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MEMORANDUM

TO: District Career and Technical Education Directors

FROM: Henry Mack

DATE: August 19, 2021

SUBJECT: **2021-22 High School Career and Professional Academy Registration**

The purpose of this memorandum is to announce the opening of the 2021-22 reporting window to register High School Career and Professional Academies in your district that meet the requirements of 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 (FEFP) under s. 1011.62, F.S.

The web-based Career and Professional Academy registration tool is located at <https://web02.fldoe.org/CAPE/>. Each district will be responsible for the input of new information pertaining to High School Career and Professional Academies available in your district for 2021-22, and/or for re-registering academies that were submitted during the 2020-21 registration window. A separate window for registering Middle School Career and Professional Academies will open in September followed by a window for registering career-themed courses.

Registration must be completed by September 15, 2021. To assist you in registering a new academy or re-registering an existing academy, a summary registration guide has been developed and has been included as an attachment.

Please refer to this guide to assist you in completing the following registration steps:

- Step One: Initial registration and data entry
- Step Two: Verification and submission by superintendent or designee

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 contacting Kathryn Wheeler at industrycertification@fldoe.org or 850-245-9030. If you need technical assistance with the registration site, you may also contact Ms. Wheeler.

HM/kw

Attachment

Henry Mack
Chancellor of Career and Adult Education