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## **MEMORANDUM**

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

**FROM:** Kevin O'Farrell, Ph.D.

**DATE:** August 16, 2022

**SUBJECT:** **2022-2023 Career and Professional Academy Registration**

The purpose of this memorandum is to announce the opening of the 2022-23 reporting window to register **High School** and **Middle School** Career and Professional Academies in your district that meet the requirements of (s.) Section 1003.493(1)(a), Florida Statutes (F.S.). Please note that registration of a Career and Professional Academy does not qualify students earning industry certifications in the academy for funding in the Florida Education Finance Program under s. 1011.62, F.S.

Registration will no longer be via the web application. The excel spreadsheet for Career and Professional Academy registration is attached in the email and is located at <https://www.fldoe.org/academics/career-adult-edu/cape-secondary/academy-career-themed.stml>. The excel spreadsheet will be used to register new and previously registered academies for the 2022-23 school year. ALL academies must register every year for reporting. Registration from the prior year does not carry over. A training webinar for the new registration process will be held on August 31, 2022, from 10:30 a.m. to 11:30 a.m. EDT. Please use the following link to register for the webinar: <https://attendee.gotowebinar.com/register/2637256029748513551>.

**Registration for Middle and High School is open from August 16 and closes on September 15.** After the close of the submission window, districts may submit corrections during an update window from October 1 to October 31. The submission of this form from the school district is attesting that the career and professional academies registered meet the requirements defined in s.1003.493(4), F.S. This form is to be transmitted by the District Career and Technical Education Director to the Division of Career and Adult Education for registration of K-12 Career and Professional Academies.

If you need technical assistance with the registration, contact Kaitlin Vickers, Career and Professional Education Industry Certification Manager at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850-245-9030.

KO/kv

Attachment

Kevin O'Farrell, Ph.D.  
Chancellor of Career and Adult Education