

Florida Department of Education

Form FCAPE-02,

Florida Career and Professional Education Act

Career-Themed Course Registration Form

Rule 6A-6.0576, F.A.C.



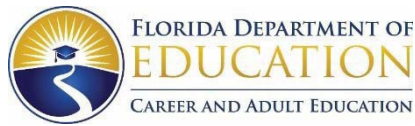
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Florida Department of Education



Florida Career and Professional Education Act Career-themed Courses

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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 batch file. Registration of career-themed courses through which students earn CAPE Industry Certifications and CAPE Acceleration Industry Certifications is required for funding in the FEFP.

IMPORTANT: Districts are responsible for reviewing the Department's Non-Aligned List and applicable Department-approved linkage resources prior to submitting Career-themed Course registrations. Career-themed Courses should only be registered with certification-to-program linkages that meet Department requirements.

Districts are allowed to register both **Secondary** courses and **Dual Enrollment** courses. **Dual Enrollment** courses must be registered separately. See headings below to locate these sections.

Within both **Secondary** and **Dual Enrollment**, two methods are provided for registration:

- 1. Batch Upload Registration**

Use this method to upload multiple Career-themed courses from multiple schools. See Section I for instructions.

- 2. Individual Course Registration**

Use this method to register courses one-at-a-time. See Section II for instructions.

Secondary Courses

Section I: Batch Upload Registration

Instructions

Districts are responsible for maintaining documentation that demonstrates alignment for each course-to-certification combination registered as a CTC.

Academic course-to-certification alignments require Department approval on a one-to-one basis. Approval of a

course alignment to one certification does not authorize alignment to additional certifications.

Course-to-certification alignments identified on the Non-Aligned List may not be registered as Career-themed Courses. Districts are responsible for reviewing the Non-Aligned List prior to submitting registrations.

Prior to registering CTCs, districts should review the CAPE CTC Resources webpage at the following link: <https://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-ctc-resources.html> to identify eligible course-to-certification alignments.

To access a list of courses eligible for registration see the following link: _____

The following file format must be used to submit a batch upload. The system will reject all files that do not meet these specifications. [Visual Guide Instructions](#) [Batch Upload Template](#)

To submit a file, please use the link below.

File Upload

Upload an .xls 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. After each batch upload, you should access the summary and rejected records reports provided below under the “**Reports – Secondary Courses**” heading.

Section II: Individual Course Registration

Instructions

Use the matrix below to activate **Available Schools** for a new Career-themed Course registration.

- Select the Folder icon () to activate the school. Once selected, the school should appear under the “**Schools**” heading below. You may need to refresh your browser.
- If a school has at least one registered course, you will see this icon: (). Skip to the “**Schools**” heading to register additional courses.

Available Schools

<u>School</u>	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

School	Edit/Add Individual Course
WESTWOOD MIDDLE SCHOOL	

- 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 in the “**Schools**” table and records were submitted using the “**Batch**” upload process in Section I, please check the “Rejected Records Report” under the “**Reports**” header below to see if the submitted records were rejected.

Reports – Secondary Courses

Career-Themed Course Status Report – Secondary Courses

This report shows all courses submitted in Step One or certified in Step Two. It will include all courses submitted through “**Batch Upload Registration**” or “**Individual Course Registration**” methods.

[Career-Themed Course Status Report - Secondary](#)

Validation Reports – Secondary Courses

These reports include courses which have been registered through the batch upload process and do not include any courses that have been registered individually.

[Batch Upload Submission Report - Secondary](#)

[Rejected Records Report - Secondary](#)

Dual Enrollment Courses

Section I: Batch Upload Registration - Dual Enrollment

Instructions

Districts are responsible for maintaining documentation that demonstrates alignment for each course-to-certification combination registered as a CTC.

Dual Enrollment course-to-certification alignments require Department approval on a one-to-one basis. Approval of a course alignment to one certification does not authorize alignment to additional certifications.

Course-to-certification alignments identified on the Non-Aligned List may not be registered as Career-themed Courses. Districts are responsible for reviewing the Non-Aligned List prior to submitting registrations.

Prior to registering CTCs, districts should review the CAPE CTC Resources webpage at the following link: <https://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-ctc-resources.shtml> to identify eligible course-to-certification alignments.

The following file format must be used to submit a batch upload. The system will reject all files that do not meet these specifications. [Visual Guide Instructions](#) [Batch Upload Dual Enrollment Template](#)

To submit a file, please use the link below.

File Upload

Upload an .xls 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. 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.

After each batch upload, you should access the summary and rejected records reports provided below under the “**Reports – Dual Enrollment Courses**” heading.

Section II: Individual Course Registration - Dual Enrollment

Instructions

Use the matrix below to activate **Available Postsecondary Schools** for a new Career-Themed Course registration.

- Select the Folder icon () to activate the school. Once selected, the school should appear under the “**Postsecondary Schools**” heading below. You may need to refresh your browser.
- If a school has at least one registered course, you will see this icon: (). Skip to the “**Postsecondary Schools**” heading to register additional courses.

Available Postsecondary Schools

<u>School</u>	Status
Aparicio-Levy Technical College	
Atlantic Technical College	
Baker County Adult Center	
Big Bend Technical College	
Bradford-Union Technical Center	
Brewster Technical College	
Broward College	
Cape Coral Technical College	
Charlotte Technical Center	
Chipola College	
1 2 3 4 5 6 7 8 9 10 ...	

Postsecondary Schools

<u>School</u>	Edit/Add Individual Course
Desoto County Adult Education Center	

- Select the edit icon (✎) to edit an existing career-themed dual enrollment course or to add a new career-themed dual enrollment course.
- If a school does not appear in the “**Postsecondary Schools**” table and records were submitted using the “**Batch**” upload process in Section I, please check the “Rejected Records Report” under the “**Reports – Dual Enrollment Courses**” header below to see if the submitted records were rejected.
- If a school does not appear in the “**Postsecondary Schools**” table and no records have been submitted through the “**Batch**” process by adding an individual enrollment course, see **Section II** for directions on adding an eligible postsecondary school.

Reports – Dual Enrollment Courses

Career-Themed Course Status Report – Dual Enrollment

This report shows all courses submitted in Step One or certified in Step Two. It will include all courses submitted through “**Batch Upload Registration – Dual Enrollment**” or “**Individual Course Registration – Dual Enrollment**” methods.

[Career-Themed Course Status Report - Dual Enrollment](#)

Validation Reports – Dual Enrollment

These reports include dual enrollment courses which have been registered through the “**Batch Upload Process – Dual Enrollment**” and do not include any courses that have been registered individually.

[Batch Upload Submission Report - Dual Enrollment](#)

[Rejected Records Report - Dual Enrollment](#)

If you have questions contact industrycertification@fldoe.org.

Florida Department of Education

Note: This page is accessed by clicking on any of the edit icons (✎) from the “Available Schools” matrix.



Florida Career and Professional Education Act Career-themed Courses

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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. By registering, your district is certifying that these courses 1) meet the statutory requirements of the Florida Career and Professional Education Act and 2) have students enrolled- 3) are not identified on the Non-Aligned List 4) have documentation on file to support each registered course-to-certification alignment.

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	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted	Status
Edit/ Delete	8720320	Building Construction Technologies 2/Level 2	NCCER005	NCCER032	ADESK002													08/28/2018	Submitted
Edit/ Delete	9009110	Information and Communications Technology (ICT) Essentials 1	MICRO069	COMPT016														08/28/2018	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. Registered career-themed courses must meet the requirements of section 1003.493(1)(b), F.S. If career-themed courses do not meet these requirements, certifications earned in these courses do not qualify for funding in the Florida Education Finance Program (FEFP) under s. 1011.62, F.S. 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 fifteen certifications offered. At least one certification must be selected for each course. Documentation may be required to

add additional courses to the course list available to be registered as career-themed courses. To submit multiple courses through a file upload please return to the main menu.

Course Title :

If you have questions contact industry certification@fldoe.org.

Florida Department of Education

Note: This page is accessed by clicking on any of the edit icons (✎) from the “Available Postsecondary Schools” matrix.



Florida Career and Professional Education Act Career-themed Courses

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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. By registering, your district is certifying that these courses 1) meet the statutory requirements of the Florida Career and Professional Education Act and 2) have students enrolled- 3) are not identified on the Non-Aligned List 4) have documentation on file to support each registered course-to-certification alignment.

DUAL ENROLLMENT 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	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted	Status
Edit/ Delete	ACR0047	Air Conditioning, Refrigeration and Heating Mechanic I	HVACE001	NCCER018	HVACE001													08/28/2018	Submitted
Edit/ Delete	HSC1531	TERMINOLOGY	MICRO069	ADOBE022														08/31/2018	Submitted
	ACG1015	ACCOUNTING II	MICRO069	COMPT002														09/04/2018	Certified

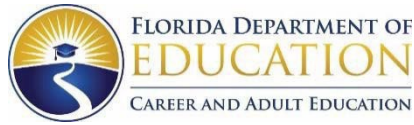
Section III: Add a New Career-themed Course

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 :

If you have questions contact industrycertification@fldoe.org.



Registration of Career-themed Courses - Secondary 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.6.0576, Florida Administrative Code).

Newly Registered Courses – Secondary

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.

☐ Status	School Name	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted
☐	SANTA FE HIGH SCHOOL	9009110	Information and Communications Technology (ICT) Essentials 1	MICRO069	ADOBE 020														8/31/2018
☐	WESTWOOD MIDDLE SCHOOL	8207310	Digital Information Technology/Level 2	MICRO069															8/28/2018
☐	ABRAHAM LINCOLN MIDDLE SCHOOL	8720320	Building Construction Technologies 2/Level 2	NCCER005	NCCER 032	ADESK 002													8/28/2018
☐	ABRAHAM LINCOLN MIDDLE SCHOOL	9009110	Information and Communications Technology (ICT) Essentials 1	MICRO069	COMPT 016														8/28/2018

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 – Secondary Courses**” 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	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	<u>Date Submitted</u>
WESTWOOD MIDDLE SCHOOL	0100300	Advanced Placement Art History	ABAYC003															08/31/2018

Reports – Secondary Courses

Registered Career-Themed Courses

This includes secondary courses which have been registered and certified by your district superintendent.

[Registered Career-Themed Courses Report - Secondary](#)

If you have questions contact industrycertification@fldoe.org.



Registration of Career-Themed Courses - Dual Enrollment 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 dual enrollment courses. A career-themed dual enrollment 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 dual enrollment 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 dual enrollment 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.6.0576, Florida Administrative Code).

Newly Registered Dual Enrollment Courses

The following career-themed dual enrollment 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 dual enrollment courses for the current school year will appear in the section below.

☐	School Name	Course Number	Course Title	Cert 1	Cert 2	Cert 3	Cert 4	Cert 5	Cert 6	Cert 7	Cert 8	Cert 9	Cert 10	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	Date Submitted
☐	Embry-Riddle Aeronautical University, Bunnell (Branch Campuses at Fort Lauderdale and Daytona Beach)	ASC2560	UNMANNED AERIAL VEHICLES AND SYSTEMS (L)	MICRO069	COMPT002														8/31/2018
☐	Santa Fe College	ACR0047	Air Conditioning, Refrigeration and Heating Mechanic I	HVACE001	NCCER018	HVACE002													8/28/2018
☐	Emerald Coast Technical College	ACG1012	ACCOUNTING II (AS TRANSFER ONLY)	ADESK023	ACSMD002	NIFMS008	ADOBE013	ADOBE021	ADOBE007										8/28/2018
☐	Emerald Coast Technical College	ACG1080	INTRERMEIAT E ACCOUNTING II	ADESK023	ACSMD002	NIFMS008	ADOBE013	AMEDT005											8/28/2018

By selecting the button below you are certifying that the selected list of career-themed dual enrollment 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 dual enrollment courses have completed the registration process. To generate a print ready report please go to the “**Reports – Dual Enrollment Courses**” 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	Cert 11	Cert 12	Cert 13	Cert 14	Cert 15	<u>Date Submitted</u>
Santa Fe College	ACG1015	ACCOUNTING II	MICRO069	COMPT002														09/04/2018
University of Florida	ABE2012	INTRO TO DESIGN & ANALYSIS	ADOBE011															09/04/2018

Reports – Dual Enrollment Courses

Registered Career-Themed Courses - Postsecondary

This includes postsecondary courses which have been registered and certified by your district superintendent.

[Registered Career-Themed Courses Report - Postsecondary](#)

If you have questions contact industrycertification@fldoe.org.