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MEMORANDUM

TO: District Career and Technical Education Directors

FROM: Henry Mack, Chancellor, Career and Adult Education 

DATE: September 16, 2020

SUBJECT: **2020-21 Middle School Career and Professional Academy Registration**

The purpose of this memorandum is to announce the opening of the 2020-21 reporting window to register Middle 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 Middle School Career and Professional Academies available in your district for 2020-21, and/or for re-registering academies that were submitted during the 2019-20 registration window.

Registration must be completed by October 15, 2020. 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 850-245-9030 or Kathryn.Wheeler@fldoe.org. If you need technical assistance with the registration site, you may also contact Ms. Wheeler.

HM/kw

Attachment