

FLORIDA DEPARTMENT OF EDUCATION



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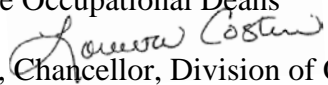
Loretta Costin, Chancellor
Division of Career and Adult Education



July 15, 2011

MEMORANDUM

TO: District Career and Technical Education Directors
Technical Center Directors
Florida College Occupational Deans

FROM: Loretta Costin,  Chancellor, Division of Career and Adult Education

SUBJECT: 2011-2012 Career and Professional Academy Registration

The purpose of this memorandum is to announce the opening of the 2011-2012 reporting window to register High School Career and Professional Academies in your district that meet the requirements of s. 1003.492(3), F.S.

The web-based Career and Professional Academy registration tool is located at <http://www.fldoe.org/workforce/fcpea/default.asp>. Each district will be responsible for the input of new information pertaining to High School Career and Professional Academies available in your district for 2011-2012, and/or for re-registering academies that were submitted during the 2010-2011 registration window. A separate window for registering Middle School Career and Professional Academies will open in September.

Registration must be completed by September 9, 2011. To assist you in registering a new academy or re-registering an existing academy, a summary Registration Guide and a detailed instructional PowerPoint presentation has been developed and is available to download from the CAPE website listed above and has been included as an attachment. Please refer to these resources to assist you in completing the following registration steps:

- Step One: Initial registration and data entry and
- Step Two: Verification and submission by Superintendent or Designee

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A separate username and password for the district (Step One) and superintendent (Step Two) is required for access to the web registration tool, and can be obtained by calling or e-mailing Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org. Please note: the 2011-2012 username and password for the district has changed from the 2010-2011 username and password.

For technical assistance with the registration site, please contact Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org. All other questions may be directed to Tara Goodman at (850) 245-9001 or tara.goodman@fldoe.org.

Thank you.

LC/tgc

Attachments

- (1) Registration Instructional PowerPoint
- (2) A Quick Registration Guide