

- ◆ Registration deadline: **September 15, 2009**
- ◆ Registration is performed in two steps:
 - Step One - Data input and submission; and
 - Step Two - Verification and registration (superintendent or designee only).
- ◆ Please contact Yvette Hargreaves at (850) 245-9469 or yvette.hargreaves@fldoe.org for a Username and Password for each of these steps.

Please submit your CAPE Registrations as early as possible.

STEP ONE – Re-registering **DO NOT use this process to enter information on a new academy.**


Academies previously submitted will not automatically re-register each year. Please use the edit feature in the application to re-register. The same three-digit academy number will be assigned to academies that have been previously registered.

If re-registering your 2008-2009 academy, some information will be pre-populated with data entered during the 2008-2009 registration window. However, please verify and update all information that appears in the form.

***NOTE:** Please only submit information on academies that will be **in operation** in 2009-2010. Information is not being requested for academies being planned for 2010-2011.*

Go to URL <http://www.fldoe.org/workforce/fcpea/default.asp> and click on Career and Professional Education Academy Registration

Enter Username and Password. This will open the Main Menu page which displays new instructions for added features and a list of the academies that were submitted during the 2008-2009 registration window.

To EDIT/UPDATE previous submissions click on the  icon for the academy you wish to re-register. This will open the 2009-2010 submission pages which will be pre-populated with some of the information entered during the 2008-2009 registration window. You will be required to update information for the 2009-2010 registration window.

Section I. – Academy Information will be pre-populated. Please check for accuracy.

Section II. – Academy Elements will **NOT** be pre-populated. Please click on each academy element which meets the statutory guidelines found in s. 1003.493, F.S.


Section III. – Academy Type will **NOT** be pre-populated. Choose one from the following:

1. Career and Professional Academy that offers at least one industry certification on the 2009-2010 Industry Certification Funding List through enrollment in Secondary CTE courses.
2. Career and Professional Academy that offers industry certification(s) on the 2009-2010 Industry Certification Funding List through dual enrollment only.
3. Career and Professional Academy that offers coursework leading to an industry certification on the Comprehensive Industry Certification List but not on the 2009-2010 Funding List.

Section IV. – Funding Eligible Industry Certifications will **NOT** be pre-populated. Select from a drop-down menu. Press and hold the Ctrl key to select more than one Industry Certification.

Section V. – Certification Earned in 2009-2010 will **NOT** be pre-populated. Data input is required.

Section VI. – Contact Information will be populated with information from the previous user. Please update as needed.

Once you have completed Step One of the re-registration process the icon will change to . This indicates that the academy information has been updated and the information is ready for verification by the Superintendent or designee (Step Two).

STEP ONE – New Submission

Go to URL <http://www.fldoe.org/workforce/fcpea/default.asp> and click on Career and Professional Education Academy Registration

Enter Username and Password. This will open the Main Menu page. Click on “Submit A New Academy”

Please have the following information available to successfully complete your 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.

- ◆ District (automatically populates)
- ◆ School (select from a drop-down menu)
- ◆ Academy Name (input required)
- ◆ Address (input required)
- ◆ City, State, Zip (input required)
- ◆ Academy Structure (click appropriate choice)
- ◆ Grade Level of Students in the Academy (click appropriate choice)
- ◆ 2009-2010 Estimated Student Enrollment in the Academy (input required)

Section II. – ACADEMY ELEMENTS (per s. 1003.493, F.S.)

This section requires the user to identify each element in the academy which meets the statutory guidelines found in s. 1003.493, F.S. (click on each academy element).

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. – ACADEMY TYPE (Choose One)

This section is for the selection of the type of Academy. Choose one from the following:

1. Career and Professional Academy that offers at least one industry certification on the 2009-2010 Industry Certification Funding List through enrollment in Secondary CTE courses.
2. Career and Professional Academy that offers industry certification(s) on the 2009-2010 Industry Certification Funding List through dual enrollment only.
3. Career and Professional Academy that offers coursework leading to an industry certification on the Comprehensive Industry Certification List but not on the 2009-2010 Funding List.

Section IV. – 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.

Section V. – CERTIFICATIONS EARNED IN 2009-2010

- ◆ Estimated number of Certifications that may be earned in 2009-2010 (data entry required)

Section VI. – CONTACT INFORMATION

Input required.


- ◆ 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, return to the main menu, 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: Finalize Submission

Step Two is to be completed by the Superintendent or designee using a separate Username and Password.




Step Two provides the superintendent or designee an opportunity to review and edit the information prior to final submission.

The superintendent or designee may also choose to enter new academy information from this screen.

Individual Final Submission for finalizing one application at a time.

- At the log in screen, enter Superintendent’s Username and Password – this will open the main menu.
- A list of Career Academies that have been submitted for final registration will appear.
 - 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.
 - 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, perform the FINAL SUBMISSION from the application view by clicking on FINALIZE SUBMISSION. This will close **and lock** the record for this academy.

Batch Final Submission

- At the log in screen enter Superintendent’s Username and Password – this will open the main menu.
- A list of Career Academies that have been submitted for final registration will appear.
 - 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.
 - You may also choose to print the application for review using the  icon or view the application in a Word document using the  icon.
 - 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. Please contact Yvette Hargreaves if you need a record released for further edits. All edits must be completed prior to the September 15th deadline.