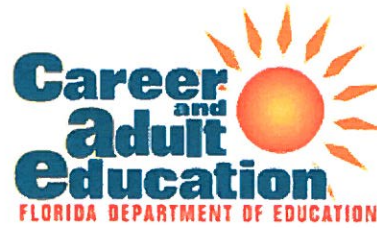


Form FCAPEA-03, Career and Professional Education Act Career-Themed Course Registration Form

Rule 6A-6.0573

Effective October 2013

## Florida Department of Education



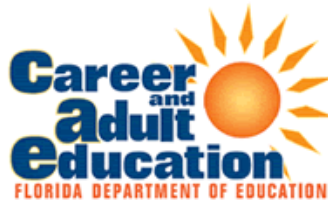
Log In

User Name:

Password:

Log In

## Florida Department of Education



### Florida Career and Professional Education Act Career-themed Courses

#### Main Menu

Welcome to the main registration page for the Career and Professional Education (CAPE) Career-themed Courses. This system is only for the registration of Career-themed Courses. All Career-themed courses must be registered each year. Courses may be registered individually or by submitting a file.

**Districts may register career-themed courses using two different methods. A batch file of multiple schools and courses may be electronically uploaded to the registration system using a specific format provided below. Districts may also register schools and courses individually. To register multiple schools and courses please go to Section I. Please skip to Section II to individually register schools and courses.**

#### Section I: Registration of Multiple Career-themed Courses (Batch Upload)

##### Instructions for Registering Multiple Career-themed Courses (Batch Upload):

The following file format must be used to submit a batch upload. The system will reject all files that do not meet these specifications. [Downloadable file format instructions.](#)

To submit a file, please use the link below.

[Upload file](#)


Records with invalid District ID, School ID, Course Number, and Certification Code will be rejected. Duplicate records that match a currently registered District ID/ School ID/ Course Number/Cert code will also be rejected.

A summary report of rejected records may be accessed under the [Reports](#) heading below. A list of all currently registered career-themed courses for your district may be accessed under the [Reports](#) heading below.

#### Section II: Registration of Individual Career-themed Courses

##### Instructions for Registering a single Career-themed Course or editing an already registered career-themed course:



A matrix of all schools with career-themed courses will appear under the [Schools](#) heading below. If the school you are registering the career-themed course at does not appear in the list please first follow the steps below to add an eligible school to the list.

- ⌘ In the list of eligible schools select the register/edit career-themed course icon (  ) to register an individual course at this school
- ⌘ This will open a school level registration page
  - To add a new career themed course, go to Section II.
  - To add or remove certifications tied to an existing career-themed course, go to Section III.




A list of all currently registered career-themed courses for your district may be accessed under the [Reports](#) heading below.

#### Identification of Eligible Schools with Career-themed Courses

A matrix of all eligible schools will appear under the [Eligible Schools](#) heading below.


- ⌵ Select the Folder icon () to identify a school with Career-themed Courses
- ⌵ Schools with a () have already been identified and appear under the Schools heading below
- ⌵ Once selected the school should appear under the Schools heading below. You may need to refresh the page.




### Eligible Schools

School	Status
A. L. MEBANE MIDDLE SCHOOL	
FORT CLARKE MIDDLE SCHOOL	
HORIZON CENTER. ALTERNATIVE SCHOOL	

1 [2](#)

### Schools

- ⌵ Select the edit icon () to edit an existing career-themed course or to add a new career-themed course.
- ⌵ If a school does not appear below and records were submitted using the batch upload process in Section I, please check the error report under the Reports header below to see if the submitted records were rejected.
- ⌵ If a school does not appear below and no records have been submitted through the batch process by adding an individual course, see Section II for directions on adding an eligible school to the list below.

School	Edit/Add Individual Course
HORIZON CENTER. ALTERNATIVE SCHOOL	
FORT CLARKE MIDDLE SCHOOL	
OAK VIEW MIDDLE SCHOOL	

### Reports

**Registered Career-themed Courses-** This includes courses which have been registered but have not yet been certified by your district superintendent. Certification of career-themed courses by your district superintendent is done using a separate username and password.

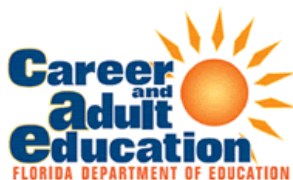
[Report of registered career-themed courses by school and course for the current school year \(Excel\)](#)

**Validation Report-** This includes courses which have been registered through the batch upload process and does not include any courses that have been registered individually.

[Summary report of records submitted through a batch upload](#)

[Report of rejected records submitted through a batch upload](#)

## Florida Department of Education



### Florida Career and Professional Education Act Career-themed Courses

#### Registration of Career-themed Courses Florida Career and Professional Education Act

**Purpose:** The purpose of this registration is the identification of the career-themed courses operating in the current school year which meet the requirements in s. 1003.493, Florida Statutes.

**Guidelines:** By registering, your district is certifying that these courses meet the statutory requirements of the Florida Career and Professional Education Act. Districts must submit all information for each course the statutory requirements of s. 1003.493, Florida Statutes.

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.

All fields are required.

#### Section I: School Information

District :

School :

#### Section II: Edit Currently Registered Courses

##### Registered Courses

	School	Course Number	Course Title	Cert1	Cert2	Cert3	Cert4	Cert5	Cert6	Cert7	Cert8	Cert9	Cert10
<a href="#">Edit</a> <a href="#">Remove</a>	Westside High School	8800500	Culinary Creations	IFSEA001	NRAEF001	NRAEF002	NRAEF003						
<a href="#">Edit</a> <a href="#">Remove</a>	Westside High School	8600010	Introduction to Technology	MICRO069	PROSO016	PROSO018	ORACL004	ORACL005					
<a href="#">Edit</a> <a href="#">Remove</a>	Westside High School	8772400	Digital Video Production	ADOBE010	ADOBE011	ADOBE012	MICRO069	MICRO081					

#### Section III: Add a New Career-themed Course

A "Career-themed Course" is a course, or a course in a series of courses, that leads to an industry certification identified in the Industry Certification Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity.

To register an individual career-themed course, please select the course and when prompted provide up to ten certifications offered. At least one certification must be selected for each course. To submit multiple courses through a file upload please return to the main menu.

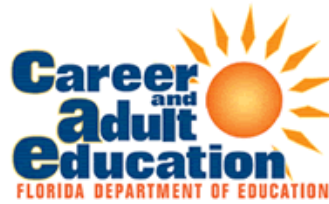
Course Title :

Select Certificates

certificate 1	Select Certificate
certificate 2	Select Certificate
certificate 3	Select Certificate
certificate 4	Select Certificate
certificate 5	Select Certificate
certificate 6	Select Certificate
certificate 7	Select Certificate
certificate 8	Select Certificate
certificate 9	Select Certificate
certificate 10	Select Certificate

Add Course

## Florida Department of Education



### Florida Career and Professional Education Act Career-themed Courses

#### Registration of Career-themed Courses Florida Career and Professional Education Act

Pursuant to the Florida Career and Professional Education Act, Sections 1003.491 – 1003.493, Florida Statutes, all districts shall offer at least two career-themed courses. A career-themed course is “a course, or a course in a series of courses, that leads to an industry certification identified in the Industry Certification Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Economic Opportunity.”

All career-themed courses shall be registered in order to be eligible to generate the additional full-time equivalent membership funding based on the completion of industry certifications (Rule 6A.6.0573, Florida Administrative Code).

#### Newly Registered Courses

The following career-themed courses have been newly registered for your district for the current school year. To finalize the registration process, use the Status column to select the courses and select the Certify button below. Once finalized, all registered career-themed courses for the current school year will appear in the section below.

School	Course Name	Course Title	Cert1	Cert2	Cert3	Cert4	Cert5	Cert6	Cert7	Cert8	Cert9	Cert10	Status
Westside High School	8800500	Culinary Creations	IFSEA001	NRAEF001	NRAEF002	NRAEF003							<input type="checkbox"/> Certify
Westside High School	8600010	Introduction to Technology	MICRO069	PROSO016	PROSO018	ORACL004	ORACL005						<input type="checkbox"/> Certify
Westside High School	8772400	Digital Video Production	ADOBE010	ADOBE011	ADOBE012	MICRO069	MICRO081						<input type="checkbox"/> Certify

By selecting the button below you are certifying that the selected list of career-themed courses above meet the statutory requirements of the Florida Career and Professional Education Act, ss. 1003.491 – 1003.493, F.S.

#### Final Registered Courses

The following career-themed courses have completed the registration process. To generate a print ready report please go to the Reports section below.

School	Course Name	Course Title	Cert1	Cert2	Cert3	Cert4	Cert5	Cert6	Cert7	Cert8	Cert9	Cert10
Westside High School	9410100	Applied Robotics	MICRO073	MICRO076	MICRO080							

#### Reports

**Registered Career-themed Courses-** This includes courses which have been registered but have not yet been certified by your district superintendent. Certification of career-themed courses by your district superintendent is done using a separate username and password.

[Report of registered career-themed courses by school and course for the current school year \(Excel\)](#)