



Aparicio-Levy · **Brewster** · Erwin

# STUDENT HANDBOOK/CATALOG 2024-2025



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

School District Website: [www.hillsboroughschools.org](http://www.hillsboroughschools.org)

ALTC Website:

[www.hillsboroughschools.org/ALTC](http://www.hillsboroughschools.org/ALTC)

BTC Website:

[www.hillsboroughschools.org/Brewster](http://www.hillsboroughschools.org/Brewster)

ETC Website:

[www.hillsboroughschools.org/Erwin](http://www.hillsboroughschools.org/Erwin)

# Hillsborough Technical Colleges

Aparicio-Levy · Brewster · Erwin

## STUDENT HANDBOOK/CATALOG

2024-2025

### Contact Information

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

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

**Publication Date: July 30, 2024**

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

## Institutional Accreditation

***All Hillsborough Technical Colleges are accredited by:***

Council on Occupational Education (COE)

and

Cognia (formerly AdvancEd), accreditation division of Southern Association of Colleges and Schools,  
Council on Accreditation and School Improvement (SACS CASI)

***Hillsborough Technical Colleges are approved for training by:***

Florida Department of Veterans Affairs, State Approving Agency

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

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

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



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

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

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



**SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA  
(November 2023 – November 2024)**

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Nadia Colms  
Patricia “Patti” Rendon  
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**HILLSBOROUGH COUNTY PUBLIC SCHOOLS MISSION & VISION STATEMENTS**

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

**Vision:** Preparing students for life.

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Workforce Connections Officer  
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Director of Workforce and Continuing Education  
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Jesse Salters

Brewster Principal  
Neil Risher

Erwin Principal  
Sharon Tumicki

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS**

District Offices:  
901 E. Kennedy Boulevard  
Tampa, FL 33602  
(813) 272-4000  
[www.hillsboroughschools.org](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](mailto:pansy.houghton@hcps.net)

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

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

## **STATEWIDE COURSE NUMBERING SYSTEM (SCNS)**

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

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

# DEPARTMENTS & SERVICES

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

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

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

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

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

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

# ADMISSIONS & REGISTRATION

## ADMISSIONS AND TESTING

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

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

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

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

All HTC campuses offer a Basic Skills Assessment at their location, when requested. There is a \$10 testing fee (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 9<sup>th</sup> grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, (2) possess a college degree at the Associate in Applied Science level or higher from an approved, accredited postsecondary institution, (3) are currently serving as an active duty member of any branch of the United States Armed Services or (4) pass an approved industry certification exam. Please see Student Services for full details.

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

## HTC STEPS TO ENROLLMENT – CAREER CERTIFICATE

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

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

The Student Services School counselor (may also be known as a "Program Advisor") will verify all the above information, officially register the student, and provide the student with the following:

1. Financial Aid Fact Sheet which includes school specific code and contact information.
2. Program specific information.
3. Program specific fee sheet.

Next Steps for Students:

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

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

## TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

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

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

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

A student requesting transfer of credit must submit a copy of his/her official transcript before class begins, preferably at or before program registration. This will ensure that the teacher has sufficient time to review the transcripts, determine the number of credits eligible to be transferred, and calculate the student's correct entry date.

Students must complete a minimum of 50 percent of a program at a Hillsborough Technical College (HTC). Consequently, no more than 50 percent of the required clock hours for program completion will be accepted as transfer credit toward graduation from a HTC.

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

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

## **TRANSFERRING BETWEEN HTC PROGRAMS**

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

## **TRANSFER OF CREDIT BETWEEN HTC PROGRAMS**

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

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

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

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

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

## **RE-ADMISSION OF FORMER HTC STUDENTS**

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

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

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

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

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

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

CASAS Goals scores must be current.

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

## **TRANSFER OF CREDIT FROM A HTC PROGRAM**

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

## 2024-2025 School Year

### Student Calendar

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

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

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

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

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

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

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

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

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

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

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

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

July Tentative 2025-2026 Calendar 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	21	22	23	24	C	26
27	28	29	30	31		

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

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

Calendar Year: July 1 - June 30

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

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

**Hillsborough County**

PUBLIC SCHOOLS

Preparing Students for Life

Subject to change v09.19.2023

## 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:	<a href="http://www.hillsboroughschools.org/ALTC">www.hillsboroughschools.org/ALTC</a>
BTC Website:	<a href="http://www.hillsboroughschools.org/Brewster">www.hillsboroughschools.org/Brewster</a>
ETC Website:	<a href="http://www.hillsboroughschools.org/Erwin">www.hillsboroughschools.org/Erwin</a>

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

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

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

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

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

## STUDENT TUITION ACCOUNTS AND TUITION PAYMENTS

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

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

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

- Florida Bright Futures (FBF)
- Florida Pre-Paid Tuition (FPT)
- Outside agency scholarships
- Internal HTC scholarships
- Other state or local agencies

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

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

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

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

**Money Back Guarantee Program Florida House Bill 1507.**

Self-Pay students must be enrolled in the eligible program on or after July 1, 2022, to be eligible. Self-Pay Students who enroll and complete any of the Money-Back Guarantee programs and are not employed within six months after graduation, are eligible to receive 100% of their paid tuition back.

Hillsborough Technical College express full confidence in its students and their ability to smoothly transition into demanding professional environments. We believe in your potential to succeed, to the extent that we are prepared to refund your tuition fees if you are unable to secure employment in your chosen field of study for the eligible program listed.

**Eligible programs for Money Back Guarantee:**

- Emergency Medical Technician
- Dental Assisting
- Medical Assisting
- HVAC

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

**Qualifying Criteria**

To qualify for the HTC Employment Guarantee, graduates must meet the following criteria:

- Successfully complete the entire program with a minimum grade point average of 2.50.
- Maintain good financial standing with HTC.
- Be legally eligible for employment in the United States.

- Meet minimum attendance requirements, a 90% attendance rate, unless an excused absence is approved due to circumstances such as a family bereavement or significant illness.
- Possess no criminal background that would hinder employment within the chosen career field.
- Be open to traveling or relocating to a new market in order to secure employment within the field.
- Demonstrate a documented job search, including a minimum of 20 applications submitted to companies related to the program of study.
- Seek resume and employment assistance from Career Source within three months of completing the program of study.
- Pass all embedded credential exams:
  - Emergency Medical Technician
  - Dental Assisting
  - Medical Assisting
  - HVAC

Refund Request Form can be obtained from your program counselor.

**Waivers and Exemptions:**

Death Benefits for First Responder Beneficiaries: Florida Statute SB 7098 creates s. 112.1912, F.S. and S. 295.061, F.S., that require the state to waive the cost of tuition and certain fees of the child or spouse of a deceased first responder or deceased active-duty service member of the United Armed Forces incurs at a career center, Florida College System (FCS) institution or state university.

- The amount waived must be in an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours.
- The child or spouse may attend a state career center, an FCS institution, or a state university on either a full-time or part-time basis.
- The benefits provided to a child under this subsection must continue until the child’s 25<sup>th</sup> 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 10<sup>th</sup> anniversary of that death.
- If any child or spouse who receives a waiver in accordance with this subsection fails to comply with the ordinary and minimum requirements regarding discipline and scholarship of the institution attended, such benefits must be withdrawn so long as such delinquency continues. Only a student in good standing in their respective institution may receive the benefits provided in this subsection.
- A child or spouse receiving benefits under this subsection must be enrolled according to the customary rules and requirements of the institution attended.

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

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

## FEES

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

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

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

## BOOKSTORE

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

**Methods of Payment:** Money orders or certified bank checks are preferred methods of payment. When credit/debit cards are used for payments, a \$10 usage fee will be added each time a credit/debit card is used. No personal checks are accepted. No 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 of the student's withdrawal date.

**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 of the student’s withdrawal date.

## **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 School Administrators) are available to provide assistance or address your concerns. However, please observe the following steps to seek resolution before bringing your issue or concern to an administrator: First, speak to your instructor. If you feel your issue or concern remains unresolved, please see your school counselor, then an administrator.

## CAREER PLANNING

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

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

## SERVICES FOR STUDENTS WITH SPECIAL NEEDS

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

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

# ACADEMIC POLICIES

## ATTENDANCE POLICIES

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

### **Effective Date of Withdrawals:**

1. Withdrawal for 3 consecutive days no contact = the next school day
2. Student notifies staff of intent to withdraw = last day of attendance
3. Graduation = last day of the final course in the program

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

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

## GRADING SYSTEM

**Grading System:** The grading system is as follows, with the letter grade and the corresponding weight:

A = 4.00   B = 3.00   C = 2.00   D = 1.00   F = 0.00

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

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



## GRADE POINT AVERAGE

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

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

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

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

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

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

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

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

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

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

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

## GRADUATION REQUIREMENTS

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

- Achieved required scores on the Basic Skills Assessment or met a state-approved exemption, 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, under Hillsborough County Public Schools, by Cognia (formerly AdvancEd) – the accreditation division of Southern Association of Colleges & Schools.

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

## **CONFIDENTIALITY OF STUDENT RECORDS**

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

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

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

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

## **EMPLOYMENT GUARANTEE DISCLAIMER**

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

## **JOB PLACEMENT ASSISTANCE**

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

## **PROGRESS REPORTS**

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

## **TRANSCRIPTS**

Transcripts are requested through each College's website.

The student's account must be cleared, with no outstanding debts to the school, 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:	<a href="http://www.hillsboroughschools.org/ALTC">www.hillsboroughschools.org/ALTC</a>
BTC Website:	<a href="http://www.hillsboroughschools.org/Brewster">www.hillsboroughschools.org/Brewster</a>
ETC Website:	<a href="http://www.hillsboroughschools.org/Erwin">www.hillsboroughschools.org/Erwin</a>

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

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

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

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

Campus	Federal Code
Aparicio-Levy Technical College	<b>041942</b>
Brewster Technical College	<b>015158</b>
Erwin Technical College	<b>005594</b>

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

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

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

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

## TYPES OF FINANCIAL ASSISTANCE

**Federally Funded Title IV Grants:** Students must have a standard high school diploma or GED from a regionally accredited school.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

**State Funded Grants:**

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

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

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

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

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

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

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

## **SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DISBURSEMENT OF FINANCIAL AID**

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

- Students must maintain an overall cumulative GPA of at least 2.0 on a 4.0 scale.
- Students are allowed up to 150 percent of the scheduled clock hours to complete their program, but they only receive financial aid for 100 percent of the program hours. Thereafter, the student must self-pay for any additional hours he/she needs to finish the coursework and complete their program.
- Students must complete the required number of competencies within the time frame as defined by the individual's program guidelines for the evaluation period.

### **Students' Rights & Responsibilities with SAP**

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

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

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

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

**Appeals, Financial Aid Probation, and Academic Plans:** When a student is in danger of losing FSA eligibility because he/she failed to make satisfactory progress, he/she may appeal that result to the SAP Committee on the basis of: injury or illness, the death of a relative, or other special circumstances. The appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. The school determines that he/she should be able to meet the standards after the subsequent payment period or if an academic plan has been developed that, when followed,

will ensure that he/she will meet the standards by a specific time. Students who fail the satisfactory progress check after the end of the probationary payment period may only continue to receive aid if they successfully appeal, or there is a developed academic plan, and they are meeting its requirements. For specific instructions, contact a Financial Aid Advisor in the Financial Aid office and consult the Consumer Information section each individual college website (see chart below).

ALTC Website:	<a href="http://www.hillsboroughschools.org/ALTC">www.hillsboroughschools.org/ALTC</a>
BTC Website:	<a href="http://www.hillsboroughschools.org/Brewster">www.hillsboroughschools.org/Brewster</a>
ETC Website:	<a href="http://www.hillsboroughschools.org/Erwin">www.hillsboroughschools.org/Erwin</a>

***Academic Probation Status, Denial Status, and Reinstatement of Financial Aid:*** Probation status will not prevent a student from receiving financial aid. The probationary period (one payment period) is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the Satisfactory Academic Progress standards after the probationary period, denial status will be imposed. Denial status will prevent the student from receiving any Federal Title IV, state, or institutional financial assistance from that point forward, until such time as the student meets all Satisfactory Academic Progress standards. A student’s financial aid will be reinstated once he/she meets all Satisfactory Academic Progress standards.

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

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

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

## PELL GRANTS

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

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

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

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

***Policies for Return to Title IV:*** Federal financial aid (Title IV funds) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student



withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grants withdraws after beginning a program, the amount of Title IV grant assistance earned by the student (based on the amount of time the student has been physically present in class) must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be repaid. If the student received less Federal Student Aid than the amount earned, a post-withdrawal disbursement will be made.

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

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

- a) The student has earned more than already received: The student may be eligible for an additional Title IV disbursement (post-withdrawal disbursement). The student will be notified of the amount owed to him/her and the date the post-withdrawal disbursement check will be available, in accordance with federal guidelines.
- b) The student has earned exactly what he/she has already received: When the calculation determines that the student has already been paid the exact amount earned, no further action in the Federal Government Disbursement system is required. A calculation is done at by the Financial Aid office to determine if there is a tuition credit balance in the student's account. If a credit balance exists, a refund check will be processed, and the student will be notified of the date it will be available.
- c) The student has earned less than already received: When this situation arises, the Financial Aid office determines the unearned aid that must be returned to the Title IV Program (Pell). The Financial Aid office notifies the student of the overpayment amount and gives the student an opportunity to repay the amount to the Technical College to whom it owes. Two types of repayment may be necessary: (1) the amount that the student owes the technical college, and/or (2) the amount the student owes the federal government (U.S. DOE). If the student is unwilling or unable to return the funds that are owed, the Financial Aid office will forward to the U.S. DOE the student's name, Social Security number, and other relevant information. The student is then notified that the matter has been turned over to the government. Then it is the institution's responsibility to notify the National Student Loan Data Services for Students (NSLDS) of the overpayment that the student received but did not earn, and this may impact the student's ability to receive financial assistance at other colleges and universities.

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

ALTC Website:	<a href="http://www.hillsboroughschools.org/ALTC">www.hillsboroughschools.org/ALTC</a>
BTC Website:	<a href="http://www.hillsboroughschools.org/Brewster">www.hillsboroughschools.org/Brewster</a>
ETC Website:	<a href="http://www.hillsboroughschools.org/Erwin">www.hillsboroughschools.org/Erwin</a>

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

## **SCHOLARSHIPS**

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

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

## **SPONSORING AGENCIES**

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

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

## VETERANS' INFORMATION

Each HTC is approved for the training of qualified veterans and their dependents. Veterans and other students will be responsible for initiating all documentation for Veterans Administration (VA) education benefits. The student will need to submit the required VA documentation at the time of program registration. Evaluation of prior postsecondary training, experience, or education is required. Transcripts must be provided at the time of registration. The school's application process and registration must be completed before a student can be certified and starts 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](http://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](http://www.GIBILL.va.gov), Interactive Voice Response (IVR) at 1-877-823-2378, or by calling a GI Bill representative at 1-888-442-4551.

Beginning with terms on or after August 1, 2021, students using their Post-9/11 GI Bill® (Chapter 33) benefit at a non-college degree (NCD) facility will be required to verify their enrollment at the beginning of each month to receive their Monthly Housing Allowance (MHA). To streamline the verification process, VA is encouraging students to sign up for text messaging. To do so, students can contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to ensure VA has their mobile phone number.

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

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

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

## **CONSTITUTION DAY**

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

## **VOTER REGISTRATION INFORMATION**

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

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

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

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

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

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

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

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

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

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

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

For additional information, you may call 1-800-872-5327. Individuals who use TDD may use the Federal Relay Service. Questions may be asked at: [www.ed.gov/answers](http://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 School counselor or Assistant Principal to set up the meeting.

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

## ACADEMIC DISHONESTY

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

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

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

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

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

**Copyright Policy:** The Federal copyright law governs the duplication, distribution, use and display or performance of all copyrighted materials, including printed matter, audiovisual materials, television programs, computer software and the Internet. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages. Nonprofit status or public ownership does not provide a haven for the law; and public schools are subject to its provisions just as are other agencies and businesses. However, there are exemptions which provide some latitude for the use of copyrighted materials for instructional purposes under the doctrine known as "fair use." These exemptions, while helpful in facilitating instructions, do not apply for non-instructional purposes such as reward or motivation.

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

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

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

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

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

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

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

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

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



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

## **ACTIVITIES CALENDAR**

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

## **ACCIDENTS & INJURIES**

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

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

## **ADVISORY COMMITTEES**

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

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

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

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

## ALCOHOL AND DRUG ABUSE PREVENTION PLAN

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

Hotlines and Information Lines:

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

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

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

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

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

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

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

## ATTENDANCE

**Clocking In/Out:** Students use their ID badges to clock in and out for each session on a dedicated computer in designated locations (see the Appendix for locations on specific technical college campus). The computer records the exact minute the student scanned his/her badge. Students are to clock in and be in their seats prepared to begin before the start of each session. (See the Appendix for individual technical college program attendance requirements.) Due to updated technology, teachers at some sites are currently manually entering student attendance through the CIS attendance roster.

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

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

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

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

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

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

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

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

## BADGES

Hillsborough Technical Colleges students are required to wear their school-issued ID badge while on campus or on school business. ID Badges are to be worn above the waist with the photograph facing outward. 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 that are listed below. Abuse of these policies will result in disciplinary action.

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

## CIVILITY STATEMENT

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

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

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

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

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

## CLERY ACT

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

The “Clery Act” is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. Jeanne’s parents, Connie and Howard, discovered that students hadn’t been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the “Crime Awareness and Campus Security Act of 1990.” The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and it was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally name the law in memory of Jeanne Clery. The law was most recently amended in 2000 to require schools, beginning in 2003, to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained. <http://offender.fdle.state.fl.us/offender/Search.jsp>

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

## CODE OF CONDUCT

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

1. All students are expected to conduct themselves in an acceptable manner and reflect the goals and purposes of HTC in their campus behavior.
2. Cheating and plagiarism are serious offenses which will result in a zero for the assignment, test, etc., with the possibility of suspension or withdrawal. Cheating is defined as giving or taking of information or materials with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade. Plagiarism, considered literary theft, involves copying/passing off answers, ideas, or words of another as one’s own.
3. Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, is a violation of Hillsborough County School Board policies. Reference the Policy Manual at: <https://web.hillsboroughschools.org/policymanual/detail/255>. Students found violating this policy are subject to withdrawal and referral to the appropriate law enforcement agency.
4. Possession on school property, and/or school activities, of knives, firearms, weapons, ammunition, and/or other explosive devices is prohibited. Violations of this policy may result in suspension and other disciplinary action and/or referral to law enforcement agencies.
5. MAJOR STUDENT VIOLATIONS: The following are very serious violations and will likely result in suspension, with a possibility of withdrawal. Some of the following also result in law enforcement personnel being involved.

This is not an all-inclusive list.

- a. Threatening, assaulting, battering, or physically injuring students or school personnel.
- b. Theft, extortion, damage, or misuse of school and private property.
- c. Noncompliance with instructions of administrators, teachers, or other school personnel.
- d. Unlawful protest, marches, and picketing.
- e. Anyone contributing to the delinquency of a minor.
- f. Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities.
- g. Use of profane or abusive language.
- h. School disruptions.
- i. Carrying or using weapons and dangerous instruments.
- j. Sending false fire alarms or bomb threats.
- k. Vandalism and defacing school property.
- l. Inappropriate use of attendance scanning devices (scanning in for another student and/or asking another student to scan in for you).

## **DISCIPLINARY ACTIONS**

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

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

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

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

## DRESS CODE

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

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

- 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 people not enrolled in the course. All recordings must have prior instructor approval.

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

## **FINANCIAL MATTERS**

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

Money orders or certified bank checks are preferred methods of payment. When credit/debit cards are used for payments, a \$10 usage fee will be added each time a credit/debit card is used. No personal checks are accepted. No cash 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**

All complaints should be addressed at the level closest to the aggrieved. Most student grievances can be resolved at the school level through informal conferences with school personnel. If efforts to resolve a grievance with the school administration have not been successful, then a student/parent can reach out to the Regional Superintendent to investigate the complaint.

If efforts to resolve the complaint with the Regional Superintendent are unsuccessful and the student/parent decides to move their complaint to a grievance, then the following Formal Grievance form (SB60801, Rev 05/2016) must be completed and submitted to the principal and copied to the Office of Employee Relations.

### **Institutional Accreditation Agency – Grievance:**

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

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

<http://www.fldoe.org/academics/career-adult-edu>

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

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

## PERSONAL PROPERTY

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

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

## SAFETY AND SECURITY

### “See Something, Say Something.”

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

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

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

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

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

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

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

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

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

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

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

## **TRANSPORTATION**

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

## **VISITORS**

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

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

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

## **WEAPONS**

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

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

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

## APPENDIX BREWSTER TECHNICAL COLLEGE



### CAMPUS INFORMATION

**History:** Brewster Technical College traces its origins to 1925, and its name to former University of Minnesota professor Henry W. Brewster and his wife Florence. The Brewster family, who relocated to Florida, donated land for the school to be built with the stipulation that it must always be occupied by a school teaching technical skill. It did not take long for the new school to prove its worth as the “Opportunity School”. At the time of its inception Brewster was the largest and most complete institution of its kind.

Brewster has celebrated over 90 years of excellence and partnership with the business community, we are ever committed to setting a standard of pride and excellence in academic and technical career arenas. We are guided by our vision to be recognized by a business and industry as a leading educator of students prepared to secure employment and compete in the ever-changing workforce.

**Overview:** Brewster Technical College is a public postsecondary technical school that is part of the School District of Hillsborough County.

Brewster Technical College offers programs at our main campus at 2222 North Tampa Street, Tampa, Florida 33602. The school's main office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, with additional evening hours until 9:00 p.m., Monday through Thursday.

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 which has developed many partnerships, cooperative agreements, and apprenticeships over the years, and these committees are a valuable resource for our graduate's seeking employment.

**Name Change:** Brewster Technical Center's name was changed to Brewster 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 changes on the transcripts became effective on January 21, 2015, for students graduating on or after that date.

## CONTACT INFORMATION

### **Administrative Office**

(813) 276-5448

### **Student Services**

(Information about Admissions and Programs)

(813) 276-5464

### **Campus Address**

2222 North Tampa Street  
Tampa, FL 33602

Phone: (813) 276-5448

Fax: (813) 276-5769

Website:

[www.hillsboroughschools.org/brewster](http://www.hillsboroughschools.org/brewster)

### **Institutional Accreditation Information**

All schools within the Hillsborough County Public School system are accredited by the 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 Brewster Technical College has been given by the Florida Department of Education (FLDOE) and COE.

## PHILOSOPHY STATEMENTS

**Vision Statement:** Preparing students for life and the workforce.

**Mission Statement:** To provide a technical education and the support which enable each adult student to excel as a successful and responsible community member.

## CAMPUS PROCEDURES

### ATTENDANCE POLICIES

#### Attendance

Students are expected to attend every school day unless an emergency exists that prevents attendance. **Students not in class during class time are not to be on campus. Loitering is not permitted.**

#### General Attendance Guidelines

##### Adult Education Courses

##### ESOL, Career and College Readiness, AAAE, ABE, & GED®

1. Students who find it necessary to leave school during the school day must inform their instructor(s).
2. Students enrolled in academic courses will be allowed 6 absences per semester for a total of 12 absences per year.
3. Three tardies equal one absence. Arriving late 15 minutes or less is considered 1 tardy. Leaving 15 minutes or less before the end of class is considered 1 tardy. Arriving late 16 minutes or more is considered 1 absence. Leaving 16 minutes or more before the end of class is 1 absence. The accumulation of 3 tardies equals 1 absence.
4. Students who accumulate 6 or more absences in one semester are subject to withdrawal. Student may be considered for enrollment for the following semester.
5. Recurrent withdrawals for excessive absences or behavioral issues will impact any students' future enrollment opportunities at Brewster.



## Attendance Guidelines for Technical Programs

**Students in Technical programs must refer to the program guides for attendance policy.**

**I.D. Scanners** - Technical training programs are equipped with I.D. Scanners. Student Identification badges are used to verify attendance. Students are responsible for keeping accurate time records. Scanning in for other students is a serious violation and the students will be subject to withdrawal. If any student neglects to scan his/her I.D. badge, the unaccounted time will be recorded as time absent.

Due to updated technology, teachers at some sites are currently manually entering student attendance through the CIS attendance roster.

**NOTE:** *These attendance policies do not supersede any stricter attendance requirements of some technical programs, i.e. health or licensing programs or those of other educational participating agencies.*

## Bereavement Policy

**Policy** - In the unfortunate event that the student experiences a personal tragedy or trauma, such as, a death in the family, or personal injury or harm, please rest assured that Brewster's Administrative Office stands ready to assist and accommodate the student in the aftermath. If you should suffer the loss of a parent, guardian, sibling, spouse, roommate, or other person close to you, your program advisor has the authority to provide several special accommodations.

**Procedure** – If you experience a personal tragedy or trauma, please notify or have a roommate, friend, or family member notify your program advisor, who will then immediately contact your instructor and ask him/her to assist you when you are ready and able to resume your studies. Your program advisor will also gladly help you access support resources in the local community if there is a need. Upon the students' return to campus, please arrange to meet with your program advisor to discuss options and strategies for catching up with missed academic work and for completing the program successfully. Among the options available through the program advisor to assist students in tragic situations are the following:

- Alternate arrangements for completing coursework or being evaluated in a course.
- A course load reduction
- Incompletes in one or more courses

If you and your family believe it is not in your best interest to complete the program, the options to withdraw or take a personal leave of absence are also available. If withdrawal seems the best course of action, a tuition credit may be applied for a future semester.

We recognize that in the immediate aftermath of a tragic loss or injury, the farthest thing from your mind may be your academic situation. However, when you are ready and able to resume your studies or to take appropriate steps affecting your academic future, we at Brewster will help you in any way we can.

## **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.*).

## **LOST AND FOUND**

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

Brewster Technical College is not responsible for lost or stolen items while on campus.

## **LUNCH INFORMATION**

All students are responsible for providing their own lunch and cleaning their eating area.

Brewster Technical College is an open campus located by many eating establishments located within driving and walking distance of the campus.

Vending machines are available in the cafeteria area.

## ORIENTATION

Program Advisors conduct an orientation session to introduce students to the policies and procedures of the program and the school. During the orientation session, students will receive materials and information to assist them as they enter their program of choice.

## PARKING

Student vehicles driven to school must have a valid parking tag clearly displayed in the front windshield area. Cars are to be parked in areas identified with **red** parking blocks or in marked auxiliary grass lots. Please drive slowly and be alert to pedestrians in the parking lot. Blue is for vehicles with Disabled parking identification. Green is for faculty and staff. Yellow is for visitors. Vehicles parked in unauthorized areas are subject to ticketing.

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

## REMEDICATION

Remediation assistance and referrals are available for students. Any student who was required to take the TABE and scored below the minimum skills level in any area will be counseled to enroll in an Adult Basic Education (ABE) course at BTC or another Hillsborough Technical College. Classes may include a combination of teacher-student and computer-based instruction that will be compiled to specifically target areas of deficiency. The cost for an ABE class is \$45 per block (January – June or July – December). Following completion of remediation lessons, students will be re-tested in the TABE sub-test 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 ABE instructors.

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 Brewster Technical College's campus for the 2017-18 through 2019-20 school years are as follows:

	<u>2020-21</u>	<u>2021-22</u>	<u>2023-2024</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

### SMOKING POLICY

The state law on a smoke-free workplace will be enforced. There will be no smoking and no use of tobacco products inside the building, in designated non-smoking areas, nor near doors/entrances to the building.

Electronic cigarettes **may not** be used.

Students who do not observe this policy will be subject to disciplinary action.

### 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) 276-5448. 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 and local service agencies. All arrangements for group tours are scheduled through the Student Services Office (813) 276-5464.

<h3>ALCOHOL AND DRUG ABUSE PREVENTION PLAN</h3>
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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. Brewster 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 Brewster 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% 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 33614-2712  
(813) 933-9123  
[www.aatampa-area.org](http://www.aatampa-area.org)

Crisis Center of Tampa Bay  
One Crisis Center Plaza  
Tampa, Florida 33613-1238  
(813) 264-9955 or Dial 2-1-1  
[www.crisiscenter.com](http://www.crisiscenter.com)

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

COVE Behavioral Health  
4422 E Columbus Drive, Tampa, FL (main facility)  
1463 Oakfield Drive, #113, Brandon, FL 33511 (outpatient facility)  
813-384-4000  
[www.covebh.org](http://www.covebh.org)

Hillsborough County Anti-Drug Alliance  
4612 North 56<sup>th</sup> Street (ACTS building)  
Tampa, FL 33610  
(813) 238-4034  
[www.hcada.com](http://www.hcada.com)

StopRx Drug Abuse  
3300 Henderson Blvd., #208, Tampa, FL 33609  
(813)842-3073  
[www.stoprxdrugabuse.org](http://www.stoprxdrugabuse.org)

Detoxification  
Operation PAR, Inc.  
The Highpoint  
6150 150th Ave N, Clearwater, FL 33760  
(727)499-2335  
[www.operationpar.org](http://www.operationpar.org)

## COURSE CATALOG Program Descriptions

Brewster Technical College offers 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.

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.



DAY TIME PROGRAM Unless otherwise noted	LENGTH OF STUDY		ESTIMATED^ TOTAL COST for FL Resident	START DATES	CASAS Goals STANDARDS	
	Clock Hours	Months*			Reading	Math
Automotive Service Technology	1800	19	\$10,020	Jan 2025	239	241
Central Sterile Processing Technology	650	7	\$2,425	March 2024	239	236
Diesel Systems Technician 1	1050	12	\$8,100	Aug 12, 2024	239	236
Early Childhood Education • ECPC & CDA • Childcare Center Operations Director	600	6	\$2,900	Aug. 12, 2024	239	236
	45	-	\$270.88	Aug. 13, 2024	N/A	N/A
Pharmacy Technician	1050	12	\$4,700	Jan. 2025	244	245
Web Development	1050	10	\$3,669	TBD	239	236
ADULT EDUCATION <i>\$10 Registration fee and \$10 Activity fee Paid annually</i>						
ABE/GED – Self-paced	450	PER SEMESTER	\$45	OPEN ENROLLMENT	CASAS Goals TEST REQUIRED (By Appointment Only)	
ESOL (Day and Evening)	450	PER SEMESTER	\$45	Aug 12, 2024	CASAS TEST REQUIRED (By Appointment Only)	
PROGRAMS FOR ADULTS WITH INTELLECTUAL DISABILITIES						
Literacy & Work-Related Skills	450	PER SEMESTER	\$45	OPEN ENROLLMENT	Caminiti or Brewster Tech College	
					Add \$22.50 annually for insurance	
REACH @ St. Joseph's Hospital				By appt. only		
STAGES @ USF				By appt. only		

## AUTOMOTIVE SERVICE TECHNOLOGY

Program Length	State Program Number	CIP Code
1800 Clock Hours	I470608	0647060405

FLDOE State Curriculum Framework:

<http://www.fldoe.org/acadmics/career-adult-edu/career-tech-edu/curriculum-frameworks/2021-22-frameworks/transportation-Automotiveservicetechnology.stml>

Link: Automotive Service Technology (I407608)

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

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

Florida Resident Tuition (1800 clock hours)	Fees	Estimated Tools/Books/Supplies	Certification Exams
\$5256	\$223	\$1395	\$165

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

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

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

**Licensure Information:** Students will take the ASE industry certification tests while enrolled in the programs. However, two years full time work experience in the field is required for the individual to be certified in a specific area. Each 2 months of school counts as 1 month toward those two years requirement.

**Career Information (SOC Codes):**

<http://www.onetonline.org/link/summary/49-3023>

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

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

**COURSE DESCRIPTIONS**

**COURSE #AER 0014: OCP A AUTOMOTIVE SERVICES ASSISTOR - 300 HRS**

**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.

**COURSE #AER 0110: OCP B ENGINE REPAIR TECHNICIAN – 150 HRS**

**Engine Repair Technician (150 hours)**

The students will study the function of the engine and its related systems. Diagnostics, repair procedures and measurements are included.

**COURSE #AER 0257: OCP C 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 Diagnostic (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.

**COURSE #AER 0274: OCP D 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.

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

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

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.

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

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

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.

**COURSE #AER 0360: OCP G 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.

**COURSE #AER 0172: OCP H 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, troubleshooting, 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.

**COURSE #AER 0503: OCP I 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***

## CENTRAL STERILE PROCESSING TECHNOLOGY

Program Length	State Program Number	CIP Code
650 clock hours	H170222	0351101201

FLDOE State Curriculum Framework:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2021-22-frameworks/health-science.stml>

Link: Central Sterile Processing (H170222)

**Program Information:** The program is 650 clock hours. This program is taught in English, in a traditional classroom setting with a clinical portion in a hospital environment. A full-time day and evening program is offered. Day class meeting 5 days a week and a part-time evening program, meeting 4 nights per week.

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

Florida Resident Tuition 650 clock hours	Fees	Estimated Tools/Books/Supplies	Certification Exams
\$1898	\$210	\$285	\$125.00

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

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

**Licensure Information:** Graduates are eligible and highly encouraged to take the exam through the International Association of Hospital Central Service Materiel Management (IAHCMM).

**Career Information (SOC Codes):** <http://www.onetonline.org/link/summary/31-9093>

OCP	Course #	Course Title	Class Hours	SOC Code
A	HSC0003	Basic Health Care Worker	90	31-9093
B	STS0019	Central Sterile Service Materials Management	150	31-9093
C	STS0013	Central Sterile Processing Technician	410	31-9093



## **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 teamwork. 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

### DIESEL SYSTEM TECHNICIAN I

Program Length	State Program Number	CIP Code
1050 clock hours	T650100	0647061305

**FLDOE State Curriculum Framework:**

<http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2021-22-frameworks/dieselsystemstechnician1.stml>

Link: Diesel Technician I (T650100)

**Program Information:** The program is 1050 clock hours. This program is taught in English, in a traditional classroom/shop setting. This program is taught daytime only, Mondays through Fridays, and takes approximately 12 months to complete.

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

Florida Resident Tuition 1050 clock hours	Fees	Estimated Tools/Books/Supplies	Certification Exams
\$3066	\$165	\$2503	\$350

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

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

OCP	Course #	Course Title	Length	SOC Code
A	DIM0101	Diesel ENG Mechanic/Tech Helper	150 hrs.	49-3031
B	DIM 0102	Diesel Electrical and Electronics Technician	300 hrs.	49-3031
C	DIM 0103	Diesel Engine Technician	300 hrs.	49-3031
D	DIM 0104	Diesel Brakes Technician	300 hrs.	49-3031

**Licensure Information:** Graduates are eligible to take individual ASE exams once hired in industry.

**Career Information (SOC Codes)**

<http://www.onetonline.org/link/summary/49-3031.00>

**Program Description:**

The purpose of the *Diesel Systems Technician 1* 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**

**Occupational Completion Point: A**

**DIESEL ENGINE MECHANIC/TECHNICIAN HELPER – 150 Hours**

The Diesel Engine Mechanic/Technician Helper course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study shop and personal safety skills, basic diesel components, tools and equipment, occupational safety, engine operation, and workplace employment skills.

<b>CTE Standards and Benchmarks</b>	
01.0	Proficiently explain and apply required shop and personal safety tasks--The student will be able to:
01.01	Identify basic shop organization and management regulations.
01.02	Identify and apply general and required shop safety rules and procedures.
01.03	Utilize safe procedures for handling of tools and equipment.

01.04	Identify and use proper placement of floor jacks and jack stands.
01.05	Identify and use proper procedures for safe lift operation.
01.06	Utilize proper ventilation procedures for working within the lab/shop area.
01.07	Identify marked safety areas.
01.08	Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment.
01.09	Identify the location and use of eye wash stations.
01.10	Identify the location of the posted evacuation routes.
01.11	Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.
01.12	Identify and wear appropriate clothing for lab/shop activities.
01.13	Secure hair and jewelry for lab/shop activities.
01.14	Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits.
01.15	Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HDD) lamps, ignition systems, injection systems, etc.).
01.16	Locate and demonstrate knowledge of Safety Data Sheets (SDS).
01.17	Assist in activities and job tasks, in accordance with local, state, and federal safety and environmental regulations.
01.18	Identify and comply with personal and environmental safety practices associated with the handling, storage, and disposal of chemicals and hazardous materials.
02.0	Identify the basic diesel components and functions--The student will be able to:
02.01	Identify types of bearings and their uses.
02.02	Identify seals, gaskets, and fasteners.
02.03	Identify drive power train components and functions.
02.04	Identify threaded fasteners by size, type, thread series, thread classes, material hardness, and compatibility
03.0	Explain and apply required tasks associated with the proper use and handling of tools and equipment--The student will be able to:
03.01	Identify tools and their usage in automotive applications.
03.02	Identify standard and metric designation.
03.03	Demonstrate safe handling and use of appropriate tools.
03.04	Demonstrate proper cleaning, storage, and maintenance of tools and equipment.
03.05	Demonstrate proper use of precision measuring tools (i.e. micrometer, dial-indicator, dial-caliper, etc.).
04.0	Identify principles, assemblies, and systems of engine operation--The student will be able to:
04.01	Explain the basic principles in the operation of the four-stroke-cycle diesel engine

04.02	Identify engine assemblies and systems.
04.03	Explain the operating principles of two-and-four-stroke-cycle engines.
04.04	Identify the equipment of two-and-four-stroke-cycle engines.
04.05	Identify governor types and their operating principles.
05.0	Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services--The student will be able to:
05.01	Identify information needed and the service requested on a repair order.
05.02	Identify purpose and demonstrate proper use of fender covers, mats.
05.03	Demonstrate use of the three C's (Concern, Cause, and Correction).
05.04	Review vehicle service history.
05.05	Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.
05.06	Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.)
06.0	Demonstrate workplace employability skills related to personal standards and work habits/ethics--The student will be able to:
06.01	Reports to work daily on time; able to take directions and motivated to accomplish the task at hand.
06.02	Dresses appropriately and uses language and manners suitable for the workplace.
06.03	Maintains appropriate personal hygiene.
06.04	Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc.
06.05	Demonstrates honesty, integrity and reliability.
06.06	Complies with workplace policies/laws
06.07	Contributes to the success of the team, assists others and requests help when needed.
06.08	Works well with all customers and coworkers.
06.09	Negotiates solutions to interpersonal and workplace conflicts.
06.10	Contributes ideas and initiative.
06.11	Follows directions.
06.12	Communicates (written and verbal) effectively with customers and coworkers.
06.13	Reads and interprets workplace documents; writes clearly and concisely.
06.14	Analyzes and resolves problems that arise in completing assigned tasks.
06.15	Organizes and implements a productive plan of work.
06.16	Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks.
06.17	Identifies and address the needs of all customers, providing helpful, courteous, and knowledgeable service and advice as needed.

**COURSE #DIM 0102**

**Occupational Completion Point: B**

**DIESEL ELECTRICAL AND ELECTRONICS TECHNICIAN – 300 Hours**

**Course Description:**

The Diesel Electrical and Electronics Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study general electrical systems, batteries, starting, charging, lighting, gauges, warning devices, and related electrical system diagnostics, service, and repair.

**For every task in Diesel Electrical and Electronics Technician, the following safety task must be strictly enforced:**

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

The first task in Diesel Electrical and Electronics Technician is to listen to and verify the operator’s concern, review past maintenance, and repair documents, and determine necessary action.

<b>CTE Standards and Benchmarks</b>	
07.0	Diagnose and repair general electrical systems--The student will be able to:
07.01	Read and interpret electrical/electronic circuits using wiring diagrams.
07.02	Check continuity in electrical/electronic circuits using appropriate test equipment.
07.03	Check applied voltages, circuit voltages, and voltage drops in electrical/electronic circuits using appropriate test equipment.
07.04	Check current flow in electrical/electronic circuits and components using appropriate test equipment.
07.05	Check resistance in electrical/electronic circuits and components using appropriate test equipment.
07.06	Locate shorts, grounds, and opens in electrical/electronic circuits.
07.07	Diagnose parasitic (key-off) battery drain problems; perform tests; determine needed action.
07.08	Inspect and test fusible links, circuit breakers, relays, solenoids, and fuses; replace as needed.
07.09	Inspect and test spike suppression devices; replace as needed.
07.10	Check frequency and pulse width signal in electrical/electronic circuits using appropriate test equipment.
08.0	Diagnose and repair battery systems--The student will be able to:

08.01	Identify battery type; perform appropriate battery load test; determine needed action.
08.02	Determine battery state of charge using an open circuit voltage test.
08.03	Inspect, clean, and service battery; replace as needed.
08.04	Inspect and clean battery boxes, mounts, and hold downs; repair or replace as needed.
08.05	Charge battery using appropriate method for battery type.
08.06	Inspect, test, and clean battery cables and connectors; repair or replace as needed.
08.07	Jump start a vehicle using jumper cables and a booster battery or auxiliary power supply using proper safety procedures.
08.08	Perform battery capacitance test; determine needed action.
08.09	Identify and test low voltage disconnect (LVD) systems; determine needed repair.
09.0	Diagnose and repair starting systems--The student will be able to:
09.01	Perform starter circuit cranking voltage and voltage drop tests; determine needed action.
09.02	Inspect and test components (key switch, push button and/or magnetic switch) and wires and harnesses in the starter control circuit; replace as needed
09.03	Inspect and test starter relays and solenoids/switches; replace as needed.
09.04	Remove and replace starter; inspect flywheel ring gear or flex plate.
10.0	Diagnose and repair charging systems--The student will be able to:
10.01	Test instrument panel mounted volt meters and/or indicator lamps; determine needed action.
10.02	Identify causes of a no charge, low charge, or overcharge problems; determine needed action.
10.03	Inspect and replace alternator drive belts, pulleys, fans, tensioners, and mounting brackets; adjust drive belts and check alignment.
10.04	Perform charging system voltage and amperage output tests; perform AC ripple test; determine needed action.
10.05	Perform charging circuit voltage drop tests; determine needed action.
10.06	Remove and replace alternator.
10.07	Inspect, repair, or replace cables, wires, and connectors in the charging circuit.
11.0	Diagnose and repair lighting systems--The student will be able to:
11.01	Interface with vehicle's on-board computer; perform diagnostic procedures using recommended electronic service tool(s) (including PC based software and/or data scan tools); determine needed action.
11.02	Identify causes of brighter than normal, intermittent, dim, or no headlight and daytime running light (DRL) operation.
11.03	Test, aim, and replace headlights.
11.04	Test headlight and dimmer circuit switches, relays, wires, terminals, connectors, sockets, and control components/modules; repair or replace as needed.

11.05	Inspect and test switches, bulbs/LEDs, sockets, connectors, terminals, relays, and control components/modules of parking, clearance, and taillight circuits; repair or replace as needed.
11.06	Inspect and test instrument panel light circuit switches, relays, bulbs/LEDs, sockets, connectors, terminals, wires, and printed circuits/control modules; repair or replace as needed.
11.07	Inspect and test interior cab light circuit switches, bulbs/LEDs, sockets, low voltage disconnect (LVD), connectors, terminals, wires, and control components/modules; repair or replace as needed.
11.08	Inspect and test tractor-to-trailer multi-wire connector(s); repair or replace as needed.
11.09	Inspect, test, and adjust stoplight circuit switches, bulbs/LEDs, sockets, connectors, terminals, wires and control components/modules; repair or replace as needed.
11.10	Inspect and test turn signal and hazard circuit flasher(s), switches, relays, bulbs/LEDs, sockets, connectors, terminals, wires and control components/modules; repair or replace as needed.
11.11	Inspect and test reverse lights and warning device circuit switches, bulbs/LEDs, sockets, horns, buzzers, connectors, terminals, wires and control components/modules; repair or replace as needed.
12.0	Diagnose and repair gauges and warning devices--The student will be able to:
12.01	Interface with vehicle's on-board computer; perform diagnostic procedure, verify instrument cluster operations using recommended electronic service tool(s) (including PC based software and/or data scan tools); determine needed action.
12.02	Identify causes of intermittent, high, low, or no gauge readings; determine needed action.
12.03	Identify causes of data bus-driven gauge malfunctions; determine needed action.
12.04	Inspect and test gauge circuit sensor/sending units, gauges, connectors, terminals, and wires; repair or replace as needed.
12.05	Inspect and test warning devices (lights and audible) circuit sensor/sending units, bulbs/LEDs, sockets, connectors, wires, and control components/modules; repair or replace as needed.
12.06	Inspect, test, replace, and calibrate (if applicable) electronic speedometer, odometer, and tachometer systems.
13.0	Diagnose and repair related electrical systems--The student will be able to:
13.01	Interface with vehicle's on-board computer; perform diagnostic procedures using recommended electronic service tool(s) (including PC based software and/or data scan tools); determine needed action.
13.02	Identify causes of constant, intermittent, or no horn operation; determine needed action.
13.03	Inspect and test horn circuit relays, horns, switches, connectors, wires, clock springs, and control components/modules; repair or replace as needed.
13.04	Identify causes of constant, intermittent, or no wiper operation; diagnose the cause of wiper speed control and/or park problems; determine needed action.



13.05	Inspect and test wiper motor, resistors, park switch, relays, switches, connectors, wires and control components/modules; repair or replace as needed.
13.06	Inspect wiper motor transmission linkage, arms, and blades; adjust or replace as needed.
13.07	Inspect and test windshield washer motor or pump/relay assembly, switches, connectors, terminals, wires, and control components/modules; repair or replace as needed.
13.08	Inspect and test side view mirror motors, heater circuit grids, relays, switches, connectors, terminals, wires, and control components/modules; repair or replace as needed.
13.09	Inspect and test heater and A/C electrical components including: A/C clutches, motors, resistors, relays, switches, connectors, terminals, wires, and control components/modules; repair or replace as needed.
13.10	Inspect and test auxiliary power outlet, integral fuse, connectors, terminals, wires, and control components/modules; repair or replace as needed.
13.11	Identify causes of slow, intermittent, or no power window operation; determine needed action.
13.12	Inspect and test motors, switches, relays, connectors, terminals, wires, and control components/modules of power window circuits; repair or replace as needed.
13.13	Inspect and test block heaters; determine needed repairs.
13.14	Inspect and test cruise control electrical components; repair or replace as needed.
13.15	Inspect and test switches, relays, controllers, actuator/solenoids, connectors, terminals, and wires of electric door lock circuits.
13.16	Check operation of keyless and remote lock/unlock devices; determine needed action.
13.17	Inspect and test engine cooling fan electrical control components/modules, wiring; repair or replace as needed.
13.18	Identify causes of data bus communication problems; determine needed action.

**COURSE #DIM 0104**

**Occupational Completion Point: C**

**DIESEL ENGINE TECHNICIAN – 300 Hours**

**Course Description:**

The first task in Diesel Engine Technician is to listen to and verify the operator’s concern, review past maintenance, and repair documents, and determine necessary action.

The Diesel Engine Technician course also prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study engine, cylinder head, valve train, engine block, lubrication, cooling, air induction, exhaust, fuel, and engine brakes diagnostics, service, and repair.

**For every task in Diesel Engine Technician, the following safety task must be strictly enforced:**

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations.

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### **CTE Standards and Benchmarks**

14.0	General engine diagnosis and repair--The student will be able to:
14.01	Inspect fuel, oil, Diesel Exhaust Fluid (DEF) and coolant levels, and condition; determine needed action.
14.02	Identify and diagnose the causes of engine fuel, oil, coolant, air, and other leaks; determine needed action.
14.03	Listen and interpret engine noises; determine needed action.
14.04	Observe engine exhaust smoke color and quantity; determine needed action.
14.05	Check and diagnose no cranking, cranks but fails to start, hard starting, and starts but does not continue to run problems; determine needed action.
14.06	Identify and diagnose causes of engine surging, rough operation, misfiring, low power, slow deceleration, slow acceleration, and shutdown problems; determine needed action.
14.07	Identify and diagnose engine vibration problems; determine needed action.
14.08	Check, record, and clear electronic diagnostic (fault) codes; monitor electronic data; determine needed action.
14.09	Perform air intake system restriction and leakage tests; determine needed action.
14.10	Perform intake manifold pressure (boost) test; determine needed action.
14.11	Perform exhaust back pressure test; determine needed action.
14.12	Perform cylinder compression test; determine needed action.
15.0	Cylinder head and valve train diagnosis and repair--The student will be able to:
15.01	Inspect cylinder head for cracks/damage; check mating surfaces for warpage; check condition of passages; inspect core/expansion and gallery plugs; determine needed action.
15.02	Disassemble head and inspect valves, guides, seats, springs, retainers, rotators, locks, and seals; determine needed action.
15.03	Measure valve head height relative to deck, valve face-to-seat contact; determine needed action.
15.04	Inspect injector sleeves and seals; measure injector tip or nozzle protrusion; perform needed action.
15.05	Inspect valve train components; determine needed action.
15.06	Reassemble cylinder head.

15.07	Inspect, measure, and replace/reinstall overhead camshaft; measure/adjust end play and backlash.
15.08	Inspect electronic wiring harness and brackets for wear, bending, cracks, and looseness; determine needed action.
15.09	Inspect and adjust valve bridges (crossheads); adjust valve clearances and injector settings.
15.10	Remove, clean, inspect for visible damage, and replace cylinder head(s) assembly.
15.11	Clean and inspect threaded holes, studs, and bolts for serviceability; determine needed action.
15.12	Inspect pushrods, rocker arms, rocker arm shafts, and blocked oil passages; perform needed action.
15.13	Inspect cam followers; perform needed action.
16.0	Engine block diagnosis and repair--The student will be able to:
16.01	Perform crankcase pressure test; determine needed action
16.02	Remove, inspect, service, and install pans, covers, gaskets, seals, wear rings, and crankcase ventilation components.
16.03	Disassemble, clean, and inspect engine block for cracks/damage; measure mating surfaces for warpage; check condition of passages, core/expansion and gallery plugs; inspect threaded holes, studs, dowel pins, and bolts for serviceability; determine needed action.
16.04	Inspect cylinder sleeve counter bore and lower bore; check bore distortion; determine needed action.
16.05	Clean, inspect, and measure cylinder walls or liners for wear and damage; determine needed action.
16.06	Replace/reinstall cylinder liners and seals; check and adjust liner height (protrusion).
16.07	Inspect in-block camshaft bearings for wear and damage; determine needed action.
16.08	Inspect, measure, and replace/reinstall in-block camshaft; measure/adjust end play.
16.09	Clean and inspect crankshaft for surface cracks and journal damage; check condition of oil passages; check passage plugs; measure journal diameter; determine needed action.
16.10	Inspect main bearings for wear patterns and damage; replace as needed; check bearing clearances; check and correct crankshaft end play.
16.11	Inspect, install, and time gear train; measure gear backlash; determine needed action.
16.12	Inspect connecting rod and bearings for wear patterns; measure pistons, pins, retainers, and bushings; perform needed action.
16.13	Determine piston-to-cylinder wall clearance; check ring-to-groove fit and end gap; install rings on pistons.
16.14	Assemble pistons and connecting rods; install in block; install rod bearings and check clearances.

16.15	Check condition of piston cooling jets (nozzles); determine needed action.
16.16	Inspect and measure crankshaft vibration damper; determine needed action.
16.17	Install and align flywheel housing; inspect flywheel housing(s) to transmission housing/engine mating surface(s) and measure flywheel housing face and bore runout; determine needed action.
16.18	Inspect flywheel/flexplate (including ring gear) and mounting surfaces for cracks and wear; measure runout; determine needed action.
17.0	Lubrication systems diagnosis and repair--The student will be able to:
17.01	Test engine oil pressure and check operation of pressure sensor, gauge, and/or sending unit, test engine oil temperature and check operation of temperature sensor; determine needed action.
17.02	Check engine oil level, condition, and consumption; determine needed action.
17.03	Inspect and measure oil pump, drives, inlet pipes, and pick-up screens; check drive gear clearances; determine needed action.
17.04	Inspect oil pressure regulator valve(s), by-pass and pressure relief valve(s), oil thermostat, and filters; determine needed action.
17.05	Inspect, clean, and test oil cooler and components; determine needed action.
17.06	Inspect turbocharger lubrication system; determine needed action.
17.07	Determine proper lubricant and perform oil and filter change.
18.0	Cooling system diagnosis and repair--The student will be able to:
18.01	Check engine coolant type, level, condition, and consumption; test coolant for freeze protection and additive package concentration; determine needed action.
18.02	Test coolant temperature and check operation of temperature and level sensors, gauge, and/or sending unit; determine needed action.
18.03	Inspect and reinstall/replace pulleys, tensioners and drive belts; adjust drive belts and check alignment.
18.04	Inspect thermostat(s), by-passes, housing(s), and seals; replace as needed.
18.05	Recover coolant, flush, and refill with recommended coolant/additive package; bleed cooling system.
18.06	Inspect coolant conditioner/filter assembly for leaks; inspect valves, lines, and fittings; replace as needed.
18.07	Inspect water pump and hoses; replace as needed.
18.08	Inspect, clean, and pressure test radiator. Pressure test cap, tank(s), and recovery systems; determine needed action.
18.09	Inspect thermostatic cooling fan system (hydraulic, pneumatic, and electronic) and fan shroud; replace as needed.
18.10	Inspect turbo charger cooling systems; determine needed action.
19.0	Air induction and exhaust systems diagnosis and repair--The student will be able to:
19.01	Perform air intake system restriction and leakage test; determine needed action.
19.02	Perform intake manifold pressure (boost) test; determine needed action.
19.03	Check exhaust back pressure; determine needed action.

19.04	Inspect turbocharger(s), wastegate, and piping systems; determine needed action.
19.05	Inspect turbocharger(s) (variable ratio/geometry VGT), pneumatic, hydraulic, electronic controls, and actuators.
19.06	Check air induction system: piping, hoses, clamps, and mounting; service or replace air filter as needed.
19.07	Remove and reinstall turbocharger/wastegate assembly.
19.08	Inspect intake manifold, gaskets, and connections; replace as needed.
19.09	Inspect, clean, and test charge air cooler assemblies; replace as needed.
19.10	Inspect exhaust manifold, piping, mufflers, and mounting hardware; repair or replace as needed.
19.11	Inspect exhaust after treatment devices; determine necessary action.
19.12	Inspect and test preheater/inlet air heater, or glow plug system and controls; perform needed action.
19.13	Inspect exhaust gas recirculation (EGR) system including EGR valve, cooler, piping, filter, electronic sensors, controls, and wiring; determine needed action.
20.0	Fuel system diagnosis and repair--The student will be able to:
20.01	Fuel supply system
20.01.1	Check fuel level, and condition; determine needed action.
20.01.2	Perform fuel supply and return system tests; determine needed action.
20.01.3	Inspect fuel tanks, vents, caps, mounts, valves, screens, crossover system, supply and return lines and fittings; determine needed action.
20.01.4	Inspect, clean, and test fuel transfer (lift) pump, pump drives, screens, fuel/water separators/indicators, filters, heaters, coolers, ECM cooling plates, and mounting hardware; determine needed action.
20.01.5	Inspect and test pressure regulator systems (check valves, pressure regulator valves, and restrictive fittings); determine needed action.
20.01.6	Check fuel system for air; determine needed action; prime and bleed fuel system; check primer pump.
20.01.7	Perform on-engine inspections, tests, and adjustments; check and adjust timing or replace and time a distributor (rotary) type injection pump; determine needed action.
20.01.8	Perform on-engine inspections, tests, and adjustments; check and adjust timing or replace and time an in-line type injection pump; determine needed action.
20.01.9	Inspect and adjust throttle control linkage; determine needed action.
20.01.10	Inspect air/fuel ratio control systems; determine needed action.
20.01.11	Inspect, test, and adjust engine fuel shut-down devices and controls; determine needed action.
20.02	Electronic fuel management system

20.02.1	Inspect and test power and ground circuits and connections; measure and interpret voltage, voltage drop, amperage, and resistance readings using a digital multimeter (DMM); determine needed action.
20.02.2	Interface with vehicle's on-board computer; perform diagnostic procedures using electronic service tool(s) (to include PC based software and/or data scan tools); determine needed action.
20.02.3	Check and record electronic diagnostic codes and trip/operational data; monitor electronic data; clear codes; determine further diagnosis.
20.02.4	Locate and use relevant service information (to include diagnostic procedures, flow charts, and wiring diagrams).
20.02.5	Inspect and replace electrical connector terminals, seals, and locks.
20.02.6	Inspect and test switches, sensors, controls, actuator components, and circuits; adjust or replace as needed.
20.02.7	Using electronic service tool(s) access and interpret customer programmable parameters.
20.02.8	Perform on-engine inspections, test and adjustments on electronic unit injectors (EUI); determine needed action
20.02.9	Remove and install electronic unit injectors (EUI) and related components; recalibrate ECM (if applicable).
20.02.10	Perform cylinder contribution test utilizing electronic service tool(s).
20.02.11	Perform on-engine inspections and tests on hydraulic electronic unit injectors (HEUI) and system electronic controls; determine needed action.
20.02.12	Perform on-engine inspections and tests on hydraulic electronic unit injector (HEUI) high pressure oil supply and control systems; determine needed action.
20.02.13	Perform on-engine inspections and tests on high pressure common rail (HPCR) type injection systems; determine needed action.
20.02.14	Inspect high pressure injection lines, hold downs, fittings and seals; determine needed action.
20.02.15	Perform engine timing sensor calibration (if applicable).
20.02.16	Perform on-engine inspections and tests on distributor-type injection pump electronic controls; determine needed action.
20.02.17	Perform on-engine inspections and tests on in-line type injection pump electronic controls; determine needed action.
<b>21.0</b>	<b>Diagnose and repair engine brakes--The student will be able to:</b>
21.01	Inspect and adjust engine compression/exhaust brakes; determine needed action.
21.02	Inspect, test, and adjust engine compression/exhaust brake control circuits, switches, and solenoids; determine needed action.
21.03	Inspect engine compression/exhaust brake housing, valves, seals, lines, and fittings; repair or replace as needed.

**COURSE #DIM 0105**  
**Occupational Completion Point: D**  
**DIESEL BRAKES TECHNICIAN - 300 Hours**

**Course Description:**

The Diesel Brakes Technician course prepares students for entry into the Diesel Engine Service industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study diagnostics, service, and repair of air, and hydraulic brakes.

**For every task in Diesel Brakes Technician, the following safety task must be strictly enforced:**

Comply with personal and environmental safety practices associated with clothing; eye protection; hand protection; proper lifting practices; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of fuels/chemicals/materials in accordance with federal, state, and local regulations. □

The first task in Diesel Brakes Technician is to listen to and verify the operator’s concern, review past maintenance, and repair documents, and determine necessary action.

<b>CTE Standards and Benchmarks</b>	
22.0	Diagnose and repair air supply and service systems--The student will be able to:
22.01	Identify and diagnose poor stopping, air leaks, premature wear, pulling, grabbing, dragging, or balance problems caused by supply and service system malfunctions; determine needed action.
22.02	Check air system build-up time; determine needed action.
22.03	Drain air reservoir/tanks; check for oil, water, and foreign material; determine needed action.
22.04	Inspect air compressor drive gear, belts and coupling; adjust or replace as needed.
22.05	Inspect air compressor inlet; inspect oil supply and coolant lines, fittings, and mounting brackets; repair or replace as needed.
22.06	Inspect and test air system pressure controls: governor, unloader assembly valves, filters, lines, hoses, and fittings; replace as needed.
22.07	Inspect air system lines, hoses, fittings, and couplings; repair or replace as needed.
22.08	Inspect and test air tank relief (safety) valves, one-way (single) check valves, two-way (double) check-valves, manual and automatic drain valves; replace as needed.
22.09	Inspect and clean air drier systems, filters, valves, heaters, wiring, and connectors; repair or replace as needed.
22.10	Inspect and test brake application (foot/treadle) valve, fittings, and mounts; check pedal operation; replace as needed.
22.11	Inspect and test stop light circuit switches, wiring, and connectors; repair or replace as needed.

22.12	Inspect and test hand brake (trailer) control valve, lines, fittings, and mountings; repair or replace as needed.
22.13	Inspect and test brake relay valve; replace as needed.
22.14	Inspect and test quick release valves; replace as needed.
22.15	Inspect and test tractor protection valve; replace as needed.
22.16	Inspect and test emergency (spring) brake control/modulator valve(s); replace as needed.
22.17	Inspect and test low pressure warning devices, wiring, and connectors; repair or replace as needed.
22.18	Inspect and test air pressure gauges, lines, and fittings; replace as needed.
22.19	Inspect and test front and rear axle limiting (proportioning) valves; replace as needed.
23.0	Diagnose and repair mechanical/foundation air brake systems--The student will be able to:
23.01	Identify and diagnose poor stopping, brake noise, premature wear, pulling, grabbing, or dragging problems caused by the foundation brake, slack adjuster, and brake chamber problems; determine needed action.
23.02	Inspect and test service brake chambers, diaphragm, clamp, spring, pushrod, clevis, and mounting brackets; repair or replace as needed.
23.03	Identify type, inspect and service slack adjusters; perform needed action.
23.04	Inspect camshafts, tubes, rollers, bushings, seals, spacers, retainers, brake spiders, shields, anchor pins, and springs; replace as needed.
23.05	Inspect, clean, and adjust air disc brake caliper assemblies; determine needed repairs.
23.06	Inspect and measure brake shoes or pads; perform needed action.
23.07	Inspect and measure brake drums or rotors; perform needed action.
24.0	Diagnose and repair parking brakes--The student will be able to:
24.01	Inspect and test parking (spring) brake chamber diaphragm and seals; replace parking (spring) brake chamber; dispose of removed chambers in accordance with local regulations.
24.02	Inspect and test parking (spring) brake check valves, lines, hoses, and fittings; replace as needed.
24.03	Inspect and test parking (spring) brake application and release valve; replace as needed.
24.04	Manually release (cage) and reset (uncage) parking (spring) brakes in accordance with manufacturers' recommendations.
24.05	Identify and test anti compounding brake function.
25.0	Diagnose and repair hydraulic systems--The student will be able to:
25.01	Identify and diagnose poor stopping, premature wear, pulling, dragging, balance, or pedal feel problems caused by the hydraulic system; determine needed action.



25.02	Inspect and test master cylinder for internal/external leaks and damage; replace as needed.
25.03	Inspect hydraulic system brake lines for leaks and damage, flexible hoses, and fittings for leaks and damage; replace as needed.
25.04	Inspect and test metering (hold-off), load sensing/proportioning, proportioning, and combination valves; replace as needed.
25.05	Inspect and test brake pressure differential valve and warning light circuit switch, bulbs/LEDs, wiring, and connectors; repair or replace as needed.
25.06	Inspect disc brake caliper assemblies; replace as needed.
25.07	Inspect/test brake fluid; bleed and/or flush system; determine proper fluid type.
25.08	Check and adjust brake pedal pushrod length.
25.09	Inspect and clean wheel cylinders; replace as needed.
25.10	Test and adjust brake stop light switch, bulbs, wiring, and connectors; repair or replace as needed.
26.0	Diagnose and repair mechanical/foundation hydraulic brake systems--The student will be able to:
26.01	Identify and diagnose poor stopping, brake noise, premature wear, pulling, grabbing, dragging, or pedal feel problems caused by mechanical components; determine needed action.
26.02	Inspect and measure rotors; perform needed action.
26.03	Inspect and measure disc brake pads; inspect mounting hardware; perform needed action.
26.04	Check parking brake operation; inspect parking brake application and holding devices; adjust and replace as needed.
26.05	Inspect and measure drum brake shoes and linings; inspect mounting hardware, adjuster mechanisms, and backing plates; perform needed action.
27.0	Diagnose and repair power assist units--The student will be able to:
27.01	Identify and diagnose stopping problems caused by the brake assist (booster) system; determine needed action.
27.02	Inspect, test, repair, or replace hydraulic brake assist (booster), hoses, and control valves; determine proper fluid type.
27.03	Check emergency (back-up, reserve) brake assist system.
28.0	Diagnose and repair air and hydraulic antilock brake systems (ABS) and automatic traction control (ATC)--The student will be able to:
28.01	Observe antilock brake system (ABS) warning light operation (includes trailer and dash mounted ABS warning light); determine needed action.
28.02	Diagnose antilock brake system (ABS) electronic control(s) and components using self-diagnosis and/or electronic service tool(s); determine needed action.
28.03	Identify poor stopping and wheel lock-up caused by failure of the antilock brake system (ABS); determine needed action.
28.04	Test and check operation of antilock brake system (ABS) air, hydraulic, electrical, and mechanical components; perform needed action.

28.05	Test antilock brake system (ABS) wheel speed sensors and circuits; adjust or replace as needed.
28.06	Bleed the ABS hydraulic circuits according to manufacturers' procedures.
28.07	Observe automatic traction control (ATC) warning light operation; determine needed action.
28.08	Diagnose automatic traction control (ATC) electronic control(s) and components using self-diagnosis and/or specified test equipment (scan tool, PC computer); determine needed action.
28.09	Verify power line carrier (PLC) operations.
28.10	Diagnose, service, and adjust antilock brake system (ABS) wheel speed sensors and circuits following manufacturers' recommended procedures (including voltage output, resistance, shorts to voltage/ground, and frequency data).
29.0	Diagnose and repair wheel bearings--The student will be able to:
29.01	Clean, inspect, lubricate, and replace wheel bearings and races/cups; replace seals and wear rings; inspect spindle/tube; inspect and replace retaining hardware; adjust wheel bearings. Verify end play with dial indicator method.
29.02	Identify, inspect, or replace unitized/preset hub bearing assemblies.

## EARLY CHILDHOOD EDUCATION

FLDOE State Curriculum Framework:

<http://www.fldoe.org/acadmeics/career-adult-edu/career-tech-edu/curriculum-frameworks/2021-22-frameworks/education-training>

Program Length	State Program Number	CIP Code
600	E300100	0419070913

Link: Early Childhood Education (E300100)

**Program Information:** The program is 600 clock hours. This program is taught in English, in a traditional classroom/shop setting. Students are required to secure active sponsorship with a Child Care facility.

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

Florida Resident Tuition	Fees	Estimated Tools/Books/Supplies	Certification Exams
\$1752	\$255	\$345	\$500

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

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

OCP	Course #	Course Title	Class Hours	SOC Codes
A	HEV0870	Child Care Worker 1	150	39-9011
B	HEV0871	Child Care Worker 2	150	39-9011
C	HEV0872	Preschool Teacher Aide	150	25-2011
D	HEV0873	Preschool Teacher	150	25-2011

**Licensure Information:** Students can be awarded the Florida Department of Education (DOE), Early Childhood Professional Certificate (ECPC) and will be eligible for a DCF Staff Credential.

**Career Information (SOC Codes):** <http://www.onetonline.org/link/summary/25-2011>

**Program Description:**

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

The program is designed to prepare individuals as childcare 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 childcare 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 (fingerprinting) 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.

## 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 childcare 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 childcare. They will also demonstrate mentor skills for team building and collaboration. Students will demonstrate an appropriate use of technology for the childcare 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**

**CHILD CARE CENTER OPERATIONS – 45 hours (7 weeks)**

Program Length	State Program Number	CIP Code
45 clock hours	V200206	0419070802

FLDOE State Curriculum Framework: <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2021-22-frameworks/education&training.stml>  
 Link: Child Care Center Operations (V200206)

**Program Information:** The program is 45 clock hours. This program is taught in English, in a traditional classroom setting. This program is taught evenings only, Mondays through Thursdays.

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

certification exam amounts are approximate and subject to slight changes. Florida Resident Tuition (45 clock hrs.) Fees Estimated Tools/Books/Supplies

Florida Resident Tuition (45 clock hours)	Fees	Estimated Tools/Books/Supplies	Certification Exams
\$132	\$98	\$10	0

### PHARMACY TECHNICIAN

Program Length	State Program Number	CIP Code
1050 clock hours	H170500	0351080506

**FLDOE State Curriculum Framework:** <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2021-22-frameworks/Health-science.stml>

Link: Pharmacy Technician (H170500)

**Program Information:** The program is 1050 clock hours. This program is taught in English, in a traditional classroom. This program is taught during the day, Mondays through Fridays, and takes approximately 12 months to complete.

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

Florida Resident Tuition	Fees	Estimated Tools/Books/Supplies	Certification Exams
\$3066	\$419	\$851	\$234

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

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



OCP	Course #	Course Title	Length	SOC Code
A	HSC 0003	Basic Healthcare Worker	90	31-9099
B	PTN0084	Pharmacy Technician 1	360	29-2052
B	PTN0085	Pharmacy Technician 2	300	29-2052
B	PTN0086	Pharmacy Technician 3	300	29-2052

**Licensure Information:** Graduates are eligible to take the Pharmacy Technician Certification Board licensing exam upon successful completion of this program.

**Career Information (SOC Codes):** <http://www.onetonline.org/link/summary/29-2052>

**Program Description:**

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.

## **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.

**WEB DEVELOPMENT**

Program Length	State Program Number	CIP Code
1050 clock hours	Y700100	0511080100

**FLDOE State Curriculum Framework:** <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2021-22-frameworks/Information-technolgy.shtml>

Link: Web Development (Y700100)

**Program Information:** The program is 1050 clock hours. This program is taught in English, in a Hybrid online format, and is offered during the day.

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

Florida Resident Tuition	Fees	Estimated Tools/Books/Supplies	Certification Exam
\$3066	\$65	\$187	\$200

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

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

OCP	Course #	Course Title	Length	SOC CODE
A	OTA0040	Information Technology Assistant	150	15-1151
B	CTS0070 CTS0071	Web Design Foundations	150	15-1199
		Web Interface Design		
C	CTS0049 CTS0015	Web Scripting	150	15-1199
		Web Media Integration		
D	CTS0016 CTS0017	Web E-commerce	150	15-1199
		Web Interactivity		

**Licensure Information:** Microsoft MTA, Exams 98-382 & 383

**Career Information (SOC Codes):**

<http://www.onetonline.org/link/summary/15-1151>

<http://www.onetonline.org/link/summary/15-1199>

**Program Description:**

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.

**Occupational Completion Point: A**  
Information Technology Assistant – 150 Hours

**Occupational Completion Point: B**  
Web Design Foundations (Assistant Web Designer) – 150 Hours

**Occupational Completion Point: B**  
Web Interface Design (Assistant Web Designer) – 150 Hours

**Occupational Completion Point: C**  
Web Scripting (Web Designer) – 150 Hours

**Occupational Completion Point: C**  
Web Media Integration (Senior Web Designer) – 150 Hours

**Occupational Completion Point: D**  
Web E-commerce (Senior Web Designer) – 150 Hours

**Occupational Completion Point: D**  
Web Interactivity (Senior Web Designer) – 150 Hours

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.

## **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 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 (school 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.

## **Addendum**

### **Administrative and Instructor Certifications**

Mr. Neil Risher, Principal

University of South Florida, Bachelor of Science

Physical Education

Nova Southeastern University, Master's in Educational Leadership

Ms. Joanne Albarelli, Community School Administrator

University of Massachusetts, Bachelor of Science

Mechanical Engineering

University of South Florida, Master's in Education

Certification program in Education Leadership

Ms. Lizanne Ippolito, Assistant Principal

University of South Florida, Bachelor of Science

Education

Saint Leo University, Master's in Educational Leadership

Ms. Vivian B. Toney, Assistant Principal  
University of South Florida, Bachelor of Science  
Marketing Education, 6-12  
National-Louis University, Master's in Educational Leadership

Mr. David Cole, Web Development Instructor  
West Virginia University, Bachelor of Arts  
Business Education  
Brenau University, Master's in Education  
Adult Learning and Development  
A+ Certification  
Network+ Certification  
I Network Certification levels 1 & 2, CISCO, CCNA, CISCO, CCAI, CISCO

Mr. Eric Lopes  
ASE Certified master technician  
Associate in Arts Hillsborough Community College

Mrs. Yunisleidys Toiran  
Certified Surgical Technician (CST)

Mr. Michael Slone, RPhT, Pharmacy Technician Instructor  
University of Florida, Pharmacy Technician Program

Ms. Angela Small, Early Childhood Education Instructor  
Central State University, Bachelor of Science in Education  
Walden University, Master of Science in Early Childhood Studies



# Hillsborough Technical Colleges

## The Office of Financial Aid is Virtual

### 2024-2025 Financial Aid Available



FREE APPLICATION

PLEASE ADD FEDERAL CODES TO YOUR FAFSA

**Aparicio-Levy**  
041942

**Brewster**  
015158

**Erwin**  
005594

FREE APPLICATION

**Who is Eligible?**

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

**What You Will Need**

- ❖ FSA ID
- ❖ **Consent** to the IRS Direct Data Exchange-Student, Parents', or Spouse (**NO Consent NO Aid**)
- ❖ Invite -Parents' or Spouse to contribute to FAFSA
- ❖ Copy of High School Transcript or diploma
- Under 24 years old/Dependent:
- ❖ Need parents' information Invite and Consent to Contribute to FAFSA

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

**How to Apply**

**Create FSA ID (Everyone)**  
[www.studentaid.gov](http://www.studentaid.gov)

An FSA ID must be created. Student and parent will need an FSA ID if student is dependent or Married Spouse will need an FSA ID  
ID# \_\_\_\_\_

Password: \_\_\_\_\_  
Email \_\_\_\_\_

**Complete the FAFSA**  
[www.studentaid.gov](http://www.studentaid.gov)

Use your FSA ID and complete the 24-25 FAFSA.

**What to do next:**  
After the FAFSA clears the Federal system you will get an email from FAFSA

**Once you are listed as registered our office will reach out to you and review your FAFSA Funding**

**Student may be required to provide taxes if selected for verification or other documents on request:**

**Tax Filers**

- ❖ Need 2022 Tax Transcript
  - Go to [IRS.gov/transcript](http://IRS.gov/transcript) to download or have mailed to you. OR
  - Call 1-800-908-9946

**Non-Tax Filers**

- ❖ 2022 Wage and Income Transcript
- ❖ 2022 Verification of non-filers letter or transcript
- ❖ WWW.IRS.GOV

**IRS Consent required for all Tax filers & Non-tax filers – NO CONSENT NO AID**

**Markeia Jackson**  
Financial Aid Advisor  
[Markeia.Jackson@hcps.net](mailto:Markeia.Jackson@hcps.net)  
813-231-1633

**Terrylynn Muniz**  
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VA Questions/Concerns  
Scholarship/Vouchers/Sponsors

**Janine Ayende-Morales**  
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[Janine.Ayende-Morales@hcps.net](mailto:Janine.Ayende-Morales@hcps.net)  
General Questions

FAX: (813) 231-1670  
Try for **FREE** – Federal Student Estimator Tool **FREE**