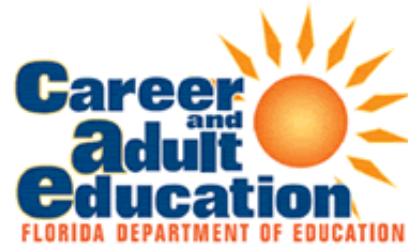


Florida Department of Education

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



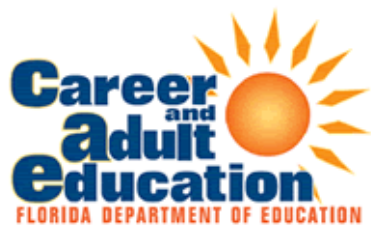
Log In

User Name:

Password:

Rule 6A-6.0573
Effective October 2016

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.

SECONDARY 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](#) [Sample Template](#)

To submit a file, please use the link below.

File Upload

Upload an .xls file No file chosen

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	
A.QUINN JONES/EXCEP.STUDENT CENTER	
ABRAHAM LINCOLN MIDDLE SCHOOL	
ADULT EDUCATION PROGRAM	
ALACHUA COUNTY JAIL	
ALACHUA ESCHOOL (VIRTUAL FRANCHISE)	
ALACHUA LEARNING CENTER , INC. MIDDLE	
ALACHUA MYCROSCHOOL OF INTEGRATED ACADEMICS AND TECHNOLOGIES (MYCROSCHOOL GAINESVILLE)	
ALACHUA VIRTUAL INSTRUCTION PROGRAM	
CHARACTER COUNTS CENTER	

1 [2](#) [3](#) [4](#)

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
A. L. MEBANE MIDDLE SCHOOL	
A.QUINN JONES/EXCEP.STUDENT CENTER	
ABRAHAM LINCOLN MIDDLE SCHOOL	

Reports

Registered Career-themed Courses- This includes courses which have been registered or certified by your district superintendent. Certification of career-themed courses by your district superintendent is done using a separate username and password.

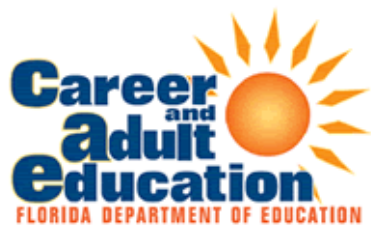
[Report of registered career-themed courses by school and course for the current school year \(Excel\)](#)

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

Districts may register dual enrollment career-themed courses using two different methods. A batch file of multiple postsecondary schools and courses may be electronically uploaded to the registration system using a specific format provided below. Districts may also register postsecondary 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.

DUAL ENROLLMENT 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](#) [Sample Template](#)

To submit a file, please use the link below.

File Upload

Upload an .xls file No file chosen

Records with invalid District ID, Postsecondary School ID, Postsecondary 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.

There is no requirement for nonpublic postsecondary institutions to use the Statewide Course Numbering System. Therefore, Course Number will not be rejected for nonpublic institutions. Postsecondary Course Number registered must match the course record submitted with the Industry Certification.

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
BREVARD COMMUNITY COLLEGE	
BROWARD COLLEGE	
COLLEGE OF CENTRAL FLORIDA	
CHIPOLA COLLEGE	
DAYTONA STATE COLLEGE	
FLORIDA SOUTHWESTERN STATE COLLEGE	
FLORIDA STATE COLLEGE AT JACKSONVILLE	
FLORIDA KEYS COMMUNITY COLLEGE	
GULF COAST STATE COLLEGE	
HILLSBOROUGH COMMUNITY COLLEGE	

1 [2](#) [3](#) [4](#)

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
BREVARD COMMUNITY COLLEGE	
BROWARD COLLEGE	
COLLEGE OF CENTRAL FLORIDA	

Reports

Registered Career-themed Courses- This includes courses which have been registered or certified by your district superintendent. Certification of career-themed courses by your district superintendent is done using a separate username and password.

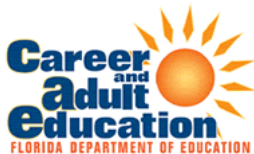
[Report of registered career-themed courses by school and course for the current school year \(Excel\)](#)

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.

SECONDARY COURSES

Section I: School Information

District :

School :

Section II: Edit Currently Registered Courses

Registered Courses

Action	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Date Submitted	Status
Edit/ Delete	0100060	M/J Introduction to Art History	ADOBE010										07/10/2015	Submitted

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 on the CAPE 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 Certifications

Certification 1

Certification 2

Certification 3

Certification 4

Certification 5

Certification 6

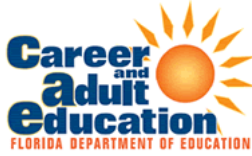
Certification 7

Certification 8

Certification 9

Certification 10

Florida Department of Education



Florida Career and Professional Education Act Career-themed Courses

DUAL ENROLLMENT COURSES

Section I: School Information

District : Alachua

School : C901 BREVARD COMMUNITY COLLEGE

Section II: Edit Currently Registered Courses

Registered Courses

Action	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Date Submitted	Status
Edit/ Delete	ACG1001	PRINCIPLES OF ACCOUNTING I	INTUT001										11/10/2016	Submitted

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 on the CAPE 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.

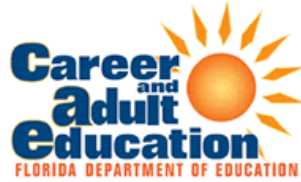
Course Title : PRINCIPLES OF ACCOUNTING & COMPUTERS (ACG1002)

Select Certifications

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

Add Cancel

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).

SECONDARY COURSES

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.

<input type="checkbox"/>	<u>School Name</u>	<u>Course Number</u>	<u>Course Title</u>	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	<u>Date Step 1 Submitted</u>
<input type="checkbox"/>	A. L. MEBANE MIDDLE SCHOOL	0100060	M/J Introduction to Art History	ADOBE010										07/10/2015

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.

Certify

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

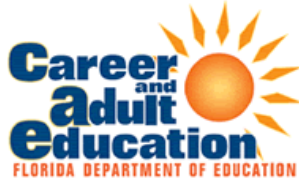
<u>School Name</u>	<u>Course Number</u>	<u>Course Title</u>	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	<u>Date Submitted</u>
ABRAHAM LINCOLN MIDDLE SCHOOL	1001070	M/J Language Arts 3	MICRO069										10/16/2014
ABRAHAM LINCOLN MIDDLE SCHOOL	1001080	M/J Language Arts 3, Advanced	MICRO069										10/16/2014

Reports

Registered Career-themed Courses- This includes courses which have been registered and certified by your district superintendent. Certification of career-themed courses by your district superintendent is done using a separate username and password.

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

Florida Department of Education



Florida Career and Professional Education Act Career-themed Courses

DUAL ENROLLMENT COURSES

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.

<input type="checkbox"/> Status	<u>School Name</u>	<u>Course Number</u>	<u>Course Title</u>	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	<u>Date Step 1 Submitted</u>
<input type="checkbox"/>	BREVARD COMMUNITY COLLEGE	ACG1001	PRINCIPLES OF ACCOUNTING I	INTUT001										11/10/2016

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.

Certify

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

<u>School Name</u>	<u>Course Number</u>	<u>Course Title</u>	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	<u>Date Submitted</u>
BREVARD COMMUNITY COLLEGE	ACG1000	ACCOUNTING I	MICRO069										10/16/2016

Reports

Registered Career-themed Courses- This includes courses which have been registered and certified by your district superintendent. Certification of career-themed courses by your district superintendent is done using a separate username and password.

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