



Aparicio-Levy ♦ **Brewster** ♦ Erwin

STUDENT HANDBOOK/CATALOG 2021-2022



7840 Roswell Road Ste. 325
Atlanta, GA 30350

School District Website: <http://www.hillsboroughschools.org>

ALTC Website:
BTC Website:
ETC Website:

www.hillsboroughschools.org/ALTC
www.hillsboroughschools.org/Brewster
www.hillsboroughschools.org/Erwin

Hillsborough Technical Colleges

Aparicio-Levy ♦ Brewster ♦ Erwin

STUDENT HANDBOOK/CATALOG

2021-2022

Contact Information

Campus	Address	Phone
Aparicio-Levy	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)	2010 E. Hillsborough Avenue Tampa, FL 33610	Office: (813) 769-5180 Fax: (813) 769-5181
Erwin (West)	7010 N. Manhattan Avenue Tampa, FL 33614	Office: (813) 769-5180 Fax: (813) 769-5181

Publication Date: July 2021

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:

Dr. Gary Puckett, 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



7840 Roswell Road, Ste. 325
Atlanta, GA 30350

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

Mr. David Brown, SACS Internal Facilitator
Hillsborough County Public Schools
901 E. Kennedy Blvd., Tampa, FL 33602
(813) 272-4932
David.brown@hcps.net



**SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA
(November 2020 – November 2021)**

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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

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Addison G. Davis

Workforce Connections Officer

Warren S. Brooks

Director of Workforce and Continuing Education

Darrell R. Faber

Aparicio-Levy Principal

Dr. Kysha Herald

Brewster Principal

Shirley Robbins

Erwin Principal

Dr. James E. Goode

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

District Offices:

901 E. Kennedy Boulevard

Tampa, FL 33602

(813) 272-4000

<http://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 @ <https://www.hillsboroughschools.org/notices>

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EDUCATIONAL PROGRAMS

Hillsborough Technical Colleges (HTC) offer job preparation/occupational training programs for students to obtain entry-level employment into 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 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)

Official course numbers at the HTC 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 <http://scns.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.

Campus	Address	Phone
Aparicio-Levy	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)	2010 E. Hillsborough Avenue Tampa, FL 33610	Office: (813) 769-5180 Fax: (813) 769-5181
Erwin (West)	7010 N. Manhattan Avenue Tampa, FL 33614	Office: (813) 769-5180 Fax: (813) 769-5181

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. The office is open school days. For additional information, first visit each individual college's website. See 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 the 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 with 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 TABE 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 (cash or 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 other government-issued photo ID.
4. Show proof a valid standard high school diploma or GED.
5. Pay the non-refundable application/registration fee of \$20.

The Student Services Guidance 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. TABE 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. Contact a Financial Aid advisor, as necessary.
2. If not exempt, complete TABE Assessment within 6 weeks of start date.
3. Get Student ID and car parking hang-tag.

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 Guidance 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 Guidance 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 may determine student eligibility to change programs.

TRANSFER OF CREDIT BETWEEN HTC PROGRAMS

Credits previously earned at a 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 Guidance Counselor for the program they desire to enter. The Guidance 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) 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 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 a contract to be determined by the Academic Affairs Committee or Administration outlining standards of performance or attendance.

Students must take care of any outstanding account balances prior to reentering a new or existing program.

TABE scores must be current. (TABE scores are valid for 24 months.)

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.

HTC GRADUATES ENTERING A NEW PROGRAM

For HTC graduates who wish to pursue a new course of study at any HTC college, all exit requirements, including the required Basic Skills Assessment scores from the previous program, must be met prior to entry into another program. All tuition, fees and other program costs apply.

TRANSFER OF CREDIT FROM A HTC PROGRAM

Students who plan to transfer to a different HTC school should first speak with a Student Services Guidance Counselor for his/her current program to determine the status of completed 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

2021-2022

School Year

Student Calendar

July 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	C	6	7	8	9	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	30	31

August 21						
Su	M	Tu	W	Th	F	Sa
1	N	N	N	N	N	7
8	N	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 21						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	C	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 21						
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	26	27	28	29	30
31						

November 21						
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	C	C	C	C	C	27
28	29	30				

December 21						
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	C	C	C	C	C	25
26	C	C	C	C	C	

January 22						
Su	M	Tu	W	Th	F	Sa
						1
2	N	4	5	6	7	8
9	10	11	12	13	14	15
16	C	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 22						
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	N	22	23	24	25	26
27	28					

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


April 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	N	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 22						
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	26	27	28
29	C	31				

June 22						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	30		

Tentative 2022-2023 Calendar (Pending School Board Agenda)						
Su	M	Tu	W	Th	F	Sa
					C	2
3	C	5	6	7	8	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24	25	26	27	28	C	30
31						

August 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	N	N	6
7	N	N	N	N	N	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



**Hillsborough County
PUBLIC SCHOOLS**
Preparing Students for Life

WDIS - F	7/1/2021 - 7/31/2021
WDIS - W	8/1/2021 - 12/31/2021
WDIS - S	1/1/2022 - 6/30/2022

Legend:

- N Non-Student Day
- C Campus Closed
- Class Days
- K-12 Start/Stop/Quarters

Calendar Year: July 1 - June 30

Campuses Closed

July 5 - Independence Day

September 6 - Labor Day

November 22-26 - Fall Break

December 20-December 31 - Winter Break

January 17- Dr. Martin Luther King Jr. Day

March 14-18 - Spring Break


May 30 - Memorial Day

Energy Conservation Fridays

July 2021 - 16, 23

June 2022 - 10, 17, 24

(Some daily class hours extended during these weeks)



WorkforceConnections
Preparing Students for Careers | Preparing Students for Life

Subject to change

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 2021-2022 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 \$11.71 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 Guidance 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 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)

- 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 by course
- 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 is to you. If you have questions regarding your tuition account or experience problems paying your account, please schedule an appointment with an Administrator.

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 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 credit/debit cards are accepted as payments. A \$5 usage fee will be added each time a credit/debit card is used. No personal checks are accepted. No cash above \$10 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.

Fees: The following fees will be refunded at 100 percent, if the fees have not 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.

GROUND 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 Site 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 Guidance 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 Guidance Counselors and visits to the classrooms. Guidance 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 Guidance 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 Guidance 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. Credit hour equivalencies are available to assist students who wish to matriculate to other postsecondary institutions. In accordance with federal guidelines, thirty (30) clock hours equal one (1) credit hour.

GRADE POINT AVERAGE

Earning Course Grades: 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.

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

<u>Grade</u>	<u>Weight</u>	<u>Remarks</u>	<u>Percentage and/or Comments</u>
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 / Test Out	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, 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. 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 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 achieved a State-approved Industry Certification, if applicable, and
- Satisfactorily completed all courses required in their training program, and
- Achieved an overall, cumulative GPA of 2.0 or better at the end of their training, and
- 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 must 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 by the Council on Occupation Education (COE) and Cognia (formerly AdvancEd) – the accreditation division of Southern Association of Colleges & Schools, Council on Accreditation and School Improvement (CASI SACS). As such, certain courses successfully completed at HTC campuses may be accepted as transfer credit to Florida community and state colleges toward an Associate’s 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, in order 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 a screening document online at: www.mystudentaid.gov (formerly: www.fafsa.ed.gov). A mobile app is available for both iPhone and Android devices. See 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.

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 or meet specific requirements under the "Ability to Benefit".

- 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

Indian Affairs: Please call 1-202-208-5116 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 (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, please 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. All of the 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 may 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 each month. 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 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 the Financial Aid 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:

- Hillsborough County Social Services: (813) 301-7341
- Farmworkers Career Development Program: (813) 757-9480
- Indian Affairs: (202) 208-5116
- 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: (813) 377-1300, ext. 3431
- WIA (Career Source Tampa Bay) – Polk County: (863) 508-1100

VETERANS' INFORMATION

Each HTC is approved for 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 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 1-877-823-2379, 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® 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 all HTC campus. Please contact the Student Services Department at each campus for specific information.

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

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: <http://votehillsborough.org>

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 members 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:

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

POLICIES & INFORMATION

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 Guidance 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 Guidance Counselor, and/or other technical college staff member. 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 a 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. 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 accident 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.

Program Advisory Committees (PAC) support the needs of each program and help to ensure the training received by student is industry credible and relevant to the workplace. Representatives from the business community are encouraged to be active participants on PAC 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 Hotline: (800) 662-4357
- DACCO: (813) 384-4000
- Substance Abusing Mothers and Infants: (813) 980-3866
- The Life Center (grief counseling): (813) 237-3114 <https://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 Guidance 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 may re-test once (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 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 campuses). 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.)

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 Guidance 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. School ID badges are used to clock in and out for recording attendance. 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 particular program. Unless otherwise directed by your instructor, follow the general school policies 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 done 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 an 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):

- Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and are not allowed. Lace-up shoes shall be tied.
- Clothing exposing the torso or the midriff, (front, back, or sides) shall not be worn. (This includes see-through or mesh garments.)
- 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.
- Underwear shall not be visible.
- 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 persons 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. Please see the program's Fee Sheet for applicable due dates. See pages 16-17 of this Handbook for additional information.

Money orders or credit/debit cards are accepted as payments. A \$5 usage fee will be added each time a credit/debit card is used. No personal checks are accepted. No cash above \$10 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

A grievance is a situation occurring in the course of the school's operation which causes students to consider themselves legally wronged. Schools are responsible for providing procedures for the expression and resolution of grievances (see HCPS procedures below).

Students who believe they have been aggrieved should first take their complaint/concern to their Guidance Counselor and request that a Pre-Grievance Conference be scheduled with the Guidance Counselor, the program instructor, and an Administrator.

If the grievant is not satisfied with the results of the Pre-Grievance conference, he/she should see the Principal's Secretary to receive a copy of the Hillsborough County Public Schools Formal Grievance form (SB60801 form). The grievant should complete items 1 – 7 and attach a written statement, as stated below.

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 work days 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 work days 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 work days 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, Tampa, 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 734
Tallahassee, FL 32399
(850) 245-0446
<http://www.fldoe.org/academics/career-adult-edu>

Dr. Gary Puckett, 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
<http://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: <http://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: <https://www.galepages.com/brewste>

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 withdrawn from 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.

APPENDIX

APARICIO-LEVY TECHNICAL COLLEGE



CAMPUS INFORMATION

History: Aparicio-Levy Technical College was dedicated April 21, 2006, with the mission of providing employers with qualified entry-level employees. Aparicio-Levy Technical College continues to provide quality adult workplace training.

When naming the school, the School Board of Hillsborough County Public Schools honored two distinguished Tampa natives, Henry Aparicio and George Levy, who rendered outstanding service to public education and support to industrial education.

Henry Aparicio was a nationally recognized industrial arts teacher in drafting and sheet metal for over 40 years. He was highly respected by his students and generations of sheet metal workers in the Tampa Bay area.

George Levy was a business entrepreneur who worked tirelessly with civic leaders and fellow business owners to cultivate the sports, economic and community landscape that the Tampa Bay community enjoys today. His small business, George A. Levy Awards, grew to one of the nation's largest producers of trophies and awards.

Overview: Aparicio-Levy Technical College is a public postsecondary technical school that is part of the Hillsborough County Public Schools. The campus is located in the eastern portion of Hillsborough County, and it is the newest of the three technical colleges operated by Hillsborough County Public Schools. The College is housed in one building, built in 2006, that is approximately 26,000 square feet. The building has 10 classrooms, 3 computer labs, a 118-seat teaching auditorium, various other public areas, and offices.

Aparicio-Levy Technical College offers programs at our main campus at 10119 East Ellicott Street, Tampa, Florida. The school's main office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Because of its commitment to business and industry, classes can be scheduled any time of the day or evening, including weekends (except holidays). ALTC also operates three COE-approved Instructional Service Centers. Firefighters are trained at the Hillsborough County Fire Rescue facility at 9450 E. Columbus Drive, Tampa, Florida, and at the Tampa Fire Rescue facility at 116 S. 34th Street, Tampa, Florida. Aparicio-Levy Technical College trains Emergency Medical Technicians on the main campus as well as on the Erwin Technical College campus at 2010 E. Hillsborough Avenue, Tampa, Florida.

Instructors receive their teaching certification from the State of Florida Department of Education or Hillsborough County Public Schools. To be hired and receive a teaching certificate, all technical instructors are required to have a minimum of six years of full-time work experience in their field as well as hold an industry certification or license, if applicable.

Effective teachers and active advisory committees are essential ingredients for successful programs. Each of our programs maintains a Program Advisory Committee that has developed many partnerships, cooperative agreements, and apprenticeships over the years, and these committees are a valuable resource for our graduates seeking employment.

Name Change: Aparicio-Levy Technical Center's name was changed to Aparicio-Levy Technical College. The School Board of Hillsborough County Public Schools authorized the name change in December 2014, and the Council on Occupational Education approved the change in January 2015. The name change on the transcripts became effective on January 21, 2015, for students graduating on or after that date.

CONTACT INFORMATION

Brewster Technical College

Phone: (813) 276-5448

Fax: (813) 276-5756

Main Campus Address

2222 N Tampa Street

Tampa, FL 33602

Website: www.hillsboroughschools.org/Brewster

Hillsborough Technical Colleges - Office of Financial Assistance

Adult & Career Services Center

5410 N. 20th Street

Tampa, FL 33610

(813) 231-1907

Administration

Shirley Robbins, Principal

Vivian Toney, Assistant Principal

Mark Liverio, Assistant Principal

Joanne Albarelli, Community School Administrator

Institutional Accreditation Information

All schools within the Hillsborough County Public School system are accredited by the Cognia (formerly AdvancEd), Southern Association of Colleges and Schools – Council on Accreditation and School Improvement (SACS-CASI).

All three Hillsborough Technical Colleges are accredited by the Council on Occupational Education (COE). Approval for all programs offered at Aparicio-Levy Technical College has been given by the Florida Department of Education (FLDOE) and COE.

PHILOSOPHY STATEMENTS

Vision Statement: Preparing Adult Students for Life and the Workforce.

(August 2019)

Mission Statement: To provide an education and the supports which enable each adult student to obtain employment in the workforce.

(August 2019)

CAMPUS PROCEDURES

ATTENDANCE POLICIES

Students are expected to attend every scheduled school day unless an emergency exists that prevents attendance. All absences and tardies will be classified as non-documented. It is the responsibility of students to know and follow the attendance policies of the school, as indicated below:

Aparicio-Levy Technical College follows the School District's calendar, including holidays and early-release days. The regular day school schedule is Monday through Friday from 8:00 a.m. to 2:00 p.m. for on-campus programs. The Firefighter and EMT programs offer a variety of class meeting times and days/evenings.

1. On-campus students are to badge in and out for each session using the designated computers located in the Auditorium lobby.
2. Students may not miss any more than 10 percent of the total program hours, in any combination of absences and tardies.

<i>Program Name</i>	<i>Total Program hours</i>	<i>Maximum Allowable Absences</i>
Computer Systems & Information Technology (CSIT)	900	90 hours
Emergency Medical Technician (EMT) – ATD	300	30 hours
Firefighter	492	49 hours
Veterinary Assisting	750	75 hours

3. Students are to communicate with the instructor any expected absences prior to the date and by calling as soon as possible for any unexpected delays or absences. Pre-arrange with instructor any make-up work needed prior to the absence, if possible. Instructors have the right to request verification for all absences.

4. Students who find it necessary to leave school during the school day must obtain permission from the classroom instructor.
5. Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence. All make-up work must be submitted within three days of their absence, unless prior approval from the instructor is granted.
6. Sequential days of training (i.e., Level 1, then Level 2) require completion of the first level before progression to the next level.
7. Hands-on and clinical portions of a program are necessary for demonstration of student's competency of skills; therefore, attendance is required for all scheduled classes.
8. Students absent three (3) consecutive days without contacting their instructor (No Call – No Show) may be withdrawn. He/she may petition the AAC.

BOOKSTORE

ALTC does not maintain a designated bookstore. The Bookkeeper will order textbooks prior to the beginning of each course. Each program's Fee Sheet will list the textbook title and cost. The ISBN number will be included to assist students who wish to purchase the books elsewhere (if the books are available for individual purchase). Students who purchase books through the school will receive the books from their instructor and will sign a form indicating they received the book and agree to pay for the book. Students whose books are paid for by certain sponsoring agencies must receive books through the school because of agency policies and procedures.

Money orders or credit/debit cards are accepted as payments. A \$5 usage fee will be added each time a credit/debit card is used. No personal checks are accepted. No cash above \$10 is accepted.

FIRST AID / MEDICAL ISSUES

Accidents & Injuries: A First Aid kit and an Automated External Defibrillator (AED) are available in the Administrative Office. 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, 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 badging out and 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.).

COVID-19: Students should pay careful attention to posted notices and verbal announcements regarding changing guidelines for health and safety during this pandemic. Standard guidelines include social distancing (remaining at least 6 feet apart from others), frequently handwashing, using hand-sanitizer, and wearing masks (whenever required or encouraged). Students who are exhibiting signs of illness should stay home from school and contact their health-care provider. Students are to notify their instructor following normal absence procedures.

GRADUATION

An annual graduation ceremony for all students graduating from Career Certificate and/or Applied Technology Diploma programs, at any time throughout the school year, at all three Hillsborough Technical Colleges, will be held in May each year – generally at the State Fairgrounds Expo Hall. Graduates will receive an invitation and instructions about purchasing caps/gowns and other information.

Diplomas and transcripts will be given to students when they complete all requirements of their program, provided all obligations to the school have been met.

LOST AND FOUND

All articles found on campus are to be turned in to 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 students' break room or in the outside patio area, not in classrooms or hallways. All students are responsible for cleaning their eating area.

Microwaves, a refrigerator/freezer, and a sink are available in the students' break room for their use. Vending machines are also available in the students' break room. Students may leave campus during their lunch break.

MEDIA RESOURCES

Computers & Internet Accessibility: Computers with Internet accessibility are available in every program, as well other areas throughout the school. Secure-access wireless Internet is available throughout the building 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: <http://www.hillsboroughschools.org>

Direct links are as follows:

For the school district's Career and Technical Virtual Library:

<http://galepages.com/brewste>

For the school district's entire electronic media collection:

https://sdhillsb.ent.sirsi.net/client/en_US/default/?

NEW STUDENT ORIENTATION

Administrators and other staff members conduct a school orientation session the first day of each new program. During the orientation session, students will receive materials and information to assist them as they begin their technical training. Instructors then introduce students to the policies and procedures of their training program.

PARKING

Students are to park their vehicles in the main parking lot on the south side of the building. Please drive slowly and be alert to pedestrians in the parking lot, driveway, and on Ellicott Street.

Neither the school nor the school district is responsible for damages or theft to cars, trucks, bicycles or motorcycles, etc., or their contents.

REMEDIATION

Remediation assistance and referrals are available for students. Any student who is required to take the TABE and scores below the minimum skills level in any area will be encouraged to enroll in an Adult Basic Education (ABE) remediation through Hillsborough Technical Colleges. Classes may include a combination of teacher-student and computer-based instruction that will be designed to specifically target areas of deficiency. The tuition for an ABE class is \$45 per block (January – June or July – December). Students will be notified before registering if any other costs apply. Following completion of remediation lessons, students will be re-tested in the TABE sub-test(s) where remediation was needed.

Students who are struggling academically should first discuss the situation with their instructor. The instructor may refer the student to Student Services and/or Administrators for assistance.

SAFETY & SECURITY

The 1990 Federal Campus Security Act requires that all postsecondary institutions make available crime statistics and security measures. Students will receive safety and security information, including a Campus Safety and Security brochure, during New Student Orientation. The brochure is also posted and available on campus. The statistics for Aparicio-Levy Technical College’s campus for the 2018-19 through 2020-21 school years are shown below.

	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
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

All personnel receive Emergency Action Checklists which outline 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 on campus are to wear an ID badge at all times. Visitors arriving without a school district identification badge will sign in using SafeNet 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.

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.

SMOKING POLICY

School Board policy #5512 “Tobacco-Free Environment” mandates that all facilities and property will be tobacco-free. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco. The use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices shall constitute the use of tobacco.

The use of tobacco within any indoor facility owned, leased, contracted for, or used by the School Board is prohibited. Furthermore, the possession of any tobacco products or tobacco paraphernalia by students on school grounds is not permitted.

In addition, the use of tobacco in an outdoor area, including a practice field, playground, athletic field, stadium, venue, and all open areas owned, leased, contracted for, or used by the Board is prohibited.

The use of tobacco by a passenger in any vehicle owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars is also prohibited.

TELEPHONE MESSAGES

Students should inform all relatives and friends that they should not be contacted at school unless an emergency arises. In case of emergency, they should call the Administrative Office: (813) 740-4884. Phone calls will not be transferred to students and messages will only be taken when the nature of the emergency is known. The main office will notify students to return their emergency call.

TOURS & ON-CAMPUS TRAININGS

At various times during the school year we provide campus tours for groups of students from area high schools. All arrangements for group tours are scheduled through the Administrative Office.

The ALTC auditorium and classrooms are used extensively by the school district for trainings and meetings, resulting in many visitors and guests being on campus. Please extend all courtesies to our visitors and guests.

TRANSCRIPTS

Students will receive one free official and one free unofficial transcript upon completion of their postsecondary adult Career Certificate training program. Additional transcripts may be ordered through the school's website: www.hillsboroughschools.org/ALTC If the student picks up the transcript at the school rather than having it mailed, a photo ID must be shown at the time of pick up.

ALCOHOL AND DRUG ABUSE PREVENTION PLAN

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 and procedures (Section 3.14 and 6.2). Students found violating these policies are subject to withdrawal and referral to the appropriate law enforcement agency. Aparicio-Levy Technical College is committed to promoting a drug-free learning environment. Each student is required by federal law to comply with the terms of the statement below: It is the policy of Aparicio-Levy Technical College that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited on the College's property or as a part of its activities. These are zero-tolerance offenses. Multiple strategies have been put in place to reduce the illegal and high-risk use of alcohol and other drugs and its related consequences:

- providing literature and resourceful information
- banning alcohol and alcohol advertisement on campus
- banning illicit drugs and illicit drug advertisement on campus
- conducting early intervention
- providing treatment referrals
- assisting students with adopting a healthy mindset
- providing guidance and support from the Student Services Office
- educating faculty, staff, students, and stakeholders about substance abuse and involving them in prevention activities.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Alcoholism is a complex, progressive disease that interferes with health, social and economic functioning. Untreated alcoholism results in physical incapacity, permanent mental damage and/or premature death. Alcohol is involved in one-third of all suicides, one-half of all traffic accidents and one-fourth of all other accidents, and is involved in over 50 percent of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, gastrointestinal disease and other illnesses. Alcoholism has been estimated to reduce life expectancy by twelve years.

Beverage alcohol can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, change in personality, reproductive problems and central nervous system disorders such as poor vision, loss of coordination, memory loss, loss of sensation, mental and physical disturbances and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar drugs.

The use of illicit drugs results in many of the health risks that are involved with alcohol use. Illicit drug use increases the risk of mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of flashback phenomenon, hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to lungs, brain, kidneys and liver, death from suffocation

or choking, anemia, amnesia, AIDS and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

Criminal Sanctions

Under Florida and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. Possession sentences range from up to one-year imprisonment and \$1,000 fine to 20 years' imprisonment and fines up to \$250,000. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance can be a sanction for convictions. Sanctions can also include denial of federal benefits, such as student loans and grants [21 U.S.C. sec. 853]. Moreover, any person convicted of a federal drug offense punishable by more than one year in prison will forfeit personal and real property related to the violation, including homes, vehicles, boats, aircraft, or any other personal belongings [21 U.S.C. sec. 853(a)(2), 881(a)(7) and 881(a)(4)].

Florida Drug Possession Statute Section 893.13.

Florida state laws set a range of punishments for drug offenses. The potential punishment for a drug possession charge depends on the type of controlled substance, the type of charge, and the degree of the misdemeanor or felony. The sentence for a misdemeanor conviction depends on the degree of the charge. A second degree misdemeanor may lead to a sentence of imprisonment for up to sixty days, while a first degree misdemeanor can result in a sentence of up to one year.

Florida state laws also require an increased sentence if the defendant has a violent criminal history with prior felony convictions; the state refers to these defendants as "career criminals" and "habitual felony offenders." While the court cannot require an enhanced sentence when the current conviction is for drug possession, a felony conviction in the current case could affect future sentencing if the defendant faces additional charges.

Under Florida law, the legal age for drinking and serving alcohol is 21. Underage possession of alcohol is a second degree misdemeanor in Florida and carries the potential punishment of imprisonment up to sixty days in jail for the first offense [Florida Statute 562.111(1)]. Florida law authorizes imprisonment for this "criminal" offense, if one is found guilty of Underage Possession of Alcohol, the court is required to revoke one's driver's license for a minimum of six months. The court also has the authority to increase this suspension to 12 months [Florida Statute 562.111(3)]. Second and subsequent offenses result in the crime of underage possession of alcohol being classified as a first degree misdemeanor which can result in a maximum penalty of twelve months in jail. If found guilty of underage possession of alcohol with a prior conviction, the court is required to revoke one's driver's license for two years.

Available Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs

Alcoholics Anonymous
Tri-County Central Office, Inc.
8019 N. Himes, Suite 104
Tampa, FL 33614
(813) 933-9123
www.aatampa-area.org

Crisis Center of Tampa Bay
One Crisis Center Plaza
Tampa, Florida 33613-1238
(813) 964-1964 or Dial 2-1-1
www.crisiscenter.com

Sanchez Full Service Center
2100 E 26th Ave, Tampa, FL 33605
(813) 272-0673

DACCO Center for Behavioral Health
4422 E Columbus Drive, Tampa, FL (main facility)
(813) 384-4000, or after 5:00 M-F: 1-855-322-2600
www.dacco.org

Hillsborough County Anti-Drug Alliance
2815 E Henry Ave, Suite B-1, Tampa FL 33610
(813)238-4034
www.hcada.com

StopRx Drug Abuse
Drop Boxes located at several HCSO locations,
Including 2310 N. Falkenberg Road, Tampa
www.stoprxdrugabuse.org

Detoxification
Operation PAR, Inc.
The Highpoint
6150 150th Ave N, Clearwater, FL 33760
(727) 507-4673
www.operationpar.org

Brewster Technical College

COURSE CATALOG

Program Descriptions

Brewster Technical College offers job preparation/occupational training programs for students to obtain entry-level employment in to their chosen field, as well as continuing education classes to update or enhance students' current skills.

Brewster Technical College 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 Brewster Technical College programs are presented as a hybrid program (both distance learning and class time). All programs are taught in English. The length of study indicated below is if the program is offered during the day unless indicated for the evening.

Detailed information about each program begins on the next page.

PROGRAM	LENGTH OF STUDY		ESTIMATED TOTAL COST for FL Resident	START DATES	TABE STANDARDS		
	Clock Hours	Months			Reading	Math	Lang
Automotive Technology	1800	19	\$10,020	TBD	9	10	9
Central Sterile Processing Technology	650	7	\$2,425	Day: Oct 2021 Eve: Aug 2021	9	9	9
Distribution & Logistics Management	900	10	\$2,965	08/10/2021	9	9	9
Diesel Systems Technician 1	1050	12	\$8,328	08/10/2021	9	9	9
Early Childhood Education • ECPC • Childcare Center Operations Director	600	6	\$2,409	Aug 2021	9	9	9
	45	-	\$256.24	June 29, 2021			
Home Health Aide	165	2	\$561.30	08/10/2021	n/a	n/a	n/a
Pharmacy Technician	1050	12	\$4,611	08/10/2021	10	11	10
Web Development	1050	10	\$3,669	TBD	10	11	10
ADULT EDUCATION <i>\$20 Registration fee and \$20 Activity fee Paid annually</i>							
ABE/GED – Self-paced	450	PER SEMESTER	\$45	OPEN ENROLLMENT	TABE TEST REQUIRED		
ESOL – DAY & EVENING AVAILABLE	450	PER SEMESTER	\$45	OPEN ENROLLMENT	CASAS TEST REQUIRED		
PROGRAMS FOR ADULTS WITH INTELLECTUAL DISABILITIES <i>\$20 Registration fee and \$20 Activity fee Paid annually</i>							
Literacy & Work Related Skills	450	Semester	\$45	Open Enrollment	Caminiti, Gary, or LaVoy		
Merchandise Handler		12	\$3,347	Open Enrollment	Macy's Department store		
REACH @ St. Joseph's Hospital		24	\$125/year	By appt. only	Add \$25.60 annually for insurance		
STAGES @ USF		24	\$125/year	By appt. only			

AUTOMOTIVE SERVICE TECHNOLOGY (AUTOMOTIVE TECHNOLOGY)

Course Code Number: 1470608

COURSE DESCRIPTIONS

COURSE #AER 0014: AUTOMOTIVE SERVICES ASSISTOR - 300 HOURS

Automotive Fundamentals Safety with Policies and Procedures (30 hours)

This course is designed to introduce the student to various systems of the automobile. It will include instruction in shop SAFETY practices, service manuals, pay structures, and personal relationships needed to succeed in the automotive field.

Automotive Maintenance Basic Vehicle Maintenance (60 hours)

The students will be introduced to basic vehicle preventative maintenance schedules and services performed for proper vehicle maintenance. Hands-on work will be completed by the students on customer vehicles.

Automotive Service Basic Vehicle Service Procedures (60 hours)

This student will be introduced to basic non-maintenance service procedures. Hands-on performance will be observed and used for student assessment.

Electrical I Basic Electrical and Electronics (150 hours)

The students will be introduced to basic electricity and electronic theory, circuits, OHM's Law, electrical test equipment, circuit and component testing, lighting systems, gauges, warning devices, horn wiper/washers, power seats and windows, and other electrical options.

COMPLETED OCP A: AUTOMOTIVE SERVICES ASSISTOR – 150 HOURS

Basic Gas Engines Theory and Operation. Precision Measurement (30 hours)

The student will study the design, construction and principles and theory of operation of Gas and Diesel Internal Combustion Engines. Similarities and differences in construction and operation will be covered.

**Gas Engine Overhaul and Repair
Disassembly, Precision Measurement
(60 hours)**

Engines will be properly disassembled, parts identified and inspected. Measurement of internal engine parts to check for war and proper fit will be practiced. Correct reassembly techniques will be stressed including torque techniques, testing and break-in procedures. Both electronic and manual troubleshooting of engine problems and condition will be covered.

**Engine Lubrication and Cooling Systems
Theory, Operation and Diagnosis
(60 hours)**

The student will study cooling and lubrication systems operation with correct troubleshooting techniques being emphasized.

***COMPLETED OCP B: AUTOMATIC ENGINE REPAIR TECHNICIAN –
150 HOURS***

**COURSE #AER 0257:AUTOMATIC TRANSMISSION AND TRANSAXLE TECHNICIAN –
150 HOURS**

**Automatic Transmission and Transaxle
Theory and Operation. Diagnosis and Advanced Troubleshooting (75 hours)**

The student will study modern transmissions and transaxle components. Overhaul, testing, diagnosis and repair procedures will be covered in detail.

Automatic Transmission and Transaxle Electrical Diagnosis (75 hours)

The student will study the electrical and electronic controls of automatic transmissions and transaxles. Electronic valve bodies, shift solenoids, convertor clutches and control units testing; diagnosis and repair will be emphasized.

**COMPLETED OCP C: AUTOMATIC TRANSMISSION AND TRANSAXLE TECHNICIAN
150 HOURS**

COURSE #AER 0274: MANUAL DRIVETRAIN AND AXLE TECHNICIAN – 150 HOURS

**Differential and Driveline Repair (60 hours)
Theory, Operation, Diagnosis, and Repair**

The student will study the diagnosis and repair of differentials and drivelines. Rear wheel drive and front wheel vehicles will be covered. Rear end overhaul, CV axles and drive shafts will be emphasized.

**Manual Transmission and Transaxle Repair (90 hours)
Theory and Operation. Diagnosis and Repair**

This course covers the operation of modern manual transmission/transaxles and drivetrain components. Operation, testing, diagnosis, and repair procedures are covered in detail.

COMPLETED OCP D: MANUAL DRIVETRAIN AND AXLE TECHNICIAN – 150 HOURS

**COURSE #AER 0453: AUTOMOTIVE SUSPENSION AND STEERING TECHNICIAN –
150 HOURS**

**Automotive Steering and Suspension Systems
Theory, Operation, Diagnosis and Alignment
(150 hours)**

The student will study the theory and operation of steering and suspension systems and develop the knowledge and skills needed for diagnosis and repair of these systems. Alignment, testing, and diagnosis of modern vehicle systems will be emphasized.

**COMPLETED OCP E: AUTOMOTIVE SUSPENSION AND STEERING TECHNICIAN –
150 HOURS**

COURSE #AER 0418: AUTOMOTIVE BRAKE SYSTEM TECHNICIAN – 150 HOURS

**Basic Brakes
Brake System Theory, Operation, and Diagnosis
(60 hours)**

The student will study the theory and operation of automotive brake systems. Students will learn all aspects of the diagnosis, repair, and testing of brake systems including disc brakes, drum brakes, and power brake operation and repair.

**Antilock Brakes and Traction Control
Theory of Operation and Diagnosis
(90 hours)**

The student will study theory and operation, diagnosis and testing and repairs of, antilock brake and traction control of domestic and Asian vehicles. Also covered will be the new active brake systems installed on some newer vehicles.

COMPLETED OCP F: AUTOMOTIVE BRAKE SYSTEM TECHNICIAN – 150 HOURS

**COURSE #AER 0360: AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEM
TECHNICIAN – 300 HOURS**

**Scan Tools
Scan Tool Usage
(60 hours)**

This course is designed to introduce the student to proper Scan Tool usage. Basic DTC retrieval and live stream data reading and basic engine diagnosis will be emphasized.

**Electrical II
Advanced Electrical and Electronics Theory and Diagnosis (120 hours)**

This course will continue the study of automotive electricity and electronics. Beginning with Electronic Systems, we will study microprocessors, semi-conductors, digital devices and their theory and operation. The course will continue on to advanced troubleshooting and repair of electronic systems in today's sophisticated automobiles. The use of scan tools for the diagnosis of body electronics will be emphasized.

**Chassis Electronics/Networks and Multiplexing
Advanced Theory and Diagnosis (120 hours)**

This course will continue the studies of Electrical II and studies will center-around operation, diagnosis and testing of Chassis Electronic systems, operation, diagnosis, and testing of automotive electronics, operation and diagnosis of networks and multiplex systems.

***COMPLETED OCP G: AUTOMOTIVE ELECTRICAL/ELECTRONICS SYSTEM
TECHNICIAN –
300 HOURS***

COURSE #AER 0172: AUTOMOTIVE HEATING AND AIR CONDITIONING TECHNICIAN – 150 HOURS

**Automobile Heating and Air Conditioning
Theory and Operation of Auto HVAC Systems (60 hours)**

This course is designed to develop an understanding of the theory and operation of heating and air conditioning systems used in the modern automobile.

**Automobile Heating and Air Conditioning
Diagnosis and Repair (60 hours)**

This course will cover the diagnosis, trouble-shooting, and repair of modern automotive air conditioners.

**Air Management System Diagnosis and Repair
Advanced Diagnosis (30 hours)**

This course will cover the Diagnosis and Repair of Air Management Systems including computer controlled, automatic, and dual climate control.

COMPLETED OCP H: AUTOMOTIVE HEATING AND AIR CONDITIONING TECHNICIAN – 150 HOURS

COURSE #AER 0503: AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN – 300 HOURS

**Ignition System Operation and Diagnosis
Theory and Operation with Diagnosis and Repair Techniques
(75 hours)**

This course will cover the theory and operation of today's automobile ignition systems. Correct diagnosis and repair techniques will be included along with hands on practice.

**Fuel Systems, Emission Control and Essentials of Drivability
Theory and Operation with Diagnosis and Repair Procedures (90 hours)**

This course will cover the theory and operation of fuel systems, emission controls, and essentials of drivability. Correct diagnostic techniques and repair procedures will be covered in detail.

**Electronic Engine Controls
Theory and Operation with Diagnosis and Repair (60 hours)**

This course will introduce the student to the engine electronic control systems. Theory of Operation, diagnostics, testing, and repair will be emphasized. Fuel injection systems, EGR, evaporative emissions, PCV, fuel control, and microprocessors will be covered in detail.

**Advanced Drive Diagnosis and Repair
Advance Drivability Techniques
(75 hours)**

This course will continue the drivability curriculum introducing advanced drivability diagnosis. Course content will include but limited to drivability concerns caused by brake systems, steering and suspension systems, transmission and drive train, base engine issues, and engine performance diagnosis including controlled systems.

COMPLETED OCP I: AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN – 300 HOURS

OCCUPATIONAL COMPLETION POINTS & PROGRAM LENGTH

Occupational Completion Points	Class Hours
Automotive Services Assistor: OCP A	300
Automotive Engine Repair Technician: OCP B	150
Automatic Transmission and Transaxle Technician: OCP C	150
Manual Drivetrain and Axle Technician: OCP D	150
Automotive Suspension and Steering Technician: OCP E	150
Automotive Brake System Technician: OCP F	150
Automotive Electrical/Electronic System Technician: OCP G	300
Automotive Heating & Air-conditioning Technician: OCP H	150
Automotive Engine Performance Technician: OCP I	300
Total Program Hours	1800

CENTRAL STERILE PROCESSING TECHNICIAN

Course Code #H170222

COURSE DESCRIPTIONS

COURSE #HSC 0003: A BASIC HEALTHCARE WORKER - 90 HOURS

Content includes basic components of health care delivery system, communication and math skills, professional ethics and legal practices, professional ethics and employability skills, safe work practice, information technology, money management concepts, medical terminology, disease and infection control, critical thinking skills and team work. Two year cards for CPR for Health Care Worker and First Aid and Certificates for Domestic Violence 2-hour and HIV/AIDS 1-hour certificates will also be completed.

COURSE #HSC 0003: CENTRAL STERILE SERVICE MATERIALS MANAGEMENT - 150 HOURS

Content includes supply distribution systems and the principles of inventory control, methods of inventory control, the process of stock rotation; uses of sterility maintenance cover procedures for tracking the use of medical/surgical supplies, patient care equipment and specialty carts, methods of case cart preparation, the procedures for documenting supply and equipment charges, use of tamper evident seals, methods of reprocessing, process of recall for medical/surgical supplies.

Intro to Central Sterile Processing – 10 hours
Basic Human Anatomy – 15 hours
Microbiology – 10 hours
Infection Control – 15 hours
Central Sterile Processing Procedures – 50 hours
Assembly and Packaging – 50 hours

COURSE #HSC 0003: CENTRAL STERILE PROCESSING TECHNICIAN - 410 HOURS

Content includes the following skills competencies: locate, comprehend and evaluate key elements of oral and written information; present information formally and informally for specific purposes and audiences; employ critical thinking skills independently and in teams to solve problems and make decisions; employ interpersonal skills to resolve conflicts; identify and document workplace performance goals and monitor progress toward those goals; conduct technical research to gather information necessary for decision-making; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; demonstrate leadership and teamwork skills needed to accomplish team goals and objectives; identify relevant federal, state, and local guidelines, standards and regulations; demonstrate the function and workflow of the sterile processing department; recognize basic principles of microbiology; interpret and apply medical terminology and anatomical terms as they relate to equipment and supplies issued by central sterile service personnel; recognize how

central sterile service is involved in controlling infections in hospitals; describe nosocomial infections; describe how employees are protected under OSHA.

CSP Clinical 1 – 110 hours
 CSP Clinical 2 – 100 hours

CSP Clinical 3 – 100 hours
 CSP Clinical 4 – 100 hours

Occupational Completion Points	Class Hours
Basic Health Care Worker: OCP A	90
Central Sterile Service Materials Management: OCP B	150
Central Sterile Processing Technician: OCP C	410
Total Program Hours	650

Diesel System Technician I

Course Code Number: T650100

The purpose of the *Medium and Heavy Duty Truck and Bus Technician* program at Brewster Technical College is to provide realistic training to every individual entering the program and to enable the student to secure a job in the diesel/truck field and to satisfy their career goal. We are committed to providing quality educational opportunities equal to the critical changing manpower needs of the repair industry.

COURSE DESCRIPTIONS

COURSE #DIM 0101: DIESEL ENGINE MECHANIC/TECHNICIAN HELPER – 150 Hours

A1 – A2 Safety/Services (OCP B)	50 hours
A3 – A4 Safety/Services (OCP C)	50 hours
A5 - A6 Safety/Services (OCP D)	50 hours

This 150-hour course is divided into six 25-hour segments (classes A1 – A6). Classes include daily lectures, a weekly written test, and a final exam. A grade for the complete 150-hour segment will be awarded upon completion.

The orientation curriculum covers shop safety, proper use of shop equipment, tool room policy, use and safety of chemicals, identification of basic diesel components, how to work with hand tools correctly, explanation of precision measuring instruments, fasteners, fire prevention, and first aid concepts.

Of special importance is the concept of working in a team environment. All shop equipment and the Alldata information system is taught through pyramid learning in which one group of students teaches another necessary

skills. Throughout the program, group problem-solving methods are learned and utilized, and these skills will be eminently transferable into the professional environment.

COURSE #DIM 0102: DIESEL ELECTRICAL AND ELECTRONICS TECHNICIAN – 300 Hours

A1 – A2 Safety/Services	50 hours
C1 – C2 Electrical System	250 hours

In this course, students will learn about diesel electrical and electronic circuits, the tools necessary for measuring and testing for electricity (test light, DVOM, logic probe), and troubleshooting techniques for electrical problems using a computer interactive medium. Students will learn the basics of voltage, current, resistance, electrical system diagnosis/service, and how to read wiring diagrams, and . Emphasis is placed on diagnostic procedures and safety.

Course includes daily lectures, weekly written tests, and a final exam. Students learn electrical system service through the knowledge gained during lectures and practical experience gained in the shop and computer laboratory

COURSE #DIM 0104: DIESEL ENGINE TECHNICIAN – 300 Hours

A3 – A4 Safety/Services	50 hours
C1 – C2 Engine Theory & Repair	250 hours

Students will learn basic theory and repair of diesel engines.

Students will learn how to overhaul a diesel engine to correctly test and identify all types of mechanical and general oil system problems including overheating, excessive oil consumption, leaks, noises.

Through both lectures and practical experience in a live shop, students will obtain the knowledge necessary to correctly assemble a diesel engine. Students will learn how to measure tolerances of parts, correct machinery procedures on heads to diagnose mechanical problems, and will gain experience with valve jobs (regrinding valves, setting up springs, replacing push rods, and inspection of lifter assemblies). Instruction will include the correct procedure for crack inspection and pressure testing, identification of all components of cylinder head assembly and related engine components, and detailed explanations about all lubrication and cooling system diagnosis and repairs.

Students will gain factual understanding and insight into the board computer control system, which is the method used for diagnosing engine operating conditions (for example, idle speed, air induction, exhaust systems/exhaust brakes and fuel delivery). This course will provide students the knowledge they need to understand how the input and output system of this computer works and how it processes the information necessary to perform engine control functions.

COURSE #DIM 0105: DIESEL BRAKES TECHNICIAN - 300 Hours

A5 – A6 Safety/Services	50 hours
D1 – D 2 Brake System	250 hours

During this course, functions and components of drum and disc brakes will be explained in conjunction with the demonstration of proper service procedures of their systems. Attention will be focused on the proper use of brake servicing equipment to teach students the correct way to execute a complete service of brake systems. Power assist systems (hydraulic, vacuum, and air) will be explained, and students will learn how both brake hydraulic fluid and air are used to transfer energy within the brake system. To help students understand how and why different power systems work, the laws of friction and force will be presented and discussed.

Drum brake procedures will include the replacement of wheel cylinders and techniques to remove and replace brake linkages, adjusters, springs and shoes. Students will also learn how to measure and resurface brake drums using the appropriate equipment and the use of proper brake bleeding and adjusting procedures.

Disc brake services will include the inspection of disc brake calipers, disc pad replacement, measurement and resurfacing of disc brake rotors, and the use of appropriate equipment for measuring thickness, parallelism, and run-out.

The process of converting standard measurements to metric and vice-versa will be covered.

Students will learn the skills necessary to troubleshoot and repair brake systems. Fundamental operation, diagnosis, and service of anti-lock brake systems will be taught, and the role of electronic devices and the relationship computer controls have on braking systems will be explored.

Occupational Completion Points	Class Hours
Diesel Engine Mechanic/Technician Helper: OCP A	150
Diesel Electrical and Electronics Technician 1: OCP B	150
Diesel Electrical and Electronics Technician 2: OCP B	150
Diesel Engine Technician 1: OCP C	150
Diesel Engine Technician 2: OCP C	150
Diesel Brakes Technician 1: OCP D	150
Diesel Brakes Technician 2: OCP D	150
Total Program Hours	1050

DISTRIBUTION AND LOGISTICS MANAGEMENT

Course Code Number: M812040

The Distribution and Logistics Management program provides the opportunity to link education to the distribution industries and their retention. The success of today's workforce depends on the skill level and retention of personnel. Students will be encouraged to recognize and develop both personal and employment-related abilities. Nine hundred (900) hours of instruction are divided into units focusing on different skills critical to successful employment.

COURSE DESCRIPTIONS

COURSE #MNA 0088: CUSTOMER SERVICE SPECIALIST - 225 HRS.

Introduction to Distribution (55 hours)

Students will have knowledge of the organization, divisions of distribution, warehouse, and management of products. Students will be able to describe the responsibilities of each division and will know the differences between a revenue center and a support center. Additionally, students will make site visits to distribution centers.

Marketing and Economics (45 hours)

Students will learn the basic economic concept of supply and demand.

Human Relations Principles (56 hours)

Students will learn effective telephone etiquette and voice mail techniques. They will also identify effective business and sales ethics, up-selling, and closing techniques. Additionally, they will learn how to call in special orders and stock orders.

Effective Communication Skills (56 hours)

Students will identify the need for effective communication, describe factors that obstruct effective communication, give and follow directions, and apply negotiation techniques.

Workplace Readiness (10 hours)

Students will identify appropriate dress and grooming for the workplace. Students will be able to identify common terminology, important industrial distribution and management, and the employees' role in meeting expectations. Students will begin to develop a portfolio for job seeking purposes.

COMPLETED OCP A: CUSTOMER SERVICE PREPRESENTATIVE – 225 HOURS

COURSE #MKA 0631: BILLING CLERK - 225 HRS.

Computer Fundamentals (100 hours)

Students will apply keyboarding techniques in the workplace. Students will learn MS Outlook and email etiquette. Students will create, receive, and make attachments to e-mails.

Business Writing and Math Skills (100 hours)

Students will utilize a calculator to solve basic math equations and marketing problems. Students will be given weekly writing assignments pertaining to current industry events. Students will learn to navigate MS Excel and perform MS Excel dashboard functions.

Workplace Readiness (25 hours)

Students will identify industrial safety skills, review OSHA laws and guidelines as they pertain to shipping and receiving, and continue portfolio development.

COMPLETED OCP B: BILLING CLERK - 225 HOURS

COURSE# MKA 0632: STOCK CLERK - 150 HRS.

Inventory Control Operations (50 hours)

Students will learn to receive, inspect, price and stock merchandise.

Computerized Systems (100 hours)

Students will gain the necessary computer skills to display and interpret inventory screens, analyze computerized warehouse data, run/analyze inventory reports, maintain automated inventory files, and understand current pricing information.

COMPLETED OCP C: STOCK CLERK – 150 HOURS

COURSE # MKA 0633: SALES REPRESENTATIVE, WHOLESALE & MANUFACTURING – 300 HRS.

Distribution Applications (125 hours)

Students will identify industrial safety skills, understand the importance and the cost of physical distribution, and read basic blueprints. Students will also participate in a rotating internship component.

Workplace Readiness (50 hours)

Student will demonstrate the ability to meet employer expectations by demonstrating proof-by-example. Additionally, students will complete a professional resume, successfully demonstrate a professional job

interview, develop job search techniques, and write a standard thank you letter after an interview. Students will finalize their portfolios.

Student Internship

(175 hours)

Students will participate in off-site internships as assigned and approved by the instructor. Internships are collaborations between the instructor and business partners to provide the students direct exposure to and a hands-on participation in a distribution environment.

COMPLETED OCP D: SALES REPRESENTATIVE, WHOLESALE & MANUFACTURING – 300 HOURS

Occupational Completion Points	Class Hours
Customer Service Specialist: OCP A	225
Billing Clerk: OCP B	225
Stock Clerk: OCP C	150
Sales Representatives, Wholesale & Manufacturing: OCP D	300
Total Program Hours	900

EARLY CHILDHOOD EDUCATION

Course Code Number: E300100

The mission of the Early Childhood Education program is designed to meet the needs of students entering the child care industry by preparing them to be qualified child care professionals.

The program is designed to prepare individuals as child care professionals to assume major responsibilities in caring for and guiding the development of preschool-aged children. The curriculum encourages planning and implementation of activities to advance a child's physical, intellectual, social, and emotional development. Skills are obtained through classroom instruction, creating developmentally appropriate lesson plans, and activities, as well as on-site training at local child care centers.

Graduates will earn a state-issued Early Childhood Professional Certificate (ECPC) through the Department of Education and a Florida Staff Credential through the Department of Children and Families Child Care Training Office. This program also offers students National Child Development Associate certificate preparation prior to graduation.

Supervised work experience is an integral part of this program. Students will work with center-based programs serving children three-to-five years of age.

Program length: Six (6) months/600 clock hours, which include 120 classroom hours and a minimum of 480 supervised hours in field placement.

Students are required to complete a screening (finger-printing) and background check. As a condition of employment, some facilities may require drug screenings.

Occupational Outlook: In a continuing effort to serve the needs of students in technical programs, Hillsborough Community College agrees to award college credit for Brewster Technical College's Early Childhood Education program graduates toward the Associate in Science degree in the Child Care Center Management program. This agreement makes it possible for students who have completed the Early Childhood Education program at Brewster Technical College to receive up to nine (9) hours of college credit at Hillsborough Community College. There is a continuing need for quality people in the Child Care industry. The profession continues to grow so the opportunities await the enterprising ambitious Brewster graduate.

OCCUPATIONAL COMPLETION POINTS & PROGRAM LENGTH

COURSE DESCRIPTIONS

COURSE #HEV 0870: CHILD CARE WORKER 1 OF 2 – 150 HOURS

Planning a safe and healthy learning environment (30 hours)

As we work on the state's 30 hour mandated training, students identify rules and regulations governing childcare. Students plan and maintain a healthy, safe learning environment. Since child care employees are mandated reporters of child abuse and neglect, the physical and behavioral signs of abuse and neglect are emphasized.

Supporting children's social and emotional development (30 hours)

Students learn to guide the social and emotional development of preschool children. They also identify various observation and recording methods and then progress to demonstrating these methods in the preschool classroom.

State Mandated Exams (50 hours)

National CDA Portfolio Prep (10 hours)

Internship I (30 hours)

As we study what a preschool teacher should do in the preschool classroom, students practice these skills daily in a licensed childcare center. In this initial phase, students observe the teachers in the preschool classroom and begin to interact with the preschool children.

COMPLETED OCP A: CHILD CARE WORKER 1 of 2 – 150 HOURS

COURSE #HEV 0871: CHILD CARE WORKER 2 of 2 – 150 HOURS

Understanding principles of child development and learning (30 hours)

Students will be able to analyze theories of child development, as well as identify and apply principles of child development, both typical and atypical (birth through age eight). Students will analyze how nutrition, environment, heredity, and health status influence the development of the child. The students plan and implement food service and nutrition education.

Observing and recording children's behaviors (30 hours)

Students will be able to recognize appropriate methods of guidance and plan and implement classroom management techniques for preschoolers. Students will demonstrate how schedules, spaces, and experiences create environments that promote children's total growth and development. They will apply knowledge of program elements needed to create a successful developmentally appropriate curriculum.

State Mandated Exams (50 hours)
CDA Notebook Prep (10 hours)

Internship II (30 hours)

In the childcare center, Students apply the principles of child development, plan and implement food service and nutrition education, and create a developmentally appropriate curriculum.

COMPLETED OCP B: CHILD CARE WORKER 2 of 2 – 150 HOURS

COURSE #HEV 0872: TEACHER AIDE (PRESCHOOL) – 150 HOURS
Managing an effective program operation (25 hours)

Students will identify and demonstrate communication skills related to child care. They will also demonstrate mentor skills for team building and collaboration. Students will demonstrate an appropriate use of technology for the child care profession.

Advancing children’s physical and intellectual development (25 hours)

Students will identify the characteristics of an environment that is conducive to language use and plan, establish, and implement a developmentally appropriate emergent literacy program. Students will guide the cognitive development and general knowledge of preschool children. Students will also describe developmentally appropriate guidance and activities for infants and toddlers.

State Mandated Exams (30 hours)
CDA Notebook Prep (40 hours)
Internship III (30 hours)

Students will implement an environment that is conducive to language use and acquisition. Students will display interpersonal relationship skills.

COMPLETED OCP C: TEACHER AIDE – 150 HOURS
COURSE #HEV 0873: PRESCHOOL TEACHER – 150 HOURS
Building productive relationships with families (25 hours)

Students will develop intercommunication with family and identify community resources that provide services or assistance to children in the community. Students will also plan and provide for developmentally appropriate care-giving environments for students with special needs. Students will demonstrate activities that are anti-biased, nonviolent and from a multicultural perspective. Students will describe the history of school age childcare and the development and diversity of school age children.

Maintaining a commitment to professionalism

(25 hours)

Students will demonstrate professionalism, as well as the ability to motivate children and interact professionally with children, parents, and staff. Students will create, implement, and evaluate lesson plans. They will also plan and implement developmentally appropriate motor development activities for preschool children. In addition, students will guide the creative development of preschool children which reflects various approaches to learning. Students will analyze recent trends/developments in brain research and current research trends and issues in early childhood education.

State Mandated Exams

(10 hours)

CDA Notebook Prep

(50 hours)

Internship IV

(40 hours)

Students will demonstrate the ability to provide for inclusion of children with special needs.

COMPLETED OCP D: PRESCHOOL TEACHER – 150 HOURS

Occupational Completion Points	Class Hours
Child Care Worker 1: OCP A	150
Child Care Worker 2: OCP B	150
Preschool Teacher Aide: OCP C	150
Preschool Teacher: OCP D	150
Total Program Hours	600

Child Care Center Operations – 45 hours (7 weeks)

Course Code #V200206

HOME HEALTH AIDE

Course Code Number: H170604

This position is critical people in the health care field. Home Health Aides attend to the personal health and well-being of homebound patients. They must clearly communicate with patients, and consider social and economic impacts of their decisions.

COURSE DESCRIPTIONS

COURSE #HSC0003: Basic Healthcare Worker - 90 HOURS

Introduction to Health Science Education

(90 hours)

In this introductory course students will demonstrate a knowledge of the health care delivery system and health occupations, medical terminology, the ability to use interpersonal skills, legal and ethical responsibilities, an understanding (and application) of wellness and disease concepts; computer literacy, a knowledge of blood borne diseases, including AIDS, and employability skills.

COURSE #HSP0330: Home Health Aide - 75 HOURS

The student will be able to obtain specified information from patients and family members. Use verbal and written information to assist with patient's care plan. Recognize and report signs of abuse, physical verbal and substance abuse. They will be able to perform physical comfort and safety functions such as maintain a clean and safe home environment.

Occupational Completion Points	Class Hours
Basice Healthcare Worker: OCP A	90
Home Health Aide: OCP B	75
Total Completion Hours	165

PHARMACY TECHNICIAN

Course Code Number: H170500

Pharmacy Technicians are assuming an increasingly vital role within the health care industry. As a member of the Pharmacy team, the Pharmacy Technician can be found in the hospital, home health, retail, and mail order settings. The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists. Graduates are eligible to take the certification examination offered by the Pharmacy Technician Certification Board (P.T.C.B.).

Graduates have been employed by

- Retail Pharmacies
- Hospitals
- Mail Order Pharmacies
- Home Health Agencies

The job placement rate for the program is 90%

Program length: Twelve months (includes clinical practicum in a retail and hospital pharmacy). Individuals whose career goal is to work in a retail/community pharmacy can achieve the occupational completion point of a “retail pharmacy technician” in 4 ½ months.

Students and graduates may be required to submit to security checks (Level I & II screenings) by the Florida Department of Law Enforcement and abuse screening by the Department of Children and Family Services; they are required to pass random drug screenings at the students' expense. Many health care facilities will not employ persons who have been involved in criminal offenses.

OCCUPATIONAL COMPLETION POINTS & PROGRAM LENGTH

COURSE DESCRIPTIONS

Introduction to Health Science Education

(90 hours)

In this introductory course students will demonstrate a knowledge of the health care delivery system and health occupations, medical terminology, the ability to use interpersonal skills, legal and ethical responsibilities, an understanding (and application) of wellness and disease concepts; computer literacy, a knowledge of blood borne diseases, including AIDS, and employability skills.

In addition, students will recognize and practice safety and security procedures, respond to emergency situations, and practice infection control procedures. The student will also apply basic math and science skills. **(Pharmaceutical accentuation)** Following the successful completion of the core, the student is eligible to take the national Internet certification examination (NOCTI) with instructor approval and the completion of a portfolio.

Ambulatory Care Pharmacy Nomenclature (15 hours)

In this course, students will develop and augment their knowledge of top brand and generic medications dispensed in retail settings. This will be done by classifications and/or systems, including vitamins, minerals, and electrolytes; blood modifiers; hormones; respiratory; cardiovascular; central nervous system; anti-infective; topical; antineoplastic and miscellaneous medications.

Introduction to Ambulatory Care Practice (75 hours)

This introductory course serves as a foundation for the Pharmacy Technician Retail Program. Essential components of the course include Pharmacist & Pharmacy Technician training and education, licensure, and certification, pharmacy practice settings, drug information resources, terminology and abbreviations, duties and responsibilities, medication dosage forms, routes of administration, computer technology, purchasing and inventory control, receiving and processing prescriptions, and medication errors in ordering and dispensing medications.

Pharmacology for Ambulatory Care (60 hours)

This course will be a comprehensive overview of the top medications currently dispensed in retail settings. This will be done by classifications and/or systems, including vitamins, minerals, and electrolytes; blood modifiers; hormones, both endocrine and reproductive; respiratory; cardiovascular; central nervous system; anti-infective; topical; antineoplastic and miscellaneous medications. Emphasis will be on indications, dosages, strengths, as well as significant side effects, precautions, and patient warnings.

Pharmaceutical Compounding (15 hours lab)

Students will develop, strengthen, and demonstrate knowledge of basic pharmacy compounding skills including equipment and techniques used in weighing and measuring pharmaceuticals, reconstitution of medications, incorporating solids and liquids in ointments and/or creams, and proper cleaning of equipment.

Ambulatory Care Pharmacy Lab

(75 hours lab)

Students will develop, strengthen, and demonstrate knowledge of the practice of the retail pharmacy including the following areas: preparing outpatient prescriptions, negative and positive formulary, appropriate oral and telephone communication skills, inventory control, ordering, billing, patient profiles, and appropriate reference books. Also covered will be non-legend medications.

Ambulatory Care Pharmacy Clinical Practicum

(120 hours lab)

Student will be assigned to an area pharmacy indicative of a retail pharmacy setting. The students will begin to familiarize themselves with the role of the Pharmacy Technician and begin to apply the knowledge that they have gained during the theoretical and skills lab component of the program. Students will be in clinical practicum five hours per day. The student will keep a daily logbook describing their daily experiences. At any time during the clinical setting or in the classroom, the instructor can audit the logbook. Students will return to the classroom during this period at the discretion of the instructor.

COMPLETED OCP A: COMMUNITY PHARMACY TECHNICIAN - 405 HOURS

Institutional Pharmacy Nomenclature

(15 hours)

In this course students will develop and augment their knowledge of the top oral and injectable brand and generic medications dispensed by institutional and home health settings. This will be done by classifications and/or systems including vitamins, electrolytes, and minerals; hormones; respiratory; cardiovascular; central nervous; anti-infective; topical; antineoplastic and miscellaneous medications.

Introduction Institutional Pharmacy

(75 hours)

This course serves as a foundation for the Pharmacy Technician Institutional Program. Essential components of the course include the following areas: institutional and home health pharmacy practice; institutional policy and procedures and medication distribution systems; aseptic technique and intravenous admixture program; quality assurance process; repackaging pharmaceuticals; order entries; receiving and processing medication orders including patient profiles, selecting drug products, and filling and checking medication orders; and medication errors in ordering and dispensing medications. This course is designed to facilitate the students' performance in the institutional pharmacy lab, as well as their clinical institutional practicum experience.

Institutional Pharmacology (60 hours)

This course will be a comprehensive overview of the top oral and injectable medications currently dispensed by institutional and home health settings. This will be done by classifications and/or systems including vitamins, minerals and electrolytes; blood modifiers; hormones, both endocrine and reproductive; respiratory; and cardiovascular medications. Emphasis will be on indications, dosages, strengths, as well as significant side effects, precautions, patient warnings, and proper storage.

Pharmaceutical Calculations (60 hours)

In this course students will be exposed to and master the fundamentals of calculations including measures of length, weight and volume concerning the metric, apothecary, avoirdupois, and household systems; equivalency conversions between different systems; ratio and proportion; concentrations and dilutions dosage and flow rate calculations; moles; equivalents; osmolality; isotonicity; pH; and safe dosage preparation.

I.V. Admixtures Lab I (60 hours lab)

Students will develop, strengthen, and demonstrate knowledge of parenteral preparations and clinical practice in aseptic technique; and assembling intravenous admixtures including large volumes; syringes; piggybacks; and special systems using syringes, needles, ampoules, and vials.

**OCP B-3
Pharmaceutical Nomenclature (15 hours)**

This course is designed to be a comprehensive review to enhance the student's knowledge of current brand and generic name medications being dispensed by classification and/or systems including vitamins, minerals, and electrolytes; blood modifiers; hormones; respiratory; cardiovascular; central nervous system; anti-infective; topical; antineoplastic and miscellaneous medications.

**OCP B-3
I.V. Admixtures Lab II (30 hours lab)**

Students will develop, strengthen, and demonstrate knowledge of Parenteral preparations and clinical practice in aseptic technique in the preparation of Total Parenteral Nutrition (TPN) orders and cytotoxic and hazardous drug orders.

**OCP B-2
Prerequisite: Completion of I.V. Admixtures Lab I with a minimum of "C."
Institutional Pharmacy Lab (30 hours lab)**

The course is designed to introduce students to the practice of institutional pharmacy in the following areas: unit dose packaging; unit dose dispensing; cart fills; cassette exchange;

narcotic dispensing; floor stock; patient profiles; formularies; billing; inventory control; pharmaceutical reference sources; ordering; and oral and telephone communication skills.

OCP B-3

Institutional Pharmacy Lab II

(30 hours lab)

Students will be assigned to an area pharmacy indicative of an institutional pharmacy setting. Students will begin to familiarize themselves with the role of the Pharmacy Technician and begin to apply the knowledge that they have gained during the theoretical and skills lab components of the program. The students will be in clinical practicum five hours per day. Students will continue to build upon knowledge acquired during the hospital pharmacy practicum. Students will keep a daily logbook describing their daily experiences. The instructor can audit the logbook at any time during the clinical setting or in the classroom. Students will return to the classroom during this period at the discretion of the instructor.

COMPLETED OCP B: PHARMACY TECHNICIAN (1050 HOURS)

Occupational Completion Points	Class Hours
Basic Healthcare Worker: OCP A	90
Pharmacy Technician 1: OCP B	360
Pharmacy Technician 2: OCP B	300
Pharmacy Technician 3: OCP B	300
Total Program Length	1050

WEB DEVELOPMENT

Course # Y700100

Offers a broad foundation of knowledge and skill to prepare students to design, code, and publish websites that can work with mobile technology, tablets, and desktop formats. After successfully completing this program, students will be able to design dynamic and responsive websites and apply their knowledge of website design and coding principles, and website management.

PSAV	
Program Number	Y700100
CIP Number	0511080100
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the <u>Program Structure</u> section.
CTSO	Phi Beta Lambda BPA
SOC Codes (all applicable)	15-1151 – Computer User Support Specialists 15-1199 – Computer Occupations, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Additional skills covered: HTML 5, CSS 3, Bootstrap, PHP, My SQL

Web Development prepares students for employment as a Web Designer or Assistant Web Designer.

Certifications include: Microsoft MTA, Exams 98-382 & 383

PROGRAMS FOR ADULTS WITH DISABILITIES

MERCHANDISE HANDLER TRAINING

Course Code Numbers: S990002/ S990004

The On-Site Job Training program is designed to train adults with special needs in specific job-related skills. The training locations are at Macy's Brandon.

The main focus of this program is to teach merchandise-handling skills at an actual job site, allowing these skills to be practiced and mastered. Students are given the opportunity to be trained in many areas throughout the store. Each 11 students are awarded a certificate upon course completion.

The targeted audience is individuals with disabilities over the age of 18 who desire assistance with job skills that will lead to employment.

Students register for this on-site job training program that meets four days per week. In addition to merchandise handling training, students also attend classes in employability and socialization skills.

Program Length: Varies up to 10 months according to individual needs.

LITERACY & WORK RELATED SKILLS

REACH @ ST. JOSEPH'S HOSPITAL

STAGES @ USF

For more information, call (813) 276-5464 Ext. 2028

ACADEMIC PROGRAM OFFERINGS

ADULT BASIC EDUCATION (ABE)

This program is designed to assist individuals who need to upgrade their basic academic skills to attain literacy, to enter the GED program, or to enter vocational high vocational training programs. After TABE testing, students are allowed to enroll in classes, which will offer individualized instruction in reading, math, and language skills. Students placed in ABE classes pay block tuition based on Florida residency. Books and materials are provided in the classroom for student use. Students may choose to purchase their own books.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The ESOL program offers limited English speaking students assistance to English speaking students with instruction in reading, writing, grammar, vocabulary development, and conversation skills. Listening skills and pronunciation skills are also emphasized in the Language Laboratory to enhance conversation skills. Placement into ESOL levels is achieved through testing in reading and listening, as well as oral communication skills. These skills may assist students entering vocational training programs, obtaining jobs, or obtaining a GED.

Students placed in ESOL classes pay block tuition based on Florida residency. Books and materials are provided in the classroom for student use. Students may choose to purchase their own books.

GED™

The purpose of this program is to prepare individuals to successfully pass the GED examinations. Those interested may take the official GED practice test at no charge to determine if they need to enroll in preparatory classes. This individualized, self-paced program provides instruction in the five areas of study: math, reading, science, social studies, and writing skills.

Students in classes for GED preparation pay block tuition based on Florida residency. Persons eighteen (18) years of age or older may take the GED examinations. Persons sixteen (16) or seventeen (17) years of age must apply for special permission to take the GED examinations (guidance counselors will furnish information regarding this process). Upon successfully passing the GED examinations, students receive a high school diploma issued by the State of Florida.



Hillsborough Technical Colleges

The Office of Financial Aid is Virtual



2021-22 Financial Aid Available



Android
MyStudentAid

PLEASE ADD ALL FEDERAL CODES TO YOUR
FAFSA
Office of Financial Aid

Aparicio-Levy
041942

Brewster
015158

Erwin
005594



iPhone

Who is Eligible

- ❖ U.S. Citizens
- ❖ Eligible Non-Citizens with resident card
- ❖ High School Diploma, GED, Homeschooled

What You Will Need

- ❖ Have 2019 IRS (1040, 1040A, 104EZ) documents available
- ❖ Preferable to use the IRS Data Retrieval Tool
- ❖ Copy of High School Transcript or diploma

Under 24 years old/Dependent:

- ❖ May need parents' information and IRS documents

FAFSA HELP DESK
1-800-433-3243
M-F 8 AM- 11 PM
Sat & Sun 11 AM - 5PM

How to Apply

Create FSA ID

<http://studentaid.gov>

An FSA ID must be created.

Student and parent will need an FSA ID if student is dependent.

ID# _____

Password: _____

Email _____

Complete the FAFSA

www.studentaid.gov

Use your FSA ID and complete the 21-22 FAFSA. ***Mobile App Available***

myStudentAid

What to do next:

You will receive a processed e-mail. Contact the Office of Financial Aid to determine your financial aid award.

Student may be required to provide taxes:

Tax Filers

- ❖ Need 2019 Tax Return Transcript
 - Go to [IRS.gov/transcript](https://irs.gov/transcript) to download or have mailed to you. OR
 - Call 1-800-908-9946

Non-Tax Filers

- ❖ 2019 Wage and Income Transcript
 - ❖ 2019 Verification of non-filers letter
- Call IRS at 1-800-829-3676**
Press 1 - English
Press 3 - Other Info.
Press 1 - Personal/Ind. Taxes

If student needs to make an appointment with the IRS
Call: (844) 545-5640

Georgene Diaz

Financial Aid Advisor
Georgene.diaz@HCPS.NET
813-231-1638

Yakara Hernandez

Financial Aid Support
yakara.hernandez@HCPS.NET
813-231-1633

Terrylynn Muniz

Financial Aid Support
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Tammy Alexander

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VA Questions/Concerns
Scholarship/Vouchers/Sponsors

Millie Kieffer

813-231-1635
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General Questions

FAX 813-231-1670