

# FLORIDA DEPARTMENT OF EDUCATION



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September 16, 2011

## MEMORANDUM

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

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

**SUBJECT:** 2011-2012 Career and Professional Academy Registration

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The purpose of this memorandum is to announce the opening of the 2011-2012 reporting window to register Middle School Career and Professional Academies in your district that meet the requirements of s. 1003.4935(2), 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 information pertaining to Middle School Career and Professional Academies available in your district for 2011-2012.

Registration must be completed by October 11, 2011. To assist you in registering a new academy, a summary Registration Guide and a detailed instructional PowerPoint presentation has been developed and is available to download from the CAPE website listed above and has been included as an attachment. Please refer to these resources to assist you in completing the following registration steps:

- Step One: Initial registration and data entry and
- Step Two: Verification and submission by Superintendent or Designee

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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 Tara McLarnon at (850) 245-9005 or [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org). Please note: the 2011-2012 username and password for the middle school registration system is different from the high school login information.

For technical assistance with the registration site, please contact Tara McLarnon at (850) 245-9005 or [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org). All other questions may be directed to Tara Goodman at (850) 245-9001 or [tara.goodman@fldoe.org](mailto:tara.goodman@fldoe.org).

Thank you.

LC/tgc

Attachments

- (1) Registration Instructional PowerPoint
- (2) A Quick Registration Guide