HTC
Hillsborough Technical Colleges

Aparicio-Levy ◆ **Brewster** ◆ **Erwin**

STUDENT HANDBOOK/CATALOG
2024-2025

Hillsborough County
P U B L I C   S C H O O L S
Preparing Students for Life

7840 Roswell Road, Bldg. 300,
Ste. 325, Atlanta, GA 30350

School District Website: www.hillsboroughschools.org

ALTC Website: www.hillsboroughschools.org/ALTC
BTC Website: www.hillsboroughschools.org/Brewster
ETC Website: www.hillsboroughschools.org/Erwin

Hillsborough Technical Colleges

Aparicio-Levy ◆ Brewster ◆ Erwin

STUDENT HANDBOOK/CATALOG

2024-2025

Contact Information

Main Campus	Address	Phone
Aparicio-Levy (Main Campus)*	10119 E. Ellicott Street Tampa, FL 33610	Office: (813) 740-4884 Fax: (813) 740-4885
Brewster	2222 North Tampa Street Tampa, FL 33602	Office: (813)276-5448 Fax: (813) 276-5756
Erwin (Main Campus)*	2010 E. Hillsborough Avenue Tampa, FL 33610	Office: (813) 769-5180 Fax: (813) 769-5182

*These colleges operate Instructional Service Centers (ISCs) at additional locations. Contact the main campus for information about all programs offered. See Appendix for ISC locations.

Publication Date: July 30, 2024

Disclaimer: The announcements, information, policies, rules, regulations, and procedures set forth in this Student Handbook/Catalog are for information only and are subject to review and change without notice. Every effort was made to ensure accuracy at the time of printing. Any policies not addressed in this Student Handbook/Catalog would follow standard procedures set forth by Hillsborough County Public Schools, found at: https://web.hillsboroughschools.org/policymanual/policy/6.

Institutional Accreditation

All Hillsborough Technical Colleges are accredited by:

Council on Occupational Education (COE)

and

Cognia (formerly AdvancEd), accreditation division of Southern Association of Colleges and Schools,

Council on Accreditation and School Improvement (SACS CASI)

Hillsborough Technical Colleges are approved for training by:

Florida Department of Veterans Affairs, State Approving Agency

Individual program accreditations are listed in the Appendix for each individual College.

Requests for additional information on the policies, standards, or procedures
for institutional accreditation of technical training programs through COE should be addressed to:

Kirk Nooks, President/CEO
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (800) 917-2081   Fax: (770) 396-3790
www.council.org

7840 Roswell Road, Bldg. 300,
Ste. 325, Atlanta, GA 30350

Requests for additional information on
Hillsborough County Public Schools District SACS CASI Accreditation, contact:

Tracye Brown, SACS Internal Facilitator
Chief of Student Support & Federal Programs,
Hillsborough County Public Schools
901 E. Kennedy Blvd., Tampa, FL 33602
(813) 272-4879
tracye.brown@hcps.net

HILLSBOROUGH COUNTY PUBLIC SCHOOLS MISSION & VISION STATEMENTS

Mission: To provide an education and the supports that enable each student to excel as a successful and responsible citizen.

Vision: Preparing students for life.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS ADMINISTRATION

Superintendent of Schools
Van Ayres

Workforce Connections Officer
Warren S. Brooks

Director of Workforce and Continuing Education
Darrell R. Faber

Aparicio-Levy Principal	Brewster Principal
Jesse Salters	Neil Risher

Erwin Principal
Sharon Tumicki

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
District Offices:
901 E. Kennedy Boulevard
Tampa, FL 33602
(813) 272-4000
www.hillsboroughschools.org

HCPS CONTINUOUS NOTIFICATION OF NONDISCRIMINATION

Pursuant to Title VI, Title IX, Section 504/Title II and other civil rights regulations, the School District of Hillsborough County does not discriminate nor tolerate harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy in its educational programs, services or activities, or in its hiring or employment practices; and it will take immediate action to eliminate such harassment, prevent its recurrence, and address its effects. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The district will investigate all allegations of unlawful harassment and, in those cases where legally prohibited (as mentioned above) harassment is substantiated, the District will take immediate steps to end the harassment. Employees or students who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Everyone is expected to work together to prevent harassment. Should you believe you or another individual has been subjected to harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy, you should report the harassment to your school or to:

Dr. Pansy Houghton, Executive Officer of Compliance
Hillsborough County Public Schools
901 East Kennedy Boulevard
Tampa, FL 33602
(813) 272-4000
pansy.houghton@hcps.net

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, as described in the Non-Discrimination Statement @ www.hillsboroughschools.org/notices.

TABLE OF CONTENTS

EDUCATIONAL PROGRAMS

Hillsborough Technical Colleges (HTC) offer job preparation/occupational training programs for students to obtain entry-level employment in their chosen field, as well as continuing education classes to update or enhance students' current skills.

HTC's educational programs are authorized through Hillsborough County Public Schools and the State of Florida Department of Education. Job preparation programs are divided into Occupational Completion Points (OCPs). OCPs are career ladders within programs. All programs at Hillsborough Technical Colleges are presented in a traditional manner. (Distance learning may be offered in the future at some colleges, please check their websites for information.) All programs are taught in English. The number of hours in each job preparation program is determined by the State of Florida, Department of Education. The length of study is determined by whether the program is offered during the day or evening. Detailed information about programs is provided in the Appendix for each individual technical college.

STATEWIDE COURSE NUMBERING SYSTEM (SCNS)

HTC's official course numbers are identified by prefixes and numbers that were assigned by Florida's SCNS. This common numbering system is used by all public postsecondary institutions in Florida. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

The course prefix and each digit in the course number have meaning in the SCNS. The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy". Descriptions of the courses are referred to as "course equivalency profiles". Each participating institution controls the title, level, credit, and content of its own courses. Course prefixes and the last three digits of the course numbers are assigned by the Florida Department of Education in Tallahassee. For more information, please visit https://flscns.fldoe.org.

DEPARTMENTS & SERVICES

Student Services Department: The Student Services Department at each individual campus is the first stop to learn about Hillsborough Technical Colleges and the technical training programs available. The office of Student Services works with individuals on career choices, registration, academic advising, counseling concerns, and personal issues. For more information and specific hours, call each campus.

Main Campus	Address	Phone
Aparicio-Levy (Main Campus) *	10119 E. Ellicott Street Tampa, FL 33610	Office: (813) 740-4884 Fax: (813) 740-4885
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Erwin (Main Campus) *	2010 E. Hillsborough Avenue Tampa, FL 33610	Office: (813) 769-5180 Fax: (813) 769-5182

*These colleges operate Instructional Service Centers (ISCs) at additional locations. Contact the main campus for information about all programs offered. See Appendix for ISC locations.

Financial Aid Department: The Financial Aid Department will assist prospective and current students. Hillsborough Technical Colleges offer a variety of financial aid options to full-time students who qualify.   See the Financial Aid section of this handbook for details on the types of financial aid available. Financial Aid advisors are available on school days. For additional information, first visit each individual college's website.   See the flyer at the back of this handbook.

Job Placement: As job leads become available through employers, the information about the position is given in hardcopy format to applicable program instructors and posted. In addition, instructors often contact recent graduates with potential employment information as it becomes available.

Administrative Office: The Administrative Office provides general information to assist students and guests. For more information and specific hours, call each campus.

ADMISSIONS & REGISTRATION

ADMISSIONS AND TESTING

Admission Requirements: Hillsborough Technical Colleges (HTC) are a postsecondary extension of Hillsborough County Public Schools. HTC's career-focused training offers adults the opportunity to develop skills for a new career or professional growth. Individual programs have specific admissions requirements, which may include a standard high school diploma (or GED) or other documents. Once prospective students have completed all admissions requirements for their program of interest, they will be placed on a list for the next available starting date of the program, on a first-come, first-served basis.

Completion of a standard, approved, high school program* or the equivalent may be required for individual programs. (Note: Any transcripts, diplomas, or degrees from foreign institutions must be *translated into English* and *certified as equivalent to a standard U.S. credential* by a licensed foreign credential company.)

*Lists of approved accrediting institutions are available in HTC's Student Services offices.

Basic Skills Assessment: The Florida Department of Education (FLDOE) has mandated that students enrolled in a postsecondary adult Career Certificate program meet minimum basic academic skill levels in verbal and quantitative categories in a program that is 450 clock hours or more by the end of their training program in order to receive a Career Certificate. (Some exclusions apply – see information below or contact a Student Services office for information.) Most students elect to take the CASAS Goals as the Basic Skills Assessment prior to beginning vocational/technical training and begin remediation, if warranted, while they wait for their training program to begin. Basic Skills Assessment scores are valid for 24 months. Students who do not meet minimum skills levels will be given information on remediation opportunities.

All HTC campuses offer a Basic Skills Assessment at their location, when requested. There is a $10 testing fee (money order only). Picture IDs are required, and Social Security numbers are requested at the time of testing. Cell phones are not permitted in the testing room. Children may not accompany testers.

Basic Skills Assessment Exemptions: By State statute, students are exempt from meeting the Basic Skills Assessment exit requirements for their program, if they: (1) entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, (2) possess a college degree at the Associate in Applied Science level or higher from an approved, accredited postsecondary institution, (3) are currently serving as an active duty member of any branch of the United States Armed Services or (4) pass an approved industry certification exam. Please see Student Services for full details.

Foreign Applicants: At this time, Hillsborough Technical Colleges (HTC) does not accept international students. HTC is permitted to accept non-citizens who hold valid Alien Registration cards or who have received a current INS form I-797C, Notice of Action, noting that they have been fingerprinted and have passed a background screening. Contact Student Services for more details.

HTC STEPS TO ENROLLMENT – CAREER CERTIFICATE

An individual interested in attending a Hillsborough Technical College should visit the campus Student Services department to:

1. Complete the Adult Student Information Form (ASIF).
2. Show Proof of Residency (residency is defined as 1 year plus 1 month) with appropriate documentation, such as voter registration, vehicle registration, etc.
3. Show proof of valid driver's license or another government-issued photo ID.
4. Show proof of a valid standard high school diploma or GED.
5. Pay the non-refundable application/registration fee of $20.

The Student Services School Counselor (may also be known as a "Program Advisor") will verify all the above information, officially register the student, and provide the student with the following:
1. Basic Skills Assessment information (if not exempt).
2. Financial Aid Fact Sheet which includes school specific code and contact information.
3. Program specific information.
4. Program specific fee sheet.

Next Steps for Students:
1. Complete a FAFSA to determine eligibility for any financial assistance.
2. Contact a Financial Aid advisor, if necessary.
3. Meet with an Administrator to sign an installment payments plan, if needed.
4. If not exempt, complete Basic Skills Assessment within 6 weeks of start date.
5. Pay all charges listed on the Fee Sheet for the first course (OCP) or pay the first installment indicated on the signed installment payment plan prior to the first day of class.
6. Get Student ID and car parking hangtag.

   Note: All "Start-Up" fees must be paid for self-pay students or prove Financial Aid has been awarded 2 weeks prior to the 1st day of class.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Transfer of credit will be considered if a student previously attended a postsecondary institution that:

- Is fully accredited by a regional or national accrediting agency recognized by the U.S. Department of Education (USDOE), and
- Participates in the Florida statewide course numbering system*, and
- Credit was earned within two years of HTC program entry.

*For additional information on statewide course numbering participating schools, please visit http://flscns.fldoe.org

A student requesting transfer of credit must submit a copy of his/her official transcript before class begins, preferably at or before program registration. This will ensure that the teacher has sufficient time to review the transcripts, determine the number of credits eligible to be transferred, and calculate the student's correct entry date.
Students must complete a minimum of 50 percent of a program at a Hillsborough Technical College (HTC). Consequently, no more than 50 percent of the required clock hours for program completion will be accepted as transfer credit toward graduation from a HTC.

Any student requesting transfer credit who will be receiving financial assistance (VA, Pell, etc.) must also confer with the Financial Aid Office and/or the VA Certifying Official to discuss any limitations on financial assistance which may result from transferring credits.

Credit for Experiential Learning or Advanced Placement: No credit is offered for experiential learning, and entering students are not placed in advanced classes. "Testing out" of courses is not available. All students are expected to be enrolled for all clock hours within their program and successfully complete all courses.

TRANSFERRING BETWEEN HTC PROGRAMS

A currently enrolled student who wishes to move to a different program should first speak with a Student Services School Counselor for his/her current program. Career goals will be discussed, and the student will be encouraged to utilize the resources at www.floridashines.org. If the student then desires more information about a different program, he/she will set an appointment with the School Counselor for the new program to discuss entrance requirements, Basic Skills levels, start dates, and possible transfer of credit. An additional application fee, along with other program fees may be assessed to the student. In some situations, the Academic Affairs Committee or an Administrator may determine student eligibility to change programs.

TRANSFER OF CREDIT BETWEEN HTC PROGRAMS

Credits previously earned at an HTC campus may be accepted for transfer into another HTC program if:

- the State course number is identical (example: Basic Health Care Worker, HSC0003, 90 clock hours), and
- the State course was completed within the past 24 months, and
- the content of the course has not significantly changed, and
- the student received a passing grade in the course.

Students should contact the School Counselor for the program they desire to enter. The School Counselor will forward the request to the program instructor, who will determine whether the transfer credit is appropriate and meets current course requirements.

Students will need to contact the Financial Aid office (813) 231-1907 to determine their financial aid eligibility for the new program.

Please note: Pell Grant eligible students transferring to a 600-plus hour program may continue to earn Pell if they meet the SAP requirements. There will be a new calculation of the monies to be awarded based upon the length (number of hours) of the new program and its start date.

RE-ADMISSION OF FORMER HTC STUDENTS

Students who wish to re-enter the same program at a Hillsborough Technical College (HTC) will submit a new registration form and an application for re-admission, at no cost. Students must be withdrawn a minimum of sixty (60) calendar days before re-applying. The Academic Affairs Committee (AAC) or an Administrator will review the application and render a decision.

Generally, if approved, a student may re-enter only at the place in the State course or Occupational Completion Point (OCP) in which the student was enrolled at the time of withdrawal is offered again.

In some situations, the Academic Affairs Committee or an Administrator may determine specific student eligibility for re-admission. Students may be required to retake certain classes they already may have passed if the instructor determines the content has changed since the student had been enrolled.

Students may enter the same program only twice (the initial enrollment and one re-entry).

Any students who previously had academic or attendance problems may be required to sign an agreement to be determined by the Academic Affairs Committee or an Administrator outlining standards of performance or attendance.

Students must pay any outstanding account balances incurred at any HTC campus prior to reentering their previous program or entering a new program.

CASAS Goals scores must be current.

Previously approved financial aid, grants, and scholarships are not automatically reinstated. All re-entries should contact the Financial Aid office (813) 231-1907. In order to receive veterans' benefits, veterans and their dependents must contact the VA School Official in the Financial Aid office and the Veterans Administration to make necessary arrangements.

TRANSFER OF CREDIT FROM A HTC PROGRAM

Students who plan to transfer to a different HTC school should first speak with a Student Services School Counselor for his/her current program to determine the status of competed hours and/or OCPs as well as request an official transcript. If applicable, the student should contact the Financial Aid office so they receive assistance to add the school they will be attending to their personal FAFSA data/information.

CLASS SCHEDULES AND CALENDAR

HTC follows the school district's calendar, including non-student days, campus closed (vacation/holiday) days and early-release days. Most HTC classes meet from 8:00 a.m. to 2:00 p.m., Monday (early release, when applicable) through Friday, during the normal school year. Summer session days and hours vary.

Programs with clinical training components or an externship/practicum as part of the curriculum have varied schedules that require students to attend different days and hours during that portion of their training. (See Appendix for individual technical college program information.)

Career, Technical, & Adult Education
2024-2025 School Year — Student Calendar

WDIS - F	7/1/2024 - 7/31/2024
WDIS - W	8/1/2024 - 12/31/2024
WDIS - S	1/1/2025 - 6/30/2025

N Non-Student Day
C Campus Closed
Class Days
K-12 End of Quarter

Calendar Year: July 1 - June 30

Campuses Closed
July 4 - Independence Day
September 2 - Labor Day
November 25-29 - Fall Break
December 23-January 3 - Winter Break
January 20- Dr. Martin Luther King Jr. Day
March 17-21 - Spring Break
May 26 - Memorial Day

Energy Conservation Fridays
July 2024 - 12, 19, 26
June 2025 - 6, 13, 20, 27
(Some daily class hours extended during these weeks)

Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Subject to change v09.19.2023

July 24

Su	M	Tu	W	Th	F	Sa
	1	2	3	C	5	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	29	30	31			

August 24

Su	M	Tu	W	Th	F	Sa
				1	N	3
4	N	N	N	N	N	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24

Su	M	Tu	W	Th	F	Sa
1	C	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	N	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	N	12	13	14	15	16
17	18	19	20	21	22	23
24	C	C	C	C	C	30

December 24

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	C	C	C	C	C	28
29	C	C				

January 25

Su	M	Tu	W	Th	F	Sa
		C	C	C		4
5	N	7	8	9	10	11
12	13	14	15	16	17	18
19	C	21	22	23	24	25
26	27	28	29	30	31	

February 25

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	N	15
16	N	18	19	20	21	22
23	24	25	26	27	28	

March 25

Su	M	Tu	W	Th	F	Sa
						1
2	N	4	5	6	7	8
9	10	11	12	13	14	15
16	C	C	C	C	C	22
23	24	25	26	27	28	29
30	31					

April 25

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	N	19
20	21	22	23	24	25	26
27	28	29	30			

May 25

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	C	27	28	29	30	31

June 25

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	24	25	26	C	28
29	30					

July 25 — Tentative 2025-2026 Calendar (Pending School Board Agenda)

Su	M	Tu	W	Th	F	Sa
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30	31		

August 25

Su	M	Tu	W	Th	F	Sa
					N	2
3	N	N	N	N	N	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2024-2025 CTAE Student Calendar v04.12.2024vdds APPROVED with preplan.xlsx

LENGTH OF PROGRAMS AND TUITION CHARGES

The length of individual programs is based on clock hours. Tuition and fees are set by the district's School Board. A Program Summary Information chart, listing full-time Career Certificate programs offered at each individual technical college, clock hours, and approximate months to complete each program can be found in the individual technical college's Appendix, online at each individual campus website (see chart below) and in hardcopy in Student Services.

ALTC Website:	www.hillsboroughschools.org/ALTC
BTC Website:	www.hillsboroughschools.org/Brewster
ETC Website:	www.hillsboroughschools.org/Erwin

Tuition Rates: The 2024-2025 tuition rate for full-time postsecondary adult Career Certificate (CC) programs is $2.92 per clock/clinical hour for Florida residents* (proof of residency required). Non-Florida residents pay $11.31 per clock/clinical hour for Career Certificate programs. All students must pay for the total number of clock hours in their program prior to graduation.

Full-time students will receive a Fee Sheet that indicates when their State Courses or OCPs begin, and the tuition that will be due on that date. The School Counselor will give students information about where to pay their tuition. If necessary, students may make arrangements to pay in installments by signing a Tuition Deferred Payment form.

Students who expect their tuition will be paid through an agency, scholarship, or financial assistance must work closely with the Financial Aid department throughout their training. If the expected scholarship/grant payments do not come through, the student is responsible for paying his/her tuition and other charges prior to graduation.

Tuition rates vary for part-time Continuing Education (CE) classes. Contact the appropriate HTC campus for details.

Florida Residents: *A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year and one month prior to enrollment. At registration, all Career Certificate students must complete a Florida residency affidavit and provide documents that prove residency.

STUDENT TUITION ACCOUNTS AND TUITION PAYMENTS

Student tuition accounts are classified as either sponsored or self-pay.

Sponsored: There are many sponsoring agencies. The list below includes some of the common sponsors for students who meet their agency's qualifications. Please ask your financial aid advisor for more information. Students are responsible to "self-pay" all charges that their sponsoring agency does not pay.

- Federal Title IV (PELL)
- Vocational Rehabilitation (VR)
- Veteran's Administration (VA)
- Hillsborough County Social Services (HCSS)
- Workforce Innovation and Opportunity Act (WIOA)
- CareerSource Tampa Bay (CSTB)
- Open Door Grant
- Florida Bright Futures (FBF)
- Florida Pre-Paid Tuition (FPT)

- Outside agency scholarships
- Internal HTC scholarships
- Other state or local agencies

Self-Pay: Students not sponsored, and who pay through their own income, are considered "self-pay". There are three self-pay options available to students:

- Option 1: Pay "in-full" before the program begins.
- Option 2: Pay "as-you-go", course (OCP) by course (OCP).
- Option 3: Pay through a payment plan agreed upon by the Administration at your school.

Student tuition accounts that are past due are considered delinquent. Failure to clear your delinquent account may result in withdrawal from your technical training program. If you owe a debt to the college, you will be unable to complete your training; unable to receive transcripts, diplomas, or certificates; unable to take or receive industry certification; and unable to enroll in another HTC program.

We understand how important your education and training are to you. If you have questions regarding your tuition account or experience problems paying your account, please schedule an appointment with an Administrator.

Money Back Guarantee Program Florida House Bill 1507.

Self-Pay students must be enrolled in the eligible program on or after July 1, 2022, to be eligible. Self-Pay Students who enroll and complete any of the Money-Back Guarantee programs and are not employed within six months after graduation, are eligible to receive 100% of their paid tuition back.
Hillsborough Technical College express full confidence in its students and their ability to smoothly transition into demanding professional environments. We believe in your potential to succeed, to the extent that we are prepared to refund your tuition fees if you are unable to secure employment in your chosen field of study for the eligible program listed.

Eligible programs for Money Back Guarantee:
- o   Emergency Medical Technician
- o   Dental Assisting
- o   Medical Assisting
- o   HVAC

Under the guarantee, eligible Self-Pay students will receive a reimbursement of their tuition fees, calculated as the total amount paid minus any institutional scholarships or grants received. Please note that this guarantee only covers tuition expenses, and does not include fees, other expenses, or additional charges.

Qualifying Criteria
To qualify for the HTC Employment Guarantee, graduates must meet the following criteria:
- Successfully complete the entire program with a minimum grade point average of 2.50.
- Maintain good financial standing with HTC.
- Be legally eligible for employment in the United States.
- Meet minimum attendance requirements, a 90% attendance rate, unless an excused absence is approved due to circumstances such as a family bereavement or significant illness.
- Possess no criminal background that would hinder employment within the chosen career field.

- Be open to traveling or relocating to a new market in order to secure employment within the field.
- Demonstrate a documented job search, including a minimum of 20 applications submitted to companies related to the program of study.
- Seek resume and employment assistance from Career Source within three months of completing the program of study.
- Pass all embedded credential exams:
    - Emergency Medical Technician
    - Dental Assisting
    - Medical Assisting
    - HVAC

Refund Request Form can be obtained from your program counselor.

Waivers and Exemptions:

Death Benefits for First Responder Beneficiaries: Florida Statute SB 7098 creates s. 112.1912, F.S. and S. 295.061, F.S., that require the state to waive the cost of tuition and certain fees of the child or spouse of a deceased first responder or deceased active-duty service member of the United Armed Forces incurs at a career center, Florida College System (FCS) institution or state university.
- The amount waived must be in an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours.
- The child or spouse may attend a state career center, an FCS institution, or a state university on either a full-time or part-time basis.
- The benefits provided to a child under this subsection must continue until the child's 25th birthday.
- The benefits provided to a spouse under this subsection must commence within five years after the first responder's death and may continue until the 10th anniversary of that death.
- If any child or spouse who receives a waiver in accordance with this subsection fails to comply with the ordinary and minimum requirements regarding discipline and scholarship of the institution attended, such benefits must be withdrawn so long as such delinquency continues. Only a student in good standing in their respective institution may receive the benefits provided in this subsection.
- A child or spouse receiving benefits under this subsection must be enrolled according to the customary rules and requirements of the institution attended.

This provision applies to members of the United State Armed Force, law enforcement officers, correctional officers, correctional probation officers, firefighters, emergency medical technicians or paramedics who are accidentally killed or intentionally and unlawfully killed while performing official duties on or after July 1, 2019.

Child Welfare Exemptions: HB 7099 amends s. 1009.25, F.S., to include individuals classified under s. 39.6225, F.S. (Guardianship Assistance Program) in the exemption of tuition and fees, including lab fees, at a school district that provides workforce education program, or at FCS institutions or state universities. Please contact the HTC Financial Aid department for the required documentation.

FEES

Students enrolling in a Career Certificate program are charged a non-refundable $20 application/registration fee.

Additional costs and fees are specific to each program and may include accident insurance, liability insurance, fingerprinting; drug screening; lab fees; textbooks and supplies; uniforms and shoes; physical examinations; licensing or industry certification fees; and certain personal materials, professional tools, and equipment as determined by the area of training.

Students will receive a Fee Sheet that lists all fees involved in the program, as well as required textbooks and supplies. Textbook ISBN numbers are included on the Fee Sheet. Information on Fee sheets are estimates only and subject to change.

BOOKSTORE

Students who wish to purchase textbooks from the school should refer to the Appendix for procedures at each individual college.

Methods of Payment: Money orders or certified bank checks are preferred methods of payment. When credit/debit cards are used for payments, a $10 usage fee will be added each time a credit/debit card is used. No personal checks are accepted. No is accepted. Any exceptions to this policy must have administrative approval.

When Pell funding or agency vouchers will be used to pay for purchases, students need to work with the Financial Aid counselor to arrange funding and documentation.

Refunds: No refunds will be made on books, supplies, and materials.

REFUND POLICY

Career Certificate Programs: Tuition refunds will be processed according to the following district School Board policy in Career Certificate programs: A student who withdraws from a postsecondary adult Career Certificate program will receive a refund of tuition if the student withdraws on or before 10 percent of the scheduled course hours in the State Course or sequence number have commenced. After 10 percent of the scheduled course hours in the State Course or sequence number have commenced, no refund will be provided. Tuition charges will be reviewed within 30 days of the student's withdrawal. If a student is entitled to a refund, a check (if the student paid by cash, check, or money order) or credit to the student's credit card (if a credit card was used for payment) will be processed within 45 days of the student's withdrawal date.

Fees: The following fees will be refunded at 100 percent, if the fees have <u>not</u> already been disbursed to outside agencies: fingerprinting, licensing or industry certification exam, accident insurance, liability insurance, and CPR/first aid certification. All other fees are non-refundable.

Books: No refunds will be made on books, supplies, and materials.

Classes Canceled by the Institution: If the school finds it necessary to cancel a class prior to its start date, students will be refunded 100 percent of the charges they have paid for that class. The student does not have to request a refund. Charges will be reviewed within 30 days, and a check will be issued within 45 days of the date the class was canceled.

Students who withdraw on or before the first day of class: Policies in the "Career Certificate Programs" and "Fees" paragraphs, above, apply. If a student withdraws on or before 10 percent of the scheduled course hours in the State Course or sequence number have commenced, he/she will receive a refund of 100 percent of tuition paid for that course and 100 percent of refundable fees. The student does not have to request a refund. Charges will be reviewed within 30 days, and a check will be issued within 45 days of the student's withdrawal date.

Students enrolled prior to visiting the Institution: Refund policies applicable to students who fully registered and paid for course(s) prior to visiting the campus are the same as those listed under the "Career Certificate Programs" and "Fees" paragraphs printed above. (The 10 percent rule applies, or a minimum of three scheduled class days, whichever is longer.) The student does not have to request a refund. Charges will be reviewed within 30 days, and a check will be issued within 45 days of the student's withdrawal date.

Community Education Classes: A student who cancels registration from a Community Education (CE) course will receive a 100 percent refund of tuition, provided the student notifies the school at least one school day prior to the class start date. Tuition charges will be reviewed within 30 days of the student's withdrawal. If the student is entitled to a refund, a check will be issued within 45 days of the student's withdrawal date.

GROUNDS AND PROCEDURES FOR CANCELLATION OR
TERMINATION OF A PROGRAM

When the school finds it necessary to cancel or terminate a program, currently enrolled students, as well as those who have applied to that program, will be notified as soon as possible. Every effort will be made to continue the program for a sufficient period of time (known as "teach out") so that currently enrolled students may have an opportunity to complete the program. When this option is not viable, students will be counseled and assisted with enrollment into other programs available at any Hillsborough Technical College (HTC).

SPECIAL SERVICES

ADMINISTRATIVE ASSISTANCE

School administrators (Principal, Assistant Principals and/or Community School Administrators) are available to provide assistance or address your concerns. However, please observe the following steps to seek resolution before bringing your issue or concern to an administrator: First, speak to your instructor. If you feel your issue or concern remains unresolved, please see your School Counselor, then an administrator.

CAREER PLANNING

Career planning and academic advising is provided, through the Student Services department, to help individuals choose or confirm realistic career goals.

Information is provided about Hillsborough Technical Colleges' (HTC) training programs through discussions with Student Services School Counselors and visits to the classrooms. School Counselors discuss hiring stipulations in certain industries (such as clean driving and/or arrest records, required drug screenings, and ability to lift heavy objects, etc.) that could keep graduates from obtaining employment in certain vocational areas. Recommendations are then made to prospective students regarding which postsecondary adult Career Certificate programs may suit them best.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

Student Services School Counselors are available to discuss the needs of students with disabilities. Students must self-identify their needs and provide current documentation and educational recommendations from professionals as to their disability and expected reasonable accommodations.

A 504 plan is written by the School Counselor and accommodations are discussed with the instructor.   Students are encouraged to meet with staff on the campus where they plan to attend before entering programs so that needed educational planning can take place. (See additional information under "Accommodations for Students with Disabilities.")

ACADEMIC POLICIES

ATTENDANCE POLICIES

Students are expected to attend every scheduled school day. There are no "excused" absences or tardies. It is the responsibility of students to know and follow the attendance policies of the program they attend. Detailed attendance policies for each campus and program can be found in the Appendix for each technical college.

Effective Date of Withdrawals:

1. Withdrawal for 3 consecutive days no contact = the next school day

2. Student notifies staff of intent to withdraw = last day of attendance

3. Graduation = last day of the final course in the program

Religious Observances - Policy: Absences and tardies due to observance of an established religious holiday will not count against total allowable absences and tardies in a student's program. Students observing religious holidays on scheduled school days should see their instructor prior to the absence to determine if documentation is needed. Any student who believes that he/she has been unreasonably denied an educational benefit due to his/her religious belief or practices may seek redress through the established grievance procedures.

Religious Observances - Make-up Work: Students will have an opportunity to make up any tests, quizzes, or work missed due to absences or tardies as a result of administratively approved, religious holidays. Absences or tardies due to religious holidays will be noted on the attendance record, but they will not be counted toward maximum allowable absence hours for the program.

GRADING SYSTEM

Grading System: The grading system is as follows, with the letter grade and the corresponding weight:
A = 4.00   B = 3.00   C = 2.00   D = 1.00   F = 0.00

A Career Certificate or Applied Technology Diploma is awarded upon completion of all courses and all requirements within a Career Certificate program. Transcripts are prepared for completion of Career Certificate programs and may be requested through each HTC website.

Clock / Credit Hours: Career Certificate programs are offered in clock hours. Transfer credit awarded to students who wish to matriculate to other postsecondary institutions is made at the sole discretion of the institution accepting the student's previous postsecondary coursework. HTC does not convert clock hours to credit hours, but most colleges and universities follow the federal guidelines of thirty (30) clock hours equals one (1) credit hour.

GRADE POINT AVERAGE

Earning Course Grades: Students are awarded a grade at the completion of each State Course (OCP) based on an average of work completed during the course, as indicated on the Course Syllabus or Program Guide distributed by the instructor. Students will be given their grades in electronic or hard copy, as indicated by the instructor.

Calculation of Cumulative GPA: A student's overall, cumulative GPA will be calculated by multiplying the number of hours in the State course by the weight of the letter grade earned, adding the result of all State courses completed, and dividing by the total hours completed. The cumulative GPA will appear on the student's transcript.

Example: 450 hrs x 4.00 (A grade) = 1800
              200 hrs x 2.00 (C grade) =   400
              650 hrs   2200 / 650 total hours = 3.38 cumulative GPA

Grade	*Weight*	*Remarks*	*Percentage and/or Comments*
A	4.00	Superior	90-100 percent
B	3.00	Above Average	80-89 percent
C	2.00	Average	70-79 percent
D	1.00	Below Average	60-69 percent
F	0.00	Failing	0-59 percent
WP	N/A	Withdrawn Passing	Will be used when a student who is passing withdraws before the end of the course.
WF	N/A	Withdrawn Failing	Will be used when a student who is not passing withdraws before the end of the course.
X	N/A	Transfer	Will be used when credit is given for courses/classes transferred from other schools or other Hillsborough Technical College programs.

Retakes: Any class that is failed must be retaken and passed. If a student receives an "F" in a scheduled class, the student may or may not be permitted to remain enrolled, depending on the program. This decision will be based on the teacher's discretion and administrative approval on whether the student can re-take the class concurrently while the next class is being taught or whether the student must understand the failed knowledge and skills before continuing in the program.

If the student is permitted to remain enrolled, the student must retake that class under the conditions and time frame specified by the instructor. Both the original "F" and the retake grade are shown on transcripts, and both grades are calculated in the overall GPA. Students may retake a class only once. If the class is not passed on the second attempt, the student will be withdrawn from the program.

If the student is withdrawn after either the first or second failed attempt in a class, regular re-entry policies apply.

Minimum Satisfactory GPA: To remain in good standing, a student must maintain an overall, cumulative GPA of 2.0. (See additional information under Satisfactory Academic Progress section.) Only students in good standing will be eligible for a Career Certificate or Applied Technology Diploma.

Minimum Academic GPA – Academic Probation: A student will be placed on academic probation if the student's cumulative GPA falls below 2.0 and the student has been determined eligible to remain in the program. To clear an academic probation, the student must raise his/her cumulative GPA to a 2.0 or better during the next course.

Minimum Academic GPA – Academic Withdrawal: A student failing to raise his/her cumulative GPA to 2.0 or better during the next course will be subject to withdrawal for academic reasons.

Petitioning the Academic Affairs Committee: A student who is withdrawn may petition the Academic Affairs Committee (AAC) for re-entry. Contact the School Counselor for the program to schedule a meeting. Students who are withdrawn for academic reasons shall follow the established policy for re-entry which states students may re-apply for admission after sixty (60) calendar days or when the conditions set forth by the AAC or an Administrator are complete. If re-entry is approved, it would take place when the course in which the student was studying at the time of withdrawal is offered again at that specific HTC campus, on a space-available basis.

GRADUATION REQUIREMENTS

A Career Certificate or Applied Technology Diploma from a training program at each HTC will be issued only when a student has:

- Achieved required scores on the Basic Skills Assessment or met a state-approved exemption, <u>and</u>

- Satisfactorily completed all courses required in their training program, <u>and</u>

- Achieved an overall, cumulative GPA of 2.0 or better at the end of their training, <u>and</u>

- Cleared all financial obligations incurred at the college.

To receive a Career Certificate or Applied Technology Diploma, a student must complete an exit process and obtain all applicable signatures on an Application for Graduation. The students will be notified about procedures and deadlines. The name on the certificate <u>must</u> be the same as the name on official student records.

Diploma Honors Designation: Students completing a program with a 3.5 overall, cumulative GPA or better will have honors status noted on their diplomas.

ARTICULATION AGREEMENTS

Hillsborough Technical Colleges (HTC) are public schools, under the direction of the Florida Department of Education. The Colleges are accredited, under Hillsborough County Public Schools, by Cognia (formerly AdvancEd) – the accreditation division of Southern Association of Colleges & Schools.

Postsecondary adult vocational programs at Aparicio-Levy, Brewster, and Erwin are also accredited by the Council on Occupational Education. (Adult Education programs (such as ESOL, GED, etc.) and Continuing Education classes do not fall under COE accreditation). As such, certain courses successfully completed at HTC campuses may be accepted as transfer credit to Florida community and state colleges toward an associate degree in certain college programs. The receiving schools ultimately make the final decision regarding credit acceptance, and students are responsible for initiating the request with the college they wish to attend. An official transcript will be forwarded to the appropriate institution(s) upon our receipt of the formal transcript request made through each college's website.

CONFIDENTIALITY OF STUDENT RECORDS

Student records will be kept secure and confidential. Records may be obtained only with student acknowledgement (i.e., signed Permission to Release Student Information form, Media Release form, and/or Release of Records form).

Hillsborough Technical Colleges (HTC) are required to take precautions to prevent the misuse of student data. Therefore, any request for student information is accomplished through the Authorization to Release Information form signed by the student with proper identification. Student information is only released in accordance with the Hillsborough County Public School's policies and procedures.

All personal information concerning a student is considered confidential by school personnel. However, with discretion, the principal or designee may give personal information about a student to law enforcement agencies.

See "Family Educational Rights and Privacy Act (FERPA)" section for additional guidelines for securing student records.

EMPLOYMENT GUARANTEE DISCLAIMER

Hillsborough Technical Colleges (HTC) makes no guarantee and provides no warranty in reference to securing employment upon completion of a job preparatory program. Successful completion of a job preparatory program at a HTC campus provides students with the education necessary for an entry-level position in his/her chosen field. An employability skills unit is a component included in the curriculum for our job preparatory programs.

JOB PLACEMENT ASSISTANCE

As job leads become available through employers, the information about the position is given in hardcopy format to applicable program instructors and posted. In addition, instructors often contact recent graduates with potential employment information as it becomes available.

PROGRESS REPORTS

Students are awarded a grade at the completion of each State Course based on an average of work completed during the course, as indicated on the Course Syllabus or Program Guide distributed by the instructor. Students will be given their grades via electronic or hard copy, as indicated by the instructor.

TRANSCRIPTS

Transcripts are requested through each College's website.

The student's account must be cleared, with no outstanding debts to the school, for the transcript or other school records to be released. The first transcript is free after graduation. Additional copies are $10.00 each.

WITHDRAWALS

Students who are absent three (3) consecutive days without contacting their instructor will be withdrawn the next school day.

Students who voluntarily withdraw or are procedurally withdrawn (by virtue of a HTC attendance, academic or behavioral policies) from the same program two times will not be re-admitted into that program for a third attempt.

FINANCIAL AID

Hillsborough Technical Colleges (HTC) offer a variety of financial aid to full-time students who qualify. Financial Aid advisors are available to assist in exploring these options.

Full Consumer Information and Gainful Employment information is available on each individual technical college's website (see chart below).

ALTC Website:	www.hillsboroughschools.org/ALTC
BTC Website:	www.hillsboroughschools.org/Brewster
ETC Website:	www.hillsboroughschools.org/Erwin

Financial aid is defined as any grant or scholarship offered for the purpose of assisting a student in meeting education or training-related expenses. Such aid is usually provided by federal, state, district, institutional or private agency funds. Many financial programs require that students demonstrate financial need in order to qualify. Eligibility is determined by the standards set by the U.S. Department of Education, Department of Labor or sponsoring agency. It may also be dependent upon satisfactory progress as determined by the school's grading policies and procedures.

Most financial aid programs have very specific and strict requirements for grades and attendance. If a student receives financial aid but does not complete the program, he/she may have to re-pay a pro-rated amount of aid received. Any absences a student has accrued will count against attendance in calculating the unearned portion of financial aid to be repaid.

To Apply for Financial Aid: All students applying for **any type of financial assistance** at Hillsborough Technical Colleges must complete the screening document (FAFSA) online at: www.mystudentaid.gov   A mobile app is available for both iPhone and Android devices.   See the Financial Aid flyer at the back of this handbook.

Please list all three HTC federal codes on your application, regardless of the college you plan to attend.

Campus	Federal Code
Aparicio-Levy Technical College	**041942**
Brewster Technical College	**015158**
Erwin Technical College	**005594**

For details on eligibility and applications, contact the Financial Aid office at (813) 231-1907, ext. 2.

Financial Aid Eligibility: Financial Aid eligibility is established based on the number of clock hours specified in each training program. For Pell grant awards, tuition and other fees are usually deducted from award payments, based on the student's signed approval. (If a student does not wish to sign an approval to deduct tuition, the student will sign a Tuition Deferred Payment form indicating how and when tuition will be paid.) Students will be provided with a yearly award letter that outlines the financial assistance they are eligible to receive and the approximate disbursement date of their first check. Checks are dispersed at the school site.

Payment Periods of Enrollment: Students will receive the balance of their Pell award (after tuition, books, and fees have been deducted, if applicable), for one or two payment periods in each award year, based on the starting date of their current enrollment. A driver's license or state-issued photo ID must be shown when picking up a disbursement check. Students must attend class the day their Pell disbursement check is picked up.

On-going Grading Periods of Enrollment: An overall, cumulative Grade Point Average of 2.0 or more is considered Satisfactory Academic Progress for future Pell payments. An overall Grade Point Average (GPA) below 2.0 at the end of their first payment period will place a student on automatic Financial Aid Warning. (See more information in "Standards of Academic Progress for Disbursement of Financial Aid" section.)

TYPES OF FINANCIAL ASSISTANCE

Federally Funded Title IV Grants: Students must have a standard high school diploma or GED from a regionally accredited school.
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

State Funded Grants:
- HTC Financial Aid
- FSAG - Florida Student Assistance Grant
- FWEP - Florida Work Experience Program
- Florida Bright Futures
- Open Door Grant

Indian Affairs: Please call (800) 246-8101 or (202) 208-6123 for information.

Workforce Investment Opportunity Act: (new title: CareerSource Tampa Bay): Persons residing within Hillsborough County should call (813) 930-7400 for information. Pasco-Hernando County residents should call One Stop Centers in New Port Richey (727) 484-3400, Dade City (813) 377-1300, or Brooksville/Spring Hill (352) 200-3020. Polk County residents should call (863) 508-1100.

Veterans Administration: All three Hillsborough Technical Colleges are approved for Veterans training. When the applicant has completed the enrollment procedures and submitted required documentation, HTC's VA Certifying Official will notify the VA by forwarding appropriate forms.

Vocational Rehabilitation: The Department of Health and Rehabilitative Services (HRS) sponsors eligible adults with disabilities who need training or retraining to secure suitable employment. For detailed information assistance finding the office nearest you, call (813) 233-3600.

Other Sources of Assistance: Other agencies and programs that have provided financial assistance to Hillsborough Technical College students are: Lutheran Services, CARIBE, Florida Prepaid College Fund, Project Opportunity, Tampa Housing Authority, INVEST scholarships, Hillsborough County Social Services, and employer scholarships. See each college's website or contact the Financial Aid Office for additional information on these programs.

Loans – Not Available: No loans are processed through any Hillsborough Technical College. Each HTC reports enrollment to the National Loan Data Base System in order to defer previous student loans.

SATISFACTORY ACADEMIC PROGRESS (SAP)
FOR DISBURSEMENT OF FINANCIAL AID

A student is considered to be making satisfactory academic progress if he/she successfully completes course hours (clock hours), achieves a specific cumulative grade point average (GPA), and does not exceed the maximum time limits to complete his/her course of study. Students' Satisfactory Academic Progress (SAP) will be checked prior to each financial aid disbursement. (No SAP is required prior to the first financial aid disbursement in a program.)

- Students must maintain an overall, cumulative GPA of at least 2.0 on a 4.0 scale.

- Students are allowed up to 150 percent of the scheduled clock hours to complete their program, but they only receive financial aid for 100 percent of the program hours. Thereafter, the student must self-pay for any additional hours he/she needs to finish the coursework and complete their program.

- Students must complete the required number of competencies within the time frame as defined by the individual's program guidelines for the evaluation period.

Students' Rights & Responsibilities with SAP

All students are responsible for maintaining Satisfactory Academic Progress (SAP) in their course of study. Students who fail to maintain SAP will need to abide by the following guidelines in order to regain their Federal Student Financial Aid eligibility:

Proof of SAP: Documentation of the above guidelines will be collected from instructors or other authorized individuals on a Satisfactory Academic Progress form, or by other official forms of communication. Documentation will include the student's name, program, and confirmation of progress toward meeting above guidelines.

SAP - Financial Aid Warning: Satisfactory progress is checked before the second and successive disbursements are made. Students who are below a 2.0 cumulative GPA will be placed on Financial Aid Warning. A school may do this without appeal or any other action by the student. Warning status lasts for one payment period, during which the student may continue to receive FSA funds.

SAP - Financial Aid Probation: Students who are still failing to make satisfactory progress after the Financial Aid Warning period will lose their aid eligibility unless they successfully appeal and are placed on Financial Aid Probation.

Appeals, Financial Aid Probation, and Academic Plans: When a student is in danger of losing FSA eligibility because he/she failed to make satisfactory progress, he/she may appeal that result to the SAP Committee on the basis of: injury or illness, the death of a relative, or other special circumstances. The appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. The school determines that he/she should be able to meet the standards after the subsequent payment period or if an academic plan has been developed that, when followed, will ensure that he/she will meet the standards by a specific time. Students who fail the satisfactory progress check after the end of the probationary payment period may only continue to receive aid if they successfully appeal, or there is a developed academic plan, and they are meeting its requirements. For specific instructions, contact a Financial Aid Advisor in the Financial Aid office and consult the Consumer Information section each individual college website (see chart below).

ALTC Website:	www.hillsboroughschools.org/ALTC
BTC Website:	www.hillsboroughschools.org/Brewster
ETC Website:	www.hillsboroughschools.org/Erwin

Academic Probation Status, Denial Status, and Reinstatement of Financial Aid: Probation status will not prevent a student from receiving financial aid. The probationary period (one payment period) is meant to inform the

student of potential academic problems and provide time for corrective action. If a student does not meet the Satisfactory Academic Progress standards after the probationary period, denial status will be imposed. Denial status will prevent the student from receiving any Federal Title IV, state, or institutional financial assistance from that point forward, until such time as the student meets all Satisfactory Academic Progress standards. A student's financial aid will be reinstated once he/she meets all Satisfactory Academic Progress standards.

Forfeiture of Aid: A student will forfeit his/her financial aid on the date of their second consecutive "Unsatisfactory" Academic Progress report. (Example: A student received the first payment for 450 clock hours. Prior to receiving the second disbursement, the student receives an "Unsatisfactory" SAP report. The student will receive the second disbursement, but he/she would be placed on "Financial Aid Warning" status. If the student receives a second "Unsatisfactory" SAP report, he/she would lose the next payment disbursement, subject to the terms and conditions explained above and in the Consumer Information document.)

Each Term of Enrollment: If a student meets the above guidelines, they are in compliance with the Satisfactory Academic Progress policy.

Reinstatement of Financial Aid Eligibility: Students must achieve a Satisfactory Academic Progress Report, as defined above, for the payment period following the forfeiture of aid.

PELL GRANTS

Maximum Eligibility: Starting with the 2012-2013 school year, a student may receive a total lifetime maximum of 6 years of Pell grants (known as 600 percent), combining all postsecondary institutions the student has attended. The Financial Aid department will monitor each Pell student's status and will notify any students who are nearing their maximum lifetime allotment.

Students can monitor their status by logging into the National Student Loan Database (NSLDS) student edition.

If a student reaches 600 percent of Pell eligibility, no further Pell disbursements can be made through HTC or any other postsecondary institution.

Students are obligated to self-pay for all tuition, fees, books, or equipment not covered by the Title IV (Pell) funds.

Policies for Return to Title IV: Federal financial aid (Title IV funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.
If a recipient of Title IV grants withdraws after beginning a program, the amount of Title IV grant assistance earned by the student (based on the amount of time the student has been physically present in class) must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be repaid. If the student received less Federal Student Aid than the amount earned, a post-withdrawal disbursement will be made.

When a Title IV eligible student withdraws prior to completion of the payment period, a calculation is made using the Return to Title IV form provided by the U.S. Department of Education for clock hour institutions. The calculation determines the amount of Title IV funds the student has actually earned based on his/her attendance and academic progress to date. The form calculating the amount of Title IV aid earned is kept in the student's financial aid file. Calculations are based on scheduled hours for withdrawals. The calculation includes the amount of funds that are to be returned to the Federal Program within 45 days from the institution's date of withdrawal determination.

Three different results may occur from the Return to Title IV calculation:

a) The student has earned more than already received: The student may be eligible for an additional Title IV disbursement (post-withdrawal disbursement). The student will be notified of the amount owed to him/her and the date the post-withdrawal disbursement check will be available, in accordance with federal guidelines.

b) The student has earned exactly what he/she has already received: When the calculation determines that the student has already been paid the exact amount earned, no further action in the Federal Government Disbursement system is required. A calculation is done at by the Financial Aid office to determine if there is a tuition credit balance in the student's account. If a credit balance exists, a refund check will be processed, and the student will be notified of the date it will be available.

c) The student has earned less than already received: When this situation arises, the Financial Aid office determines the unearned aid that must be returned to the Title IV Program (Pell). The Financial Aid office notifies the student of the overpayment amount and gives the student an opportunity to repay the amount to the Technical College to whom it owes. Two types of repayment may be necessary: (1) the amount that the student owes the technical college, and/or (2) the amount the student owes the federal government (U.S. DOE). If the student is unwilling or unable to return the funds that are owed, the Financial Aid office will forward to the U.S. DOE the student's name, Social Security number, and other relevant information. The student is then notified that the matter has been turned over to the government. Then it is the institution's responsibility to notify the National Student Loan Data Services for Students (NSLDS) of the overpayment that the student received but did not earn, and this may impact the student's ability to receive financial assistance at other colleges and universities.

For complete policies, please reference the Consumer Information section on the individual college website (see chart below) or contact a counselor/ advisor in the Financial Aid office.

ALTC Website:	www.hillsboroughschools.org/ALTC
BTC Website:	www.hillsboroughschools.org/Brewster
ETC Website:	www.hillsboroughschools.org/Erwin

Ability-to-Benefit: Hillsborough Technical Colleges do not participate in the Ability-to-Benefit program.

SCHOLARSHIPS

Scholarship information is available in each college's Student Services office. When scholarships are available, a notice will be sent to classrooms and will be posted at the college.

Students may also wish to visit www.fastweb.com. This website provides free information on scholarships that match each student's personalized profile. (Beware of scams. If you have to pay a fee to get money or apply for a scholarship, it is probably a scam.)

SPONSORING AGENCIES

There are many agencies that may sponsor students who wish to attend Hillsborough Technical Colleges. Students are encouraged to check with individual agencies to determine the criteria for qualifying. Some of these agencies are listed below. All agencies require a current, active FAFSA on file for review.

- Hillsborough County Social Services: (813) 301-7341
- Farmworkers Career Development Program: (813) 757-9480
- Indian Affairs: (800) 246-8101 or (202) 208-6123
- Lutheran Services (formerly CARIBE): (813) 875-1408
- Tampa Housing Authority: (813) 341-9101
- Vocational Rehab: (813) 233-3600
- Veterans Administration: (888) 442-4551
- WIA (Career Source Tampa Bay) – Hillsborough County: (813) 930-7400
- WIA (Career Source Tampa Bay) – Pasco-Hernando County: (727) 484-3400
- WIA (Career Source Tampa Bay) – Polk County: (863) 508-1100

VETERANS' INFORMATION

Each HTC is approved for the training of qualified veterans and their dependents. Veterans and other students will be responsible for initiating all documentation for Veterans Administration (VA) education benefits. The student will need to submit the required VA documentation at the time of program registration. Evaluation of prior postsecondary training, experience, or education is required. Transcripts must be provided at the time of registration. The school's application process and registration must be completed before a student can be certified and start receiving benefits.

Veterans are expected to adhere to the same attendance, academic progress, and conduct policies and procedures as stated in the HTC Student Handbook. Every 30 days, attendance and grades are reviewed by the VA School Official. If a student does not maintain satisfactory attendance and/or grade point average, their VA education benefits will be terminated.

Veterans Payment Deferment Policy: If approved VA financial aid is delayed in being transmitted to the student through circumstances beyond the control of the student, HTC will defer tuition and fees until the funds arrive, provided the student contacts the VA Certifying Official in the HTC Financial Office at (813) 231-1636. This policy applies to students receiving benefits under Chapters 30 – 35 of Title 38, U.S.C., or Chapter 106 of Title 10, U.S.C.

Veterans Tuition Policy Compliance: For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE), and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. Please see 38 USC 3679(e) for complete details.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Veterans Attendance Policy: Students who, for any reason, miss more than 10 percent of the scheduled course hours in their program will be in violation of the attendance policy, and their VA education benefits will be terminated for poor attendance. Hours missed due to full- or part-day absences plus time missed due to tardies (late arrival or early departures, etc.) will be added together when calculating the total time missed.

Any returning VA student must establish satisfactory attendance and grades for a minimum of 60 days before the school can submit a recertification of enrollment. The Veterans Administration will be notified promptly as to the last date of attendance for a veteran. The student's attendance record will be retained in the student veteran's file for USDVA and SAA audit purposes.

Veterans Satisfactory Academic Progress: To remain in good standing, the VA student must be making satisfactory academic progress as indicated by maintaining an overall, cumulative GPA of 2.0. (See additional information under Satisfactory Academic Progress section.)

Chapter 32, 35, Sections 901 and 903 are sent a certification of attendance form at the end of each month for which payment is due. This form must be signed and returned to VA before payments are released.   Chapter 30, 1606 & 1607 starting the last day of each month, may verify enrollment for that month via Web Automated Verification of Enrollment (WAVE) at www.GIBILL.va.gov, Interactive Voice Response (IVR) at 1-877-823-2378, or by calling a GI Bill representative at 1-888-442-4551.
Beginning with terms on or after August 1, 2021, students using their Post-9/11 GI Bill® (Chapter 33) benefit at a non-college degree (NCD) facility will be required to verify their enrollment at the beginning of each month to receive their Monthly Housing Allowance (MHA). To streamline the verification process, VA is encouraging students to sign up for

text messaging. To do so, students can contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to ensure VA has their mobile phone number.

The VA Work Study program is not available at any Hillsborough Technician College.

The policies stated also apply to dependents eligible for benefits related to their parent(s) or spouse.

See Appendix 88, for additional VA Disclosure Information under Section 1018.

CONSTITUTION DAY

U.S. Public Law 108-447 is a statutory requirement mandating that educational institutions receiving federal funds implement a program annually commemorating the signing of the U.S. Constitution on a date designated as "Constitution Day and Citizenship Day." Section 111(b) states that each "educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution."

VOTER REGISTRATION INFORMATION

Hillsborough Technical Colleges (HTC) must provide voter registration information to all students to remain compliant with Title IV federal student aid assistance programs.

The voter registration requirement was included in the National Voter Registration Act of 1993. In essence, if a participating school is located in a state that requires voter registration prior to Election Day and/or does not allow the ability to register at the time of voting, then the school must make a good faith effort to distribute voter registration information/registration forms to its students.

The following web site offers information on Florida Voter Registration requirements and Florida Voter Registration forms: https://www.votehillsborough.org

Hillsborough Technical Colleges
Aparicio-Levy ◊ Brewster ◊ Erwin
VA Disclosure Information under VA Section 1018

For Information about:	See these Resources:
VA General Information:	2024-25 Student Handbook on the school's website, pages 33-35
College Comparison Information:	Federal NCES website information https://nces.ed.gov/collegenavigator
Costs: Estimated Total Program Costs and amount of costs covered by VA	Fee Sheet for your program See your School Counselor
Costs: Estimated cost of living expenses	Cost of Attendance Chart On the school's website
Financial Aid: Financial Aid available and other types of federal FA offered	2024-25 Student Handbook on the school's website, pages 27-32
Loans: Student Loan Debt	N/A – loans are not available Student Handbook, page 29
Program Information: Attendance & Deployment Guidelines and accommodations for short absences	2024-25 Student Handbook, page 21 and Program Info in Appendix. The school will review the length of deployment when determining if student can finish the program with the cohort.
Program Information: Graduation requirements and timeline	2024-25 Student Handbook on the school's website, Program pages in Appendix
Program Information: Program requirements and how to obtain licensure	2024-25 Student Handbook on the school's website, Program pages in Appendix
Registration:	Students register for the full program upon entry. Students complete and sign an Adult Student Information Form (registration form).
School Information: Accreditation Information	2024-25 Student Handbook on website, page 2. Programs are approved by school district, FL Dept. of Ed., and accrediting agency (COE)
School Information: Designated employees for assistance	*Academic Counseling*: School Counselor *Financial Counseling*: VA Certifying Official and Financial Aid Office (813-231-1636) *Disability Counseling*: School Counselor *Program Info*: School Counselor & Instructor
Statistics: Graduation & Job Placement rates	Completion, Placement & Licensure Chart See your School Counselor
Transfer Credits: Transfer of Credit Information	2024-25 Student Handbook on the school's website, pages 12-14

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to schools that receive funds under an applicable program of the US Dept. of Education. https://studentprivacy.ed.gov

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate official in cases of health and safety emergencies; the State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual method of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. HTC chose to comply with this notification through this handbook.

For additional information, you may call 1-800-872-5327. Individuals who use TDD may use the Federal Relay Service. Questions may be asked at: www.ed.gov/answers. Or contact in writing by using the following address:

<div align="center">

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

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ACADEMIC AFFAIRS COMMITTEE (AAC)

Due Process: The Academic Affairs Committee (AAC) is designed to permit a student or staff member the opportunity to review concerns involving a student's attendance, academic performance, or behavior. The AAC also ensures all students will receive due process in disciplinary matters.

If a currently-enrolled student desires an AAC meeting, that student is to contact the instructor. The instructor will contact the staff members who will comprise the committee and set up a meeting time. The instructor will notify the student of the time and place of the meeting.

If a previously-enrolled student desires an AAC meeting, the student may contact the appropriate School Counselor or Assistant Principal to set up the meeting.

The AAC is comprised of an administrator, and at least two of the following individuals: the program instructor, the student's School Counselor, and/or other technical college staff members. A student may petition the AAC to review circumstances that may have affected the student's training process. These circumstances may include a student's attendance, academic or clinical performance, or classroom behavior. The student and any individual the student designates may attend the review. Following the AAC's review, recommendations will be made concerning the student's future educational plans.

ACADEMIC DISHONESTY

In an attempt to clarify possible misunderstandings, listed below are examples of two types of academic dishonesty: cheating and plagiarism.

Cheating: is defined as giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be used in determining a grade.

Plagiarism: or literary theft, is appropriating the literary composition of another person, including parts, passages, or language of that writing, and passing off that material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Students may not violate existing laws governing Copyright and Fair Use.

Forgery: or the act of producing a copy of faculty/staff signatures on any document is considered a serious offense.

As with other violations of serious student misconduct, cheating, plagiarism, and forgery will result in disciplinary action. Any student caught cheating or plagiarizing will receive a zero for that assignment, test, etc., and there may be additional disciplinary actions. Any student suspected of forgery will be subject to disciplinary action that may result in criminal prosecution and withdrawal from the program.

Copyright Policy: The Federal copyright law governs the duplication, distribution, use and display or performance of all copyrighted materials, including printed matter, audiovisual materials, television programs, computer software and the Internet. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages. Nonprofit status or public ownership does not provide a haven for the law;

and public schools are subject to its provisions just as are other agencies and businesses. However, there are exemptions which provide some latitude for the use of copyrighted materials for instructional purposes under the doctrine known as "fair use." These exemptions, while helpful in facilitating instructions, do not apply for non-instructional purposes such as reward or motivation.

Hillsborough Technical Colleges (HTC) shall operate in full compliance with the provisions of current copyright laws and Congressional guidelines. Employees and students are to adhere to all provisions of Title 17 Copyright Act of 1976. The purpose of copyright law is to promote creativity, innovation, and the spread of knowledge. The law does this by balancing the rights of both authors (copyright holders) and users.

This applies to the work of students and teachers who use other people's copyrighted material as part of their own academic or creative work.

The HTC staff and students will respect all copyright laws including:

- the rights of owners of third-party material used in teaching,
- the rights of students in all material they create in and for school,
- the rights teachers have in material they created prior to being employed at the school and in material created while employed at the school.

The school district will purchase appropriate copyright licenses where its use of copyright material exceeds that permitted under the Act and the school will comply with the terms of these licenses.

While acknowledging that the school cannot control all actions of its students, the school will endeavor to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 states that, "No qualified handicapped person, shall on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal assistance". If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan for a student enrolled in a postsecondary adult Career Certificate program to ensure equal access to the instructional program.

In order to receive disability accommodations, students must self-disclose the disability to the Student Services department and provide documentation that clearly shows evidence of a disability and applicable accommodations for an educational setting. Students are encouraged to self-identify as early as possible. Student Services will schedule a meeting with the student to discuss the documented disability and reasonable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessment, time demands, schedules, assistive technology and special communication systems. However, State curriculum frameworks specifically mandate that postsecondary curriculum cannot be modified, and all students must demonstrate achievement of all State curriculum standards for the program. Documentation of the accommodation requested and provided is maintained in a confidential file.

ACTIVITIES CALENDAR

A calendar for school activities is kept in the Administrative Office of each technical college. Any organization planning an activity must clear it with the Administrative Office before scheduling an event.

ACCIDENTS & INJURIES

A First Aid kit and an Automated External Defibrillator (AED) are available in the Administrative Office (or otherwise indicated in the Appendix for each individual technical college). In case of emergency, Emergency Medical Services are available by calling 911. Students and visitors must immediately report accidents and injuries to the school administration and complete a written accident report.

Instructors are required to report all accidents and injuries immediately after they occur. A specific school district form must be completed and given to the Administrative Office. Should there be a need for an investigation of an accident, that investigation will be handled by the Principal and the Risk Management Division of the school district.

ADVISORY COMMITTEES

During the 1991 Session, the Florida Legislature enacted the Florida School Accountability Act, entitled Blueprint 2000. The intent of the act is to provide for a system of school improvement focusing on student outcomes and to give each school authority to be responsible for the education of its students through collaboration with its shareholders.

Part of an Institutional Advisory Committee's (IAC) responsibility is to identify needs and to assist school personnel in the development of an approved School Improvement Plan (SIP).

Students are encouraged to be active participants on the IAC along with teachers, administrators, and representatives from the business community.

Occupational (program) Advisory Committees (OACs) support the needs of each program and help to ensure the training received by students is industry credible and relevant to the workplace. Representatives from the business community are encouraged to be active participants on OACs along with teachers, administrators, graduates of the program and students.

ALCOHOL AND DRUG ABUSE PREVENTION PLAN

Numerous Alcohol/Other Drug Assistance Programs are available in the Hillsborough County area to help students and employees deal with substance abuse related issues. Federal laws insure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner. A comprehensive alcohol and drug abuse prevention plan can be found in the Appendix.

Hotlines and Information Lines:
- 211 Tampa Bay: https://www.crisiscenter.com
- Florida Substance Abuse and Mental Health Services Hotline: (800) 662-4357
- Cove Behavioral Health: (813) 384-4000
- The Life Center (grief counseling): (813) 237-3114   www.thelifecenterofthesuncoast.com

Drug Policies: Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities, is a violation of Hillsborough County School Board Policy (Section C-4, 7 and 8). Students found violating this policy are subject to withdrawal and the involvement of the appropriate law enforcement agency.

Use of Medical Marijuana: School Board policies regarding "Medical Marijuana Low THC Cannabis Use" (policy 5330.02) can be found at: https://web.hillsboroughschools.org/policymanual/detail/533. That policy addresses use on campus. Students enrolled in programs that require off-campus on-the-job training, clinicals, ride-alongs, training at a fire academy facility, etc., will be required to follow the policies set forth by the training facility or agency, and the training facility's or agency's policies are final. Students who have been prescribed medical marijuana and are enrolling in a program that requires off-campus training in order to graduate from that program should consult with their School Counselor and/or Administration before enrolling in the program.

Drug Testing: A random drug screening test will be done (at the student's expense) in certain Allied Health and other programs. If the first test (done near the beginning of the program) shows positive, the student will be required to re-test (at the student's expense). If the results for the second screening are positive, the student will be withdrawn. Students failing the second screening must wait at least one year (from the date of screening) before applying for re-entry.

When drug screening is required in a specific program, drug screening test results must be negative and remain negative for the student to continue in their program. In addition, clinical agencies may impose routine/random drug toxicology screening requirements (at the student's expense) as a condition of a student's participation in clinical experiences in their facilities. If such testing is imposed, the student must submit the results to the program instructor prior to beginning or continuing the clinical rotation, and the clinical facility's decision on whether or not a student may enter their facility is final.

Chemically Impaired or Mental/Physical Illness: Based upon behavior or reasonable suspicion indicative of chemical abuse, emotional illness, and/or any other conditions (including contagious diseases) that affect the student's suitability or ability to complete the program, the student will be referred for intervention or evaluation (at the student's expense).

This intervention or evaluation is to be made by a qualified health professional, and a written recommendation must be submitted to Student Services as to the safety and suitability of the continuance of the student in his/her HTC program.

ATTENDANCE

Clocking In/Out: Students may use their ID badges to clock in and out for each session on a dedicated computer in designated locations (see the Appendix for locations on specific technical college campus). The computer records the

exact minute the student scanned his/her badge. Students are to clock in and be in their seats prepared to begin before the start of each session. (See the Appendix for individual technical college program attendance requirements.) Due to updated technology, teachers at some sites are currently manually entering student attendance through the CIS attendance roster.

Only the student whose name is on the ID badge may use it to scan. Inappropriate use of attendance scanning devices (scanning in/out for another student and/or asking another student to scan in/out for you) is a serious offense and will result in disciplinary action up to and including withdrawal for both students involved.

**Jury Duty:** Time spent serving on jury duty will not count against a student's allowable absences in a program, provided these guidelines are followed: (1) Students must give their instructor a copy of the jury summons as soon as it is received. (2) If a student is required to report for jury duty, he/she must request an attendance verification letter, with a date/time stamp, (provided in the jury waiting room) at the end of jury service and provide a copy of that letter to the instructor. (3) If classes are still in session when a student is released from jury duty, the student is to report back to campus.

Other court-related issues, such as a student's personal legal matters or a subpoena to testify in a court case, do not fall under the Jury Duty guidelines above. Those types of absences are personal and will count against a student's allowable absences in a program.

**Bereavement:** In the unfortunate event that the student experiences a personal tragedy or trauma, such as a death in the family or personal injury, please notify (or have a roommate, friend, or family member notify) your instructor or an Administrator.

Your School Counselor is also available for assistance and to help you access support resources in the local community if there is a need.   Upon your return to campus, please arrange to meet with your teacher to discuss strategies for catching up with missed academic work.

**Medical Issues:** Students who become ill or injured while on campus are to notify their instructor before badging out and leaving campus.

Students should notify their instructor each morning if they will be absent. See your instructor for preferred method of contact. Students must keep in mind that school policy states that students will be withdrawn from their program after three (3) days of no-contact.

For the safety of the student, classmates, and staff, students experiencing certain medical conditions (illnesses or injuries) will be required to have a medical release from a physician which states there are no limitations of activity or assignment before they will be allowed to return to school and participate in class, lab/shop, or clinical experiences. This includes students who are contagious, infectious, or have any limitations in physical activity (such as a recent surgery or pregnancy, etc.).

BADGES

Hillsborough Technical Colleges students are required to wear their school-issued ID badge while on campus or on school business. ID Badges are to be worn above the waist with the photograph facing outward. The cost of the first ID is part of the activity fee for all students. An additional charge of $10.00 will be assessed for replacement badges.

CELL PHONE POLICY

Cellular phones must not interrupt class. Follow your instructor's policies for your program. Unless otherwise directed by your instructor, follow the general school policies that are listed below. Abuse of these policies will result in disciplinary action.

- Calls may **not** be received or placed in the classroom/shop/laboratory.
- Phones will be in silent mode or turned off during class hours.
- Phones may not be on your desk, unless approved by your instructor for classroom use.
- Calls and texting will be made during approved breaks and lunch, not during class times.
- Phones must not be on your person or visible during a test.
- An instructor should be informed of an expected emergency call.
- Blue Tooth and similar devices are not allowed to be worn in class.

CIVILITY STATEMENT

Civility Statement: In order to provide a safe, caring, and orderly environment, Hillsborough County Public Schools and Hillsborough Technical Colleges expect civility from ALL who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

Unacceptable Behavior: Behaviors which interfere with or threaten to interfere with school activities, including but not limited to: (a) using loud offensive language or profanity; (b) intimidating, harassing, bullying and inappropriate display of temper; (c) threatening verbal or physical harm; (d) threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail.

Student Recourse: Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a school employee who will follow established procedures for review and resolution of the reported incident.

Civility Agreement: All students enrolled in Career Certificate programs will be given a copy of this statement during registration to sign that states: "My signature below signifies that I have read the Hillsborough County Public School Civility Statement and agree to abide by the rules."

Harassment: It is the policy of the School Board of Hillsborough County Public Schools to maintain an education environment which is free from all forms of bullying and unlawful harassment, including sexual harassment. Individuals who are found to have engaged in bullying or unlawful harassment will be subject to appropriate disciplinary action. For additional information, see School Board policy 1362 – Anti-Harassment at: http://web.hillsboroughschools.org/policymanual/detail/251.

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law (originally known as the Campus Security Act) that requires universities and colleges across the United States to disclose information about crimes on and around their campuses. Because the law is tied to participation in federal student financial aid programs, it applies to most public and private institutions of higher education. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder.

They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990." The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and it was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally name the law in memory of Jeanne Clery. The law was most recently amended in 2000 to require schools, beginning in 2003, to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained. http://offender.fdle.state.fl.us/offender/Search.jsp

Each campus of Hillsborough Technical Colleges (HTC) has specific statistics related to the Clery Act listed in the Appendix for individual technical colleges.

CODE OF CONDUCT

Common courtesy is the code of the HTC. Students are expected to refrain from causing interruptions that affect the learning experiences of others. Examples of interruptions include, but are not limited to: sleeping in class, side conversations during instruction, talking on a cellular device, use of profanity, harassment, etc.

1. All students are expected to conduct themselves in an acceptable manner and reflect the goals and purposes of HTC in their campus behavior.

2. Cheating and plagiarism are serious offenses which will result in a zero for the assignment, test, etc., with the possibility of suspension or withdrawal. Cheating is defined as giving or taking of information or materials with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade. Plagiarism, considered literary theft, involves copying/passing off answers, ideas, or words of another as one's own.

3. Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, is a violation of Hillsborough County School Board policies. Reference the Policy Manual at: https://web.hillsboroughschools.org/policymanual/detail/255. Students found violating this policy are subject to withdrawal and referral to the appropriate law enforcement agency.

4. Possession on school property, and/or school activities, of knives, firearms, weapons, ammunition, and/or other explosive devices is prohibited. Violations of this policy may result in suspension and other disciplinary action and/or referral to law enforcement agencies.

5. MAJOR STUDENT VIOLATIONS: The following are very serious violations and will likely result in suspension, with a possibility of withdrawal. Some of the following also result in law enforcement personnel being involved.
This is not an all-inclusive list.
   a. Threatening, assaulting, battering, or physically injuring students or school personnel.

   b. Theft, extortion, damage, or misuse of school and private property.

   c. Noncompliance with instructions of administrators, teachers, or other school personnel.

   d. Unlawful protest, marches, and picketing.

   e. Anyone contributing to the delinquency of a minor.

   f. Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities.

   g. Use of profane or abusive language.

   h. School disruptions.

i.   Carrying or using weapons and dangerous instruments.

j.   Sending false fire alarms or bomb threats.

k.   Vandalism and defacing school property.

l.   Inappropriate use of attendance scanning devices (scanning in for another student and/or asking another student to scan in for you).

DISCIPLINARY ACTIONS

Probation: is an official warning that the student is in violation of a Hillsborough Technical College's (HTC) policies and that continued enrollment depends upon satisfactory attendance, performance, or behavior during the period of probation.

Suspension: is the temporary removal of a student from a HTC campus for a period not to exceed ten days. A student who is suspended will receive a zero grade for any test or quiz given during the time of suspension. Days suspended are reported as regular absences and are counted in the accumulated total absences for withdrawal purposes.

Withdrawal: is the removal from a program due to academic failure, clinical failure, attendance, or behavior issues. A student who has been withdrawn may request an AAC meeting to determine guidelines for re-entry at a future date. See "Re-entry" and "AAC" information, above.

Expulsion: is the removal of the student from a HTC campus for a specific length of time. Students who have been trespassed from any HTC campus will not be permitted to enroll or attend another HTC campus.

DRESS CODE

It is expected that all students will exhibit personal cleanliness, including proper hygiene and hair grooming. Students are required to wear clothing appropriate to the program and the industry for which they are being trained. Some programs require specific uniforms. Information can be found in the Appendix for each individual technical college.

All students and visitors entering our building must abide by these policies set forth by Hillsborough County Public Schools and Hillsborough Technical Colleges (HTC):

o   Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and are not allowed. Lace-up shoes shall be tied.

o   Clothing exposing the torso or the midriff, (front, back, or sides) shall not be worn. (This includes see-through or mesh garments.)

o   Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt over it.

o   Underwear shall not be visible.

o   Clothing shall not expose the mid-chest area.

- Clothing not properly fastened or with tears that are indecent shall not be worn.

- Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

- All pants shall be secured at the waist.

- Men's shirts shall have sleeves.

- Shorts are not permitted per specific program of study dress requirements. Women may wear mid-calf length capris, if acceptable in the student's program of study.

- Mini-skirts or mini-dresses are not permitted.

- Hemlines shall be no shorter than fingertip length.

- Additional safety apparel may be required based on the individual program, industry standards and regulatory requirements.

Hair shall be clean and neatly groomed. Head coverings (hats, caps, do-rags, etc.) shall not be worn in the building unless required for religious observance or health-related reasons.

Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school shall not be worn. Wallet chains (or spiked or other potentially threatening belts or jewelry) shall not be worn.

Uniforms are required in some programs and specific policies are in place. (See the Appendix for information about each individual technical college's programs information.) Students are notified of the uniform style and color requirements at registration.

ELECTRONIC DEVICES

Electronic Devices: Computers, laptops and other communication devices may be used in the program at the discretion of the instructor. Students are not allowed to access non-class related websites, instant messaging, or social media at any time during the class session. The instructor has the responsibility to determine the appropriate use of technology in the classroom.

HTC abides by Hillsborough County Public Schools program for bringing your own devices onto a campus. See guidelines at: http://web.hillsboroughschools.org/policymanual/detail/433

Recording of a class session shall be used only for the student's private study, and information from those recordings may not be made available to other people not enrolled in the course. All recordings must have prior instructor approval.

Students who violate technology usage procedures will be warned verbally and/or in writing. Infractions may result in suspension or withdrawal for the program. A faculty member may refer a student to Administration at any point for violating any of HTC's or the school district's policies or for the use of a technological device in a way that is inappropriate or distracting to the instructor and/or classmates. Refer to the school district's website at: http://web.hillsboroughschools.org/policymanual/detail/433

FINANCIAL MATTERS

Tuition Payments: Tuition is due at the beginning of each State course (OCP). Please see the program's Fee Sheet for applicable due dates. See pages 16-17 of this Handbook for additional information.

Money orders or certified bank checks are preferred methods of payment. When credit/debit cards are used for payments, a $10 usage fee will be added each time a credit/debit card is used. No personal checks are accepted. No cash is accepted. Any exceptions to this policy must have administrative approval.

Students who are expecting federal funds (Pell, etc.) or an agency or scholarship to cover their tuition must contact the Financial Aid department to be certain all paperwork is complete. If for any reason the expected funding does not come through, students are responsible for self-paying their own tuition and fees under the same date parameters outlined above.

GRIEVANCE PROCEDURES

All complaints should be addressed at the level closest to the aggrieved. Most student grievances can be resolved at the school level through informal conferences with school personnel. If efforts to resolve a grievance with the school administration have not been successful, then a student/parent can reach out to the Regional Superintendent to investigate the complaint. If efforts to resolve the complaint with the Regional Superintendent are unsuccessful and the student/parent decides to move their complaint to a grievance, then the following Formal Grievance form (SB60801, Rev 05/2016) must be completed and submitted to the principal and copied to the Office of Employee Relations.

The principal will investigate the alleged incident and talk to the necessary witnesses. The principal will complete the requirements for a Level 1 Grievance and will respond, in writing, to the grievant within 10 school days from the date the form was received at the site.

See the grievance form procedures, provided below, for details regarding additional recourse.

HCPS Grievance Procedures: The official procedure for filing a written, formal grievance within Hillsborough County Public Schools is listed below:

A grievance subject to this procedure is a complaint of an alleged violation of federal, state, or local laws applicable to the School Board including, but not limited to, claims of unlawful discrimination, harassment, retaliation, or violation of specific School Board policy (ies) or procedures(s). All other complaints may be addressed to the appropriate Principal, immediate supervisor, or site administrator. The grievance process is not intended to replace other processes available because of various laws.

Pre-Grievance Conference: When an individual feels that he or she has a complaint or grievance (as defined above) he or she shall discuss the complaint or grievance with the individual, the principal of the school, the immediate supervisor, or that person's supervisor as soon as possible. Every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis.

Completing a Formal Grievance Form (SB60801, Rev. 12/2011 form): Request the official grievance form from the principal's secretary. These are the instructions that are printed on the back of the form:

Submit completed form and attachments to:
  Original: General Manager of Employee Relations
                    2920 N. 40th Street, Tampa, FL 33605
  Copy 1:   Principal or Site Administrator's office
  Copy 2:   Grievant

1. Person(s) filing a Level 1 grievance must complete items numbered 1 – 7 of the Grievance Form and attach a written statement (see item number 6 on the grievance form). A copy should be retained by the grievant. A grievance shall be presented within 60 days after the aggrieved person knows of the act or condition on which the grievance is based, and if not so presented, the grievance shall be considered waived. *A Level 1 grievance must be precluded with a "pre-grievance conference."*

2. Person receiving the grievance form shall complete item number 8 on the grievance form.

3. The principal or site administrator rendering the Level 1 decision shall respond in writing to the grievant within ten (10) school or workdays from the date the form was submitted/received at the site.

4. The principal or site administrator rendering the Level 1 written response must complete item 9 of the form and forward a copy with attachments (see items 6 and 10 on the grievance form) to the grievant and to the General Manager of Employee Relations at the address.

5. Person(s) wishing to appeal their grievance to Level 2 must complete the "Level 2 Grievance" section of the Formal Grievance (see item numbers 11 and 12 on the grievance form) and submit documents to the General Manager of Employee Relations at the address above within ten (10) school or workdays from the date they received the Level 1 decision from the principal or site administrator.

6. Person(s) wishing to appeal their grievance to Level 3 must complete the "Level 3 Grievance" (see item 13 on the grievance form) of the Formal Grievance and submit your appeal to the General Manager of Employee Relations at the address on the grievance form within ten (10) school or workdays from the date they received the Level 2 decision from the Superintendent. Your appeal shall not introduce new evidence, and no witnesses may be called.

7. If you are a parent of a student suspected or identified as having a disability who needs special education and related services, you have rights under the Individuals with Disability Education Act (IDEA). IDEA contains provisions relative to dispute resolution processes. Parents may obtain copies of information about the procedural safeguards and the available dispute resolution processes from Exceptional Student Education personnel at their child's school, at each district area office, and at the Velasco Student Services Center located at 1202 Palm Avenue, Tamp, FL 33605, (813) 273-7025.

Institutional Accreditation Agency – Grievance: If after exploring all possible solutions to a problem with the School District staff, a student may contact the Florida Department of Education as well as the Accrediting Commission of the Council on Occupational Education. Inquiries should be addressed to:

Florida Department of Education
Career and Technical Education
325 West Gaines Street, Suite 1514
Tallahassee, FL 32399
(850) 245-0446

Kirk Nooks, President/Executive Director
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (800) 917-2081
FAX: (770) 396-3790
www.council.org

MEDIA RELEASE

Students will be asked to sign a Student Media Release Form to give permission to be interviewed, photographed, or videotaped for use in school/district publications, school district productions, or for use by the general news media for print or broadcast purposes; and for the student's name to be published in school/district publications and websites, and in news publications and broadcasts.

Students may decline such permissions.

MEDIA RESOURCES

Computers & Internet Accessibility: Computers with Internet accessibility are available in every program, as well as other areas throughout the school. Secure-access wireless Internet is available throughout each campus for students to use the school's computers or their own Internet-compatible devices.

Electronic Research: Most students conduct research electronically. By using online resources rather than hard copy reference books (which can be out of date before publishing is complete) in a physical library, the virtual library provides cutting edge information. In order to provide students with the most up-to-date resources, many virtual libraries are made available through the school district's website.

Virtual Libraries: The school district has many resources and links available for Career and Technical research through their website: www.hillsboroughschools.org   Click the "Students" tab, then the "Library Media Services" link, then the "Virtual Library and Catalog" link.

For direct access, go to: www.galepages.com.

Additional information about each college's specific resources, if applicable, can be found in the Appendix for each individual technical college.

PERSONAL PROPERTY

Students are responsible for keeping up with their personal property and textbooks:

- Do not leave books or personal property lying around.
- Report all missing items to the Administration office.
- Check with the Administration office for missing items that have been turned in.
- If you observe anyone taking items that do not belong to them, report it immediately.
- Do not carry large sums of cash.
- Do not bring unnecessary electronic devices to school.
- Personal property is subject to search.

SAFETY AND SECURITY
"See Something, Say Something."

In accordance with federal policy, a Campus Safety and Security brochure is published each year that lists campus crime statistics for the previous three years. Also included in the brochure are safety policies and procedures and safety tips. These brochures are provided to new students and are available on campus. Students, staff, and guests are invited to provide input and suggestions on safety and security processes and procedures.

All personnel receive a Site Safety Continuum which outlines School District procedures to be followed in the event of an emergency. Emergency drills will be held regularly. An alarm will sound when evacuation of the building is necessary. Evacuation maps are posted in all rooms. Students should move quickly, calmly, and quietly out of the building and proceed to designated areas during evacuations.

Students and visitors are to enter the building via designated entrances. Please do not prop open these doors or open them to allow visitors to enter.

All persons are to wear an ID badge at all times while on campus. Visitors arriving without a school district identification badge will sign in at the front counter and receive a single day stick-on badge.

Keep all valuables on your person or secure them, out of sight, in locked vehicles.

Immediately report to the Administrative Office or the nearest staff member any suspicious activity. Please make your instructor and Administrators aware of any potential domestic problems you may be experiencing, in case someone comes to campus looking for you. No information is given to callers or visitors regarding a student's whereabouts.

Lesson units on safety practices are incorporated into Career Certificate programs so that students are aware of safety protocols for classroom, laboratory, and clinical settings, as well as on a job site.

False Fire Alarms and Bomb Threats: Any students found guilty of maliciously or intentionally activating a false fire alarm or turning in a false bomb threat will be automatically recommended to the School Board for expulsion from Hillsborough County Public Schools and can be subject to discipline from local law enforcement.

Fire Drills: Exits are provided and information concerning their location posted in each area for use in case of fire or other emergencies. Students are required to learn the procedures associated with their campus as well as the location of the exit nearest their training/classroom stations, and in case of emergency, leave the building in an orderly manner through the nearest exit. Evacuation of premises shall be done quickly in order not to create pandemonium. Fire drills will be held monthly.

Severe Weather Drills: Students are required to familiarize themselves with the emergency procedures as directed by the classroom teacher.

Lock-Down Drills: For crisis situations requiring the "lock-down" of the campus, personnel must implement lock-down procedures. Students are required to familiarize themselves with the procedures and adhere to the instructions given by the faculty, staff, or administration.

TRANSPORTATION

It is the student's responsibility to provide his/her own transportation to school, clinical facilities, and job sites assigned during the training program.

VISITORS

School board policy permits only registered students to be on campus. Visitors to the campus must report to the Administration office. A visitor's pass will be issued to those persons having legitimate business with the school. It is the responsibility of Hillsborough Technical Colleges (HTC) students to notify their guests of the visitor's permit requirements and procedures. Visitors to a HTC campus are expected to adhere to civility and code of conduct as detailed in this handbook.

Persons on campus without a visitor's pass will be asked to leave. If a second violation should occur, law enforcement personnel may be summoned to remove the trespasser from campus.

Children are not to accompany HTC students to school. Do not bring your children to class or leave them unattended anywhere on the campus. HTC does not maintain a childcare facility. Parents must make their own arrangements for childcare while enrolled in a program at the school.

WEAPONS

Weapons of any kind are forbidden anywhere on campus, including parking lots. Students are not to possess, handle or transport weapons of any kind on school grounds or up to 500 yards from the school grounds or at any school-related activity. Students violating this policy are subject to suspension, expulsion and/or arrest.

Weapons include, but are not restricted to, box cutters, guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, mace, tear gas or any mixture of chemicals intended for use as a weapon. This also includes dangerous instruments, toy guns or anything that resembles or could be considered a weapon. If a weapon is seen or reported, law enforcement personnel will be called immediately, and the student will be subject to arrest and withdrawal from the school.

Individuals with concealed weapons permits are reminded that it is illegal to have a gun on school grounds, including locked in a vehicle parked in a school parking lot.

Erwin Technical College
Appendix

Student Services Office
Information about Admissions and Programs
(813) 769-5180, ext. 231

Main Campus
2010 East Hillsborough Avenue
Tampa, FL 33610
(813) 769-5180
Fax: (813) 769-5181

Erwin West Campus
7010 N. Manhattan Ave
Tampa, FL 33610
(813) 872-5300

Erwin South (Encore)
615 East Oak Avenue
Tampa, FL 33602
(813) 231-1929

website: https://www.hillsboroughschools.org/erwin

Administration
Sharon K. Tumicki, Principal
Keven Norton, Community School Administrator
Jose Espinosa, Assistant Principal
Mark Liverio, Assistant Principal

History

Erwin Technical College is a public postsecondary technical school that is part of the School District of Hillsborough County.

Erwin Technical College can be traced back to 1925, when Dr. and Mrs. Henry W. Brewster played a major role in opening a school, which received their name. Brewster School operated as a vocational school under various names until July 1, 1979, when the Erwin Center officially came into being. All programs at Brewster were transferred to the Erwin Center. Many adult programs were transferred from Tampa Bay Vocational-Technical Center, and several new programs were originated to form Hillsborough County's first Adult Area Vocational-Technical Center. The center was named after David G. Erwin, who for many years contributed to the development of vocational education in Hillsborough County and Florida as a teacher, principal-director and assistant superintendent.

Currently, Erwin Technical College is home to 24 Career Certificate Programs and additional Adult Education Programs. The campus is comprised of two buildings with a total area of approximately 50,000 square feet. An elevator services the second floor of the main building, and public areas are handicapped accessible. Instructional areas include classrooms and laboratories/shops with equipment and supplies necessary for training students in their vocational fields. Computers and wireless Internet access are available throughout the building.

Philosophy Statements

Mission Statement: Erwin Technical College will produce quality, productive team members for the workforce and for the community.

Vision Statement: Erwin Technical College will:
- Empower students to take ownership of their education.
- Educate students to be highly trained, productive members of society.
- Provide an environment for the achievement of higher education, focusing on technology, job preparation and personal growth.

School Motto: Learning for Everyone … Whatever it Takes!

Campus Procedures

Attendance Policies

Students are expected to attend every scheduled school day. All absences and tardies will be documented. Certain programs have stricter guidelines, as indicated in their Program Guide, which supersede the policies below. However, programs may not increase the number of allowable absences or tardies than are allowed by school policies, below.

Erwin Technical College follows the School District's calendar, including holidays and early-release days. The regular day school schedule for many programs is Monday through Friday from 8:00 a.m. to 2:00 p.m. (These times vary during the summer.) Evening school hours vary by program, Monday through Thursday.

1. Tardies and half-day absences are defined as follows: A *tardy* is 1 – 59 minutes missed, and a *half-day absence* is 60 or more minutes missed in any morning, afternoon, or evening instructional block.

2. After the 10th absence or tardy in a program, the instructor will fill out and submit a student referral. The student will be counseled and placed on attendance probation.

3. Students may accumulate no more than 15 days of absence (in any combination of half and full days) in a 12-month period. The next time a student is absent (60 or more minutes in any session), the student may be withdrawn. He/she may petition the Academic Affairs Committee (AAC). (See AAC and Re-entry policies in this handbook)

4. Students may accumulate no more than 15 tardies in a 12-month period. The next time a student is tardy (1 – 59 minutes), the student may be withdrawn. He/she may petition the AAC. (See AAC and Re-entry policies in this handbook)

5. Appropriate additional absences are allowed for programs exceeding one year in length.

6. Students who find it necessary to leave school during the school day must obtain permission from the classroom instructor and/or clinical supervisor.

7. Students absent three (3) consecutive days without contacting their instructor (No Call – No Show) may be withdrawn. He/she may petition the AAC.

Class Schedules

Most Erwin classes meet from 8:00 am to 2:00 pm, Monday -Friday, during the normal school year and evening classes are scheduled from 5:00 pm – 10:00 pm Monday - Thursday. Generally, day classes during the summer session (late May through mid-July) are held Monday - Thursday, 8:00 am to 2:45 pm.

Programs with clinical training components or an externship/practicum as part of the curriculum have varied schedules that require students to attend different days and hours during that portion of their training.

FIRST AID / MEDICAL ISSUES

Accidents & Injuries: A First Aid kit and an Automated External Defibrillator (AED) are available in the Administrative Office and by the elevator. In case of emergency, Emergency Medical Services are available by calling 911. Students and visitors must immediately report accidents and injuries to the school administration and complete a written accident report.

Instructors are required to report all accidents and injuries immediately after they occur. An Accident Report must be completed and given to the Administrative Office. Should there be a need for an investigation of an accident, the investigation will be handled by the Principal and the Risk Management Division of the school district.

Medical Issues: Students who become ill or injured while on campus are to notify their instructor before leaving campus.

For the safety of the student, classmates, and staff, students experiencing certain medical conditions (illnesses or injuries) will be required to have a medical release from a physician which states there are no limitations of activity or assignment before they will be allowed to return to school and participate in class, lab/shop, or clinical experiences. This includes students who are contagious, infectious, or have any limitations in physical activity (such as a recent surgery or pregnancy, etc.).

NATIONAL TECHNICAL HONOR SOCIETY

To be considered for nomination to the Honor Society, a student must have a cumulative grade point average (GPA) of at least 3.5 out of a possible 4.0. Candidates must have completed at least 30% of his/her program, and a minimum of two state courses. Students must also have demonstrated leadership skills, service to others, above-average interpersonal relationships, and good attendance, and be recommended by their instructor. A student could not have been on attendance or academic probation, suspended for any reason, or withdrawn for academic reasons within the past two years.

LOST AND FOUND

All articles found on campus are to be turned in at the Administration office. Lost articles not claimed may be disposed of after 30 days.

LUNCH INFORMATION

Food, beverages, and snacks are to be consumed in the cafeteria or on the outside patio area, not in classrooms or hallways. All students are responsible for cleaning their eating area. Vending machines are available in the cafeteria and in some hallways. Students may leave campus during their lunch break.

PARKING

All student vehicles must be registered in the Administration Office. A parking hangtag will be issued that must always be displayed in the vehicle while on campus. Students must park in designated student parking and must follow any directives given by administration or School Security. Students may not park in designated visitor parking. Unauthorized vehicles will be towed away at the owner's expense. The School Board is not responsible for loss or damage to vehicles while on school property.

SAFETY & SECURITY

The 1990 Federal Campus Security Act requires that all postsecondary institutions make available crime statistics and security measures. Students may request safety and security information, including a Campus Safety and Security brochure. The statistics for Erwin Technical College's campus 3-year trend are as follows:

	2021-22	2022-23	2023-24
Murder	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	0	0
Manslaughter	0	0	0

SERVICES AVAILABLE

The following programs offer limited services for Erwin students, school district staff, and the public:

- Automotive Repair (813) 769-5180, ext. 253   Call during school hours
- Barbering   (813) 769-5180, ext. 255   Call after 5:00 p.m., Mon - Thurs
- Cosmetology   (813) 769-5180, ext. 255   Call Wed, Thurs, or Friday
- Dental Clinic   (813) 238-7725   Call during school hours

SKILLS USA (INDUSTRIAL STUDENTORGANIZATION)

Students enrolled in industrial programs are encouraged to participate in SkillsUSA. Regional competitions among postsecondary students in other vocational schools are held in Hillsborough, or a surrounding county, in February. Winners are eligible to compete at the state level several weeks later. First place state winners are eligible to compete at the national level in June.

SMOKING POLICY

There will be no smoking, vaping, and/or use of tobacco products on campus. Electronic cigarettes may not be used inside the building, in designated non-smoking areas, nor near doors/entrances to the building. The state law on a smoke-free workplace will be enforced. Students who do not observe this policy will be subject to disciplinary action.

TELEPHONE MESSAGES

Due to student privacy laws, confirmation of a student being in attendance at the school is not permitted. Students should inform all relatives and friends that they should not be contacted at school unless an emergency arises. In case of emergency, they may call the Administrative Office: (813) 769-5180. The main office will notify students to return their emergency call.

CAMPUS VISITORS

All visitors must sign in at the Main Office upon arrival on campus. As a protection and right to privacy, unless a student has named the person as their emergency contact or added their name to the Release of Information Form, visitors will not be given any information regarding the student.

DRESS CODE / UNIFORM

As a job-prep program and for safety purposes, students are expected to dress to industry standard for each program.

Special Services

THE LEARNING CENTER

The Learning Center provides tutoring and support services for Erwin's Career Certificate training programs. Individualized remediation plans are made to assist students who are studying to improve scores prior to or during their enrollment in Career Certificate programs at Erwin. The Learning Center staff is available to provide continuing support once students are enrolled in technical training.

These services are provided:
- Tutorial remediation
- Basic skills re-testing
- Continued academic support
- Internet access

All instruction is individualized and self-paced. Enrollment is open entry, open exit. Day and evening classes are offered.

Tuition Fees for The Learning Center: Tuition for The Learning Center is $45 per block and must be paid at the time of registration. There are two blocks per year. Block one is January 1 through June 30. Block two is July 1 through December 31.

EDUCATIONAL PROGRAMS

Erwin offers job preparation/occupational training programs for students to obtain entry-level employment related to their chosen field, as well as continuing education classes to update or enhance the students' current skills. Erwin's educational programs are authorized through Hillsborough County Public Schools and the State of Florida Department of Education. Job preparation programs are divided into Occupational Completion Points (OCPs). OCPs are career ladders within programs. All programs at Erwin Technical College are presented in a traditional manner. Distance learning is not offered.

ERWIN
TECHNICAL COLLEGE

Career Certificate Programs

PROGRAM All programs qualify for PELL Grant & offer industry certifications	LENGTH OF STUDY			ESTIMATED TOTAL (At time of publication) Tuition Base on FL Residence Rates+ (Includes: Books, Supplies, Tuition & Fees for Entire Program)	NEXT ANTICIPATED START DATE (Subject to change)
	Clock Hours	Months	Summer Hours Vary Class Time		
Accounting Operations	900	10	M-F 8A-2P	$4,000	Fall 2024
Automotive Service Technology	1800	20	M-F 8A-2P	$10,800	Summer 2024
Baking and Pastry	600	6	M-F 8A-1P	2,600	Summer 2024
Barbering - EVE	900	12	M-Th 5P-10P	$3,700	Spring 2025
Carpentry	1200	14	M-F 8A-2P	$4,700	Spring 2025
Cloud Computing & Virtualization	900	10	M-F 8A- 2P	$4,500	Spring 2025
Computer Systems & Information Technology	900	10	M-F 8A-2P	$4,500	TBD
Cosmetology	1200	14	M-F 8A-2P	$5,000	Spring 2025
Dental Assisting Technology & Management - ATD*	1230	12	M-F 8A-2P	$4,800	Fall 2024
Drafting	1500	16	M-F 8A-2P	$5,600	Fall 2024
Electricity	1200	12	M-F 8A-2P	$5,500	Spring 2025
Fundamental Food Service Skills	600	6	M-F 8A-1P	2,700	Summer 2024
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC\R)	1350	(DAY) 15 (EVE) 22	(DAY) M-F 8A-2P (EVE) M-T 5:30P - 10:00P	$6,000	(Day)Spring 2025 (Eve) TBA
Massage Therapy	750	9	M-F 8A-2P	$4,800	Fall 2024
Medical Assisting*	1300	15	M-F 8A-2P	$5,700	Fall 2024
Medical Clinical Laboratory Technician	1515	15	M-F 8A-2P	$6,000	Summer 2024
Medical Coder/Biller	1110	12	M-F 8A-2P	$5,800	Spring 2025
Plumbing	1080	10	M-F 8A-2P	$4,500	Fall 2024
Practical Nursing*	1350	15	M-F 8A-2P	$6,800	Fall 2024
Professional Culinary Arts & Hospitality	1200	13	M-F 8A-1P	$5,000	Summer 2024
Solar Photovoltaic System Design, Installation & Maintenance – Entry Level	600	6	M-F 8A-2P	$3,600	Fall 2024
Surgical Technology*	1330	14	M-F 8A-2P	$5,800	Fall 2024
Welding Technology	1050	(DAY) 12 (EVE) 15	M-F 8A-2P M-TH 5P-10P	$4,500	(DAY) Summer 2025 (EVE) Fall 2024

2023-2024 School year Florida resident tuition $2.92 per clock hour. Non-Florida resident tuition $11.31 per clock hours
Financial Aid is available to those who qualify. Contact Office of Financial Aid for additional questions: (813) 231-1907

*Requires a Standard High School Diploma or GED   + Program costs are estimates at time of publication and are **subject to change**
(Revised 06/03/24)

ERWIN TECHNICAL COLLEGE
2010 E. Hillsborough Avenue, Tampa, FL 33610 | (813) 769.5180
For detailed program information go to our website at:
ERWIN.EDU

Programs and Course Descriptions

Accounting Operations

Program Length	State Program Number	CIP Code
900 clock hours	B070110	0552030202

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/B070110-2425.rtf
Link: • Accounting Operations (B070110)

Program Information: The program is 900 clock hours (approximately 10 months). This program is taught in English, in a traditional classroom setting, and is offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to ~~slight~~ change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (900 clock hours)
$4,000

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed, according to school policies, in the following order. Each course is offered at least once per academic year.

OCP	Course #	Course Title	Length	SOC Code
A	OTA0040	Information Technology Assistant	150 hrs.	15-1151
B	ACO0040	Accounting Clerk	300 hrs.	43-3031
C	ACO0041	Accounting Associate	300 hrs.	43-3031
D	ACO0042	Accounting Assistant	150 hrs.	43-3031

Licensure Information: A license is not required to work in this field. However, as part of this program, students are required to take the QuickBooks Certified User exam.
Career Information (SOC Codes):
http://www.onetonline.org/link/summary/151151.00
http://www.onetonline.org/link/summary/433031.00

Program Description:

This program is designed to develop job competencies, which require knowledge of bookkeeping principles that are concerned with classifying, recording, and summarizing numerical data; and with making computations to compile and keep financial records. Included in this program are occupations involving the use of computers to maintain financial records such as general ledgers and to compile financial reports.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education.

This program provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupationally specific skills.

The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

Job Opportunities: Bookkeeper, Accounts Payable Specialist, Accounts Receivable Clerk, Audit Clerk, and Payroll Administrator.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

OTA0040 – Information Technology Assistant (150 clock hours)

After successfully completing this program, the student will be able to perform the following:

01.0   Demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance.
02.0   Develop an awareness of microcomputers.
03.0   Demonstrate an understanding of networks.
04.0   Use word processing applications to enhance the effectiveness of various types of documents and communication.
05.0   Use presentation applications to enhance communication skills.
06.0   Use spreadsheet applications to enhance communication skills.
07.0   Use database applications to store and organize data.
08.0   Use electronic mail to enhance communication skills.
09.0   Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals.
10.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
11.0   Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
12.0   Develop awareness of computer languages, web-based & software applications, and emerging technologies.
13.0   Demonstrate an understanding of basic html by creating a simple web page.

14.0   Demonstrate comprehension and communication skills.
15.0   Use social media to enhance online communication and develop an awareness of a digital footprint.

ACO0040 – Accounting Clerk (300 clock hours)
16.0   Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles.
17.0   Practice quality performance in the learning environment and the workplace.
18.0   Exhibit customer service skills.
19.0   Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations.
20.0   Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.
21.0   Demonstrate skills for accounting work-based learning experiences.
22.0   Apply accounting principles and concepts to the performance of accounting activities.
23.0   Apply accounting principles and concepts using appropriate technology.

ACO0041 – Accounting Associate (300 clock hours)
24.0   Analyze and explain organizational forms as they relate to today's workplace.
25.0   Demonstrate skills for accounting work-based learning experiences.
26.0   Apply accounting principles and concepts to the performance of accounting activities.
27.0   Describe the importance of professional ethics and legal responsibilities.
28.0   Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

ACO0042 – Accounting Assistant (150 clock hours)
29.0   Solve problems using critical thinking skills, creativity and innovation.
30.0   Use information technology tools.
31.0   Describe the importance of professional ethics and legal responsibilities.
32.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
33.0   Apply mathematical operations and processes as well as financial planning strategies to commonly occurring situations in the workplace to accomplish job objectives and enhance workplace performance.
34.0   Participate in work-based learning experiences.
35.0   Apply accounting principles and concepts to the performance of accounting activities.
36.0   Apply accounting principles and concepts using appropriate technology.
37.0   Explain the importance of employability skills and entrepreneurship skills.
38.0   Demonstrate personal money-management concepts, procedures, and strategies.
39.0   Apply the decision-making process to personal and family financial choices.
40.0   Analyze the use of consumer credit.

Baking & Pastry Arts
Erwin South Campus

Program Length	State Program Number	CIP Code
600 clock hours	N100600	0612050103

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/N100500-2425.rtf

Program Information: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (600 clock hrs.)
$2,600

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	FSS0090	Pastry Cook/Baker	300 hours	
B	FSS0091	Pastry Chef/Head Baker	300 hours	

Licensure Information: Students will take Food Handler's certification exam.

Program Description:
The content includes but is not limited to preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered.

Job Opportunities: Hotels, restaurants, cafeterias and catering.

Career Information (SOC Codes):
https://www.onetonline.org/link/summary/51-3011.00

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

FSS 0090– Pastry Cook/Baker (300 clock hours)

01.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment
02.0 Explain the importance of employability skills and entrepreneurship skills
03.0 Describe the importance of professional ethics and legal responsibilities
04.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance
05.0 Demonstrate fruit preparation skills
06.0 Demonstrate bakery goods and dessert preparation skills
07.0 Demonstrate bread preparation skills
08.0 Solve problems using critical thinking skills, creativity, and innovation

FSS 0091– Pastry Chef/Head Baker (300 clock hours)

09.0 Research the history of the baking and pastry industry and the cultures of food styles
10.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives
11.0 Use information technology tools
12.0 Demonstrate advanced baking techniques
13.0 Demonstrate confectionary techniques
14.0 Practice display and centerpiece creation techniques
15.0 Demonstrate personal money-management concepts, procedures, and strategies
16.0 Develop and prepare baked goods for various nutritional needs and special diets
17.0 Use oral and written communication skills in creating, expressing, and interpreting information and ideas

Barbering

Program Length	State Program Number	CIP Code
900 clock hours	1120403	0612040202

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/I120403-2425.rtf
Link: Barbering (I120402)

Program Information: The program is 900 clock hours. This program is taught in English, in a traditional classroom/shop setting. This program is taught evenings only, Mondays through Thursdays, and takes approximately 12 months to complete. The shop area is a full-service salon, open for customers several evenings per week.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (900 clock hrs.)
$3,700

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in order, according to school policies.

OCP	Course #	Course Title	Length	SOC Code
A	COS0160	Barber 1A	320 hrs.	39-5011 Assignment Pending
	COS1061	Barber 2A	150 hrs.	
	COS0162	Barber A1A	300 hrs.	
	COS0163	Barber A2A	130 hrs.	

Licensure Information: Graduates are eligible to take the State of Florida Barber licensing exam upon successful completion of this program.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/39-5011.00

Program Description:
The purpose of this program is to develop the manipulative skills and the technical knowledge necessary to pass the examination given by the State Board of Barbering and to perform the functions of the trade. Course requirements are designed to meet the standards of conditions that are as near as possible to actual work in the Barbershop.

Job Opportunities: Color technician, Barbering Technician, platform artist, salon artist, company or product representative, Barbershop owner or manager, wig fitter, and skin care technician

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

COS0160 – Barber 1A (320 clock hours)

01.0 Demonstrate safe, sanitary, and efficient work practices.
02.0 Identify and perform shampoo/hair conditioners and scalp treatment.
03.0 Identify and perform trimming/shaping of hair (cutting) with the use of scissor, clipper, and razor.

COS0161 – Barber 2A (150 clock hours)

04.0   Identify and perform hairstyles.
05.0   Identify and perform mustache and beard design.
06.0   Demonstrate shaving the face.

COS0161 – Barber 3A (300 clock hours)

07.0   Demonstrate appropriate understanding of basic science.
08.0   Identify and perform facial treatments.
09.0   Demonstrate knowledge of professional development (employability skills).
10.0   Demonstrate knowledge of Florida law and State Board requirements.
11.0   Demonstrate an understanding of entrepreneurship.

COS0161 – Barber 4A (130 clock hours)

12.0 Identify and prepare hairpieces, wigs and hair attachments.
13.0 Identify and perform permanent wave/reconstruction curl/chemical relaxing.
14.0 Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color.
        techniques

Carpentry

Program Length	State Program Number	CIP Code
1200 clock hours	C510300	0646020117

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/C510300-2425.rtf
Link: Carpentry (C510300)

Program Information: The program is 1200 clock hours (approximately 12 months). This program is taught in English, in a traditional classroom/shop setting, and is offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1200 clock hrs.)
$4,700

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	BCV0112	Introduction to Carpentry	150hrs	47-3012
B	BCV0122	Rough Framing Carpentry (formerly 'Carpenter, Rough')	450hrs	47-2031
C	BCV0125	Finish Trim Carpentry	450 hrs.	47-2031
D	BCV0123	Foundation and Form Carpentry	150 hrs.	47-2031

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/473012.00http://www.onetonline.org/link/summary/472031.00

Program Description:
Carpentry prepares students to apply a full range of carpentry skills including blueprint reading, estimating, knowledge of building codes, framing and trim techniques and more.

Job Opportunities: Concrete form carpenter, framing carpenter, trim carpenter, roof shingle, cabinetmaking and installation, metal studs and drywall application, window installer, surveyor's helper, fence installation, acoustical ceiling installation, aluminum/screened enclosures, insulator, superintendent, contractor, and estimator.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

BCV0112-Introduction to Carpentry (150 clock hours)

01.0   Apply shop and construction site safety skills.
02.0   Select, use and maintain hand tools, power tools and stationary equipment.
03.0   Apply mathematics knowledge to assist in constructing buildings, structures, and various construction and woodworking related projects.
04.0   Read, understand and create basic construction and shop drawings and/or sketches.
05.0   Select and recommend appropriate building materials for building and woodworking projects.
06.0   Select and use appropriate fasteners and hardware for specific construction and woodworking applications.
07.0   Set up and install basic rigging and scaffolding.
08.0   Identify ways that sustainable design and construction strategies impact the built environment (Optional).
09.0   Explain the importance of employability and entrepreneurship skills (Optional).

BCV0122 – Rough Framing Carpentry (450 clock hours)

10.0   Perform site-preparation and building layout activities.
11.0   Understand how to layout and/or construct a building foundation.
12.0   Layout, cut and install framing members for a floor system (wood and/or metal).
13.0   Layout, cut and install a wall framing system (wood and/or metal).
14.0   Comply with current hurricane building codes.
15.0   Layout, cut and install a wood frame roof system.
16.0   Frame walls using cold-formed steel (Optional).
17.0   Lay out, cut and rough frame a stair system.
18.0   Identify, select and install various roofing materials for building structures.
19.0   Identify and apply appropriate thermal boundary, moisture protection and water management systems.
20.0   Install windows and exterior doors.

BCV0125 – Finish Trim Carpentry (450 clock hours)

21.0   Install gypsum drywall.
22.0   Identify and fasten wood stock and joints.
23.0   Install cabinets and components.
24.0   Identify, interpret and describe types of interior and exterior door types, hardware and assembly component requirements, and installation techniques based on plans and specifications.
25.0   Install interior trim and other finishes based on construction drawings, details and specifications.
26.0   Identify and install various types of interior wall and ceiling finish materials.
27.0   Layout, cut and finish a stair system.
28.0   Select and install exterior finishes.

BCV0123 –Foundation and Form Carpentry (150 clock hours)

29.0   Demonstrate building site layout to excavate for footings and foundations, and *optionally*, trenching for utilities.
30.0   Erect, plumb and brace simple concrete forms with reinforcement.
31.0   Explain or identify various foundation forms.
32.0   Demonstrate an understanding of vertical concrete formwork.
33.0   Demonstrate an understanding of constructing horizontal formwork.
34.0   Explain and demonstrate how to place reinforcing bars in walls, columns, beams, girders, joists and slabs.
35.0   Discuss the transport and placement of concrete.

Cloud Computing & Virtualizing

Program Length	State Program Number	CIP Code
900 clock hours	Y100400	0511090200

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/Y100400-2425.rtf
Link: Cloud Computing & Virtualization (Y100400)

Program Information: The program is 900 clock hours. This program is taught in English, in a traditional classroom/shop setting, and is offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (900 clock hrs.)
$4,500

Technology Information: Open-access Wi-Fi is available on the campus. Computers and software required for this program are available in the program classroom and/or computer labs on campus. Students are required to have a Windows or Macintosh computer (not more than 7 years old) with Broadband Internet connectivity at home.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	OTA0040	Information Technology Assistant	150 hours	15-1151
B	EEV0504	Customer Support Assistant	150 hours	15-1151
C	CTS0026	Networking Support Technician	150 hours	15-1142
D	CTS0054	Cloud Analyst	150 hours	15-1142
E	CTS0056	Cloud Virtualization Specialist	300 hours	15-1142

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/473012.00
http://www.onetonline.org/link/summary/472031.00

Program Description:
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as a Computer Support Assistant, Network Support Technician, Cloud Specialist, Cloud Virtualization Engineer in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general

employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

To qualify for a diploma, the following courses must be satisfactorily completed:

OTA0040 – Information Technology Assistant (150 clock hours)

01.0   Demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance.
02.0   Develop an awareness of microcomputers.
03.0   Demonstrate an understanding of networks.
04.0   Use word processing applications to enhance the effectiveness of various types of documents and communication.
05.0   Use presentation applications to enhance communication skills.
06.0   Use spreadsheet applications to enhance communication skills.
07.0   Use database applications to store and organize data.
08.0   Use electronic mail to enhance communication skills.
09.0   Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals.
10.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
11.0   Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
12.0   Develop awareness of computer languages, web-based & software applications, and emerging technologies.
13.0   Demonstrate an understanding of basic html by creating a simple web page.
14.0   Demonstrate comprehension and communication skills.
15.0   Use social media to enhance online communication and develop an awareness of a digital footprint.
16.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
17.0   Identify, install, configure, and upgrade desktop and server computer modules and peripherals, following established basic procedures for system assembly and disassembly of field replaceable modules.
18.0   Diagnose and troubleshoot common module problems and system malfunctions of computer software, hardware, peripherals, and other office equipment.
19.0   Identify issues, procedures and devices for protection within the computing environment, including people, hardware and the surrounding workspace.
20.0   Identify specific terminology, facts, ways and means of dealing with classifications, categories and principles of motherboards, processors and memory in desktop and server computer systems.
21.0   Demonstrate knowledge of basic types of printers, basic concepts, printer components, how they work, how they print onto a page, paper path, care and service techniques, and common problems.
22.0   Identify and describe basic network concepts and terminology, ability to determine whether a computer is networked, knowledge of procedures for swapping and configuring network interface cards, and knowledge of the ramifications of repairs when a computer is networked.

23.0   Perform end user support and assistance by troubleshooting and diagnosing through telephone, e-mail, internet, remote access, or direct contact.

24.0   Demonstrate proficiency using graphical user interface (GUI) operating systems.

25.0   Demonstrate language arts knowledge and skills. The student will be able to

26.0   Demonstrate mathematics knowledge and skills. The student will be able to

27.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.

28.0   Participate in work-based learning experiences.

29.0   Perform end user support and assistance by troubleshooting and diagnosing through telephone, e-mail, remote access, or direct contact.

30.0   Perform installation and configuration activities.

31.0   Demonstrate proficiency using computer networks.

32.0   Demonstrate proficiency in configuring and troubleshooting hardware devices and drivers.

33.0   Demonstrate proficiency in managing, monitoring, and optimizing system performance, reliability and availability.

34.0   Demonstrate proficiency in managing, configuring and troubleshooting storage use.

35.0   Demonstrate proficiency in configuring and troubleshooting network connections.

36.0   Demonstrate proficiency in implementing, monitoring, and troubleshooting security.

37.0   Evaluate an analyze cloud principles used in cloud computing.

38.0   Identify the components of cloud-based services.

39.0   Evaluate cloud-based services.

40.0   Use cloud-based services.

41.0   Evaluate and analyze techniques and methods of cloud deployment.

42.0   Evaluate the risks of cloud-based systems.

43.0   Demonstrate an awareness of cloud implementation.

44.0   Demonstrate an understanding of virtualization concepts.

45.0   Install and configure the virtualization server platform.

46.0   Install, configure and manage virtualized clients.

47.0   Demonstrate proficiency in managing a virtualization infrastructure.

48.0   Demonstrate an understanding of storage technologies and storage configuration.

49.0   Demonstrate proficiency in network optimization using network protocols, ports, and topologies.

50.0   Understand security in a virtualized environment.

EEV0504– Customer Support Assistant (150 clock hours)

16.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and Standards of personal ethics to accomplish job objectives and enhance workplace performance.

17.0   Identify, install, configure, and upgrade desktop and server computer modules and peripherals, following established basic procedures for system assembly and disassembly of field replaceable modules.

18.0   Diagnose and troubleshoot common module problems and system malfunctions of computer software, hardware, peripherals, and other office equipment. The student will be able to:

19.0   Identify issues, procedures and devices for protection within the computing environment, including people, hardware and the surrounding workspace.

20.0   Identify specific terminology, facts, ways and means of dealing with classifications, categories and principles of motherboards, processors and memory in desktop and server computer systems.

21.0   Demonstrate knowledge of basic types of printers, basic concepts, printer components, how they work, how they print onto a page, paper path, care and service techniques, and common problems.

22.0   Identify and describe basic network concepts and terminology, ability to determine whether a computer is networked, knowledge of procedures for swapping and configuring network interface

cards, and knowledge of the ramifications of repairs when a computer is networked.

23.0 Perform end user support and assistance by troubleshooting and diagnosing through telephone, email, internet, remote access, or direct contact.

24.0 Demonstrate proficiency using graphical user interface (GUI) operating systems.

25.0 Demonstrate language arts knowledge and skills.

26.0 Demonstrate mathematics knowledge and skills.

CTS0026 – Network Support Technician (150 clock hours)

27.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.

28.0 Participate in work-based learning experiences.

29.0 Perform end user support and assistance by troubleshooting and diagnosing through telephone, email, remote access, or direct contact.

30.0 Perform installation and configuration activities.

31.0 Demonstrate proficiency using computer networks.

32.0 Demonstrate proficiency in configuring and troubleshooting hardware devices and drivers.

33.0 Demonstrate proficiency in managing, monitoring, and optimizing system performance, reliability and availability.

34.0 Demonstrate proficiency in managing, configuring and troubleshooting storage use.

35.0 Demonstrate proficiency in configuring and troubleshooting network connections.

36.0 Demonstrate proficiency in implementing, monitoring, and troubleshooting security.

CTS0054 – Cloud Analyst (150 clock hours)

37.0 Evaluate an analyze cloud principles used in cloud computing components

38.0 Evaluate cloud based services.

39.0 Use cloud-based services.

40.0 Evaluate and analyze techniques and methods of cloud deployment.

41.0 Evaluate the risks of cloud-based systems.

42.0 Demonstrate an awareness of cloud implementation.

CTS0056 – Cloud Virtualization Specialist (300 clock hours)

43.0 Demonstrate an understanding of virtualization concepts.

44.0 Install and configure the virtualization server platform.

45.0 Install, configure and manage virtualized clients.

46.0 Demonstrate proficiency in managing a virtualization infrastructure.

47.0 Demonstrate an understanding of storage technologies and storage configuration.

48.0 Demonstrate proficiency in network optimization using network protocols, ports, and topologies.

49.0 Understand security in a virtualized environment.

Computer Systems and Information Technology

Program Length	State Program Number	CIP Code
900 clock hours	Y100200	0511090107

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/Y100200-2425.rtf
Link: Computer Systems & Information Technology (Y100200)

Program Information: The program is 900 clock hours. This program is taught in English, in a traditional classroom/shop setting, and is offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (900 clock hrs.)
$4,500

Technology Information: Open-access Wi-Fi is available on the campus. Computers and software required for this program are available in the program classroom and/or computer labs on campus. Students are required to have a Windows or Macintosh computer (not more than 7 years old) with Broadband Internet connectivity at home.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	CTS0082	Computer Systems Technician	300 hours	15-1152
B	CTS0083	Computer Network Technician	150 hours	15-1142
C	CTS0084	Computer Networking Specialist	150 hours	15-1142
D	CTS0069	Computer Security Technician	300 hours	15-1122

Licensure Information: Students will take coursework to prepare them to take the following exams: A+ Essentials, A+ IT Technician. In addition, the following exams are also available: Windows 10 Network Plus, CISCO 100-101-ICND1 Exam (part I of CCNA), and CISCO 200-101-ICND2 Exam (part II of CCNA).

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/15-1152.00
http://www.onetonline.org/link/summary/15-1142.00
http://www.onetonline.org/link/summary/15-1122.00

Program Description:

The Computer Systems & Information Technology Program prepares the student for a job in Information Technology (IT). Experience with Microsoft Windows, Word, Excel and Internet is highly recommended. Courses prepare the student to complete the CompTIA A+, Network+ and Security+ certified technician exams.

To qualify for a diploma, the following courses must be satisfactorily completed:

CTS0082 – Computer Systems Technician (300 clock hours)
01.0 Demonstrate proficiency with personal computer hardware.
02.0 Apply troubleshooting, repairing and maintenance techniques.
03.0 Understand operating systems and software.
04.0 Identify and construct a basic network.
05.0 Analyze and react to various security threats and vulnerabilities.
06.0 Explain the basic physical security elements of a network.
07.0 Demonstrate proficiency with operational procedure.
08.0 Demonstrate language arts knowledge and skills.
09.0 Demonstrate mathematics knowledge and skills.
10.0 Demonstrate proficiency with installing, configuring, and troubleshooting personal computer hardware.
11.0 Apply techniques to various operating systems.
12.0 Build, secure and troubleshoot medium to large.
13.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
14.0 Solve problems using critical thinking skills, creating and innovation.
15.0 Use information technology tools.
16.0 Describe the roles within teams, work units, departments, organizations, interorganizational systems, and the larger environment.
17.0 Describe the importance of professional ethics and legal responsibilities.

CTS0083– Computer Network Technician (150 clock hours)
18.0 Describe the operation of data networks.
19.0 Verify connectivity between two end devices.
20.0 Configure a Layer 3 switch.
21.0 Program a router with basic configurations
22.0 Explain how IPv6 address assignments are implemented in a business network.
23.0 Explain how data is moved across the network, from opening an application, to receiving data.
24.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
25.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
26.0 Explain the importance of employability skill and entrepreneurship skills.

CTS0084 – Computer Networking Specialist (150 clock hours)
27.0 Describe a switched network a small-to-medium-sized business.
28.0 Describe a routing environment.
29.0 Explore the concept of switches and security.
30.0 Configure and troubleshoot a Layer 3 environment.
31.0 Configure, troubleshoot and implement ACLs.
32.0 Demonstrate knowledge of how network services and protocols interact to provide network communication in order to securely implement and use common protocols.

CTS0069 – Computer Security Technician (300 clock hours)

33.0 Demonstrate an understanding of cybersecurity concepts and research.
34.0 Recognize attacks and apply appropriate solutions.
35.0 Recognize and be able to differentiate and explain the following access control models.
36.0 Comprehend and develop an understanding of protocol security and associated risks.
37.0 Recognize and understand remote access technologies.
38.0 Identify and administer security fixes as defined by the appropriate OSI layers.
39.0 Recognize and understand the administration of the following directory security concepts.
40.0 Identify wireless technologies, concepts and vulnerabilities.
41.0 Apply advanced principles of security techniques.
42.0 Define concepts of Key Management and Certificate Lifecycles.
43.0 Understand the application of the following concepts of physical security.
44.0 Understand security concerns for types of network topologies and media.
45.0 Implement the process of network system hardening within a computer network.
46.0 Describe the security implications of the following topics of disaster recovery options.
47.0 Demonstrate proficiency in applying the concepts and uses of the following types of policies and procedures.
48.0 Understand different types of privilege management.
49.0 Understand the concepts of cybersecurity guidelines.
50.0 Understand training of end users, executives and human resources in security vulnerabilities.

Cosmetology

Program Length	State Program Number	CIP Code
1200 clock hours	D500100	0612040102

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/D500100-2425.rtf
Link: Cosmetology (D500100)

Program Information: The program is 1200 clock hours. This program is taught in English, in a traditional classroom/shop setting, during the day. The shop area is a full-service salon, open for customers several days per week.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1200 clock hrs.)
$5,000

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed, according to school policies. Courses are not necessarily completed in the order shown below. Each course is offered approximately twice a year.

OCP	Course #	Course Title	Length	SOC Code
A	CSP0009	Grooming and Salon Services Core, Facials, and Nails	225 hrs.	39-5012
	COS0002	Cosmetologist and Hairdresser 1	300 hrs.	
	COS0003	Cosmetologist and Hairdresser 2	300 hrs.	
	COS0009	Cosmetologist and Hairdresser 3	375 hrs.	

Licensure Information: Graduates are eligible to take the State of Florida Cosmetology licensing exam upon successful completion of this program.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/39-5012.00

Program Description:

The purpose of this program is to develop the manipulative skills and the technical knowledge necessary to pass the examination given by the State Board of Cosmetology and to perform the functions of the trade. Course requirements are designed to meet the standards of conditions that are as near as possible to actual work in the beauty salon.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

01.0   Identify career opportunities.
02.0   Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
03.0   Employ safe, sanitary and efficient work practices.
04.0   Demonstrate language arts knowledge and skills.
05.0   Demonstrate mathematics knowledge and skills.
06.0   Demonstrate science knowledge and skills.
07.0   Explain the importance of employability skill and entrepreneurship skills.
08.0   Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
09.0   Demonstrate personal money-management concepts, procedures, and strategies.
10.0   Describe the importance of professional ethics and legal responsibilities.
11.0   Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
12.0   Use information technology tools.
13.0   Solve problems using critical thinking skills, creativity and innovation.
14.0   Use oral and written communication skills in creating, expressing and interpreting information and ideas.
15.0   Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.
16.0   Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.
17.0   Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.
18.0   Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
19.0   Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
20.0   Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate

an understanding of factors that influence the determination of strategies necessary to meet individual client needs.

21.0 Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.

22.0 Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.

Dental Assisting Technology And Management ATD

Program Length	State Program Number	CIP Code
1230 clock hours	H170113	0351060112

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/0351060108-2425.rtf
Link: • Dental Assisting Technology and Management (ATD – 0351060108 / H170113)

Program Information: The program is 1230 clock hours. This program is taught in English, in a traditional classroom setting, during the day. A non-profit dental clinic facility is attached to the classroom area. Students' externship experiences are performed in the clinic during the last 18 weeks of their training. During externship, students attend approximately 7 hours per day, and, as a result, graduate in 12 months.

ATD Information: Students entering an ATD program must have a high school diploma or GED. Through Florida Department of Education policies, graduates of an ATD program at a vocational technical center will be awarded some college credits upon enrollment in a corresponding program at a community college within three years following the date of the award of an ATD.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1230 clock hrs.)
$4,800

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies. Each course is generally offered twice a year.

OCP	Course Number	Course Title	Length	SOC Code
A	DEA0725	Introduction to Dental Assisting	90 hours	31-9099
B	DEA0726	Dental Infection Control Assistant	210 hours	31-9099
	DEA0727	Dental Assisting 1	465 hours	31-9091
C	DEA0728	Dental Assisting 2	465 hours	

*Students who have previously completed the Health Core (HSC0003) as part of this degree or the Dental Assisting Technology and Management-ATD are not required to take the Introduction to Dental Assisting module (standards 1-10) and should be given advanced standing in the program.

Licensure Information: Graduates are eligible and highly encouraged to take the DANB exam.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/319099.00
http://www.onetonline.org/link/summary/319091.00

Program Description:
The Dental Assisting student is trained in subject areas such as ethics, goals of the dental profession, head and neck anatomy and physiology, dental equipment, instruments and materials, dental radiology techniques, sterilization, oral hygiene, and office management. Practical clinical experience is one of the program's strong points. Approximately 3,000 patients are treated in the on-site dental clinic each year. Most conceivable situations, which will be eventually encountered in the private dental office, are usually seen first in the school clinic. We are fortunate to be able to provide most training, including clinical, on campus. A second clinical site allows the student to gain exposure to pediatric dentistry.

Students are typically in attendance 5 days a week from 8:00 am – 2:00 pm, however, during the final two "clinical terms" the students will be expected to stay until 3:00 pm. During externships, students attend approximately 7 hours per day, and, as a result, graduate in 12 months. In addition, there is the likelihood that the summer term may be abbreviated. With that in mind, those hours are subject to change.

The program is accredited by the American Dental Association, as recognized by The Council on Dental Accreditation.

Dental Assisting graduates exit the program with certificates in Dental Radiography and Expanded Functions issued by the State of Florida through the Erwin Dental Assisting Program, thereby meeting standards dictated by the Florida Board of Dentistry. A physical examination, First Aid, CPR, Blood borne Pathogens, Domestic Violence and Prevention of Medical Error certifications will be obtained and completed during the first 90 hours of Health Science Core. In addition, a drug screening and a background check are required of this program.

Since Health Science Core is 18 days at the beginning of the total program and is of a short, duration and fast pace, a student will only be allowed 3 absences within these days. Any absences in Core will count towards the total allowable within the program. Attendance polices pertaining to the Dental Assisting program that are not defined in the Student Handbook

Job Opportunities: Graduates of this program gain employment in general dentistry offices, as well as dental specialty practices.

During terms 4 and 5 of the curriculum (clinical terms) the following applies:
1. Because of clinical hour documentation, students are only allowed three absences and three tardies, provided they are within their allotment of fifteen each. This is the case for each of the two terms.
2. Three tardies will equate to ½ day absence and count toward the three allotted.

3. Students are scheduled until 3:00pm Monday through Friday, provided their clinical does not include the summer term, in which case, hours will be modified accordingly.

Job Opportunities: Graduates of this program gain employment in general dentistry offices, as well as dental specialty practices.

To qualify for an Applied Technology Diploma (ATD), the following courses must be satisfactorily completed.

DEA0725 – Introduction to Dental Assisting (90 clock hours)
01.0 Demonstrate knowledge of the dental health care delivery system and dental health occupations.
02.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
03.0 Describe the legal and ethical responsibilities of the dental health care worker.
04.0 Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.
05.0 Demonstrate the importance of health, safety, and environmental management systems in dental organizations and their importance to organizational performance and regulatory compliance.
06.0 Recognize and respond to emergencies.
07.0 Use information technology tools.
08.0 Explain the importance of employability skills.
09.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
10.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

DEA0726 – Dental Infection Control Assistant (210 clock hours)
11.0 Use dental terminology.
12.0 Identify structures and explain functions and pathologies of dental and general head and neck anatomy.
13.0 Identify principles of microbiology and disease prevention and perform infection control procedures.
14.0 Identify, describe, maintain and utilize dental instruments and equipment.

DEA0727 – Dental Assisting 1 (465 clock hours)
15.0 Record patient assessment and treatment data.
16.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry.
17.0 Identify and perform dental and carpal radiographic procedures.
18.0 Identify properties and uses and manipulate dental materials.
19.0 Perform chairside assisting for general dentistry and specialty procedures.

DEA0728 – Dental Assisting 2 (465 clock hours)
20.0 Describe principles and perform techniques of preventive dentistry.
21.0 Perform general dental business office procedures.
22.0 Demonstrate professionalism as a dental team member in the clinical setting.

Drafting

Program Length	State Program Number	CIP Code
1500 clock hours	C100200	0615130100

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/C100200-2425.rtf
Link: Drafting (Career Certificate – C100200)

Program Information: The program is 1500 clock hours. (Approximately 17 months). This program is taught in English, in a traditional classroom setting, during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1500 clock hrs.)
$5,600

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies. Each course is generally offered twice a year.

OCP	Course #	Course Title	Length	SOC Code
A	TDR0070	Introduction to Drafting (formerly 'Blueprint Reader')	150 Hours	17-3011
B	TDR0370	Drafting Assistant	450 Hours	17-3011
C	TDR0775	Drafting Detailer 1	150 Hours	17-3011
	TDR0776	Drafting Detailer 2	150 Hours	
D	TDR0570	Architectural Drafter	150 Hours	17-3011
E	TDR0874	Civil Drafter	150 Hours	17-3011
F	TDR0777	Mechanical Drafter	150 Hours	17-3013
G	TDR0875	Structural Drafter	150 Hours	17-3019

Licensure Information: Students will take the Autodesk Certified Professional (AutoCAD) test. The optional Autodesk Certified User test is also available.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/173011.00
http://www.onetonline.org/link/summary/173013.00
http://www.onetonline.org/link/summary/173019.00

Program Description:
The Drafting Program will prepare students to be employed in any field requiring the ability to visualize concepts and designs. This field has changed rapidly in the past few years and now involves the use of highly sophisticated hardware and software to produce drawings, which describe design concepts of all types. Students will learn the use of hardware and software employed by professionals to present their designs and to prepare documents for the manufacturing or construction process. The application of these advanced computer methods to specific occupational areas will be studied as part of the student's education. The program begins with a series of courses using core-drafting methods. These courses are designed to prepare students for continued training in fields such as Commercial and Residential Architecture, Civil Engineering, Structural Engineering and Mechanical. Students will exit upon completion of this program with a diploma in Drafting.

Job Opportunities: Upon completion of this program students are prepared to enter a variety of fields such as: Structural and Residential Architecture – this includes housing and large buildings. Civil – this includes roads, land development for housing areas, water lines and storm water drainage, highways and bridges. Electrical – this includes residential and commercial electrical, circuit boards, electrical panels, cable lines, optical lines, networking layouts. Mechanical – this includes plant/factory design, and equipment design such as tools and machine parts.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

TDR0070 – Introduction to Drafting (150 clock hours)
 01.0 Apply basic drafting skills.
 02.0 Demonstrate algebra mathematics knowledge and skills related to drafting.
 03.0 Prepare multi-view drawings.
 04.0 Prepare sectional views.
 05.0 Prepare auxiliary drawings.
 06.0 Apply basic dimensioning.
 07.0 Prepare pictorial drawings.
 08.0 Prepare surface developments.
 09.0 Perform basic computer aided drafting functions.
 10.0 Prepare physical 3-D model from a 2-D drawing.
 TDR0370 – Drafting Assistant (450 clock hours)

 11.0 Prepare basic architectural drawings.
 12.0 Demonstrate geometry mathematics knowledge and skills related to drafting.
 13.0 Demonstrate mathematics knowledge and skills with respect to market and industry applications of drafting.
 14.0 Apply tolerance dimensioning.
 15.0 Demonstrate understanding of basic civil drawings.
 16.0 Demonstrate basic electrical/electronic literacy.
 17.0 Perform advanced computer aided drafting functions.
 18.0 Prepare a basic digital 3-D model from a 2-D drawing.
 19.0 Explain the importance of employability and entrepreneurship skills.

TDR0775 – Drafter Detailer I (150 clock hours)
 20.0 Prepare computer-aided 3-D architectural drawings.
 21.0 Prepare architectural multi-level residential drawings.

22.0 Prepare a basic site/plot plan drawing.
23.0 Prepare a basic landscape plan drawing.
24.0 Convert a basic architectural 3-D model to a mechanically created prototype.

TDR0776 – Drafter Detailer II (150 clock hours)
25.0 Prepare advanced computer-aided mechanical working drawings.
26.0 Convert a computer-aided 3-D model to a rapid prototype of a mechanical device.
27.0 Prepare a typical wall section.
28.0 Prepare a basic foundation plan drawing.
29.0 Prepare a basic electrical plan drawing.
30.0 Prepare a basic Heating, Ventilation and Air-Conditioning (HVAC) plan drawing.
31.0 Prepare a basic plumbing plan drawing.
32.0 Prepare a digital scale 3-D model from a 2-D drawing.

TDR0570 – Architectural Drafter (150 clock hours)
33.0 Prepare architectural drawings for a commercial building.
34.0 Prepare basic building utility drawings for a commercial building.
35.0 Prepare presentation drawings for a commercial building.
36.0 Integrate drawing sets.
37.0 Convert computer-aided 3-D or building information models to rapid prototypes of a building design or building components.
38.0 Engage in project planning activities to expedite the completion of architectural projects.

TDR0874 – Civil Drafter (150 clock hours)
39.0 Prepare computer-aided map details.
40.0 Understand surveying and mapping procedures.
41.0 Prepare advanced map drawings.
42.0 Prepare advanced civil drawings.
43.0 Engage in project planning activities to expedite the completion of civil drafting projects.

TDR0777 – Mechanical Drafter (150 clock hours)
44.0 Prepare computer-aided map details.
45.0 Understand surveying and mapping procedures.
46.0 Prepare advanced map drawings.
47.0 Prepare advanced civil drawings.
48.0 Engage in project planning activities to expedite the completion of civil drafting projects.

TDR0875 – Structural Drafter (150 clock hours)
49.0 Prepare advanced mechanical drawings.
50.0 Prepare production drawings using 3-D CAD techniques.
51.0 Prepare pneumatic/hydraulic drawings.
52.0 Prepare tool drawings using 3-D CAD techniques.
53.0 Engage in project planning activities to expedite the completion of mechanical drafting projects.

Electricity

Program Length	State Program Number	CIP Code
1200 clock hours	I460312	0646030202

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/8727200-2425.rtf
Link: Electricity (I460312)

Program Information: The program is 1200 clock hours (approximately 12 months). This program is taught in English, in a traditional classroom/shop setting, and is offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1200 clock hrs.)
$5,500

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	BCV0603	Electrician Helper	300 Hours	47-3013
B	BCV0640	Residential Electrician	450 Hours	47-2111
C	BCV0652	Commercial Electrician	450 Hours	47-2111

Licensure Information: Students will take coursework and exams to receive OSHA and NCCER Core & Electricity Level 1 certifications.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/473013.00
http://www.onetonline.org/link/summary/472111.00

Program Description:
The Electricity program is a combination of classroom instruction and shop experiences. The work in the shop closely simulates the job conditions of the electrician. Most of the emphasis is on the working skills the student must master to become an electrician. The student will utilize energized

circuits while learning to install, maintain, and troubleshoot electrical systems found in residential, commercial, and industrial areas.

Job Opportunities: Construction electrician for residential, commercial, and industrial; control panel fabricator; marine electrician; high rise building maintenance electrician, and mobile home factory electrician; plant maintenance electrician includes manufacturing facilities, processing facilities, phosphate industry, and citrus industry.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

BCV0603 – Electrical Helper (300 clock hours)
01.0 Explain the importance of health, safety, environmental stewardship, and related regulatory compliance.
02.0 Identify, use and maintain the tools and accessories used in the electrical industry.
03.0 Demonstrate an understanding of basic Direct-Current (DC) electrical-circuit skills.
04.0 Apply mathematics knowledge and skills to electricity.
05.0 Demonstrate an understanding of basic electricity.
06.0 Read and interpret basic electric codes.
07.0 Apply further mathematics knowledge and skills to electricity.
08.0 Demonstrate further understanding of electricity.
09.0 Demonstrate analytical and trouble shooting skills related to electrical principles.

BCV0640 – Residential Electrician (450 clock hours)
10.0 Demonstrate proficiency in electrical math problems and skills.
11.0 Demonstrate Alternating-Current (AC) circuit skills.
12.0 Explain the importance of employability and entrepreneurship skills.
13.0 Install residential wiring.
14.0 Install residential wiring systems.

BCV0652 – Commercial Electrician (450 clock hours)
15.0 Demonstrate proficiency in commercial wiring.
16.0 Demonstrate specialized electrical skills.

Fundamental Food Service Skills
Erwin South Campus

Program Length	State Program Number	CIP Code
600 clock hours	N100520	0612050304

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/N100520-2425.rtf

Program Information: The program is designed to prepare students for entry-level work positions or further culinary training and education based on basic culinary skills and practices to be successful in today's commercial kitchens.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (600 clock hrs.)
$2,700

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	HMV0101	Intro to Food Preparation	300 hours	35-2021
B	HMV0102	Cooking Method and Techniques	300 hours	35-2014

Licensure Information: Students will take Food Handler's certification exam.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/35-2021.00
http://www.onetonline.org/link/summary/35-2014.00
http://www.onetonline.org/link/summary/35-1011.00

http://www.onetonline.org/link/summary/11-9051.00

Program Description:
The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are covered. This coursework prepares students for employment in the food service/hospitality industry in

positions such as steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook & line cook.

Job Opportunities: Hotels, restaurants, cafeterias and catering.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

HMV0101 – Food Preparation (300 clock hours)
01.0 Explain and identify the essentials of the hospitality industry.
02.0 Demonstrate and incorporate kitchen sanitation & workplace safety procedures.
03.0 Use, identify and care for commercial tools and equipment.
04.0 Exhibit the ability to read, follow and prepare recipes.
05.0 Demonstrate essential baking preparation skills.
06.0 Identify, explain and illustrate basic knife cuts and skills.
07.0 Explain and demonstrate dry, moist and combination cooking methods.
08.0 Demonstrate stock and soup preparation skills.
09.0 Demonstrate egg, dairy and breakfast cookery.
10.0 Demonstrate fruit & vegetable preparation skills.

HMV0102– Cooking Methods and Technique (300 clock hours)
11.0 Demonstrate salad & sandwich preparation skills.
12.0 Demonstrate starch & grains preparation skills.
13.0 Demonstrate quantity foods preparation skills.
14.0 Demonstrate meat, poultry and seafood preparation skills.
15.0 Demonstrate sauce preparation skills.
16.0 Describe the basic principles of nutrition.
17.0 Identify career and employment opportunities and baking.

Heating, Ventilation Air Conditioner/ Refrigeration (HVAC/R)

Program Length	State Program Number	CIP Code
1350 clock hours	C400400	0615050110

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/C400400-2425.rtf
Link: Air-Conditioning, Refrigeration and Heating Technology (Career Certificate – I470203)

Program Information: The program is 1350 clock hours. The day programs take approximately 15 months to complete. The evening program takes approximately 24 months to complete. All programs are taught in English, in traditional classroom/shop settings.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1350 clock hrs.)
$6,000

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed, according to school policies, in the following order. Each course is offered at least once per academic year.

OCP	Course #	Course Title	Length	SOC Code
A	ACR0000	Introduction to HVAC/R	250 hrs.	49-9021
B	ACR0001	HVAC/R Fundamentals	250 hrs.	49-9021
C	ACR0012	HVAC/R Service Practices	250 hrs.	49-9021
D	ACR0013	A/C, Ref, Heating Mechanic 2	250 hrs.	49-9021
E	ACR0044	A/C, Ref, Heating Technician	350 hrs.	49-9021

Licensure Information: Students will take exams to receive the following certifications: OSHA, EPA, and ESCO Employment Ready Tests.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/49-9021.00

Program Description:
The HVAC/R program is a combination of classroom instruction, hands-on lab work and independent study to give the basics in the installation and repair of equipment. Emphasis in the course is on the hands-on troubleshooting and repair of air conditioning, refrigeration and heating equipment. Refrigerant recovery and recycling are also stressed to comply with the CFC Refrigeration Handling requirements. R-410A (Puron) Certification is also offered as an elective.

Students should elect to take the CFC Refrigeration Handling Certification test which may be arranged though the school. The testing fee is the responsibility of the student. CFC certification is required by the EPA for employees that work with refrigerants. This test is a requirement for graduation and gives a student a competitive advantage when applying for a job.

Students should elect to take the Employment Ready test, which may be arranged at the end of each OPC. The testing fee is the responsibility of the student. The Employment Ready Test show future employers' proof of certifications on Air Conditioning, Electrical, Basic Charging, Heat Pumps, and Troubleshooting, which gives the student a competitive advantage when applying for a job.

Job Opportunities: Residential appliance service and repair, residential air conditioning service and repair, ice machine service and repair, commercial air conditioning servicing and repair, gas and oil heating service and repair, and air balancing technician.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed.

ACR0000– Introduction to HVAC/R (250 clock hours)

01.0   Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
02.0   Explain the importance of employability, soft skills, entrepreneurship skills and making career plans.
03.0   Identify, use and maintain the tools and tool accessories used in the heating, air-conditioning and refrigeration industry.
04.0   Demonstrate mathematics knowledge and skills.
05.0   Explain the properties of matter and heat behavior.
06.0   Describe the history and concepts of heating, air-conditioning and refrigeration.
07.0   Analyze fluids, pressures, refrigerants and related codes.
08.0   Evaluate heating, air-conditioning and refrigeration system components and accessories.
09.0   Fabricate and service the piping, tubing and fittings used in the heating, air-conditioning & refrigeration industry.
10.0   Utilize and operate mechanical refrigeration servicing and testing equipment.

ACR0001 – HVAC/R Fundamentals (250 clock hours)

11.0   Demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment.
12.0   Demonstrate knowledge of electrical wiring in air-conditioning and refrigeration.
13.0   Troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components.
14.0   Select and test electrical generation and distribution components for commercial heating and air conditioning systems.
15.0   Maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.

ACR0012 – HVAC/R Service Practices (250 clock hours)

16.0 Utilize mechanical components of heating air-conditioning and refrigeration systems.
17.0 Operate solid-state electronics as used in heating, air-conditioning and refrigeration systems.
18.0 Read construction documents.
19.0 Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures.
20.0 Conduct start-up and check-out procedures for mechanical heating and air-conditioning systems.
21.0 Use combustion-type heating servicing and testing equipment.
22.0 Troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems.
23.0 Understand the design of heating and cooling systems.
24.0 (Optional) Explain the importance of employability, soft skills, entrepreneurship skills and making career plans.

ACR0013 – HVAC/R Intermediate Service Practices (250 clock hours)

25.0 Select appropriate commercial compressors.
26.0 Test and adjust commercial evaporative condensers.
27.0 Maintain, test and troubleshoot commercial evaporators.
28.0 Identify basic principles of heating, air conditioning, refrigeration and ventilation piping sizing.
29.0 Maintain, troubleshoot and repair commercial heating systems.
30.0 Discuss new HVAC/R technologies.
31.0 Interpret, use and modify construction drawings and specifications.
32.0 Troubleshoot and repair commercial heating and air-conditioning systems.

ACR0044 – HVAC/R Advances Service Practices (350 clock hours) - option 1

33.0 Develop an understanding of hydronic systems.
34.0 Determine the properties of air.
35.0 Use a pressure enthalpy chart to diagram refrigerant cycles.
36.0 Explain the standards for and ways to measure indoor air quality.
37.0 (Optional) Identify and understand pneumatic control systems for commercial heating and air-conditioning applications.
38.0 Develop an understanding of chilled systems.
39.0 (Optional) Maintain and repair thermal storage systems.
40.0 Understand and explain the calculation of commercial heating and air-conditioning loads.
41.0 Balance an air distribution system.
42.0 Select energy conservation equipment.
43.0 Analyze building management systems.
44.0 (Optional) Recommend alternative heating and cooling systems for various case studies.

ACR0045 – HVAC/R Advances Service Practices (350 clock hours)- option 2

45.0 Demonstrate knowledge of retail refrigeration systems.
46.0 Demonstrate knowledge of commercial and industrial refrigeration systems.
47.0 Demonstrate a working knowledge of electrical generation and distribution components for commercial heating and air conditioning systems.
48.0 Demonstrate a working knowledge of refrigeration system vibration and insulation.
49.0 Apply commercial refrigeration pipe sizing and troubleshooting procedures.
50.0 Use refrigeration systems skills in commercial applications.
51.0 Demonstrate a working knowledge of refrigerated storage systems.
52.0 Diagnose, maintain and repair ice making systems.

53.0   Use refrigeration electrical system skills in commercial applications.
54.0   Maintain and troubleshoot commercial refrigeration systems.

Massage Therapy

Program Length	State Program Number	CIP Code
750 clock hours	H120406	0351350102

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/H120406-2425.rtf
Link: Massage Therapy (H120406)

Program Information: The program is 750 clock hours. This program is taught in English, in a traditional classroom setting, during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (750 clock hrs.)
$4,800

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies.

OCP	Course #	Course Title	Length	SOC Code
A	MSS0204	Massage Therapist 1	375 hours	31-9099
B	MSS0209	Massage Therapist 2	375 hours	31-9011

Licensure Information: Graduates are eligible to take the MBLEX exam, and after passing to apply for a Florida license.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/319099.00
http://www.onetonline.org/link/summary/319011.00

Program Description:
The Massage Therapy program is designed to enhance the health-care profession by providing therapists who are well trained in the art of touch and who are mature and respectful when relating with clients as well as other health care professionals. Upon graduating, you will be adequately prepared to take and pass the MBLEX exam. After passing the exam, you will apply for Florida licensure.

Job Opportunities: The majority of Licensed Massage Therapists are self-employed. They contract their services to medical doctors, rehabilitation centers, chiropractors, health/exercise facilities and sports massage facilities. Some therapists work in hospital wellness centers or perform corporate chair massage. Many therapists travel to client's homes to provide massage therapy treatments.

MSS0205 – Massage Therapist 1 (360 clock hours)
01.0 Demonstrate the ability to communicate effectively as a medical therapy professional.
02.0 Demonstrate an understanding of human anatomy and physiology, kinesiology and pathology as related to the practice of massage therapy.
03.0 Exhibit an understanding of the principles of the theories of therapeutic massage and demonstrate the proper techniques of massage manipulations.
04.0 Demonstrate the recommended safety, hygiene and health practices for the massage therapist.

MSS0209 – Massage Therapist 2 (375 clock hours)
05.0 Exhibit an understanding of the principles of the theory of hydrotherapy and use hydrotherapy modalities.
06.0 Explain and appropriately apply allied modalities related to massage therapy.
07.0 Demonstrate knowledge of ethical practice standards and the statutes and rules of Florida Massage Practice Act and the rules of the FL Board of Massage Therapy (Chapter 480, F.S.; Chapter 64B7; Chapter 456).
08.0 Demonstrate knowledge of basic business practices and standards.

Master Automotive Services Technology

Program Length	State Program Number	CIP Code
1800 clock hours	I470608	0647060405

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/I470608-2425.rtf
Link: Automotive Service Technology (I470608)

Program Information: The program is 1800 clock hours (approximately 21 months). This program is taught in English, in a traditional classroom/shop setting, and is offered during the day. This program is approved by the National Automotive Technicians Education Foundation (NATEF). The on-site automotive service facility has multiple bays and is equipped with modern diagnostic and testing equipment, to provide students with the opportunity to service automobiles brought to the facility for repair.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1800 clock hrs.)
$10,800

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed, according to school policies. Each course is offered once every other academic year. Courses are taught in a rotating order, not necessarily in "A" through "I" order.

OCP	Course #	Course Title	Length	SOC Code
A	AER0014	Automobile Services Assistor	300 hrs.	49-3023
B	AER0110	Engine Repair Technician	150 hrs.	49-3023
C	AER0257	Automatic Transmission/Transaxle Technician	150 hrs.	49-3023
D	AER0274	Manual Drivetrain & Axle Technician	150 hrs.	49-3023
E	AER0453	Automobile Suspension & Steering Technician	150 hrs.	49-3023
F	AER0418	Automotive Brake System Technician	150 hrs.	49-3023
G	AER0360	Automotive Electrical/Electronic Sys Technician	300 hrs.	49-3023
H	AER0172	Automotive Heating & A/C Technician	150 hrs.	49-3023
I	AER0503	Automotive Engine Performance Technician	300 hrs.	49-3023

Licensure Information: Students will take the ASE industry certification tests while enrolled in the program. However, two years full time work experience in the field is required for the individual to be

certified in a specific area. Each 2 months of school counts as 1 month toward the two years requirement.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/49-3023.00

COURSE DESCRIPTIONS

The purpose of this program is to prepare students for entry-level employment in the automotive repair trade. Students learn to repair, adjust or replace parts of the automobile, restoring it to the conditions and specifications recommended by the manufacturer.

Learning experiences cover the components of the vehicle, including engine, powertrain, steering, brakes, air conditioning, accessories and electrical systems. Training includes the use of diagnostic and testing equipment, and tools used in the general repair process. Methods of instruction include theory, laboratory and classroom work as each relates to all phases of the automotive repair field.

Classroom instruction and hands-on shop experiences in each course prepare students to take ASE certification tests at the end of each course. ASE certification can be a condition of employment, and often employers offer better starting salaries to certified applicants. Erwin Technical College will assist students in registering for ASE testing.

Job Opportunities: Technician (general) in dealership and independent repair facilities, as well as, high volume shops, fleet service, power companies and truck repair. Also, specialist in certain areas, service writer, service manager, and shop owner.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

AER0014 – Automobile Services Assistor (300 clock hours)
- 01.0 Proficiently explain and apply required shop and personal safety tasks relating to the automotive industry.
- 02.0 Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive industry.
- 03.0 Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.

AER0110 – Engine Repair Technician (150 clock hours)
- 04.0 Explain and apply proficiently the diagnosis, service and repair of engines, cylinder heads, valve train, engine block, lubrication and cooling systems.

AER0257 – Automatic Transmission and Transaxle Technician (150 clock hours)
- 05.0 Explain and apply proficiently the diagnosis, service, repair and overhaul of automatic transmissions/transaxles.

AER0274 – Manual Drivetrain and Axle Technician (150 clock hours)
- 06.0 Explain and apply proficiently the operation, assembly, diagnosis, service and repair of manual drivetrains, clutches, transmissions/transaxles, drive and half-shaft universals, constant velocity joints, rear axle differential assembly, limited slip, four-wheel drive and all-wheel drive.

AER0453 – Automobile Suspension and Steering Technician (150 clock hours)
- 07.0 Explain and apply proficiently the diagnosis, service and repair of front and rear suspensions

systems, wheel alignment, and wheels and tires.

AER0418 – Automobile Brake System Technician (150 clock hours)

08.0   Explain and apply proficiently the diagnosis, service and repair of drum\disc brake, hydraulics, power assist units, electronic brakes, traction control, stability control systems and miscellaneous (wheel bearings, parking brake, electrical, etc.) systems.

AER0360 – Automobile Electrical/Electronic System Technician (300 clock hours)

09.0   Explain and apply proficiently the diagnosis, service and repair of electrical/electronic system components, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

AER0172 – Automobile Heating and Air Conditioning Technician (150 clock hours)

10.0   Explain and apply proficiently the diagnosis, service and repair of heating and air conditioning, refrigeration, compressors, compressor clutches, evaporators, receiver driers, accumulators, condensers, heating and engine cooling, related control systems, refrigerant recovery, and recycling and handling.

AER0503 – Automobile Engine Performance Technician (300 clock hours)

11.0   Explain and apply proficiently the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust, computer engine and emission control systems.

Medical Assisting

Program Length	State Program Number	CIP Code
1300 clock hours	H170515	0351080102

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/H170515-2425.rtf
Link: Medical Assisting (H170515)

Program Information: The program is 1300 clock hours. This program is taught in English, in a traditional classroom (with lab) setting, during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1300 clock hrs.)
$5,700

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home, for completing assignments and using the software that comes with the textbook but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies.

OCP	Course #	Course Title	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	MEA0002	Introduction to Medical Assisting	250 hours	31-9092
B	MEA0501	Medical Office Procedures	75 hours	43-4171
C	MEA0521	Phlebotomist, MA	75 hours	31-9097
D	MEA0543	EKG Aide, MA	75 hours	31-9099
E	MEA0581	Clinical Assisting	230 hours	31-9092
E	MEA0530	Pharmacology for Medical Assisting	90 hours	31-9092
E	MEA0573	Laboratory Procedures	125 hours	31-9092
E	MEA0506	Administrative Office Procedures	90 hours	31-9092
E	MEA0942	Practicum Experience	200 hours	31-9092

Licensure Information: Upon successful completion of the program, graduates are eligible and highly encouraged to take the CMA (AAMA) certification exam.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/319099.00
http://www.onetonline.org/link/summary/319092.00
http://www.onetonline.org/link/summary/434171.00
http://www.onetonline.org/link/summary/319097.00

Program Accreditation: The Erwin Technical College Medical Assisting Program is accredited by the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. Phone: (301) 291-7550 Web: www.abhes.org

Program Entrance Requirements: A high school diploma, or equivalent, and a physical examination are required. Random drug screenings are required for students entering this program at their expense.

Program Description:
The Medical Assisting program is designed to prepare students for employment in a physician's office or clinic with administrative and clinical skills that will be performed under the direct supervision of the physician and/or clinical supervisor. Students in the Medical Assisting program are part of a comprehensive competency-based type of instruction. National certification is highly recommended through the American Association of Medical Assistants.

This program is designed to develop job competencies in using the telephone, scheduling appointments, preparing and maintaining medical records, maintaining files, preparing insurance forms, performing general bookkeeping procedures, handling office correspondence, preparing sterile equipment, assisting with examinations, administering emergency aid, performing pharmacy duties, assisting with physical therapy, performing hematology procedures, performing blood chemistry tests, performing urine tests and demonstrate knowledge of radiography.

This program also provides a **200**-hour externship in community physicians' offices and clinics for the student to demonstrate proficiency in both administrative and clinical areas, to demonstrate ability to adjust to changing office situations and to demonstrate ability to work with others in a clinical setting. Students are not paid during this work experience and are required to work the assigned scheduled office hours.

Random drug screenings are required for students entering this program at their expense.

The Erwin Technical College Medical Assisting Program is accredited by the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. Phone: (301) 291-7550 Web: www.abhes.org

Job Opportunities: Medical assistant's practice in physician's private practice, outpatient clinics, HMO facilities, walk-in clinics, dialysis clinics, and in hospitals as scribes. Medical Assisting is listed among the top 20 fastest growth occupations for 2008-2018.

See: projected to be among the top 10 careers

A high school diploma, or equivalent, and a physical examination are some of the requirements of this program.

To qualify for a Vocational Certificate, the following courses/course components must be satisfactorily completed:

HSC0003 – Basic Healthcare Worker (90 clock hours)

https://www.fldoe.org/core/fileparse.php/20569/urlt/health-sci-core-psav-cc-2324.rtf

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.

MEA0002 – Introduction to Medical Assisting (250 clock hours)

- 12.0 Demonstrate proper use of medical terminology.
- 13.0 Demonstrate knowledge of legal and ethical responsibilities for medical assistants.
- 14.0 Demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states.

MEA0501 – Medical Office Procedures (75 clock hours)

- 15.0 Demonstrate basic clerical/medical office duties.

MEA0521 – Phlebotomist, MA (75 clock hours)

- 16.0 Demonstrate accepted professional, communication, and interpersonal skills as related to phlebotomy.
- 17.0 Discuss phlebotomy in relation to the health care setting.
- 18.0 Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist.
- 19.0 Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
- 20.0 Demonstrate skills and knowledge necessary to perform phlebotomy.
- 21.0 Practice infection control following standard precautions.
- 22.0 Practice accepted procedures of transporting, accessioning, and processing specimens.
- 23.0 Practice quality assurance and safety.
- 24.0 Describe the role of a medical assistant with intravenous therapy in oncology and dialysis.

MEA0543 – EKG Aide, MA (75 clock hours)

- 25.0 Describe the cardiovascular system.

26.0 Identify legal and ethical responsibilities of an EKG aide.
27.0 Perform patient care techniques in the health care facility.
28.0 Demonstrate knowledge of, apply and use medical instrumentation modalities.

MEA0581 – Clinical Assisting (230 clock hours)
29.0 Demonstrate basic office examination procedures.
30.0 Demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques.
31.0 Demonstrate minor treatments.
32.0 Demonstrate knowledge of basic diagnostic medical assisting procedures.
33.0 Demonstrate basic radiology procedures.

MEA0530 – Pharmacology for Medical Assisting (90 clock hours)
34.0 Demonstrate knowledge of pharmaceutical principles and administer medications.

MEA0573 – Laboratory Procedures (125 clock hours)
35.0 Perform CLIA-waived diagnostic clinical laboratory procedures.
36.0 Demonstrate knowledge of emergency preparedness and protective practices.

MEA0506 – Administrative Office Procedure (90 clock hours)
37.0 Perform administrative office duties.

MEA0942 – Practicum Experience (200 clock hours)
38.0 Perform administrative and general skills.
39.0 Perform clinical and general skills.
40.0 Display professional work habits integral to medical assisting.

Medical Clinical Laboratory Technician - ATD

Program Length	State Program Number	CIP Code
1515 clock hours	H170600	0351100404

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/0351100401-2425.rtf
Link: Medical Clinical Laboratory Technician (ATD – 0351100401 / H170600)

Program Information: The program is 1515 clock hours. This program is taught in English, in a traditional classroom (with attached laboratory) setting, during the day. During externship, students attend additional hours per day, and as a result, graduate in about 16 months.

ATD Information: Students entering an ATD program must have a high school diploma or GED. Through Florida Department of Education policies, graduates of an ATD program at a vocational technical center will be awarded some college credits upon enrollment in a corresponding program at a community college within three years following the date of the award of an ATD.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1515 clock hrs.)
$6,000

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students do need to have access off campus to a computer with Internet connectivity and word processing software during their externship.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies.

OCP	Course #	Course Title	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	MEA0520	Phlebotomist	75 hours	31-9097
C	MLT0009	Introduction to Medical laboratory Technology	90 hours	29-2012
	MLT0640	Clinical Chemistry	255 hours	
	MLT0335	Hematology and Hemostasis	280 hours	
	MLT0220	Urinalysis and Body Fluids	135 hours	
	MLT0450	Microbiology and Parasitology	275 hours	
	MLT0505	Immunology	60 hours	
	MLT0520	Immunohematology	255 hours	

Licensure Information: Graduates are eligible and highly encouraged to take the ASCP, AMT, or AAB certification exam and become licensed in the State of Florida.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/319099.00
http://www.onetonline.org/link/summary/319097.00
http://www.onetonline.org/link/summary/292012.00

Program Accreditation: The Erwin Technical College Medical Clinical Laboratory Technician (ATD) program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. Phone: (301) 291-7550 Web: www.abhes.org

Program Description:
The program is designed to train students to perform routine tests in the laboratory departments of chemistry, bacteriology, parasitology, urinalysis, hematology, serology, and blood bank. The technician finds causes of diseases through diagnostic testing procedures so that the physician can find the cures. The program consists of approximately one-half year of internship in Tampa's hospitals or a private reference laboratory.

Students completing the course will receive 40 hours of credit toward an associate degree at any community college in the State of Florida that offers the Medical Laboratory Technical Program.

Special entrance requirements: high school graduates or associate degree or bachelor's degree. Enrollment is once a year. Physicals are required for admission to the program. Applicants should be aware that the State of Florida Department of Health may prohibit a graduate licensure if there is an arrest record. Criminal background checks and a random drug screening are required for students entering this program.

Prerequisite skills: Medical Laboratory Technicians have certain common characteristics. They are problem solvers, like challenge and responsibility. They are accurate in task performance, are reliable, emotionally stable, work under pressure and stress, able to finish a task and communicate well. They set high standards for themselves and expect quality in the work they do. They are committed to their profession.

Job Opportunities: Students have a number of career choices: private laboratories, hospitals, walk-in clinics, public health departments, doctor's offices and university laboratories. There are opportunities for advancement if you continue your education in this field.

All Medical Laboratory personnel, in order to work in the state of Florida, must be licensed. This is accomplished by taking national certification exams offered by the ASCP (American Society for Clinical Pathology), AMT (American Medical Technologists) or the AAB (American Association of Bioanalysts).

To qualify for an Applied Technology Diploma, the following courses must be satisfactorily completed with a GPA of 2.0 or greater. The issuing of a diploma is not contingent upon the student passing an external certification or licensure exam.

HSC0003 – Basic Healthcare Worker (90 clock hours)
 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.

02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0 Demonstrate legal and ethical responsibilities.
04.0 Demonstrate an understanding of and apply wellness and disease concepts.
05.0 Recognize and practice safety and security procedures.
06.0 Recognize and respond to emergency situations.
07.0 Recognize and practice infection control procedures.
08.0 Demonstrate an understanding of information technology applications in healthcare.
09.0 Demonstrate employability skills.
10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
11.0 Apply basic math and science skills.

MEA0520 – Phlebotomist (75 clock hours)
12.0 Demonstrate accepted professional, communication and interpersonal skills.
13.0 Discuss phlebotomy in relation to the health care setting.
14.0 Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist.
15.0 Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
16.0 Demonstrate skills and knowledge necessary to perform phlebotomy.
17.0 Practice infection control following standard precautions.
18.0 Practice accepted procedures of transporting, accessioning and processing specimens.
19.0 Practice quality assurance and safety.

MLT0009 – Introduction to Medical Laboratory Technician (90 clock hours)
20.0 Demonstrate knowledge and use of basic laboratory equipment and techniques.
21.0 Demonstrate basic knowledge of and perform clinical laboratory Point of Care (POC) testing (Waived).
22.0 Demonstrate basic knowledge of and perform Point of Care (POC) Testing using CLIA approved Waived instrumentation.
23.0 Discuss the general responsibilities and functions encountered by a medical technician.
24.0 Apply quality assurance principles and safety protocols.
25.0 Demonstrate knowledge of the operation of computer systems.
26.0 Demonstrate an understanding of the basic principles of molecular diagnostics.

MLT0220 – Urinalysis and Body Fluids (135 clock hours)
27.0 Demonstrate knowledge of urinalysis and body fluids principles and procedures.

MLT0335 – Hematology and Hemostasis (280 clock hours)
28.0 Demonstrate knowledge of hematological principles and procedures.
29.0 Demonstrate knowledge of hemostasis and related diagnostic principles and procedures.
MLT0505 – Immunology (60 clock hours)
30.0 Demonstrate knowledge of immunology principles and procedures.
MLT0640 – Clinical Chemistry (255 clock hours)
31.0 Demonstrate knowledge of clinical chemistry principles and procedures.
MLT0520 – Immunohematology (255 clock hours)
32.0 Demonstrate knowledge of immunohematology principles and procedures.
MLT0450 – Microbiology and Parasitology (275 clock hours)
33.0 Demonstrate knowledge of microbiological principles and procedures

MEDICAL CODER/BILLER

Program Length	State Program Number	CIP Code
1110 clock hours	H170529	0351071403

FLDOE State Curriculum Framework:
http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

Program Information: The program is 1110 clock hours. This program is taught in English, in a traditional classroom setting, during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1110 clock hrs.)
$5,800

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home, for completing assignments and using the software that comes with the textbook but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies.

OCP	Course #	Course Title	Length	SOC Code
A	HIM0009	Introduction to Health Information Technology	90 hours	29-2099
B	HIM0091	Medical Coder/Biller 1	350 hours	29-2071
	HIM0092	Medical Coder/Biller 2	350 hours	
	HIM0093	Medical Coder/Biller 3	320 hours	

Licensure Information: Graduates are eligible and highly encouraged to take the CCA, CCS or CPC certifying exam.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/292099.00
http://www.onetonline.org/link/summary/292071.00

Program Description:
The Medical Billing and Coding Specialist program is designed to prepare students for employment in a variety of health care settings as an entry-level coder, medical record coder or medial biller/coder.

The medical coder plays an important role in the collection, storage and retrieval of health data and with much of the billing process involving coded information, the coder's accuracy affects the financial security of a medical care institution.

The content includes, but not limited to, medical terminology, anatomy and physiology, basic and advanced coding systems (ICD and CPT), fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, medical record content, ethical and legal responsibilities, safety and security procedures, basic data processing, knowledge of medical billing including completion of CMS 1500 forms and employability skills.

This program is part of the Health Information Management or Office System Technology AS degree and guarantees transfer of credit of 37 hours toward an AS degree. Minimum entrance requirements for this program include a high school diploma or GED.

Criminal background checks and random drug screenings are required for students entering this program.

Job Opportunities: Skilled workers are in demand and there are excellent opportunities for career choices. Besides working in a medical records department of acute care hospitals, coders work in ambulatory setting, specialty hospitals, long-term care facilities, rehabilitation centers, insurance companies, review agencies, law firms and contract agencies designed to provide temporary services to the aforementioned facilities.

HIM0009 – Introduction to Health Information Technology (90 clock hours)
01.0   Demonstrate an understanding of healthcare organizations and health occupations.
02.0   Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0   Explore health informatics as an allied health profession.
04.0   Demonstrate an understanding of health data concepts.
05.0   Identify the functions of a health record.
06.0   Demonstrate an understanding of Health Information Technology.
07.0   Discuss classification systems, clinical vocabularies and terminologies.
08.0   Evaluate ethical issues in Health Information Professions.
09.0   Demonstrate compliance with laws, regulations, and standards that impact healthcare.
10.0   Apply policies, regulations, and standards to the management of information associated with treatment, payment, and operations (TPO).
11.0   Demonstrate computer knowledge and skills.
12.0   Demonstrate employability skills.

HIM0091 – Medical Coder/Biller 1 (350 clock hours)
HIM0092 – Medical Coder/Biller 2 (350 clock hours)
HIM0093 – Medical Coder/Biller 3 (320 clock hours)

13.0   Describe the anatomy and physiology of the human body.
14.0   Demonstrate proficiency in the application of medical terminology.
15.0   Demonstrate an understanding of the fundamentals of disease process in relationship to the human body, including pharmacology.

16.0 Demonstrate proficiency in the use of ICD and HCPCS/CPT coding systems, both manual and automated.
17.0 Perform coding complexities proficiently.
18.0 Explain the significance of health information services as it relates to the medical coder/biller.
19.0 Demonstrate professional and ethical behavior of a medical coder/biller.
20.0 Perform healthcare revenue cycle management processes.

Plumbing

Program Length	State Program Number	CIP Code
1080 clock hours	C500500	0646050312

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/C500500-2425.rtf
Link: Plumbing Technology (I460513)

Program Information: The program is 960 clock hours (approximately 12 months). This program is taught in English, in a traditional classroom/shop setting, and is offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (960 clock hrs.)
$4,500

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	BCV0508	Helper, Plumber, Pipefitter	360 Hours	47-3015
B	BCV0540	Residential Plumber	240 Hours	47-2152
C	BCV0562	Commercial Plumber	240 Hours	47-2152
D	BCV0596	Plumbing Applications	240 Hours	47-2152

Licensure Information: Students will take coursework and exams to receive OSHA and NCCER Core certifications. Students will also have the opportunity to take NCCER Plumbing 1 – 4 exams.

Career Information (SOC Codes):

http://www.onetonline.org/link/summary/473015.00

http://www.onetonline.org/link/summary/472152.00

Program Description:
The plumbing program is a combination of classroom instruction and shop experiences. The work in the shop closely simulates the job conditions of the Plumber. Most of the emphasis is on the

working skills the student must master to become a Plumber. The student will utilize simulated work-related modules while learning to install, maintain, and troubleshoot plumbing systems found in residential, commercial, and industrial areas. This course is designed to help the student be successful in understanding the layout and installation of commercial waste and water distribution.

Plumbing Technology prepares students to apply a full range of plumbing skills including blueprint reading, estimating, knowledge of plumbing codes, Threading, soldering, gluing, pressing of piping, residential plumbing, commercial plumbing, trim, repair techniques and more.

Job Opportunities: Program completers will enter residential, commercial, and industrial settings.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

BCV0508 – Helper, Plumber, Pipefitter (360 clock hours)
01.0   Describe career and training opportunities in the pipe-trade industry.
02.0   Demonstrate a basic knowledge of the pipe-trade industry.
03.0   Identify the use and care of basic tools in the pipe-trade industry.
04.0   Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
05.0   Demonstrate mathematics knowledge and skills.
06.0   Use oral and written communication skills in creating, expressing and interpreting information and ideas.
07.0   Read and interpret construction documents.
08.0   Read and interpret basic pipe-trade codes.

BCV0540 – Residential Plumber (240 clock hours)
09.0   Demonstrate knowledge of basic plumbing skills.
10.0   Cut and join pipes.
11.0   Demonstrate knowledge of plumbing codes.
12.0   Read and interpret construction documents and specifications.
13.0   Layout and coordinate a job.
14.0   Layout and install, or optionally discuss and simulate, the installation of the first rough (underground).
15.0   Layout and install, or optionally discuss and simulate, the installation of the second rough (first floor & above).
16.0   Layout and install or optionally, discuss and simulate trim out plumbing.
17.0   Explain the importance of employability and entrepreneurship skills.

BCV0562 – Commercial Plumber (240 clock hours)
18.0   Discuss and simulate the installation of water heating and circulating systems.
19.0   Discuss and simulate the installation of interceptors and separators.
20.0   Discuss and simulate the installation of a storm drainage system.
21.0   Explain the principles of backflow cross and connection control.

BCV0596 – Plumbing Applications (240 clock hours)
22.0   Explain the process of installing a medical gas system. (Optional)
23.0   Explain how Liquid Propane Gas (LPG) and natural gas systems work.
24.0   Repair, service and maintain plumbing systems.

25.0   Explain how to connect residential plumbing to a municipal sewer lateral. (Optional)
26.0   Apply plumbing applications to swimming pools and spas. (Optional)
27.0   Identify solar systems and their components. (Optional)
28.0   Adapt a solar system design. (Optional)
29.0   Conduct a solar site assessment. (Optional)
30.0   Maintain and troubleshoot a solar thermal system. (Optional)
31.0   Discuss the installation of solar collectors. (Optional)

Practical Nursing

Program Length	State Program Number	CIP Code
1350 clock hours	H170607	0351390101

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/H170607-2425.rtf
Link: Practical Nursing (H170607)

Program Information: The program is 1350 clock hours. This program is taught in English, in a traditional classroom setting, and offers day and evening cohorts. During clinical portions of the program, student hours and locations will vary. Consideration for admission requires that each PN Candidate register through ATI (Assessment Technologies Institute) to take and pass the TEAS test with a minimum score of 65%. The TEAS test is offered on Campus with testing dates announced on the Erwin website for our student's convenience (www.erwin.edu)

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1350 clock hrs.)
$6,800

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments and working with ATI software (NCLEX Exam practice and review) but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies.

OCP	Course #	Course Title	Length	SOC Code
A	PRN0098	Practical Nursing Foundations 1	300 hours	31-1014
B	PRN0099	Practical Nursing Foundations 2	300 hours	29-2061
	PRN0290	Medical Surgical Nursing 1	300 hours	
	PRN0291	Medical Surgical Nursing 2	300 hours	
	PRN0690	Comprehensive Nursing and Transitional Skills	150 hours	

Licensure Information: Graduates are eligible and highly encouraged to take the NCLEX exam and become a licensed practical nurse (LPN) in the state of Florida.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/311014.00
http://www.onetonline.org/link/summary/292061.00

Program Description:
The program is approved by the Florida State Board of Nursing and designed to prepare a person for employment as a Licensed Practical Nurse. Instruction is designed to enable the individual to achieve instructional objectives in the following content areas: nursing skills, life span, nutrition, anatomy and physiology, obstetrical nursing, medical nursing, surgical nursing, pediatric nursing, geriatric nursing, personal and community health and pharmacology.

Fifty percent of the training is spent in the clinical areas and include maternal and newborn, pediatrics, medical and surgical, and experience in extended care facilities. Successful completion of the course prepares the student for the national licensing examination.

A physical examination, criminal background check, random drug screening, immunizations, and medical insurance are required. Each student must purchase his/her uniforms and have a watch with a second hand. Prior to beginning the program, students must have a high school diploma or the equivalent. The daily hours for the clinical portion of the training will vary from the regular school schedule. Restrictions concerning applicants with arrest records may apply. Applicants for licensure who have been convicted of a felony and civil rights have not been restored are not eligible for licensure and are not eligible to take the licensing examination. When documentation of restoration of civil rights is received, the Board will consider the application for licensure. Please contact the Health Occupations Counselor for specific information.

Students completing the course may receive credits toward an A.S. degree at Hillsborough Community College or St. Petersburg Junior College. Please contact the college for additional information.

Job Opportunities: Clinics, congregate living facilities, home health care agencies, hospitals, private and governmental industry, private duty, nursing homes, physician office, school health nurse, and military.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

PRN0098 – Practical Nursing Foundations 1 (300 clock hours)
01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
02.0 Recognize and practice safety, security and emergency procedures.
03.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
04.0 Perform patient and personal care as it pertains to the practical nurse.
05.0 Provide patient-centered care for the geriatric population.
06.0 Assist with restorative (rehabilitative) activities.
07.0 Demonstrate organizational functions, following the patient plan of care.
08.0 Demonstrate computer literacy as related to nursing functions.
09.0 Use appropriate verbal and written communications in the performance of nursing functions.
10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
11.0 Apply the principles of infection control, utilizing nursing principles.
12.0 Perform aseptic techniques.
13.0 Describe the structure and function of the human body.

14.0   Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.

PRN0099 – Practical Nursing Foundations 2 (300 clock hours)
15.0   Describe human growth and development across the lifespan.
16.0   Demonstrate the performance of nursing procedures.
17.0   Demonstrate how to administer medication.
18.0   Demonstrate how to provide bio-psycho-social support.
19.0   Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
20.0   Implement education and resources for family wellness.
21.0   Participate in Community Health Awareness Forums.

PRN0290 – Medical Surgical Nursing 1 (300 clock hours)
22.0   Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
23.0   Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.

PRN0291 – Medical Surgical Nursing 2 (300 clock hours)
24.0   Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
25.0   Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
26.0   Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
27.0   Demonstrate how to care for pediatric patients, utilizing nursing principles.
28.0   Develop transitional skills.

Demonstrate employability skills specific to practical nursing.

Erwin Technical College Practical Nursing Program
Licensure Requirements and the U.S. Department of Education Regulation for Nursing Education
<u>**State-by-State Licensure and Certification Disclosure**</u>

The following programs are designed to meet educational requirements for certification that is required for employment in a state, or are advertised as such:

Certification and Licensure Practical Nursing

States in which the program meets the educational requirements for certification and licensure:	All states in which the programs do not meet the educational requirements for certification and licensure:	All states for which the institution has not made such a determination for certification and licensure:	
Florida	N/A	**Alabama**	**Nebraska**
		Alaska	**Nevada**
		Arizona	**New Hampshire**
		Arkansas	**New Jersey**
		California	**New Mexico**
		Colorado	**New York**
		Connecticut	**North Carolina**
		Delaware	**North Dakota**
		Georgia	**Ohio**
		Hawaii	**Oklahoma**
		Idaho	**Oregon**
		Illinois	**Pennsylvania**
		Indiana	**Rhode Island**
		Iowa	**South Carolina**
		Kansas	**South Dakota**
		Kentucky	**Tennessee**
		Louisiana	**Texas**
		Maine	**Utah**
		Maryland	**Vermont**
		Massachusetts	**Virginia**
		Michigan	**Washington**
		Minnesota	**West Virginia**
		Mississippi	**Wisconsin**
		Missouri	
		Montana	

07/01/2021- Practical Nursing: JBE
These disclosures are required by the U.S. Department of Education

Professional Culinary Arts & Hospitality

Program Length	State Program Number	CIP Code
1200 clock hours	N100500	0412050312

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/N100500-2425.rtf

Program Information: The program is 1200 clock hours (approximately 12 months). This program is taught in English, in a traditional classroom/kitchen setting, and is offered during the day. Students are taught to prepare and serve food in pavilion (cafeteria) and café (seated dining, serving plated entrees) settings.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1200 clock hrs.)
$5,000

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in order, according to school policies. Each course is offered at least once each year.

OCP	Course #	Course Title	Length	SOC Code
A	HMV0100	Food Preparation	300 hrs.	35-2021
B	HMV0170	Cook – Restaurant	300 hrs.	35-2014
C	HMV0171	Chef/Head Cook	300 hrs.	35-1011
D	HMV0126	Food Service Management	300 hrs.	11-9051

Licensure Information: Students will take Food Handler's certification exam.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/352021.00
http://www.onetonline.org/link/summary/352014.00
http://www.onetonline.org/link/summary/351011.00
http://www.onetonline.org/link/summary/119051.00

Program Description:
Training in Commercial Foods and Culinary Arts covers the broad field of institutional food preparation emphasizing the five major areas: short order cooking, baking, salads and sandwiches,

dinner cooking and management training. A commercially styled kitchen, bakery and cafeteria are provided with commercial equipment for students' practice and use.

Job Opportunities: Hotels, restaurants, cafeterias, and catering.
To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

HMV0100 – Food Preparation (300 clock hours)
1.0   Identify career and employment opportunities.
2.0   Exhibit the ability to follow state mandated guidelines for food service.
3.0   Demonstrate and incorporate workplace safety procedures.
4.0   Demonstrate personal productivity.
5.0   Utilize operational systems.
6.0   Use and care for commercial tools and equipment.
7.0   Describe the basic principles of food science.
8.0   Demonstration proficiency in culinary math

HMV0170 – Cook, Restaurant (300 clock hours)
9.0   Describe the basic principles of nutrition.
10.0   Identify and explain front-of-the-house and back-of-the-house duties.
11.0   Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
12.0   Exhibit and utilize safe, secure, and sanitary work procedures.
13.0   Apply principles of food science in cooking and baking techniques.
14.0   Apply principles of nutrition in menu planning, cooking, and baking.
15.0   Perform front-of-the-house duties.
16.0   Perform back-of-the-house and inventory duties.
17.0   Research college and career advancement opportunities in professional cooking and baking.
18.0   Follow food identification, selection, purchasing, receiving, storing and inventory guidelines.
19.0   Practice advanced cooking and baking techniques.
20.0   Apply scientific principles in cooking and baking.

HMV0171 – Chef/Head Cook (300 clock hours)
21.0 Demonstrate fruit and vegetable preparation skills.
22.0 Demonstrate Garde manager and buffet food preparation skills.
23.0 Demonstrate dairy, egg and starch by-product preparation skills.
24.0 Demonstrate stock, soup and sauce preparation skills.
25.0 Demonstrate meat, poultry, fish and seafood preparation skills.
26.0 Demonstrate bakery goods and dessert presentation skills.

HMV0126 – Food Service Management (300 clock hours)
27.0 Demonstrate management skills.
28.0 Comply with laws and regulations specific to the food service and hospitality industry.
29.0 Develop a business plan.
30.0 Create and prepare menus for various nutritional needs.
31.0 Utilize cost-control techniques to maximize profitability.
32.0 Interpret and incorporate guidelines and policies for food service establishments.
33.0 Compare and analyze the relationship of nutrition to wellness,
34.0 Develop and prepare menus for customers on special diets.
35.0 Compare and analyze menus of food establishments.

Solar Photovoltaic System Design
Installation and Maintenance – Entry Level

Program Length	State Program Number	CIP Code
600 clock hours	X600400	0615170300

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/X600400-2425.rtf
Link: Solar Photovoltaic System Design, Installation and Maintenance – Entry Level (X600400)

Program Information: The program is 600 clock hours. This program is taught in English, in a traditional classroom setting, and offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (600 clock hrs.)
$3,600

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, in accordance to school policies.

OCP	Course #	Course Title	Length	CIP Code
A	EEV0205	Solar Photovoltaic Design Installation and Maintenance Helper	150 hours	49-9099
B	EEV0206	Solar Photovoltaic Design, Installation and Maintenance Technician	450 hours	47-2231

Licensure Information: Students study applicable coursework to become eligible to take the NABCEP Solar PV Installer industry certification exam prior to graduation. Students also take the OSHA certification exam.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/499099.00
http://www.onetonline.org/link/summary/472231.00

Program Description:

The Solar Photo Voltaic industry is a rapidly growing field that is expected to help reduce human dependence on fossil fuels. The need for solar photovoltaic installers has increased and is projected to grow with increasing demand for solar installations. This Course covers specific information, equipment, and installation techniques that are valuable to PV system installers. The curriculum is designed to assist trainees in obtaining the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Certification.

EEV0205 – Solar Photovoltaic Design, Installation and Maintenance Helper (150 clock hours)

01.0   Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
02.0   Identify systems and their components.
03.0   Identify global environmental impact issues and issues specific to the industry.
04.0   Describe alternative forms of energy and the benefits of environmental awareness.
05.0   Demonstrate mathematics knowledge and skills.
06.0   Demonstrate science knowledge and skills.
07.0   Explain the importance of employability and entrepreneurship skills.
08.0   Identify, use and maintain the tools used in the industry.

EEV0206 – Solar Photovoltaic Design, Installation and Maintenance Technician (450 clock hours)

09.0   Adapt a PV design.
10.0   Conduct a site assessment.
11.0   Read and interpret basic blueprints, job specifications and codes.
12.0   Demonstrate a practical knowledge of basic electricity skills and electrical components.
13.0   Install PV systems.
14.0   Install operation and identification tags and labels.
15.0   Perform a system checkout.
16.0   Maintain and troubleshoot a solar PV system.
17.0   Layout and coordinate a job.
18.0   Install solar collectors.
19.0   Demonstrate knowledge of PV and electrical wiring.
20.0   Install PV and electrical wiring.

Surgical Technology

Program Length	State Program Number	CIP Code
1330 clock hours	H170211	0351090905

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20706/urlt/H170211-2425.rtf
Link: Surgical Technology (H170211)

Program Information: The program is 1330 clock hours. This program is taught in English, in a traditional classroom setting, during the day. During clinical portions of the program, student hours and locations of instruction will vary.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1330 clock hrs.)
$5,800

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed in the order shown below, according to school policies.

OCP	Course #	Course Title	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	STS0015	Central Supply Technician	210 hours	
C	STS0010	Surgical Technologist 1	343 hours	29-2055
	STS0011	Surgical Technologist 2	343 hours	
	STS0012	Surgical Technologist 3	344 hours	

Licensure Information: Starting with the Feb 2021 class, students will take NCCT Industry Certification exam. Students will take the NCCT certification exam on campus prior to graduation. Students do not have to receive a passing score on the NCCT certification exam in order to graduate from the program and receive a vocational certificate. This Program does **NOT** qualify students to take **CST certification exam**.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/319099.00
http://www.onetonline.org/link/summary/292055.00

Program Entrance Requirements:
This program is designed to prepare a person to function as a member of the surgical team under the supervision and responsibility of the operating room supervisor. Surgical Technologists function as a member of the surgical team by preparing supplies and equipment for use in surgery and by assisting the surgeon and nurses with the use of these supplies/equipment at the operating table. Practical experience, which requires an earlier reporting time than the classroom portion of school, is provided in local hospitals. Graduates are eligible to take the national certification examination.

A criminal background check, drug screening and a physical examination are required prior to acceptance in the course. Students must purchase their own uniforms. Prior to beginning the program, students must have a high school diploma or the equivalent. The daily hours for the clinical portion of the training will vary from the regular school schedule. You may call the school for specifics. Restrictions concerning applicants with arrest records and treatment of emotional illness or substance abuse may apply. Please contact the Health Occupations Counselor for specific information.

Job Opportunities: The Surgical Technology graduates from this program are hired as technologists in the hospitals as team members of the operating room and as assistants to the surgeons. Also, they are hired as central service instrument technologists. Surgeons hire them as private assistants in the operating room. Ambulatory outpatient centers and transplant units are also areas of employment.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

HSC0003 – Basic Healthcare Worker (90 clock hours)
01.0   Demonstrate knowledge of the healthcare delivery system and health occupations.
02.0   Demonstrate the ability to communicate and use interpersonal skills effectively.
03.0   Demonstrate legal and ethical responsibilities.
04.0   Demonstrate an understanding of and apply wellness and disease concepts.
05.0   Recognize and practice safety and security procedures.
06.0   Recognize and respond to emergency situations.
07.0   Recognize and practice infection control procedures.
08.0   Demonstrate an understanding of information technology applications in healthcare.
09.0   Demonstrate employability skills.
10.0   Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
11.0   Apply basic math and science skills.

STS0015 – Central Supply Technician (210 clock hours)
12.0   Demonstrate central supply skills.

STS0010 – Surgical Technologist 1 (343 clock hours)
13.0   Use communication and interpersonal skills as related to surgical technology.
14.0   Demonstrate an understanding of the basic sciences related to surgical technology.
15.0   Demonstrate knowledge of pharmacology and math calculation principles related to the surgical environment.
16.0   Describe and practice safety measures in the surgical environment.

STS0011 – Surgical Technologist 2 (343 clock hours)
17.0   Assist the RN circulator with patient care procedures related to the surgical environment and describe methods for meeting patient's needs.
18.0   Demonstrate knowledge of the skills necessary to function safely and effectively.

STS0012 – Surgical Technologist 3 (344 clock hours)
19.0   Demonstrate knowledge of and assist with surgical procedures.
20.0   Demonstrate an understanding of legal and ethical responsibilities specific to surgical technology.

Welding Technology

Program Length	State Program Number	CIP Code
1050 clock hours	J400400	0648050805

FLDOE State Curriculum Framework:
https://www.fldoe.org/core/fileparse.php/20569/urlt/J400400-2324.rtf
Link: Welding Technology (J400400)

Program Information: The program is 1050 clock hours (approximately 12 months). This program is taught in English, in a traditional classroom/shop setting, and is offered during the day.

Program Costs (2024-25 academic year): Tuition fees are $2.92 per clock hour, for Florida residents, for classes scheduled from 7/1/24 to 6/30/25. Tuition, fees, books, supplies, and certification exam amounts are approximate and subject to change.

Estimated Florida Resident Rates Includes Books, Supplies, Tuition & Fees (1050 clock hrs.)
$4,500

Technology Information: Open-access Wi-Fi is available on the campus. Computers and all software required for this program are available in the program classroom and/or computer labs on campus. Students may wish to have a computer with Internet connectivity and word processing software at home for completing assignments but are not required to do so.

Course Sequence: Courses must be successfully completed, according to school policies, in the following order. Each course is offered at least once per academic year.

OCP	Course #	Course Title	Length	SOC Code
A	PMT0070	Welder Assistant 1	150 hrs.	51-9198
	PMT0071	Welder Assistant 2	150 hrs.	
B	PMT0072	Welder, SMAW 1	150 hrs.	51-4121
	PMT0073	Welder, SMAW 2	150 hrs.	
C	PMT0074	Welder	450 hrs.	

Licensure Information: Students will take exams to receive the following certifications: OSHA, and NCCER Core & Welding Level 1.

Career Information (SOC Codes):
http://www.onetonline.org/link/summary/519198.00
http://www.onetonline.org/link/summary/514121.00

Program Description:
The objective of the Welding Technologies course is to develop the manipulative skills and to learn the technical knowledge required to pass entry-level employment qualifications or certification tests.
The course includes instruction and practice in Oxy-Acetylene, Plasma Arc and Carbon Arc cutting, washing and gouging, manual Shielded Metal Arc, Gas Metal Arc and Gas Tungsten Arc welding processes.

Job Opportunities: Fabrication shops, power plants, plant maintenance, shipyards, trailer shops and building construction.

To qualify for a Vocational Certificate, the following courses must be satisfactorily completed:

PMT0070 – Welder Assistant 1 (150 clock hours)
01.0   Demonstrate an understanding and apply workplace safety and workplace organization skills.
02.0   Demonstrate basic knowledge of industrial and manufacturing processes.
03.0   Describe and identify metals and their properties accurately.
04.0   Demonstrate and apply basic knowledge of drawing and interpreting AWS welding symbols.
05.0   Apply basic oxy-fuel gas cutting principles and practices.
06.0   Create a product using basic oxy-fuel gas cutting principles and practices.

PMT0071 – Welder Assistant 2 (150 clock hours)
07.0   Apply intermediate oxy-fuel gas cutting principles and practices.
08.0   Demonstrate plasma arc cutting principles and practices.
09.0   Demonstrate a basic understanding of shielded metal arc welding (SMAW).
10.0   Create a product using basic shielded metal arc welding (SMAW) principles and practices.

PMT0072 – Welder, Shielded Metal Arc 1 (150 clock hours)
11.0   Apply basic shielded metal arc welding (SMAW) skills.
12.0   Demonstrate and apply Carbon Arc Gouging (GAC) principles and practices.
13.0   Apply visual examination skills.
14.0   Create a product using Carbon Arc Gouging and basic shielded metal arc welding (SMAW) principles and practices.

PMT0073 – Welder, Shielded Metal Arc 2 (150 clock hours)
15.0   Demonstrate an understanding of employability skills and career opportunities related to the welding industry.
16.0   Apply intermediate shielded metal arc welding (SMAW) skills.
17.0   Create a product using intermediate shielded metal arc welding (SMAW) principles and practices.

PMT0074– Welder (450 clock hours)
18.0   Apply basic gas metal arc welding (GMAW) skills.

19.0   Apply intermediate gas metal arc welding (GMAW) skills.
20.0   Apply basic flux-core arc welding (FCAW) skills.
21.0   Apply intermediate flux-core arc welding (FCAW) skills.
22.0   Apply basic gas tungsten arc welding (GTAW) skills.
23.0   Apply intermediate gas tungsten arc welding (GTAW) skills.
24.0   Demonstrate and apply basic pipe welding principles and practices.

Erwin Faculty and Staff

Administration

Principal
Tumicki, Sharon

       Master's Degree –Educational Leadership, University of Southern Mississippi, MS
       Bachelor's Degree – Special Education, University of South Florida, FL
       Administrator and teacher certifications issued by State of Florida

Community School Administrator
Norton, Keven

       Master's Degree- Educational Leadership, University of South Florida, FL
       Bachelor's Degree – English, University of North Florida, FL
       Administrator and teacher certifications issued by State of Florida

Assistant Principals
Espinosa, Jose

       Master's Degree- Counseling Education, Oneonta State College, NY
       Bachelor's Degree - Applied Social Sciences, Binghamton University, NY
       Certificate of Advanced Studies in Advanced School Counseling - Oneonta State College
       Certificate of Advanced Studies in Educational Administration - Cortland State College
       Administrator and School Counseling certifications issued by State of Florida

Liverio, Mark

       Master's Degree - Educational Leadership, Saint Leo University, FL
       Bachelor's Degree – English, University of South Florida, FL
       Administrator and teacher certifications issued by State of Florida

Faculty

ACCOUNTING OPERATIONS
Full-time Faculty:
Moody-Paige, Cynthia
> Educational Specialist's Degree – Educational Leadership, Argosy University, Florida
> Master's degree – Curriculum & Instruction, Pace University, New York
> Bachelor's degree – Business Education Technology – Pace University, New York
> Teacher certification issued by State of Florida

BARBERING
Full-time Faculty:
Troupe, Larry
> Vocational Certificate – Barbering, Erwin Technical College, Florida
> License: Licensed Cosmetologist, Florida Board of Barbers
> Teacher certification issued by Hillsborough County Public Schools

CARPENTRY
Full-time Faculty:
Thompson, Kyle
> Master's Degree Education, Endicott College, MA
> Bachelor's Degree, Psychology, University of Wisconsin, WI
> Carpentry Certification issued by Hillsborough County
> Teacher certification issued by the Florida Department of Education

PROFESSIONAL CULINARY ARTS & HOSPITALITY
Full-time Faculty:
Artz, Patrick
> Bachelor's Degree - Culinary Management, The Art Institute of Tampa, FL
> Teacher certification issued by Hillsborough County Public School

Beadles, Michael
> Associate Degree, Culinary Arts, Culinary Institute of America, New York
> Teacher certification issued by Hillsborough County Public Schools

DelCampo, Humberto CPFM
> ServSafe Instructor-National Restaurant Association
> Teacher Certification issued by Hillsborough County Public School.

Youngs, Erik CPFM
> Associate Degree– Associate of Arts, Hillsborough Community College
> Honorary Alumnus – Johnson & Wales University
> ServSafe Instructor/Proctor – National Restaurant Association
> Teacher certification issued by Hillsborough County Public School

COMPUTER SYSTEMS & INFORMATION TECHNOLOGY
Full-time Faculty:
Isaac, Eric
> Master's Degree – Education Leadership, University of Florida
> Master's Degree – Telecommunications, Bonch-Bruyevich Institute, Russia
> Credentials: CompTIA A+, CompTIA Network+
> Teacher certification issued by Hillsborough County Public Schools

COSMETOLOGY
Full-time Faculty:
Jones, Sherocka
> Vocational Certificate – Cosmetology, Erwin Technical College, Florida
> License: Licensed Cosmetologist, State of Florida Board of Cosmetology
> Teacher certification issued by Hillsborough County Public Schools

William, Patricia
> Bachelor's Degree - Business, State University College, NY
> License: Licensed Hairdresser, State of Florida Board of Cosmetology
> License: Licensed Hairdresser, State of New York Board of Cosmetology
> Teacher certification issued by Hillsborough County Public Schools

Part-time Faculty:
Garrett, Traci
> Vocational Certificate – Cosmetology, Erwin Technical College, Florida
> License: Licensed Cosmetologist, State of Florida Board of Cosmetology
> Teacher certification issued by Hillsborough County Public Schools

DENTAL ASSISTING TECHNOLOGY & MANAGEMENT – ATD
Full-time Faculty:
Abou-Assi (DDS), Ziad
> Doctor of Dental Surgery, Marquette University, Wisconsin
> License: Licensed Dentist, State of Florida Department of Health
> Division of Medical Quality Assurance
> Teacher certification issued by Hillsborough County Public Schools

Bourdeau, Danielle
> Dental Assisting – Erwin Technical College, FL
> Bachelor of Science Degree – Vocational Education, University of Phoenix
> Teacher certification issued by State of Florida

Jaimes, Vincente
> Certificate: Dental Assistant
> Teacher certification issued by Hillsborough County Public Schools

DRAFTING
Full-time Faculty:
Lane, Marcus
> Associate Degree– Drafting & Computer-Aided Design, United Electronics Inst., FL
> Certificate: Autodesk Certified User, AutoCAD
> Certificate: Building Construction Instructor, National Center for Construction Education and Research
> Teacher certification issued by Hillsborough County Public Schools

Moore, Earl
> Teacher certification issued by Hillsborough County Public Schools.

ELECTRICITY
Full-time Faculty:
Banfield, Jeff
> Certificate: Electrician - Pinellas Technical College
> Teacher certification issued by Hillsborough County Public Schools

HEATING, VENTILATION, AIR CONDITIONING/ REFRIGERATION(HVAC/R)
Full-time Faculty:
Gonzalez, Raul
> Vocational Certificate – A/C Technology, Erwin Technical College, Florida
> Certificate: Certified A/C Contractor, State of Florida
> Teacher certification issued by Hillsborough County Public Schools

Part-time Faculty:
Gonzalez, Reynaldo
> Vocational Certificate – A/C Technology, Erwin Technical College, Florida
> Teacher certification issued by Hillsborough County Public Schools

Lanzo, Nicholas
> Licensed Mechanical Contractor Rockland County, New York
> Certificate of Operating Engineer New York City
> Teacher certification issued by Hillsborough County Public Schools

MASSAGE THERAPY
Full-time Faculty:
Albrecht, Miriam
> Master's Degree – Education, American College of Education Chicago, IL
> Bachelor's Degree-Biology, University of Tampa, FL
> License: Licensed Massage Therapist – Florida
> Teacher certification issued by State of Florida
> Teacher certification issued by Hillsborough County Public Schools

MASTER AUTOMOTIVE SERVICE TECHNOLOGY
   Full-time Faculty:
   Mitchell, John
> Advanced Vocational Certificate – University of South Florida, Florida
> Certifications: ASE (Automotive Service Excellence) Master Automobile Technician,
> Advanced Engine Performance Specialist, Auto Maintenance and Light Repair
> Teacher certification issued by Hillsborough County Public Schools

   Perez, III, Edward
> Advanced Vocational Certificate – University of South Florida, Florida
> Certifications: ASE (Automotive Service Excellence) Master Automobile Technician,
> Advanced Engine Performance Specialist, Auto Maintenance and Light Repair
> Teacher certification issued by Hillsborough County Public Schools

   Shindel, Thomas
> Certifications: ASE (Automotive Service Excellence) Master Automobile Technician,
> Advanced Engine Performance Specialist, Auto Maintenance and Light Repair
> Teacher certification issued by Hillsborough County Public Schools

MEDICAL ASSISTING
   Full-time Faculty:
   McDonald, Kyra
> Credentials: Certified Medical Assistant (AAMA)
> Credentials: Certified Phlebotomist (NHACPT)
> Part time Teacher Certification issued by Hillsborough County Public Schools

MEDICAL CLINICAL LABORATORY TECHNICIAN – ATD
   Full-time Faculty:
   Ryan Isaacs
> Certification: Clinical Laboratory Technologist—Florida Department of Health
> Certification: Medical Laboratory Scientist
> Certification: Medical Laboratory Technician
> Teacher certification issued by Hillsborough County Public Schools

   Part-time Faculty:
   Cantelmo, Anna
> Vocational Certificate – Med Lab Tech, Erwin Technical College, Florida
> Credential: Florida License – Clinical Lab Technician
> Certification: AAB Certification – MLT, Generalist
> Teacher certification issued by Hillsborough County Public Schools

MEDICAL CODER/BILLER
   Full-time Faculty:
   Harrison, Andrea
> American Academy of Professional Coders, AAPC
> Certified Professional Coder
> Teacher certification issued by Hillsborough County Public Schools

PLUMBING

Full-time Faculty:

Vidal, John
> High School Diploma – Christopher Columbus High School, New York
> Credentials – two Certified Plumbing Contractors Licenses
> Certificate: Plumbing Instructor, National Center for Construction Education & Research
> Teacher certification issued by Hillsborough County Public Schools

PRACTICAL NURSING

Full-time Faculty:

Schultz, Rhonda, Director of Nursing
> Associate Degree - Polk State College, FL
> Bachelor's Degree – Nursing, Polk State College, FL
> License: Registered Nurse, State of Florida Department of Health
> Teacher certification issued by Hillsborough County Public Schools

Bazile, Edliv
> Bachelor's Degree-Nursing (BSN), St. Petersburg College, Florida
> License: Registered Nurse, State of Florida Department of Health
> Teacher certification issued by Hillsborough County Public Schools

Fox, Diane
> Bachelor's Degree – Nursing (BSN), Bishop Clarkson College of Nursing, Nebraska
> License: Registered Nurse, State of Florida Department of Health
> Teacher certification issued by Hillsborough County Public Schools

Herschell, Iola
> Associate Degree ADD Kilgore College, TX
> License: Registered Nurse, State of TX and Florida Department of Health
> Teacher certification issued by Hillsborough County Public Schools

SOLAR PHOTOVOLTAIC SYSTEM DESIGN, INSTALLATION AND MAINTENANCE

Full-time Faculty:

Brocks, Sigurd
> Bachelor's Degree – Architecture, University of Applied Science Dortmund, Germany
> Certificate: Building Construction Instructor, National Center for Construction Education and Research
> Certificate: Solar Photovoltaic – Entry Level, North American Board of Certified Energy Practitioners
> Teacher certification issued by Hillsborough County Public Schools

SURGICAL TECHNOLOGY
Full-time Faculty:
Antala, Kirsten
   Associate Degree – Associate of Arts, Hillsborough Community College, Florida
   Vocational Certificate – Surgical Technology, Erwin Technical College, Florida
   Credential: Certified Surgical Technologist (AST)
   Teacher certification issued by Hillsborough County Public Schools
Reaves, LaQuina
   Credential: Certified Surgical Technologist (CST) through NBSTSA
   Teacher certification issued by Hillsborough County Public Schools

WELDING TECHNOLOGY
Full-time Faculty:
Gasparovich, Jonathan
   Post-Secondary Certificate: Erwin Technical College, FL
   Certificate: AWS – Certified Welder – Iron Works
   Teacher Certification issued by Hillsborough County Public Schools
Laferrier, Raymond
   Certificate: AWS –Certified Welder –Iron Workers
   Teacher certification issued by Hillsborough County Public Schools

STUDENT SERVICES DEPARTMENT FACULTY
Full-time Faculty:
Alva, Tammy
   Master's Degree- Counselor Education, University of South Florida
   Graduate Certificate – Career Counseling, University of South Florida
   Bachelor's Degree – History, University of South Florida
   Bachelor's Degree – Social Science Education, University of South Florida
   Teacher certification issued by the State of Florida

Gonzalez, Lauren
   Master's Degree – School Counseling, Argosy University, FL
   Bachelor's Degree – Early Childhood Education, University of South Florida, FL
   Teacher certification issued by the State of Florida

Mora, Debra
   Master's Degree – School Counseling, Webster University
   Bachelor's Degree – Physical Education, University of South Florida, FL
   Teacher certification issued by the State of Florida

Remarias, Farah
   Master's Degree – Counselor Education, University of South Florida
   Bachelor's Degree – Special Education, University of South Florida
   Teacher certification issued by State of Florida

ADULT BASIC EDUCATION
Full-time Faculty:
Rodriguez, Laurie
Bachelor's Degree – Education, University of South Florida, Florida
Teacher certification issued by State of Florida

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