

## **2018-2019 CAREER AND PROFESSIONAL EDUCATION (CAPE) TECHNICAL ASSISTANCE PAPER**

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The Florida Career and Professional Education Act provides the legislative basis for establishing high school CAPE Academies throughout the State of Florida. ([CAPE Act](#))

The two primary benefits of establishing CAPE Academies at your school are:

1. All CAPE Academies are aligned to an Industry Certification on the State Funding List. Students enrolled in CAPE Academies are more likely to attain Industry Certifications on the FLDOE CAPE Funding List, which will positively impact the school grade.
2. Students, who earn an Industry Certification (that is on the FLDOE CAPE Funding List) will generate state bonus FTE funding to the school. These funds must be used in accordance with the legislation. Appropriate uses of funds can be found in the District's Budget Guidelines handbook under CAPE.

For a high school CAPE Academy to be registered with the Florida Department of Education (FLDOE), the superintendent must verify that the local CAPE Academy meets the provisions of the CAPE Act. CAPE Academy registration is an annual process and Academies are not automatically renewed. The criteria below must be maintained and validated prior to FLDOE submission. Be aware that all existing CAPE Academies must be reviewed and renewed annually.

### **Establishing and Maintaining a High School CAPE**

1. The principal requests, via e-mail to Brian King, that one or more of Career and Technical programs be considered for state-registered CAPE Academy status. This request should be sent annually by the established deadline, in order to meet the FLDOE mandated CAPE registration deadline.
2. The following criteria for each existing and proposed CAPE Academy will be verified:
  - Students in the identified CTE program can attain an industry certification while in high school. If barriers/additional requirements, such as work experience, age or high school diploma, have been established by the agency that will issue the industry certification, the CTE Curriculum Supervisor and the Principal determine the feasibility of recommending a program as a CAPE Academy.
  - The lead teacher/teacher of record in the academy holds a Professional Teaching Certificate in the subject area. If the lead teacher/teacher of record holds temporary certification, the program is NOT eligible to become a CAPE. The lead teacher/teacher of record is defined as the teacher of the highest-level course in the program.
  - The lead teacher/teacher of record holds the appropriate industry certification. (Check the CAPE Academy Funding list on the FLDOE website)

- The lead teacher/teacher of record (1) holds either a reading endorsement, or (2) has completed the district content area literacy program, or (3) has enrolled in the next session of the district's content area literacy program.
  - The proposed CAPE Academy classroom/lab has the required equipment, software, and instructional technology/materials aligned with the curriculum framework for the program.
  - A minimum of the first three (3) courses in the CTE program sequence, must have documented enrollment. This requirement validates the registration of sustainable, high-quality CTE programs as CAPE Academies.
3. The principal acknowledges that the lead teacher/teacher of record is highly qualified, effective and operates an exemplary program.
  4. The principal agrees to provide the program with enough consumable supplies to carry out the student performance standards of the program.
  5. The principal agrees to utilize CAPE bonus funding in accordance with the CAPE Act.