

Form FCAPE-01 Florida Career and Professional
Education Act Career and Professional Academies
Rule 6A-6.0576
Effective September 2022

Instructions for CAPE Academy Registration

This sheet will house all of the information for new and previously registered academies. ALL academies must be register every year for reporting. Registration from the prior year does not carry over.	
CTE Director Name:	Fill out the conntact information for the district CTE director submitting the Career and Professional Academy Registration.
CTE Director Phone Number:	
CTE Director Email Address:	
District Name (A)	Choose the District Name from the drop down menu
District Number (B)	The District Number will populate from the District Name chosen in column A
School Name (C)	Choose the school name from the drop down menu. You will only be able to choose from schools in the selected district chosen in column A.
School Number (D)	The School Number will populate from the School Name chosen in column C
New Academy or Re-Registration (E)	From the drop down menu choose if the academy is New or will be re-reregistered
Academy Name (F)	Choose the Academy Name. You will only be able to choose from the academy's at the school chosen in column C. If you choose New Academy this cell will be blocked out.
Academy Number (G)	The Academy Number will be populated from the Academy Name chosen in column F? If you choose New Academy this cell will be blocked out.
New academy name (H)	Type the name of the New Academy. If you choose Re-register in column E this cell will be blocked out.
Grade Level of Academy Students (I)	Choose the grade level of the academy from the drop down menu. Options: 9-12, 10-12, 11-12, 12, and middle school.
Primary Career Cluster (J)	From the drop down menu choose the primary career cluster of the academy.
Secondary Career Cluster (K)	From the drop down menu choose the secondary career cluster of the academy. If there is not a secondary cluster choose N/A.
Middle School Only: Select the registered high school career and professional academy that will align with this academy. (L)	MIDDLE SCHOOL ONLY. Each middle school career and professional academy must be aligned with at least one high school career and professional academy offered in the district (per s. 1003.4935 (2), F.S.). Select the registered high school academy that will align with this academy.
High School Only: Academy Type (M)	HIGH SCHOOL ONLY. Choose one from the drop down menu. Options: Offers at least one industry certification on the CAPE Funding List through enrollment in Secondary program. Offers industry certification(s) on the CAPE Funding List through dual enrollment only. Offers coursework leading to an industry certification on the Master Credentials List but not on the CAPE Funding List.
Please select the certification which the academy prepares students for. (N through R)	From the drop down menu chose the certification which the academy prepares students for. You may chose up to 5 certifications.

