Career and Adult Education
FLORIDA DEPARTMENT OF EDUCATION

Learning Today, Earning Tomorrow

Career and Professional Education Academies

Registration Tutorial
Middle School Academies

Purpose

- To identify middle school Career and Professional Academies operating in 2011-12 as established by sections 1003.4935 and 1011.62(o), Florida Statutes. SBE 6A-6.0573

- Districts may be eligible for additional funding in 2012-13 based on students enrolled in 2011-2012. Only students from eligible career and professional academies will be eligible to generate bonus FTE.

Components of Registration

- Five Sections
  I.   Academy Information
  II. Academy Elements
  III. Funding-Eligible Industry Certifications
  IV. Certifications Earned in 2011-12
  V.   Contact Information
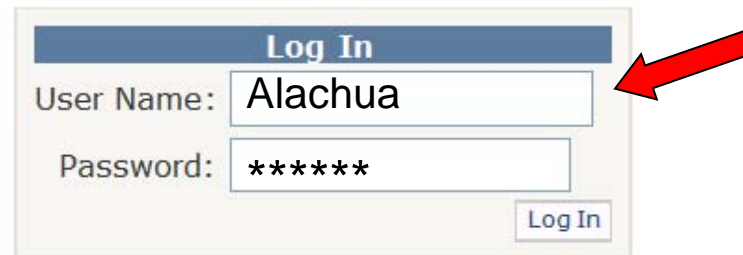- Pay attention to informational items that are noted in GREEN or RED.

Important Notes

- This is for the registration of Middle school CAPE academies.

- Registration must be completed by October 11, 2011

- There are two steps to complete the registration process:
    - Step One – Initial registration and data input
    - Step Two – Verification and submission by Superintendent or Designee

- Each step requires a separate Username and Password.

STEP ONE

Initial Registration and Data Input

District Level

District Log In

- Enter District User Name and Password

https://app1.fldoe.org/workforce/CAPE/login.aspx

Contact Tara McLarnon at (850) 245-9005 or
tara.mclarnon@fldoe.org for user name and password information

Main Menu

The main menu contains:

- – Directions for registering a new academy
- – A list of all registered middle school academies for 2011-12

Florida Career and Professional Education Act Career and Professional Academies

You are logged in as

Log Out ▷ ▷

Main Menu

Welcome to the main registration page for the Career and Professional Education (CAPE) Academies. This system is only for the registration of CAPE academies at the **Middle** School level. All High School academies should have been registered using a separate system. Please follow the instructions in Section I to register a new academy.

Registration of New Academies
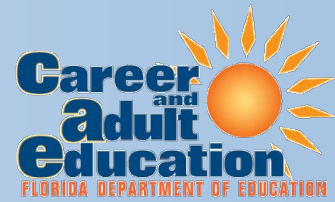
Middle school academies *should only* be registered if students will be enrolled in the academy during the 2011-12 school year.

Main Menu- Registering a New Academy

Directions for Registering a **New** Academy

Section I: Instructions for Registering a New Academy:

Select the link "Submit A New Academy" to register a new Career and Professional Academy.

- The initial check mark icon ( ) indicates the academy has completed the initial registration for the 2011-2012 school year
- The finalized check mark icon (✔) indicates the academy has completed the initial registration and registration has been finalized for the school year

A matrix will appear under 2011-2012 Registered Academies heading after an academy has successfully registered for the 2011-2012 school year.

Submit A New Academy

Link to start the registration for a **New** Academy

Academy Registration Page

Link to return to the main registration page

Florida Career and Professional Education Act Career and Professional Academies

◀◀ Main Menu   You are logged in as   Log Out ▷▷

Registration of Middle School Career and Professional Academies
Florida Career and Professional Education Act

Purpose: The purpose of this registration is the identification of the Career and Professional Academies operating in 2011-2012 (s. 1003.4935, F.S.). School districts are eligible for bonus full-time equivalent (FTE) membership for students who complete an industry-certified career and professional academy program and who are issued an industry certificate, according to guidelines established by s. 1011.62(1)(o), F.S. Districts may be eligible for additional funding in 2012-2013 based on students enrolled in 2011-2012. Only students from eligible career and professional academies will be eligible to generate additional FTE.

Guidelines: By registering, your district is certifying that these academies meet the statutory requirements of the Florida Career and Professional Education Act. Districts must submit all information for each academy that had students in 2011-2012; District must submit information for any academy that meets ALL of the statutory requirements of s. 1003.4935, F.S. Note: this system is designed to reject any registration attempt that does not meet ALL of the criteria found in Section II of the registration application.

For each academy complete the following five sections and select **"Submit Step One"** at the bottom of the registration page. Failure to complete all required data fields and selection of the submit button will result in an incomplete registration and the academy **will not be** registered.

Section I – Academy Information

- Please provide the following required information
  - District (pre-populated)
  - School (select from dropdown menu)
  - Academy Name
  - Address Particulars*
  - Academy Structure
    - School within a school
    - Wall to wall
  - Grade Level (Select all that apply)
  - Enrollment Policy
  - Estimated student enrollment for 2011-12
  - Primary Career Cluster
  - Secondary Career Cluster (not required)
  - High School Alignment (Select up to three)

* 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.

Section II – Academy Elements

- Per **s. 1003.4935, F.S.**
- 11 Check off boxes
  - In order to be considered a registered Career and Professional Education (CAPE) Academy and eligible for additional funding, each of the criteria in s. 1003.4935, F.S., must be met and checked off.
- A green check mark ✅ will appear beside academy element if properly selected.

Note: The registration application will notify you if you have not selected all the CAPE Academy elements in this section. If the academy you are attempting to register does not meet any of the elements in this section, the system will not allow you to continue.

Section III– Funding-Eligible Industry Certifications

- Select all that Apply
  - Scroll to view the list. For multiple selections, hold down the Ctrl key (PC) or the Command key (Mac) while clicking the desired selections. To un-select, hold down the Ctrl key (PC) or the Command key (Mac) and click on the undesired selections.
  - Your selections will be displayed in **Green** below the scroll box.

The complete 2011-12 Industry Certification Funding List can be found here: http://www.fldoe.org/workforce/fcpea/default.asp

Section IV – Certifications Earned
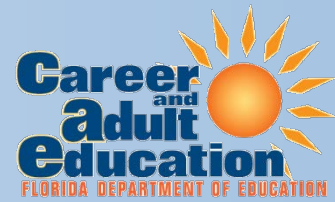
- Input Required
  - Provide an estimate of the number of industry certifications that may be earned in 2011-2012 by students in the academy.

Section V – Contact Information

- Provide information about who to contact should questions arise about the registration data.
    - Name
    - Title
    - E-mail
    - Phone Number (xxx-xxx-xxxx)
    - Fax Number (xxx-xxx-xxxx)

Submit Step One

- Click on **Submit Step One**
  - If successful, your application will close and displaying this message: 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.
  - Errors or missing information will get this message: Data not saved. PLEASE FIX ERRORS IN RED AND RESUBMIT
  - Use the Main Menu link to register additional academies and to verify that an academy registration has been completed

Completing Initial Registration

Academies that have successfully completed Step One will appear in 2011-12 Registered Academies Section

2011-2012 Registered Academies

- Select the edit icon (✎) to edit the 2011-2012 academy data
- Select the print icon (🖶) to print the 2011-2012 academy data
- Select the ms-word icon (📄) to export the 2011-2012 academy data to Microsoft Word
- Select the delete icon (🗑) to delete the 2011-2012 academy data

1 record(s) available

	School	Academy	Last Submit Date	
✎ 🖶 📄 🗑	PUBLIC SCHOOL	Culinary Operations	7/08/2011 1:48 PM	

Academies that have not been verified and submitted for registration in Step Two may still be edited and resubmitted.
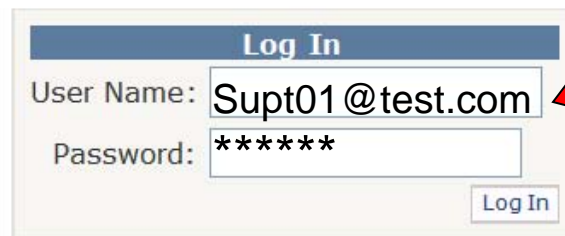
It is **strongly suggested** that you print a copy of each registered academy using the print icon. Information submitted in the registration system will only be available until the registration window closes on October 11, 2011.

STEP TWO

Verification and Final Submission
Superintendent or Designee Level

Superintendent Log In

- Enter User Name and Password

Not the same as the District Username and Password

Log In	
User Name:	Supt01@test.com
Password:	******
	Log In

https://app1.fldoe.org/workforce/CAPE/login.aspx

Contact Tara McLarnon at (850) 245-9005 or
tara.mclarnon@fldoe.org for user name and password information

Main Menu

The main menu contains:
- – Directions for registering a new academy
- – A list of all registered academies for 2011-12

Florida Career and Professional Education Act Career and Professional Academies

You are logged in as

Log Out ▷ ▷

Main Menu

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Verification and Final Submission

Note: When you log into the main menu you will receive the following message.

<div style="border: 1px solid red; color: red; text-align: center;">

ATTENTION!

Information cannot be edited after final submission.

Please review your information prior to finalizing. Once your submission is final a notification will automatically be sent to Tara McLarnon indicating that your survey has been completed.

By registering, your district is certifying that these academies meet the statutory requirements of the Florida Career and Professional Education Act.

</div>

To complete the registration of academies, scroll down to the list of registered academies.

2011-2012 Registered Academies

- Select the edit icon (✎) to edit the 2011-2012 academy data
- Select the print icon (🖨) to print the 2011-2012 academy data
- Select the ms-word icon (📄) to export the 2011-2012 academy data to Microsoft Word
- Select the delete icon (🗑) to delete the 2011-2012 academy data

6 record(s) available

	School	Academy	Last Submit Date	
✎ 🖨 📄 🗑	JUNIOR HIGH SCHOOL	Web Design Academy	7/11/2011 8:43 AM	☐ FINALIZE Registration

Verification and Final Submission

Final verification and submission of academies can be completed through individual submission or group submission.

It is **strongly suggested** that each academy be reviewed before final submission. Once registration is finalized an academy can no longer be edited.

Verification and Final Submission

2011-2012 Registered Academies

- Select the edit icon (✎) to edit the 2011-2012 academy data
- Select the print icon (🖶) to print the 2011-2012 academy data
- Select the ms-word icon (📄) to export the 2011-2012 academy data to Microsoft Word
- Select the delete icon (🗑) to delete the 2011-2012 academy data

6 record(s) available

Click on Pencil Icon ✎ to open record for review; or
Click on Printer Icon 🖶 to print record for review.

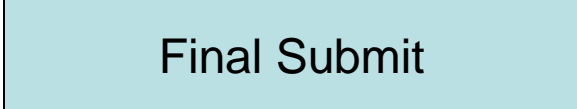|	School	Academy	Last Submit Date	
✎ 🖶 📄 🗑	...HOOL	Web Design Academy	7/11/2011 8:43 AM	☐ FINALIZE Registration
✎ 🖶 📄 🗑	JUNIOR HIGH SCHOOL	Culinary Arts Academy	7/11/2011 9:02 AM	☐ FINALIZE Registration
✎ 🖶 📄 🗑	JUNIOR HIGH SCHOOL	Welding Academy	7/11/2011 8:48 AM	☐ FINALIZE Registration
✎ 🖶 📄 🗑	MIDDLE SCHOOL	Business Academy	7/11/2011 9:07 AM	☐ FINALIZE Registration
✎ 🖶 📄 🗑	MIDDLE SCHOOL	Culinary Arts Academy	7/11/2011 8:45 AM	☐ FINALIZE Registration
✎ 🖶 📄 🗑	MIDDLE SCHOOL	Web Design Academy	7/11/2011 9:05 AM	☐ FINALIZE Registration

save

Individual Final Submit

- Click on Pencil Icon✏ to open record.

- Review, making any edits if needed.

- The bottom of application displays

> **ATTENTION! Information cannot be edited after final submission. Please review your information prior to finalizing. Once your submission is final a notification will automatically be sent to Tara McLarnon indicating that your survey has been completed.**
> **By registering, your district is certifying that these academies meet the statutory requirements of the Florida Career and Professional Education Act.**

- Click on: | Final Submit | *

- Registration will close and return to Main Menu

* Clicking the Final Submit button will generate a verification email that will be sent to the superintendent. A separate email will be sent for each academy registered.

Individual Final Submission

- Pencil and Delete Icons disappear
- Date and Time of Final Submission appear

2011-2012 Registered Academies

- Select the edit icon (✎) to edit the 2011-2012 academy data
- Select the print icon (🖨) to print the 2011-2012 academy data
- Select the ms-word icon (📄) to export the 2011-2012 academy data to Microsoft Word
- Select the delete icon (🗑) to delete the 2011-2012 academy data

6 record(s) available

	School	Academy	Last Submit Date	
✔ 🖨 📄	JUNIOR HIGH SCHOOL	Web Design Academy	7/11/2011 9:38 AM	FINALIZE Completed
✎ 🖨 📄 🗑	JUNIOR HIGH SCHOOL	Culinary Arts Academy	7/11/2011 9:02 AM	☐ FINALIZE Registration
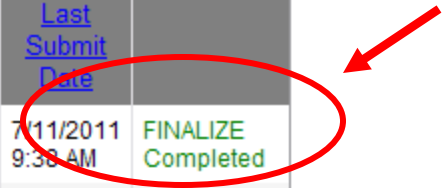
Bulk – Final Submit

- Click on Pencil Icon ✎ to open record.
- Review, making any edits if needed.
- At the bottom of the application **Do Not** select | Final Submit
- Return to the main menu
- Once you have reviewed all registered academies and completed final edits, use the **Finalize Registration** button to select one or more academies

2011-2012 Registered Academies

- Select the edit icon (✎) to edit the 2011-2012 academy data
- Select the print icon (🖨) to print the 2011-2012 academy data
- Select the ms-word icon (📄) to export the 2011-2012 academy data to Microsoft Word
- Select the delete icon (🗑) to delete the 2011-2012 academy data

6 record(s) available

	School	Academy	Last Submit Date	
✔ 🖨 📄	JUNIOR HIGH SCHOOL	Web Design Academy	7/11/2011 9:38 AM	FINALIZE Completed
✎ 🖨 📄 🗑	MIDDLE SCHOOL	Culinary Arts Academy	7/11/2011 9:02 AM	☑ FINALIZE Registration
✎ 🖨 📄 🗑	JUNIOR HIGH SCHOOL	Welding Academy	7/11/2011 8:48 AM	☑ FINALIZE Registration

save

Complete the registration by selecting **Save** at the bottom.

Finalizing Step Two

- Locks Record and prevents further edits*

*The record may be released from DOE upon request.

- ALL edits to released records are still subject to the October 11th deadline.

Final Notes

- The registration window closes October 11, 2011. All academies **must be finalized** by this date.

- An email to the District superintendent will be generated for each finalized academy.

- Detailed academy information will **not** be available after the system closes. It is ***strongly suggested*** that you use the print icon (🖨) or word icon (📄)to save a copy of the academy information provided in the registration system.

Contact Information

For Technical Assistance and All Other Inquiries
Tara McLarnon– (850)245-9005
Tara.McLarnon@fldoe.org