** Loretta Costin 

**SUBJECT:** 2009-2010 Career and Professional Academy Registration

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The purpose of this memorandum is to announce the opening of the 2009-2010 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 2009-2010, and/or for re-registering academies that were submitted during the 2008-2009 registration window.

Registration must be completed by September 15, 2009. A 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.

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 Yvette Hargreaves at (850) 245-9469 or [yvette.hargreaves@fldoe.org](mailto:yvette.hargreaves@fldoe.org). For technical assistance with the registration site, please contact Yvette Hargreaves. All other questions may be directed to Tara Goodman at (850) 245-9001.

LORETTA COSTIN, VICE CHANCELLOR FOR CAREER AND ADULT EDUCATION

District Career and Technical Directors  
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A short tutorial session will be offered via conference call on Wednesday, July 22<sup>nd</sup> and Wednesday, August 12<sup>th</sup> at 9:00 a.m. EDT. The call in number for both dates is (888) 808-6959; Code 2459469. A PowerPoint presentation has been developed that will be used for the tutorial. If you plan to participate, please download the presentation from the CAPE Web site (link above) prior to calling in.

LC/tgh

Attachment

Cc: Frances Haithcock, Chancellor, Division of Public Schools  
School District Superintendents