

2012-13 Career and Professional Education (CAPE) Act – Career-Themed Courses
Quick Registration Guide

- ◆ Registration deadline: **April 15, 2013**
- ◆ The following documents are required to complete registration:
 - Career-Themed Course Registration Form; and
 - Verification letter by Superintendent or Designee
- ◆ Please contact Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org for questions regarding registration materials

Both Document One and Two Are REQUIRED to Complete Registration

Document One – Career-Themed Course Registration Form

NOTE: Districts with career-themed courses at multiple schools must submit one comprehensive registration form. Please submit only career-themed courses that will **have student enrollment** in 2012-13.

The following information is required to successfully complete Web registration:

Section I. – CONTACT INFORMATION

This section is for the collection of contact information in case additional information is needed.

- ◆ Registration Year (Please select from the pull down menu.)
- ◆ District (Please select from the pull down menu.)
- ◆ Name
- ◆ Email Address

Section II. – CAREER-THEMED COURSES

This section requires the user to identify each career-themed course by School Number. In order to be considered a registered Career and Professional Education Act (CAPE) career-themed course and eligible for additional funding, school number and course number must be provided. The form limits course numbers to secondary courses that appear in the 2012-13 Course Code Directory. Only fields shaded **Green** need to be provided. The form will automatically provide the school name and course title.

NOTE: The registration application will notify you if the school ID does not match a school number in the 2012-13 Master School ID field or the course number does not match a course number in the 2012-13 Course Code Directory. Before submitting your registration form, please check to make sure the validation check field is empty for all cells with a School ID or Course Number provided.

Document Two – Certification Form for the Registration of Career-Themed Courses

In order for registration to be complete, district Superintendents must submit the certification form indicating that all courses listed meet the statutory requirements in ss. 1003.491 – 1003.4935, F.S. A list of the requirements for the current year are included in this registration guide. The form includes the following information:

- ◆ Signature
- ◆ Name
- ◆ Date

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- ◆ School Year
- ◆ District Name

NOTE: All registration information must be completed and returned by April 15, 2013. Districts should electronically send the Career-Themed Course Registration Form in Excel format to industrycertification@fldoe.org. All registration documents can be obtained from the CAPE website (<http://www.fldoe.org/workforce/fcpea/default.asp>) or by calling or e-mailing Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org. The Certification Form for the Registration of Career-Themed Courses may be electronically scanned and sent by email to industrycertification@fldoe.org or may be sent by mail to

Florida Department of Education
Division of Career and Adult Education
Turlington Building, Suite 744
325 West Gaines Street
Tallahassee, Florida 32399

IMPORTANT: The registration process is not complete until Document Two is completed.

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Requirements for s. 1003.493(4), F.S.:

Each career and professional academy and secondary school providing a career-themed course must:

- (a) Provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.
- (b) Include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private 2-year and 4-year postsecondary institutions and technical centers. The Department of Education, in consultation with the Board of Governors, shall establish a mechanism to ensure articulation and transfer of credits to postsecondary institutions in this state. Such partnerships must provide opportunities for:
 - 1. Instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching.
 - 2. Internships, externships, and on-the-job training.
 - 3. A postsecondary degree, diploma, or certificate.
 - 4. The highest available level of industry certification.
 - 5. Maximum articulation of credits pursuant to s. 1007.23 upon program completion.
- (c) Promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at minimum, the Florida Gold Seal Vocational Scholars award pursuant to s. 1009.536.
- (d) Provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Economic Opportunity.
- (e) Deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by s. 1003.428, with an emphasis on strengthening reading for information skills.
- (f) Offer applied courses that combine academic content with technical skills.
- (g) Provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Requirements for s. 1003.4935(2), F.S.:

Each middle school career and professional academies and career-themed courses must:

- (a) Lead to careers in occupations designated as high-skill, high-wage, and high-demand in the Industry Certification Funding List approved under rules adopted by the State Board of Education;
- (b) Integrate content from core subject areas;

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- (c) Integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to s. 1003.428;
- (d) Coordinate with high schools to maximize opportunities for middle school students to earn high school credit;
- (e) Provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to state curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits;
- (f) Provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach;
- (g) Offer externships; and
- (h) Provide personalized student advisement that includes a parent-participation component.