FLORIDA DEPARTMENT OF EDUCATION
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MEMORANDUM

TO: School District Superintendents
School District Career and Technical Education Directors

FROM: Ashley Meros, Ph.D.

DATE: October 26, 2026

SUBJECT: **2026-27 Career-Themed Course Registration: 1st Window**

The first 2026-27 Career-Themed Course (CTC) registration window is now open through November 30, 2026, the last business day in November.

What's New for 2026-27:

- Districts must maintain local documentation supporting each course to certification alignment.
- Alignment documentation must show at least five unique career and technical education (CTE) framework standards aligned to the industry certification. If the course has fewer than five standards, all standards must align.
- The CTC application now includes only approved secondary CTE courses in grades 6-12 that are part of an adopted career preparatory, technology education, work-based learning, or capstone framework.
- Single-course programs, middle grades programs, and other CTE framework courses now require Department approval before being included in the CTC application.
- Requests for academic, dual enrollment, or other secondary CTE framework course-to-certification linkages must be submitted using the applicable request form by the first business day in March. Applicable request forms and approved linkages are posted on the CAPE CTC Resources webpage.
- A new batch upload template is required. All batch uploads must be submitted in XLSX format; XLS files will be rejected by the application.
- Course to certification linkages identified on the Non Aligned List are not eligible for CTC registration. The 2026-27 Non Aligned List is available on the CAPE CTC Resources webpage.

The following CTC registration requirements also apply:

- Career-themed courses registered in the previous year must be resubmitted each year.
- There are two steps to career-themed course registration. After district staff has registered, the superintendent must certify the registration through a separate login.
- Only K-12 funding-eligible certifications can be registered in the career-themed course registration window. Certifications that are postsecondary funding eligible only will be rejected by the application.
- Registration of secondary and dual enrollment career-themed courses in your district must meet the requirements of section (s.) 1003.493(1)(b), Florida Statutes (F.S.), and Rule 6A-6.0576 Florida Administrative Code (F.A.C.), Industry Certification Process.
- Registration of career-themed courses is required for Basic CAPE Industry Certifications and CAPE Acceleration Industry Certifications earned to qualify for funding in the Florida Education Finance Program (FEFP) under s. 1011.62, F.S.
- Digital tools certificates are not registered in career-themed course registration.

The web-based tool for registering all career-themed courses is available at https://web02.fldoe.org/CAPE/. Users must be authorized through the Department's Single Sign-On (SSO) system to register a CTC.

The Department will host an updated CTC training covering the registration process and changes to CTC requirements resulting from revisions to Rule 6A-6.0576, F.A.C. Additional information will be provided soon.

Should you have any questions, please contact Brittany Salaam, CAPE Industry Certification Manager, at industrycertification@fldoe.org.

AM/bs