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## **MEMORANDUM**

**TO:** District Career and Technical Education Directors

**FROM:** Henry Mack, Chancellor, Career and Adult Education

**DATE:** February 3, 2021

**SUBJECT:** 2020-21 Career-Themed Course Registration: 2<sup>nd</sup> Window

The second 2020-21 career-themed course registration window is now open through March 1, 2021. The following applies:

- **All certifications** associated with enrollment in the 2020-21 school year must be registered with the **course and school** in which they will be earned.
- Registration of secondary and dual enrollment career-themed courses in your district must meet the requirements of s. 1003.493(1)(b), Florida Statutes (F.S.) and Rule 6A-6.0573, Industry Certification Process.
- Registration of career-themed courses is required in order for 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.
- Career-themed courses registered in a previous year must be resubmitted each year.
- For career-themed courses in Automotive Service Technology, districts may only register those offered at schools that meet the requirements of s. 1004.925, F.S. Those that do not meet these requirements will be removed.

The web-based tool for the registration of all career-themed courses is <https://web02.fldoe.org/CAPE/>. Separate sets of visual guide instructions are provided in the web-based tool for the registration of secondary and dual enrollment courses. To obtain username/password, add additional postsecondary schools in the application, or request additional courses for consideration, please contact [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org).

If you have any questions, please contact Kathryn Wheeler at [industrycertification@fldoe.org](mailto:industrycertification@fldoe.org) or 850.245.9030.

HM/kw