- Registration deadline: **October 11, 2011**
- Registration is performed in two steps:
  - Step One - Data entry for registration; and
  - Step Two - Verification and Submission (superintendent or designee only).
- Please contact Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org for a Username and Password for each of these steps.

Career and Professional Education Academy Registration: http://www.fldoe.org/workforce/fcpea/default.asp

<p style="text-align:center">Please submit your CAPE Registrations as early as possible.
<u>Both Step One and Two Are REQUIRED to Complete Registration</u></p>

STEP ONE- Initial Registration of New Academies

To register a new academy- Please view the Section I directions on the Main Menu Page

<u>Symbols Guide</u>

( ) Indicates that academy has completed the initial registration for the 2011-12 school year but has not been finalized.

( ) Indicates the academy has completed a steps of registrations and has been successfully registered.

( ) to edit the 2011-2012 academy data

( ) to print the 2011-2012 academy data

( ) to export the 2011-2012 academy data to Microsoft Word

( ) to delete the 2011-2012 academy data

NOTE: Please only submit information on academies that will be __in operation__ in 2011-2012.

STEP ONE – Initial Registration of New Academies

To register a new academy, select the link for <u>Submit a New Academy</u>.

The following information is required to successfully complete Web registration:

Section I. – ACADEMY INFORMATION

This section is for the collection of district/academy information. An academy number will automatically be assigned to each registered academy and will be used as part of a "unique identifier" (along with district and school number) for the purpose of data analysis.

*The following field is pre-populated based on school selected. Please verify the information is current and change any fields necessary to provide the correct data.

- District (automatically populates)
- School (select from a drop-down menu)
- Academy Name
- Address *
- Academy Structure

- Grade Level of Students in the Academy (Select all that apply)
- Enrollment Policy
- 2011-2012 Estimated Student Enrollment in the Academy
- Primary Career Cluster
- Secondary Career Cluster (not required)
- High School Alignment (Select up to three schools)

Section II. – ACADEMY ELEMENTS (per s. 1003.4935, F.S.)

This section requires the user to identify each element in the academy which meets the statutory guidelines found in s. 1003.4935, F.S. (click on each academy element). In order to be considered a registered Career and Professional Education (CAPE) academy and eligible for additional funding, each of the eleven criteria in s. 1003.4935, F.S., must be met and checked off.

NOTE: The registration application will notify you if you have not selected all of the Career and Professional Education (CAPE) Academy elements in this section. If the academy you are attempting to register does not meet any one of the elements in this section, the system will not allow you to continue.

Section III. – FUNDING-ELIGIBLE INDUSTRY CERTIFICATIONS

This section is for the collection and identification of those industry certification programs for which students in the academy will receive the curriculum and training necessary to sit for the certification examination. This information must be entered for all academies.

- Industry Certification(s). Select from a drop-down menu. Press and hold the Ctrl key to select more than one Industry Certification.
- Please select all certifications offered with this academy.

Section IV. – CERTIFICATIONS EARNED IN 2011-2012

- Estimated number of Certifications that may be earned in 2011-2012 (data entry required)

Section V. – CONTACT INFORMATION

The following fields required for academies that are being re-registered. Please verify the information is current and change any fields necessary to provide the correct data.

- Name
- Title
- E-mail Address
- Phone Number (**dashes only i.e.: XXX-XXX-XXXX**)
- Fax Number

Click SUMBIT STEP ONE to complete the first step. If successful, the application will close and display this statement:

"Step One of the CAPE Registration process is complete. To FINALIZE Registration, Step Two must be completed by the Superintendent or designee using a separate Username and Password."

If not successful, the application will remain open. A red error message will appear at the top of and within the application indicating what information is missing or has been entered incorrectly.

PRINTING

After completing STEP ONE you may choose to print the registration application. To print, click on the "Print" icon located on the Main Menu next to the Academy Name. This will open the completed application and allow you to print.

NOTE: The print icon will not display until STEP ONE is complete.

IMPORTANT: The academy is NOT registered until STEP TWO is completed.

STEP TWO: Verification and Submission (superintendent or designee only)

Step two provides the superintendent or designee an opportunity to review and edit the information prior to final submission. A separate username and password are required for this step.

Step two may be completed as a batch submission or may be verified and submitted individually. Both processes have been listed below. The superintendent or designee may also choose to enter new academy information from this step. To enter a new academy, the superintendent or designee will need to follow Step one directions after logging into the main menu.

Individual Final Submission for finalizing one Academy at a time

- At the log-in screen, enter Superintendent's Username and Password – this will open the main menu.
- The 2011-2012 Registered Academies Table will show a list of Career Academies that have been submitted for final registration.
    o To review and make any edits to the information, click the "Pencil" icon ✏ next to the academy you wish to review/edit. This will open the registration application and allow you to make changes prior to final submission.
    o You may also choose to print the application for review using the 🖨 icon or view the application in a Word document using the 📄 icon.
- After careful reviewing, click on the FINAL SUBMIT button in the individual academy registration page. This will close **and lock** the record for this academy.

Batch Final Submission for finalizing all Academies at one time

- At the log-in screen enter Superintendent's Username and Password – this will open the main menu.
- The 2011-2012 Registered Academies Table will show a list of Career Academies that have been submitted for final registration.
    o To review and make any edits to the information, click the "Pencil" icon ✏ next to the academy you wish to review/edit. This will open the registration application and allow you to make changes prior to final submission.
    o You may also choose to print the application for review using the 🖨 icon or view the application in a Word document using the 📄 icon.
    o If edits are made, click on "Submit Step One" at the bottom of the application. This will return you to the "Main Menu" which displays the academy list.
- After reviewing the registration application(s) and no changes are required, click on "Main Menu" at the top of the screen. This will return you to the "Main Menu" which displays the academy list.
- Click the "Finalize Submission" box (a green check-mark will appear to the right of the academy(ies) that have been reviewed/edited).
- Once you have completed the reviews and all "Final Submit" boxes have been checked, click on SAVE at the bottom left of the main menu. This will finalize **and lock** the record for all of the checked academies.

NOTE: After you have finalized the registration, the record will become locked and further edits will have to be approved from the DOE. A notification email will be sent to the superintendent for each finalized academy.

Please contact Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org, if you need a record released for further edits. All edits must be completed prior to the October 11th deadline.