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Dr. Kamela Patton
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

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This report has been prepared by
The District School Board of Collier County.
Additional copies, if available, may be obtained by writing:
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Lorenzo Walker Technical College
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Report Number: 080113-00 Yolanda Flores

Coordinated by:

The District School Board of Collier County does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The right not to be discriminated against extends to both employees and students of the District and shall include equal access to designated youth organizations in conformity with the Boy Scouts of America Equal Access Act. The following personnel should be contacted for inquiries about their rights or to file a complaint regarding discrimination.

EMPLOYEES: Educational Equity Act, Title IX, Section 504 (Rehabilitation Act) or the Americans with Disabilities Act, contact Valerie Wenrich, Executive Director, Human Resources and Deputy Title IX Coordinator for Employees, (239) 377-0351, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida 34109.

STUDENTS: Educational Equity Act, Title IX, or the Age Discrimination Act of 1975, or The Boy Scouts of America Equal Access Act, contact Stephen McFadden, Coordinator, School Counseling K-8, and Deputy Title IX Coordinator for Students, (239) 377-0517, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida 34109.

Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Dr. Dena Landry, Coordinator, Psychological Services, (239) (239) 377-0521, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida, 34109.

District Title IX Coordinator Associate Superintendent, School and District Operations, Dr. Tammy Caraker, (239) 377-0203, 5775 Osceola Trail, Naples, Florida 34109
LWTC MISSION STATEMENT

The mission of Lorenzo Walker Technical College (LWTC) is to provide rigorous and relevant educational experiences that prepare all students with the academic, technical and employability skills necessary to succeed in their chosen careers and in further postsecondary education as desired.

PHILOSOPHY AND BELIEFS

LWTC is a postsecondary institution designed primarily to provide certificate and workforce development training to adults and Lorenzo Walker Technical High School juniors and seniors.

LWTC was established to provide technical instruction in high demand occupations; therefore, we actively seek to forge partnerships with business and industry. We believe that by doing so, we can more closely align our offerings with local employment opportunities.

HISTORY

LWTC first opened on August 28, 1974 under the name Collier County Vocational Technical Center, offering thirteen programs. The school became accredited by the Southern Association of Colleges and Schools (SACS) in December of 1978. In 1988, the school's name was changed to the James Lorenzo Walker Vocational Technical Center, in honor of James Lorenzo Walker, a former legislator who was instrumental in obtaining original funding for the school. Then in 1997, the school's name was changed to Lorenzo Walker Institute of Technology.

In its continued evolution to meet the needs of the community, business, and the workforce, LWTC, under the auspices of the District School Board of Collier County Career Planning Task Force, began planning strategically in 2004 to revamp its Career Education Program and develop a long-term plan for the District. The Career Planning Task Force issued a Comprehensive Career Education Plan which addressed staff need, curriculum development, counseling and marketing. As a result, in 2008, the Lorenzo Walker Technical High School opened on the campus, offering high school juniors and seniors an opportunity to attend certificate training programs. In August 2009, a nearly 200,000 square foot state-of-the-art facility, which houses all technical programs, opened its doors.

The summer of 2015 ushered in yet another name change as the school earned the credentials to be known as LWTC. For over forty years, LWTC has lived up to its mission of providing rigorous and relevant educational experiences that prepare students with the academic, technical and employability skills necessary to succeed in their chosen careers. As we look to stay relevant in meeting the local workforce industry in SWF, we are continually assessing new programs to offer at LWTC. Welding Technology, Air Conditioning, Refrigeration and Heating Technology, as well as Database Application Development and Programming are the most recent additions.
ACCREDITATION

Accredited By:
Commission of the Council on Occupational Education

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Association of Surgical Technologists

Approved By:
Automotive Youth Education System
Federal Aviation Administration
Florida Board of Cosmetology
Florida Board of Nursing
Florida Board of Pharmacy
Florida Department of Business and Professional Regulations
State Approving Agency for Veteran’s Training

Certified By:
National Restaurant Association Educational Foundation
Pro Management
Florida Restaurant & Lodging Association Educational Foundation ProStart School-To-Career

School Advisory Council (SAC)

A school Advisory Council composed of community and business leaders, the administrative director or designee, instructional and non-instructional members and students assess the quality of the technical programs and make recommendations to the general operation of the campus. It annually revisits the mission and vision and helps in planning and meeting the goals and objectives of the school improvement plan.

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*All students will complete school prepared for ongoing learning as well as community and global responsibilities.*  

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ADMISSIONS/REGISTRATION

The programs of instruction at LWTC are designed to assist individuals in gaining the skills and knowledge that they need to obtain employment or to advance in their current occupations.
Programs offered at LWTC are:

Career Certificate Programs – Career and Technical programs which prepare individuals for high wage, high skilled careers. Programs lead to industry certifications and gainful employment. For further information, contact (239) 377-0900.

Community Education – Classes that inspire life-long learning in a variety of personal or professional interests. For further information, contact (239) 377-1234. Community Education is offered through Community Education through Collier County Public Schools.

Adult General Education – Instruction designed to provide basic skills in reading, mathematics, and language for TABE and GED. For students needing to learn or improve their English skills, ESOL classes are available. For further information, contact (239) 377-1319. Adult General Education is offered through Collier County Adult Education.

CERTIFICATE PROGRAMS – ADMISSIONS

ADMISSION PROCEDURES FOR CERTIFICATE PROGRAMS

Complete an online application.
Consult with a workforce education advisor for specific program admission information. Workforce education advisors are available Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 12:00 p.m. To schedule an appointment, contact (239) 377-0915.
Pay a $40.00 non-refundable school application fee (good for one year and one program enrollment).
Take the Wonderlic or Test of Adult Basic Education (TABE) unless exempt. A workforce education advisor will review your application file, test scores and will notify you of next steps.
Upon acceptance, you will need to complete the registration process and pay the semester tuition and lab fees.

BASIC SKILLS REQUIREMENTS FOR CAREER CERTIFICATE PROGRAMS

Students must demonstrate proficiency in reading, math and language basic skills in order to receive the program certificate of completion.

As part of the admissions process, students may choose to take either the Wonderlic or the Test of Adult Basic Education unless exempt.

The Wonderlic is a computerized verbal and qualitative basic skills exam which takes approximately forty minutes to complete. The Wonderlic is offered by appointment only.

TABE is a computerized reading, mathematics, and language basic skills exam, which takes approximately four hours to complete. The TABE is offered by appointment only.
Prospective Students
The initial cost of either assessment is covered in the application fee.

Retesting:
If a prospective student does not achieve the Florida Department of Education (DOE) exit requirements on the initial test the student will:
Enroll in an Applied Academics for Adult Education (AAAE) course through traditional or distance learning;
Be recommended for retesting by the program instructor, after completion of remediation.

Basic Skills Exit Requirements:
The Florida Legislature mandates that each adult student enrolled in a certificate program must meet minimum basic skills (reading, mathematics, and language) levels before receiving a certificate of completion for the program. After entering the program, students not meeting the exit grade level requirements are given the opportunity to upgrade their skills in order to achieve the required grade levels prior to completion of their program. Students will not receive their certificate of completion until they have met exit TABE scores (unless exempt).

Basic Skills Exemptions:
Students who are exempted from basic skills assessment include those who:

- Possess a college degree at the associate in applied science (AAS) level or higher;
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled; or
- Is enrolled in an apprenticeship program that is registered with the Florida Department of Education in accordance with Chapter 446.
- Demonstrate readiness for public postsecondary education pursuant to s. 1008.30, F.S. and applicable rules adopted by the State Board of Education;
- A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student’s request.
- A student who takes the common placement test and whose score on the test indicates a need for developmental education must be advised of all the developmental education options offered at the institution and, after advisement, shall be allowed to enroll in the developmental education option of his or her choice.
- A student who demonstrates readiness by achieving or exceeding the test scores established by the state board and enrolls in a Florida College System institution within two years after achieving such scores shall not be required to retest or complete developmental education when admitted to any Florida College System institution.
- A student who took the 2014 GED® and attained the minimum scores within two (2) years prior to admission into a CTE program, does not need to be pretested. If a student takes and does not attain the minimum score on the 2014 GED® as the initial test, but then subsequently attains the minimum score
on each test after admission into the CTE program, the student may be counted as a full completer from the program if the student successfully demonstrates mastery of content as determined locally.

**TRANSFER POLICY**

**From Other Schools**
The transfer of students into LWTC from other schools is handled on an individual basis. Any student desiring to transfer into a career certificate program will follow the regular admission policies. The instructor in conjunction with an administrator will evaluate the transcript from the previous program to determine advanced standing as appropriate.

When the student who is transferring receives veterans’ benefits, the instructor will also determine an equivalent number of hours to be credited to the student’s program of study.

A starting date is agreed upon by the Workforce Education Advisor and instructor.

**Intra-School**
Intra-school transfers will be permitted within the first five (5) days of the semester only, as space permits. Such transfers must be approved by the instructor to whom the student is transferring, a Workforce Education Advisor and, if applicable, the agency funding the student’s program costs. Eligible students are permitted one program transfer per year.

**FOREIGN STUDENTS**

Foreign students are allowed to register, enroll and study at LWTC if they have valid status as defined by the U.S. Citizenship and Immigration Service. Proper documentation proving valid status must be shown at time of registration.

**RESIDENCY STATUS**

Florida residency for tuition purposes, Florida Statutes 1009.21 requires that a U.S. Citizen/Permanent Resident Alien student or a dependent student’s parent/legal guardian establish and maintain a legal Florida residence for at least 12 months before the first day of the semester for which in-state status is sought. Students may qualify as either a dependent or independent person. In rare cases, a student may qualify for temporary in-state status by qualifying under an exemption category.

– Florida Residency Declaration For Tuition Purposes Form DOE
– Know Your Rights ENGLISH – SPANISH
– Frequently Asked Questions ENGLISH – SPANISH
– Non-Florida Resident Waiver

**APPEAL OF RESIDENT STATUS**

If your application for residency is denied and you choose to appeal the decision, you must submit an Appeal of Resident Status Form within 10 calendar days prior to the first day of classes to Student Services. The designated Residency Appeal Committee (workforce education advisor, instructor and administrator) will review the appeal and inform the applicant of the final residency determination in writing via email. Please note that the Residency
Appeal Committee cannot override Florida statutes, which govern residency for tuition purposes. The decision of the Residency Appeal Committee is considered the final decision of LWTC.

**HEALTH PROGRAMS – ADMISSIONS**

All applicants for admission into Health Science programs (at least 450 hours in length) at LWTC must meet the following requirements before entering their respective health science program. The purpose of this requirement is to allow our students to practice and refine their skills in real, relevant and unpaid health related clinical experiences with local employers. All health science students must:

**Prior to acceptance into a health science program:**
Successfully pass a Level II FBI background check *
Successfully pass a urine drug screen

**Prior to the beginning of their first semester:**
Provide a history and physical (on school form) done within the last six months
Provide a complete immunization history or blood titers as evidence of immunity to certain communicable diseases (as outlined on the immunizations form).
Provide evidence of recent TB screening (TB skin Test; blood test; CXR/S&S sheet) and must be prepared to update the TB screening as needed when requested to do so by the clinical sites.

*Some felony and misdemeanor convictions may exclude an applicant from participating in a Health Science program.

**Health Science Transfer Credits**

Students wishing to transfer credit from an external Health Science program should be aware that transfer of credit can only occur from a State of Florida approved program that has FL DOE common courses, accreditation and licensing the same or higher than that of LWTC. Students transferring from a Practical Nursing program must provide proof that the mandatory Board of Nursing training for HIV/AIDS, Domestic Violence, Laws and Rules and Prevention of Medical Errors and Recognizing Impairment in the Workplace was completed successfully (as appropriate). Transfer students may be asked to attend up to 15 hours of skills/competencies review before being admitted to LWTC programs. The health science coordinator in conjunction with the instructor of the desired program will evaluate proficiency and make recommendations.

**Readmission to Health Science Programs**

Students who desire to return to their program of study must meet with the Workforce Education Advisor and then the Health Science Coordinator to determine appropriateness and timeframe for the return. All health science program students must reapply for readmission within two years of the drop date, if transfer of credit from their previous course is desired. Readmission will be on a space-available basis.

Returning Health Science students must meet Basic Skills Exit Requirements prior to readmission into their program if the student is non-exempt. After a student has been readmitted once to any Health Science Program, any subsequent admission requires a meeting with the Health Science Coordinator and the Administrative Director.
HEALTH SCIENCE ADMISSIONS INTO SHORT PROGRAMS (Less than 450 hours)

Health Science programs that are of shorter length include Nursing Assistant - Long Term Care and Phlebotomy.

The Nursing Assistant program include community based clinical experiences to practice and refine nursing skills and therefore are subject to the following requirements. Students must:

- Successfully pass a Level II FBI background check *
- Successfully pass a urine drug screen
- Provide evidence of recent TB screening (TB skin Test; blood test; CXR/S&S sheet) and must be prepared to update the TB screening as needed when requested to do so by the clinical sites.

*Some felony and misdemeanor convictions may exclude an applicant from participating in a Health Science program.

STUDENT SERVICES

CAREER AND PLACEMENT SERVICES

Career Exploration and Planning: Workshops and individual appointments are available for those interested in making informed decisions about a career choice. With the guidance of a workforce education advisor, students will assess their career abilities, interests and aptitudes. A workshop schedule can be found at https://www.lwtc.edu/tours-workshops/. To discuss an individualized and appropriate career path, contact a Workforce Education Advisor at (239) 377-0916.

Job Search Assistance: Placement services are available to all students and graduates. Students and alumni can receive individual assistance with resume writing, interviewing skills, electronic portfolio development and job searches. Instructors and staff help students find jobs as they prepare to complete their programs. Job listings are posted on our Job Opportunities bulletin board, and most importantly on our electronic job board powered by College Central Network. Please visit us at www.collegecentral.com/lwtc. Please call 239-0916 or visit us in Student Services if you’d like to schedule an appointment for Job Search Assistance.

SPECIALIZED STUDENT SERVICES

As an Equal Access/Equal Opportunity institution, Lorenzo Walker Technical College assures postsecondary students who self-identify and have a documented disability equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). If you are interested in acquiring specialized services and accommodations, the first step is to self-identify.

1. To initiate the process, you will need to complete the Accommodations Request Form.

2. After you have completed the request form, please call Lynn Bedrava, Specialized Student Services' Advisor at (239) 377-0913 to schedule an intake meeting. You will need to provide documentation of your disability and requested accommodations in order to determine services.
3. If you don't have current documentation, you may be referred to an outside agency, such as the Division of Vocational Rehabilitation (DVR), to obtain the documentation needed in order to receive services.

4. A 504 Plan that meets your individual needs will be developed with the Specialized Student Services’ Advisor.

5. You will be provided with accommodations based on your specific needs and the recommendations stated by the physician or other qualified professional who completed your evaluation(s).

Information regarding a student's disability is considered confidential. Information will not be released to anyone outside of the college without the written permission of the student. Information may be shared within the college with appropriate faculty and staff to facilitate services and reasonable accommodations.

Accommodations may include:

- Extended time on assignments, exams and quizzes (including final exams)
- Assistance requesting formal accommodations on industry certifications and state board exams
- Separate testing room with minimal distractions
- Use of a calculator
- Reader for tests and exams
- Copy of class notes
- Preferential Seating
- Others as determined by need

Project Explore – Moorings Park and Grey Oaks

There are times when students are referred to Project Explore before they are eligible to attend a career program at LWTC. Project Explore provides a unique on the job learning experience for adults with disabilities through a partnership between LWTC and the Moorings Park and Gray Oaks assisted living facilities. Students in Project Explore work with Moorings Park and Gray Oaks staff, who act as mentors, in a variety of different fields based on student strengths and interests. Students have an opportunity to engage in career assessments, employability skills, academic testing and remediation, career training exploration and self-advocacy. Contact Anne Fredette or Bridgette Kennedy, Project Explore Instructors, at 239-216-1507 for further information.

FINANCIAL AID
FINANCIAL ASSISTANCE PROGRAMS
The financial aid program is designed to help eligible students with educational expenses such as tuition and fees. The amount of financial aid a student receives is determined by the funding source and the student’s financial need.

Eligibility requirements include:
- Be a citizen or eligible non-citizen with valid Social Security number.
- Students who don’t meet this criterion are still encouraged to apply to assess scholarship eligibility.
- Enroll in an eligible program.
- Qualify for financial need through FAFSA and the LWTC process.
- Maintain satisfactory academic progress once enrolled.

Financial assistance is available through a variety of sources:

Federal Supplemental Educational Opportunity Grant (FSEOG) – Supplements Pell Grant recipients who have the greatest need with additional funding.
- Pell Grant – Provides federal Title IV funds to assist qualified students with costs of attendance, based on financial need in approved programs.
- Workforce Development Assistance (WDA) – Provides financial assistance in the form of tuition and lab fee scholarships to eligible students.
- Veterans Benefits – Approved by the Bureau of State Approving Agency of the Florida Department of Veterans Affairs.
- Vocational Rehabilitation – May pay educational and supportive services costs for students with disabilities that present an impediment to employment.
- Bright Futures - This Florida Lottery-funded scholarship rewards students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. Scholarship recipients are awarded a state set amount of tuition. For more information on this scholarship program, visit the Florida Student Financial Aid website.
- Florida State Assistance Grant (FSAG) - Supplements Pell Grant recipients who have the greatest need with additional funding.
- Institutional and Community Based Scholarships - Financial aid applicants will be considered for these scholarships which are generally applied toward tuition and lab fee payments.
- Private Scholarships - Some scholarships are awarded to students with financial need and/or who have demonstrated high scholastic achievement. Donors may have their own application process and criteria for awarding these scholarships.

For more information and applications, contact the Financial Aid Office at (239) 377-0917.

VETERANS AFFAIRS POLICIES

VETERANS EDUCATIONAL BENEFITS

LWTC is approved by the State Approving Agency for Veterans’ Education and Training under the Department of Veterans Affairs.

The following steps are required to initiate and continue eligibility for applicable veteran’s educational benefits:
Veteran/eligible dependent will contact the financial aid advisor prior to enrollment to complete and process appropriate application forms.
Veteran/eligible dependent will apply for and enroll in an approved LWTC career certificate program and pay all regular fees and charges.
Financial aid advisor will certify the veteran/eligible dependent’s entry into LWTC career certificate program with submission of a Certificate of Eligibility form along with application forms. Transcripts from previous postsecondary educational/training will be reviewed and, if applicable, will be credited toward the student’s current program.
Department of Veterans Affairs will determine eligibility and entitlement to benefits. Payments are generally paid monthly and mailed directly to the veteran or eligible dependent.
Veteran/eligible dependent is responsible for reporting changes in enrollment and/or interruption/termination of attendance by contacting the financial aid advisor.
Financial aid advisor will monitor for standards of progress and will provide consequences to any unsatisfactory standards of progress.

For more information about Veterans Education Benefits, call the VA toll-free telephone number: 1-888-442-4551.

**ABSENCES for VETERANS EDUCATION BENEFITS**
Veteran/eligible dependent may be allotted the equivalent of no more than 20% per calendar month for absences. Tardiness will result in loss of attended hours and will be assessed in fifteen (15) minute increments. LWTC does not recognize excused absences. Students should contact the financial aid advisor for guidance on emergency situations.

Veteran/eligible dependent exceeding the allotted 20% total absences in a calendar month will be terminated from their VA Benefits for unsatisfactory attendance.

Students with unsatisfactory attendance may be reinstated once they demonstrate acceptable attendance for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.
The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**VETERANS SATISFACTORY ACADEMIC PROGRESS**
Veteran/eligible dependent must maintain minimum standards of achievement for his or her program each semester, per school policy. The standards, effective July 1, 2005, include:

1. **ATTENDANCE:** Students must be progressing at a rate that will enable them to complete their program within 100 percent of the program length as per VA regulations.

2. **GRADES:** Students in non-health science programs must maintain an overall grade of “C”. Health science students must maintain an overall average of “B”. A student who withdraws from the program receives a rating based on his or her progress through the withdrawal date. If a student receives an “I” (incomplete), the student is not making satisfactory progress. Any noncredit remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%, I 0%.
3. COMPETENCIES: Students must complete all of the competencies and assignments; therefore, if a student’s work is satisfactory, but he/she is behind in completing the program’s competencies and assignments, he/she cannot be reported as meeting minimum standards of achievement.

4. CONDUCT: Student must exhibit conduct that contributes to a cooperative spirit, safety consciousness, and that is consistent with policies and rules in the Student Code of Conduct and other LWTC policies.

Veteran/eligible dependent’s academic progress and attendance will be monitored monthly. The veteran/eligible dependent who does not meet minimum standards of progress on a monthly basis will be placed on academic probation and counseled by the instructor. A student who does not agree with probationary status may present his/her concerns through the Grievance process. If the veteran/eligible dependent does not achieve satisfactory academic progress standards during the probationary period, the student will be dismissed for unsatisfactory progress.

A veteran/eligible dependent whose educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one month has elapsed. The school may recertify the student only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the semester.

STUDENT RIGHTS

DIRECTORY INFORMATION

Under provisions of CCPS School Board Rule 25/02 and the National Defense Authorization Act, directory information may be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of armed forces, etc.) and to postsecondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use such as mailing lists for solicitation purposes. At the time of registration, a student has the opportunity to opt out of having their information released.

Student Right to Know – The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is federal law which requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on, and near their respective campuses. The law is named in memory of Jeanne Clery.

The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act. On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

LWTC’s Annual Security Report includes statistics for the previous three years concerning reported crime that occurred on campus. The report also includes institutional policies concerning campus safety, such as alcohol and drug use, crime prevention, crime reporting, sexual assault and others.
GRIEVANCE PROCEDURES

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure unless student has been administratively withdrawn (see step 5) as outlined below:

- The student attempts to resolve the matter with the staff member involved.
- If the concern still exists, the student should then speak with Workforce Education Advisor in Student Services.
- If the concern persists, the student may submit a written request within 24 hours to the Workforce Education Advisor for a Grievance Committee meeting. Since the purpose of the Grievance Committee is to make an impartial decision regarding a student concern, the composition of the committee should be as follows:
  - Workforce education advisor
  - Non-related administrator
  - Two non-related instructors
- If the student feels the response is still unfair then the student is responsible for scheduling an appointment with the Administrative Director to grieve their concern.
- After the Administrative Director’s review, the student may appeal the decision in writing to the School District Associate Superintendent.

If a student feels his or her concerns have not been satisfied through the grievance process (above), the student is able to file a grievance by writing to the following address, which is the accrediting body for the school:
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 525
Atlanta, GA 30350
www.council.org
(770) 396-3898

RIGHT TO VOTE

The technical college encourages all students to register to vote. Visit Collier County Supervisor of Elections to begin the process.

Family Educational Rights and Privacy Act (FERPA)

The use of student records is strictly governed by Federal Law, State Regulations and The District School Board of Collier County Board Policy. The procedures for protecting the confidentially of student records are based on the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides the right for individuals to initiate withholding the release of student directory information. Detailed information may be requested from a workforce education advisor. The use and disposition of records at LWTC are controlled by a CCPS publication entitled “Guidelines for Educational Records.”

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
SUBPOENAS FOR STUDENT RECORDS

School officials must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner. If a student (18 years old or older) or the parents/guardians of a minor student object to the release of subpoenaed records, an objection to a subpoena for non-Party production must be filed or a protective order must be obtained from a court of competent jurisdiction.

Americans with Disabilities Act (ADA)

LWTC complies with the American with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. LWTC also complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 which states that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Reasonable accommodations will be provided for students with documented special needs.

Disability Services

As an Equal Access/Equal Opportunity institution, LWTC assures postsecondary students who self-identify and have a documented disability equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). The District has specific administrative procedures to assist and guide individuals through the process. AP2260.01A1 To initiate the process, the student will need to complete the form Accommodations Request Form.

STUDENT RESPONSIBILITIES

ACADEMIC, ATTENDANCE AND PROFESSIONAL BEHAVIOR

Student academic, attendance and professional behavior responsibilities are outlined in The Rules of Student Conduct in Post-Secondary Education. All postsecondary students must agree to and sign the Rules of Student Conduct in Postsecondary Education at the time of registration. The academic, attendance and professional behavior responsibilities are aligned with industry standards to promote student success in the classroom and workplace environment.

Post-secondary students that require additional support to ensure success with academic, attendance and/or professional behavior expectations of LWTC, as well as the CCPS Workforce Education Code of Conduct will be placed on a Student Success Plan (SSP) by their instructor, workforce education advisor and/or administrator. The SSP identifies areas of concern, program expectations and action steps needed for academic, attendance
and/or behavioral success. Students who do not make satisfactory progress with the implementation of the SSP may be subject to further disciplinary action and/or program dismissal.

The School Board maintains a zero tolerance policy for any school related violent crime, including drugs, weapons, etc. Infractions of the Code of Conduct as it applies to this section will result in immediate dismissal.

**ACADEMIC INTEGRITY**

Student honesty and integrity throughout the program of study will ensure that students have acquired both the knowledge and skills needed for successful program completion and workplace success. Honesty and integrity are highly valued traits within the workplace, therefore demonstrating honesty and integrity throughout the program prepares the student for a successful career.

Academic dishonesty by a student is a violation of academic integrity and may lead to dismissal from the program. Students who fail to demonstrate academic integrity may be subject to actions by the instructor which may include immediate collection of the assignment/test, assigning a failing grade and placing the student on a student success plan. In certain circumstances, the student will meet with an administrator for a conference and review of circumstances. Upon review of the circumstances, the student may be dismissed from the program.

**ACADEMIC PROGRESS**

Students must maintain minimum standards of achievement for the program or course in which they are enrolled. If standards are not met, the student shall be placed on probation for the following semester/payment period. Students receiving financial aid must meet these minimum standards to be eligible for payments. These standards include:

**ATTENDANCE**: Students must be progressing at a rate that will enable them to complete their program within 150 percent of the program length as set forth in the State Curriculum Frameworks.

**GRADERS**: Students in non-health science programs must maintain an overall grade of “C”. Health science students must maintain an overall average of “B”. A student who withdraws from the program receives a grade based on his or her progress through the withdrawal date. If a student receives an “I” (incomplete), the student is not making satisfactory progress. Any remedial coursework is not counted toward the academic progress determination. Hours repeated for courses failed will not be counted as hours toward program completion. The grading scale is A 90-100%, B 80-89%, C 70-79%, D 60-69%, F 0-59%, I 0%.

**COMPETENCIES**: Students must complete all competencies; therefore, if a student’s work is satisfactory, but is behind in completing the program’s competencies, the student cannot be reported as meeting minimum standards of achievement.

**CONDUCT**: A student must exhibit professional conduct that is consistent with policies and rules in the LWTC Student Catalog, Program Training Agreement, and Collier County Public Schools (CCPS) Code of Student Conduct.

**RETENTION / PROMOTION OF HEALTH SCIENCE STUDENTS**
Any student who fails to meet the minimum requirement of any section of a course, whether classroom or clinical, must repeat that course and accompanying clinical component prior to advancing to the next course and clinical component.

Any student who fails to perform in a safe, caring, and knowledgeable manner in the clinical setting will be placed on clinical probation. After two (2) consecutive clinical failures, the student may be withdrawn from the program.

Repeating areas of theory and/or clinical instruction will be on a space-available basis and within all other applicable policies and procedures.

A student involved in a critical incident from which serious deficiencies in judgment, practice or ethical behavior may be inferred, may be referred for possible action, which may include permanent separation from any health science program.

The standards used to judge academic progress are cumulative and include all periods of the student’s enrollment. Applicable transfer credit hours must be counted as well, so that transfer students are not given more time, than other students, to meet satisfactory academic progress standards.

**ATTENDANCE – CERTIFICATE PROGRAMS**

**Class Attendance**

As an employability skill, attendance is an essential element to success in the workplace. Therefore, attendance is monitored by the program instructor, workforce education advisor and administration. Each student is allowed to miss a maximum of 10% of the scheduled semester hours per semester. Additional attendance policies exist for other programs (i.e., Health Science and Aviation) and for students receiving Veterans’ benefits. Additional Veterans’ benefits are outlined in the applicable program information of the LWTC catalog. A student who anticipates a break in attendance should consult his/her instructor and workforce education advisor prior to these absences. A student must always call his or her instructor to report an absence or tardy arrival, as is expected in the workplace.

If the student exceeds the allowable absences or if the student is absent for six (6) or more consecutive scheduled class days, the student may be withdrawn from the program of study. The student has the right to request an appeal through the grievance process within 24 hours of withdrawal.

**Excused Absences**

LWTC does not recognize excused absences, except for religious holidays, jury duty or court matters where a subpoena has been served. Students should contact their program instructors and workforce education advisor in emergency situations and every reasonable effort will be made to assist the student in completing the program.

**Leave of Absence**

In unforeseen circumstances, students may apply for a leave of absence by submitting a [leave of absence form](#) to their programs workforce education advisor for administration approval. Students who are recipients of financial aid or VA benefits should contact the Financial Aid Office to identify potential implications.
The student will not receive tuition reimbursements or credits for an approved leave of absence. If a student’s leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

**Jury Duty**
The student should contact his or her instructor immediately upon receiving a jury duty summons. Students need to provide documentation for an excused absence to the program instructor.

**Make-Up Time**
Make-up time may be arranged if appropriate to the curriculum and recommended/approved by the program instructor and/or administration.

**Military Service**
A student enrolled in a postsecondary program shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Students shall be permitted the option of either completing the program at a later date without penalty or withdrawing from the program with a refund. If the student chooses to withdraw, the student’s record shall reflect that the withdrawal is due to active military service.

**Probation - Academic**
Any student who does not meet minimum standards of academic achievement will be placed on a student success plan by the program instructor. Students who are placed on a student success plan are provided with specific action steps required to improve their academic performance. Upon completion of the action steps that result in satisfactory academic performance, the student success plan will no longer be in effect.

**Students on Financial Aid**
At the end of each payment period, the Financial Aid Office will request an evaluation of satisfactory academic progress.

Students who are not meeting the standards of satisfactory academic progress will be placed on financial aid warning. During the warning period, the student still will be eligible for a tuition deferment and payment. If the student achieves satisfactory academic progress standards during the following semester/payment period, the financial aid warning status will be removed.

If satisfactory academic progress is not achieved during the warning period, the student may be terminated from the financial aid program. If financial aid is terminated, all outstanding fees will be the student’s responsibility. A student who does not agree with an unsatisfactory rating received may present his/her concerns through the Grievance Policy process.

**Tardies**
Students benefit most from training at LWTC by attending classes on a regular basis and being punctual to class. Positive work habits here will extend into a working career. Students are expected to arrive and be prepared to begin class work at the designated class start time. Students who arrive later than or are not prepared to begin class work at the designated class start time are considered tardy. Tardiness will result in loss of attended hours and will be assessed in fifteen (15) minute increments. After five (5) tardies per semester, the student may be
referred to the workforce education advisor for guidance. Absences, tardies and leaving early will be made a part of a student's permanent record.

**Ability to Benefit**
The Florida Legislature mandates that each adult student enrolled in a career certificate program must meet minimum basic skills (reading, mathematics, and language) levels before receiving a Career Certificate of Completion. (In some programs, substitute testing and certification may meet this requirement.)

The Florida Department of Education has established minimum grade level standards for each of the career certificate programs. In most cases, students who desire to enter these programs must take the Tests of Adult Basic Education (TABE) and score within two grade levels of the required standard within the first six weeks of entering the program. Students not meeting the grade level requirements are given the opportunity to upgrade their skills in order to achieve the required grade levels prior to completion of their program. Students will not receive their Career Certificate of Completion until they have met exit TABE scores (unless exempt).

Students benefit most from training at LWTC by attending classes on a regular basis. Positive work habits here will extend into a working career. Absences, tardies and checkouts will be made a part of a student's permanent record.

**ELECTRONIC DEVICES**

**Electronic Communication Use Policy**
The network is provided by CCPS to enable students and employees to conduct instructional or district research and communication with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Communication on the network is public in nature. Students are responsible for abiding by all of the terms and conditions of the Student Network and Internet Acceptable Use and Safety policy. ([Board Policy 5136](#))

**DRESS CODE**

The school's dress code follows the CCPS Code of Student Conduct and the uniform requirements of the program of study. Students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for the occupation for which they are training. In some programs, students are required to wear uniforms and/or safety apparel (see workforce education advisor or program instructor for detailed information).

**HEALTH AND CAMPUS SAFETY**

**Student Insurance**
LWTC purchases a school-wide accident insurance policy for all students enrolled in a career certificate program. In case of an accident while participating in an instructional activity, the student will need to get a claim form from the instructor or Workforce Education Advisor and submit a completed claim form to the insurance company for eligible reimbursements.
Safety and Security

The cooperation and involvement of all staff, students and visitors on campus are necessary to ensure the safety and security of individuals and personal belongings. Emergency procedures, campus maps with clearly marked emergency exits are posted in each program area and administrative department. In the event of an accident or other medical emergency, an administrator or the receptionist should be notified. An evacuation plan is posted in each classroom/lab and drills are held on a regular basis. Automated External Defibrillator (AED) units are available on the LWTC and LWTHS campuses:

LWTC, Building 2, 1st floor, near 2-103 next to the fire extinguisher
LWTC Building 3, outside Cafe
LWTC Building 5, 1st floor, by electrical room #5-127
LWTHS Building 4, Main Office, outside Clinic

Students who witness or are hurt in an accident must immediately notify school authorities or seek help from school staff.

Each program area contains an emergency first aid kit as well as MSD Sheets and where applicable eyewash stations. Instructional units on safety practices are incorporated into the course of study for all technical programs. Students are expected to demonstrate safe practices as part of the learning process.

We are concerned about the safety and well-being of our students, prospective students, staff, and visitors. LWTC reviews and revises its safety and security policies and procedures to maintain a safe and crime free environment that we enjoy.

Federal Drug-Free School Act

Federal legislation requires any institution receiving federal funds (contract, grants, student financial aid, etc.) to convey to students the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards on campus or at school sponsored events must be in place and consistently enforced. State law prohibits the sale, consumption and/or possession of alcoholic beverage by persons younger than 21 years of age.

Drug-Free School Summary Statement

The Collier County School Board has a zero tolerance policy against unlawful possession, use, or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities.

A student shall not possess, sell, deliver, use, transmit, distribute, solicit, conspire to sell or obtain or be under the influence of a controlled substance or an alcoholic beverage while on school property or within 1000 feet of the school, or while attending any school function. Any student who agrees, plans, or conspires with another student or person to commit an act described in this rule is guilty of conspiracy. Any student who commands, encourages, hires or requests another student or person to engage in conduct violating this rule is guilty of solicitation. Possession of paraphernalia normally associated with the use of controlled substances, counterfeit drugs, “roach clips”, roll papers, pipes, beer cans, beer bottles, liquor, alcoholic beverages (including non-alcoholic wines and beers such as O’Doul’s) and “flasks” is expressly forbidden. The manufacturing, possession, and/or use of fake identification or driver’s licenses which are used to purchase illegal substances or alcoholic beverages are also a violation of this rule.
This rule also applies to misuse or distribution of legal drugs whether prescription or over-the-counter and the use of any items in order to attain an altered state. School personnel have the right to confiscate any items included in this rule. School personnel have the right to search individuals, lockers and personal property where there is a reasonable suspicion that the individual may possess items covered under this rule. Metal detectors and specially trained animals such as drug detecting dogs may be utilized in these searches.

**SMOKE AND TOBACCO FREE ENVIRONMENT**

(Smoking Prohibited Near School Properties F.S. 386.212)
Smoking or the use of any type of tobacco product is not allowed on the LWTC/LWTHS campus including in or around parked vehicles and school entries. The use or possession of tobacco products, lighters or matches by students is prohibited on school grounds, in school buildings, or at any school-sponsored activity. Violation of this policy by any student shall result in appropriate disciplinary action.

**HARASSMENT/DISCRIMINATION/BULLYING**

It is the policy of the District Board Policy 5517 that all of its students and school employees have an educational setting that is safe, secure and free of harassment of any kind. Any individual that engages in harassing/discriminatory behavior will be subject to disciplinary action following Board Policy 5517. The principal or principal designee is responsible for receiving the complaint and conducting a full investigation. See Complaint Reporting Form. If a student, employee, or other third party has a complaint pertaining to sexual discrimination, including sexual harassment and sexual misconduct, by district students and/or personnel, he or she should refer to Board Policy 5517.

**GENERAL INFORMATION**

**ARTICULATION**

The ability of LWTC students to articulate or transfer to other institutions of higher education to further their studies is of vital importance. In addition to the statewide articulation agreements, LWTC forms articulation agreements with schools such as Johnson & Wales University and Florida SouthWestern State College.

**SCHOOL STORE**

LWTC operates a school store as a service to students, faculty, and staff. Kits, tools, and a variety of school-related supplies are available for purchase. Application, registration, and lab fees are paid at the school store. Cash, checks, VISA, MasterCard and Discover cards are accepted. There is a $20.00 returned check fee for all returned checks.

**CAREER CERTIFICATE OF COMPLETION**

The awarding of a Career Certificate of Completion is governed by the Florida Department of Education and is based on successful completion of the requirements of the program, including applicable TABE scores (unless exempt). Passing scores on industry certifications may satisfy program completion requirements. Please contact the program workforce education advisor with questions at (239) 377-0916. Industry testing may be acceptable – See workforce education advisor for details.
CHANGE OF ADDRESS OR NAME

New students are required to submit their contact and address information at the point of online registration. Returning students are required to verify and/or edit their contact and address information at the point of reregistration of every semester enrolled in thereafter.

COMPLETION RATE

The completion rate is one of the measurements of success of the students’ performance in a program and the college. The completion rate of a program is determined by the percentage of students who complete the entire program within an expected range of completion time and have met all graduation requirements. LWTC’s average program completion rate went from 80% in the 2014-2015 school year to 87% in the 2016-2017 school year.

For further information regarding completion rate, job placement and other important educational statistics on LWTC, visit https://nces.ed.gov/collegenavigator/.

EMERGENCY CLOSINGS

When circumstances of weather, power failure, lack of water or heat/AC, work stoppage, epidemic, or other civil or natural emergencies make it impossible or unsafe to open any or all of the schools in the county, the Superintendent of Schools shall have the power to close any school so affected. When classes are cancelled, the announcement shall be made through collierschools.com or news media.

FINANCIAL OBLIGATIONS

All financial obligations must be fulfilled before a student will receive any documents, certificates, or transcripts from LWTC, or be allowed to register or re-enroll.

FLORIDA PREPAID COLLEGE PROGRAM

LWTC accepts the Florida Prepaid College Program certificate. Students should bring their certificates to the Financial Aid Office for processing at least six (6) weeks prior to the start date of class. Prepaid certificates cover tuition only and do not include lab fees, books, uniforms or other costs of attendance.

FOOD FACILITIES

A student dining room is located in Building 5 and a café in Building 3. Students in the Professional Culinary Arts & Hospitality program provide breakfast and lunch for an affordable cost to the student body, faculty, and staff. This service is a component of the course curriculum and serves as part of the students’ education. Vending machines are also available in Buildings 1, 3 and 5.

GRADUATION

Upon completing program competencies, students receive a Certificate of Completion. LWTC graduation is held at the end of the school year and all students are encouraged to participate. Graduate cap and gowns are included in the student activity fee.
IDENTIFICATION/ACCESS BADGES

Students must have an identification/access badge which will be issued for the length of the program. For safety and building access purposes, the badge must be worn above the waist and be visible at all times while on campus. Students not having their ID badges will report to the receptionist for a visitor badge. Replacement badges can be purchased at the school store.

*Dual Enrolled students will use the LWTHS ID badges.

ILLNESS/INJURIES

Instructional units on safety practices are incorporated into the course of study for all technical programs. Students are expected to demonstrate safe practices as part of the learning process. Limited first aid supplies and Automated External Defibrillator (AED) units are available at designated locations on campus. If illness or injury occurs, notify your program instructor.

LOST AND FOUND

Any lost item found on campus should be turned into the receptionist located in the main lobby. Students may contact the receptionist at (239) 377-0900 to claim lost items.

MEDIA CENTER

Students have access to a variety of resources (both print and non-print formats). Hours of operation for checking out materials are 7:00 a.m. to 2:30 p.m., Monday through Friday. Computers are available Monday through Thursday from 7:00 a.m. to 8:30 p.m. and on Fridays from 7:00 a.m. to 3:00 p.m.

PARKING AND DRIVING

Parking on campus is limited. However, additional parking can be found on the east side (Lorenzo Walker Technical High School) of the campus. The right to drive and operate a motor vehicle on school property is controlled by the State of Florida through the Department of Highway Safety and Motor Vehicles. All applicable State regulations will be enforced. The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege. Students must obtain a LWTC parking permit in the school store.

Law enforcement officers and school officials working with canine units periodically conduct unannounced checks of vehicles on school property. These checks may result in a search of vehicles on campus. A student who drives a vehicle to school is responsible for and considered to be in possession of any item in that vehicle. Students will be subject to disciplinary action for items found in vehicles that are prohibited. In order to facilitate an orderly and safe campus, the following regulations relating to parking and driving will be enforced:

Students may park in any parking space EXCEPT those designated as RESERVED, VISITOR or HANDICAPPED. Pedestrians shall have the right of way on campus. Vehicles shall not be driven in a careless manner; vehicles will not exceed 15 M.P.H. on campus. Loud music is prohibited.
The School Board of Collier County is not responsible for damage to or loss from automobiles or other vehicles parked or operated on school property.

Students agree to abide by the state driving laws, CCPS and Lorenzo Walker Campus driving and parking rules.

Students understand that law enforcement officers can also ticket illegally parked vehicles on the Lorenzo Walker Campus.

The following violations can also result in a tow-away at owner's expense:
Vehicle parking in a designated handicapped space not displaying an authorized decal/permit.
Parking in roadways, fire lanes, and no parking zones.

**REFUND POLICY**

- 100% refund of tuition and lab fees if class is cancelled by administration.
- 100% refund of tuition and lab fees minus $30.00 for career certificate programs and continuing workforce education classes will be given to a student who withdraws prior to the start of a class or within the first five business days of the first meeting day of the class.
- No refunds for the classes after 5 business days. No refunds for continuing workforce education classes less than four weeks in length. NO REFUNDS for insurance, materials, supplies or any other associated costs or fees.
- REFUNDS, WHEN DUE, ARE MADE WITHIN 30 DAYS: of the last date of attendance if written notification has been provided by the student or from the date LWTC terminates the student or determines withdrawal by the student.
- No refunds will be made until all financial obligations have been cleared. Refund forms are generated by a workforce education advisor. Please read and understand this policy before you pay.

**Refund Policy for TITLE IV FUNDS (PELL GRANT)**

The return of Title IV funds policy applies when a student who has received or whose account has been credited with Pell Grant funds withdraws, drops out, is dismissed, or otherwise fails to complete the program. The calculation of Title IV funds is based on the amount of time attended in the payment period. Through the 60% point, a pro rata schedule is used. After the 60% point, a student has earned 100% of the funds scheduled to be received. Students are responsible for any outstanding financial obligations. For more information, contact the financial aid office at (239) 377-0916.

**STUDENT CLUBS AND ORGANIZATIONS**

LWTC provides opportunities for students to become members of the student clubs and organizations. These clubs and organizations may be an integral part of the curriculum and are organized to aid in leadership and social skill development.

**TRANSCRIPTS**

Official transcripts will be released upon student request. The written request should include the student’s name, phone number, program of study, year attended, social security number, the address of the school/business to which the transcript should be sent and should be signed by the student. Additional
transcripts will be supplied for a fee of $5.00 each, payable to Lorenzo Walker Technical College. Official transcripts can be requested by completing the transcript request form and emailing to Student Services Department email address.

**VISITORS/CHILDREN ON CAMPUS**

Florida law requires that all visitors to public schools be screened. To ensure the safety of our students and campus, all visitors are required to check in at the receptionist desk with a valid photo ID. Please be aware that the screening is strictly for Sexual Offenders/Predators and no other legal offenses. Public Safety Information Act 1997 – Sex Offender/Sexual Predator Laws require all sexual offenders/predators to register with the Florida Department of Law Enforcement (FDLE). The public may access this information at 1-888-357-7332 or http://offender.fdle.state.fl.us/offender

All visitors will receive a visitor’s badge from the receptionist. While on campus, the badge must be visibly worn at all times. The badge will be returned to the receptionist before leaving campus. Students are not permitted to bring children into classes with them or to permit children to wander unsupervised in any area of the campus.

**WEAPONS, FIREARMS, DANGEROUS INSTRUMENTS, AND CONTRABAND**

A student shall not possess, handle, or transmit any object that reasonably can be considered a weapon, instrument capable of inflicting bodily harm, incendiary device, (including counterfeit devices) or any other contraband materials. Examples of such devices include, but are not limited to: knives, razor blades, box cutters, firearms, bullets, pellet or B-B guns, gun replicas, stun guns, clubs, chemical agents (e.g., pepper spray and mace), chains, black-jacks, fireworks, bombs or bomb replicas. School authorities have the right to confiscate the above items and to search individuals when there is a reasonable suspicion that the individual may be in possession of such items. Possession and/or use of any such item by a student shall be grounds for recommendation for expulsion.

Further, per the School Board Zero Tolerance Policy, possession of a firearm or weapon (as defined in the above paragraph) on school campus or within 1000 ft. of the school or at any school sponsored activity shall result in an automatic recommendation for expulsion from the CCPS and possible criminal penalties.

In addition, the Gun-Free Schools Act, which was enacted on October 20, 1994, states that State law requires local educational agencies to expel from school for a period of not less than one full calendar year a student who is determined to have brought a firearm to school.

**WITHDRAWAL**

An adult student who plans to withdraw from a program prior to completion should notify the instructor and their workforce education advisor. Withdrawal prior to program completion may have financial aid implications.

**WORK BASED LEARNING**

Our Work Based Learning component is an integral part of our students’ career training and future success. To ensure that this experience is meaningful and appropriate, an Experiential Learning Agreement (ELM) must be
completed and approved by the student, instructor, employer and administrator prior to a student's participation.

CAREER & TECHNICAL PROGRAMS

ACCOUNTING OPERATIONS – B070110

It's no surprise that many successful business owners and CEOs began their careers as accountants, since he or she has an understanding of what drives business and profits.

In this program, you'll learn how money is used by businesses, non-profit organizations, governments, and individuals. You'll study both manual and computerized bookkeeping, accounting, and payroll systems.

The field of accounting offers stimulating and challenging work that is continuously evolving with technological and intellectual innovations. Demand is especially high for competent bookkeepers, accounting clerks, and payroll clerks.

When registering, you must register for the complete program.

Career Opportunities: Accounting Clerks, Auditing Clerks, Bookkeepers, Clerical positions in specialized areas such as law, medicine, engineering, real estate, government, education, and small business, Inventory Clerks, and Payroll Clerks.

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Program Length - 900 Contact Hours; 2 Semesters
Schedule - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 7:15 a.m. to 1:50 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 10, Math 10, Language 10 (unless exempt)

Industry Certifications/Licensures:
Prepare for and earn industry certification in: Microsoft Office Specialist (MOS)Bundle (3 out of 5) or Microsoft Office Master.

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

**Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) – C400400**

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning, and refrigeration and ventilation industry.

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

**Career Opportunities:** Service Technician, Maintenance and Repair, Heating, Air-conditioning and Refrigeration Mechanics and installers

**Program Length** – 1350 Contact Hours; 3 Semesters

**Schedule** - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

**Basic Skills Exit Requirements:**
Reading 10, Math 9, Language 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR0000</td>
<td>Introduction to HVAC/R</td>
<td>250</td>
</tr>
<tr>
<td>ACR0001</td>
<td>HVAC/R Fundamentals</td>
<td>250</td>
</tr>
<tr>
<td>ACR0012</td>
<td>HVAC/R Service Practices</td>
<td>250</td>
</tr>
<tr>
<td>ACR0013</td>
<td>HVAC/R Intermediate Service Practices</td>
<td>250</td>
</tr>
<tr>
<td>ACR0044</td>
<td>HVAC/R Advanced Service Practices</td>
<td>350</td>
</tr>
<tr>
<td>ACR0045</td>
<td>HVAC/R Advanced Commercial and Industrial Service Practices</td>
<td>350</td>
</tr>
</tbody>
</table>

**Industry Certifications/Licensures:**
A Career Certificate of Completion is awarded to students who successfully complete the program’s competencies and satisfy basic skill requirements in accordance with state guidelines.
Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN— T401300

As you can imagine, the job market for vehicle collision repair people is strong locally, statewide, and nationally. It takes practice and patience to prepare the damaged area and develop the compound application, welding, and assembly skills required to restore vehicular bodies. Through hands-on experiences, you gain the vehicle knowledge, chemistry know-how, and safety procedures required to work in a dealership, body shop, or paint facility. You learn to repair all types of damages from removing dents to smoothing surfaces to adding the undercoat and final color.

CONTENT
Basic trade skills
Refinishing techniques and tips
Sheet metal repair methods
Frame and uni-body squaring and aligning
Filler application
Paint systems and undercoats
Related welding and mechanical procedures
Trim-hardware maintenance
Glass serving

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARR0140</td>
<td>Automotive Collision Repair and Refinishing Helper/Assistant</td>
<td>150</td>
</tr>
<tr>
<td>ARR0141</td>
<td>Automotive Collision Refinishing Technician</td>
<td>450</td>
</tr>
<tr>
<td>ARR0312</td>
<td>Non-Structural Damage Repair Technician</td>
<td>300</td>
</tr>
<tr>
<td>ARR0022</td>
<td>Damage Analysis and Estimating</td>
<td>75</td>
</tr>
<tr>
<td>ARR0112</td>
<td>Automotive Collision Welding, Cutting and Joining</td>
<td>75</td>
</tr>
<tr>
<td>AAR0295</td>
<td>Structural Damage Repair Technician</td>
<td>350</td>
</tr>
</tbody>
</table>

Program Length - 1400 Contact Hours; 3 Semesters

Schedule – Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 7:15 a.m. to 1:50 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 9, Math 9 and Language 9 (unless exempt)
Industry Certifications/Licensures:
This program prepares the student to take the following ASE Collision Repair and Refinishing Technician exam:
- Mechanical and Electrical Components
- Non-structural Analysis and Damage Repair
- Painting and Refinishing
- Structural Analysis and Damage Repair
- ASE Damage Analysis and Estimating
- ASE Master Collision Repair and Refinishing Technician

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

AUTOMOTIVE SERVICE TECHNOLOGY – I470608

Automotive Service Technology prepares you for entry-level careers in all eight areas of specialization listed by the National Institute of Automotive Service Excellence:
- Automotive Technology Assistor, including employability skills and principles of entrepreneurship (CORE)
- Automatic Transmission/Transaxle
- Brakes
- Electrical/Electronic Systems
- Engine Performance
- Engine Repair
- Heating and Air Conditioning
- Manual Drive Train and Axles
- Suspension and Steering
- Employability Skills
- Principles of Entrepreneurship

The Automotive Technology program is Accredited by the National Automotive Technicians Education Foundation (N.A.T.E.F)

Career Opportunities:  Automotive Service Technicians and Mechanics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER0014</td>
<td>Automotive Services Assistor</td>
<td>300</td>
</tr>
<tr>
<td>AER0110</td>
<td>Engine Repair Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER0257</td>
<td>Automotive Transmission and Transaxle Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER0274</td>
<td>Manual Drivetrain and Axle Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER0453</td>
<td>Automotive Suspension and Steering Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER0418</td>
<td>Automotive Brake System Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER0360</td>
<td>Automotive Electrical/Electronic System Technician</td>
<td>300</td>
</tr>
<tr>
<td>AER0172</td>
<td>Automotive Heating and Air Conditioning Technician</td>
<td>150</td>
</tr>
<tr>
<td>AER0503</td>
<td>Automotive Engine Performance Technician</td>
<td>300</td>
</tr>
</tbody>
</table>
Program Length - 1800 Contact Hours; 4 Semesters

Schedule - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 9, Math 10, Language 9 (unless exempt)

Industry Certifications/Licensures:
This program prepares the student to take the following ASE Automobile/Light Truck Technician exams:

<table>
<thead>
<tr>
<th>Category</th>
<th>Exam Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Transmission/Transaxle</td>
<td>Heating and Air Conditioning</td>
</tr>
<tr>
<td>Brakes</td>
<td>Manual drive Train and Axles</td>
</tr>
<tr>
<td>Electrical/Electronic Systems</td>
<td>Suspension and Steering</td>
</tr>
<tr>
<td>Engine Performance</td>
<td>ASE Automobile Service Consultant</td>
</tr>
<tr>
<td>Engine Repair</td>
<td>ASE Master Automobile Technician</td>
</tr>
<tr>
<td>Heating and Air Conditioning</td>
<td></td>
</tr>
<tr>
<td>Manual drive Train and Axles</td>
<td></td>
</tr>
<tr>
<td>Suspension and Steering</td>
<td></td>
</tr>
<tr>
<td>ASE Automobile Service Consultant</td>
<td></td>
</tr>
<tr>
<td>ASE Master Automobile Technician</td>
<td></td>
</tr>
<tr>
<td>ASE Master Automobile Technician</td>
<td></td>
</tr>
</tbody>
</table>

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](#).

AVIATION AIRFRAME MECHANICS (T640300)

The Aviation Airframe Mechanics program offers a vast array of career opportunities ranging from general aviation to commercial aviation; from aircraft or component manufacturers to aircraft repair and overhaul at both domestic and foreign fixed base operations. This program consists of two programs offered concomitantly with one common core and four additional courses. The program employs rolling admissions that allows students the freedom to begin at identified courses with students completing only after all 5 courses are successfully accomplished. The student will be prepared for the Federal Aviation Administration Airframe Certification.

Career Opportunities: Airframe Mechanic. Aircraft Body Repairer, Experimental Aircraft Mechanic

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT0705</td>
<td>Aviation Maintenance General Technician (Core to Both Programs)</td>
<td>450</td>
</tr>
<tr>
<td>AMT0765</td>
<td>Aviation Maintenance Airframe Technician 1</td>
<td>450</td>
</tr>
<tr>
<td>AMT0766</td>
<td>Aviation Maintenance Airframe Technician 2</td>
<td>450</td>
</tr>
</tbody>
</table>
Program Length:
Aviation Airframe Mechanics with FAA Airframe Rating Program Length: 1350 Contact Hours; 3 Semesters
Aviation Airframe Mechanics: 1350 Contact Hours; 3 Semesters

Schedule - Students are admitted during August, January, and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 10, Math 10, Language 9 (unless exempt)

Industry Certifications/Licensures:
FAA Airframe Mechanic

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

AVIATION POWERPLANT MECHANICS (T640400)

The Aviation Powerplant Mechanics (A&P) program offers a vast array of career opportunities ranging from general aviation to commercial aviation; from aircraft or component manufacturers to aircraft repair and overhaul at both domestic and foreign fixed base operations. This program consists of two programs offered concomitantly with one common core and four additional courses. The program employs rolling admissions that allows students the freedom to begin at identified courses with students completing only after all 5 courses are successfully accomplished. The student will be prepared for the Federal Aviation Powerplant Certification.

Career Opportunities: Powerplant Mechanic, Aircraft Body Repairer, Experimental Aircraft Mechanic

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT0705</td>
<td>Aviation Maintenance General Technician (Core to Both Programs)</td>
<td>450</td>
</tr>
<tr>
<td>AMT0775</td>
<td>Aviation Maintenance PowerPlant Technician 1</td>
<td>450</td>
</tr>
<tr>
<td>AMT0776</td>
<td>Aviation Maintenance PowerPlant Technician 2</td>
<td>450</td>
</tr>
</tbody>
</table>

Program Length:
Aviation Powerplant Mechanics with FAA Powerplant Rating Program Length: 1350 Contact Hours; 3 Semesters
Aviation Powerplant Mechanics Scheduled Concurrently: 1350 Contact Hours; 3 Semesters

Schedule - Students are admitted during August, January, and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 10, Math 10, Language 9 (unless exempt)

**Industry Certifications/Licensures:**
FAA PowerPlant Mechanic

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMV0100</td>
<td>Food Preparation</td>
<td>300</td>
</tr>
<tr>
<td>HMV0170</td>
<td>Cook-Restaurant</td>
<td>300</td>
</tr>
<tr>
<td>HMV0171</td>
<td>Chef/Head Cook</td>
<td>300</td>
</tr>
<tr>
<td>HMV0126</td>
<td>Food Service Management</td>
<td>300</td>
</tr>
</tbody>
</table>

**Continuing Education/Articulation Agreements**
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](#).

**PROFESSIONAL CULINARY ARTS AND HOSPITALITY – N100500**

Do you enjoy creating meals or desserts or special dishes and wonder how you can turn it into a career? Experienced chefs earn high incomes working at restaurants, hotels, resorts and clubs. In this program you not only learn the basics of food preparation and presentation, but you create and prepare gourmet dishes and meals. You learn pastry, salad, buffet, soup, sauce, meat and fish preparations and it is all hands-on. Training provides a great opportunity for you to enter the profession as a prep or line cook, Garden Manager or cold food cook, or baker assistant.

The program is led by a highly-skilled chef. Training includes a wide variety of laboratory activities that provide practical experiences while using industry standards and sanitation procedures. You gain the foundation and confidence that you need in order to be successful.

**CONTENT**

- Bakery Goods and Dessert Preparation
- Dining Room Operations
- Employability Skills
- Fruit, Vegetable Preparation
- Dairy & Egg Preparation
- Salad, Buffet Food Preparation
- Soup Sauce, Meat, Poultry & Fish Prep
- Proficiency in Customer Relations

**Career Opportunities:** Short-Order Cook, Line Cook, Restaurant Cook, Prep Cook, Baker’s Helper, Pastry Cook, Pantry Cook, Front of the House.

**Program Length** - 1200 Contact Hours; 3 Semesters

**Schedule** - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.
**Basic Skills Exit Requirements:**
Reading 9, Math 9, Language 9 (unless exempt)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP0009</td>
<td>Grooming and Salon Services Core, Facials and Nails</td>
<td>225</td>
</tr>
<tr>
<td>COS0002</td>
<td>Cosmetologist and Hairdresser 1</td>
<td>300</td>
</tr>
<tr>
<td>COS0003</td>
<td>Cosmetologist and Hairdresser 2</td>
<td>300</td>
</tr>
<tr>
<td>COS0009</td>
<td>Cosmetologist and Hairdresser 3</td>
<td>375</td>
</tr>
</tbody>
</table>

**Industry Certifications/Licensures:**
This program certified by the American Culinary Federation. Students may receive cc (certified culinarian) certification upon completion of the course and additional qualifications. Pro management certificates are awarded by passing tests on a series of management/nutrition topics.

**Continuing Education/Articulation Agreements**
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](#).

**COSMETOLOGY – D500100**

Cosmetology provides students with technical knowledge and skills necessary to qualify for the Florida Cosmetology State Licensure Examination. Instruction includes a combination of classroom theory and practical experiences through practice on mannequins and patrons.

**CONTENT**
- Chemical Hair Restructuring
- Employability skills
- Facials and Make Up
- Fundamentals of Cosmetology
- Hair Coloring
- Hair Shaping
- Hair Styling
- Manicure and Pedicure
- Principles of Entrepreneurship
- Salon Management
- Scalp and Hair Care
- Florida Law

**Career Opportunities:** Technician, Platform Artist, Instructor, Salon Trainer, Salon Owner or Manager, Texture Specialist, Color Specialist, Cutting Specialist, Hair Stylist, Consultant, Facial or Nail Specialist, Distributor-Sales Consultant, Makeup Artist, Cosmetologist

**Program Length** - 1200 Contact Hours; 3 Semesters

**Schedule** - Students are admitted during August and January; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

**Basic Skills Exit Requirements:**
Reading 9, Math 8, Language 8 (unless exempt)
Industry Certifications/Licensures:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA0040</td>
<td>Information Technology Assistant</td>
<td>150</td>
</tr>
<tr>
<td>MNA0083</td>
<td>Customer Care Representative</td>
<td>150</td>
</tr>
<tr>
<td>MNA0086</td>
<td>Customer Care Specialist</td>
<td>150</td>
</tr>
</tbody>
</table>

Completion of this program will allow the graduate to take the Florida State Board of Cosmetology exam.

Continuing Education/Articulation Agreements

For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

CUSTOMER ASSISTANCE TECHNOLOGY – B079100

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as Customer Care Representative, and Customer Care Specialist in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

CONTENT

The content includes but is not limited to the development of interpersonal, communications, conflict resolution, leadership, decision making, problem solving, supervisory, and employability skills; diversity awareness; telephone techniques; and technical applications in the customer care environment.

Career Opportunities: Customer User Support Specialists, Customer Service Representatives

Program Length - 450 Contact Hours; 1 Semester

Schedule - Students are admitted during August and January; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.

Basic Skills Exit Requirements:
Reading 9, Math 9, Language 9 (unless exempt)

Industry Certifications/Licensures:

Continuing Education/Articulation Agreements
students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

### DATABASE APPLICATION DEVELOPMENT & PROGRAMMING – Y700300

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

The content includes but is not limited to the fundamentals of programming and software development; procedural and object-oriented programming; creating regular and specialized applications using standard and extended Structured Query Language (SQL), including testing, monitoring, debugging, documenting, and maintaining database applications.

**Career Opportunities:** Information Technology Assistant, Computer Programmer Assistant, Computer Programmer and Database Programmer.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA0040</td>
<td>Information Technology Assistant</td>
<td>150</td>
</tr>
<tr>
<td>CTS0041</td>
<td>Computer Programmer Assistant</td>
<td>300</td>
</tr>
<tr>
<td>CTS0044</td>
<td>Computer Programmer</td>
<td>150</td>
</tr>
<tr>
<td>CTS0062</td>
<td>Database Programmer</td>
<td>600</td>
</tr>
</tbody>
</table>

**Program Length** – 1200 Contact Hours; 3 Semesters

**Schedule** – Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

**Basic Skills Exit Requirements:**
Industry Certifications/Licensures:


Continuing Education/Articulation Agreements

For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

DENTAL ASSISTING – H170106

The Dental Assisting Student is trained in subject areas such as history, ethics, infection control practices, digital radiology techniques, expanded functions and emerging trends and practices in dentistry as well as, preventive dentistry, head and neck anatomy, anatomy and physiology and tooth morphology. The student will have hands on learning experience in our onsite dental lab, as well and practicum externships in various dental offices in the area. There they will have the opportunity to explore potential employment and areas of dental practice they would like to pursue.

Upon graduating from the Dental Assisting Program the student will be able to perform different types of patient care, office and laboratory duties. The student will be able to assist the dentist and other dental auxiliary to provide more efficient dental treatment.

OSHA maintains sections devoted to safety and health topics related to Healthcare Facilities. Links to applicable standards and common hazards, including bloodborne pathogens, hazardous materials, ionizing radiation, needle sticks, and chemical exposures are included. The following is a link to OSHA safety and health topics: http://www.osha.gov/SLTC/healthcarefacilities/index.html

Career Opportunities: Expanded Functions Dental Assistant (EFDA) can be employed in general dental offices and clinics and all dental specialty practices.

Program Length - 1230 Contact Hours; 3 Semesters

Schedule - Students are admitted during August class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.
**Basic Skills Exit Requirements:**
Reading 10, Math 10, Language 10 (unless exempt)

**Industry Certifications/Licensures:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG0081</td>
<td>Theory and Foundations of Design</td>
<td>150</td>
</tr>
<tr>
<td>DIG0082</td>
<td>Multimedia Digital/Print Designer</td>
<td>300</td>
</tr>
<tr>
<td>DIG0083</td>
<td>Multimedia Web Integrative Designer</td>
<td>300</td>
</tr>
<tr>
<td>DIG0084</td>
<td>Multimedia Integrated Producer Designer</td>
<td>300</td>
</tr>
</tbody>
</table>

Earn certificates in Dental Radiology and Expanded Functions according to Florida Board of Industry requirements for Dental Assistants.
Upon completion of the program the student is prepared to take the Certified Dental Assistant (CDA) exam.

**Continuing Education/Articulation Agreements**
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](http://www.fldoe.org).

**DIGITAL MEDIA / MULTIMEDIA DESIGN - K100200**

Looking for a great and creative hands-on learning experience with a broad foundation of knowledge and skills to prepare you for employment in the digital world?

Learn current software used in the industry including the Adobe Creative Suite...
*Premiere Pro for video editing*  
*Flash for animation*  
*Photoshop for image editing and scanning*  
*Dreamweaver for web page design*

**CONTENT**
- Computer generated art
- Camera fundamentals
- Commercials for magazines, television and the web
- Animation for banner ads
- Web page development

**Career Opportunities:** Production Assistants, Digital Assistants, Designers, Graphic Designers, Multimedia Designers

**Program Length** – 1050 Contact Hours; 3 Semesters
Schedule - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 7:15 a.m. to 1:50 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDR0070</td>
<td>Introduction to Drafting</td>
<td>150</td>
</tr>
<tr>
<td>TDR0370</td>
<td>Drafting Assistant</td>
<td>450</td>
</tr>
<tr>
<td>TDR0775</td>
<td>Drafting Detailer 1</td>
<td>150</td>
</tr>
<tr>
<td>TDR0776</td>
<td>Drafting Detailer 2</td>
<td>150</td>
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<tr>
<td>TDR0570</td>
<td>Architectural Drafter</td>
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<tr>
<td>TDR0874</td>
<td>Civil Drafter</td>
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<tr>
<td>TDR0777</td>
<td>Mechanical Drafter</td>
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</tr>
<tr>
<td>TDR0875</td>
<td>Structural Drafter</td>
<td>150</td>
</tr>
</tbody>
</table>

Basic Skills Exit Requirements:
Reading 10, Math 10, Language 10 (unless exempt)

Industry Certifications/Licensures:
Prepare for industry certification exams in:
Adobe Certified Expert (Premiere Pro)
Adobe Certified Associate (Dreamweaver)
Adobe Certified Associate (Flash)
Adobe Certified Associate (Photoshop)

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

DRAFTING – C100200

Students in this program learn how to create working drawings and computer simulations in support of mechanical and industrial engineers and others. In addition to drafting techniques, students study manufacturing processes and materials, the science of metal and technical communication. This program focuses on broad, transferable skills and stresses the understanding of all aspects of the drafting industry and demonstrates such elements of the drafting industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Program Length – 1500 Contact Hours; 3 Semesters

Schedule - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 7:15 a.m. to 1:50 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 9, Math 10, Language 9 (unless exempt)

Industry Certifications/Licensures:
This program prepares the student to take the following Autodesk Certified Associate and Professional exams:
Autodesk Certified Associate-AutoCAD 2013
Autodesk Certified Professional- AutoCAD 2013
Autodesk Certified—AutoCAD Architecture
Autodesk Certified Professional — Revit Architecture

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

LEGAL ADMINISTRATIVE SPECIALIST – B072000

Working in the legal field is extremely interesting and rewarding. This program prepares you for employment in law firms, clerk of court offices, corporate and judicial legal offices.

Develop your technical skills in...
Legal typing and transcription
Document formatting
Word processing and computer training
Civil litigation, criminal law, and courtroom procedures

Increase your skills in using technology to...
Develop communications skills
Make sound decisions
Perform office procedures specific to the legal environment
Produce quality work in an efficient manner using advanced business software applications
Access the Internet online

Career Opportunities: Legal Secretary, Litigation Secretary, Law Library Clerk, Legal Document Processor, Legal Office Clerk, Legal Records Clerk, Judicial Clerk.
Program Length - 1050 Contact Hours; 3 Semesters

Schedule: Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 7:15 a.m. to 1:50 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 10, Math 10, Language 10 (unless exempt)

Industry Certifications/Licensures:
Microsoft Office Specialist (MOS) for Word, Excel, PowerPoint, Access, and Outlook
Microsoft Office Master (Word, Excel, PowerPoint and Outlook—must pass all four).

Continuing Education/Articulation Agreements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA0040</td>
<td>Information Technology Assistant</td>
<td>150</td>
</tr>
<tr>
<td>OTA0041</td>
<td>Front Desk Specialist</td>
<td>300</td>
</tr>
<tr>
<td>OTA0042</td>
<td>Administrative Support</td>
<td>150</td>
</tr>
<tr>
<td>OTA0050</td>
<td>Legal Administrative Specialist</td>
<td>450</td>
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</table>

For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

MARINE SERVICE TECHNOLOGIES – T400210

The Marine Service Technology program focuses on maintaining, troubleshooting, repairing, removing, and installing marine engines and systems in pleasure boats, yachts, and commercial craft.

Content includes service, repair, and overhaul of:
Four- and two-stroke cycle engines and outboard engines
Electrical systems
Fuel systems
Power transfer systems
Ignition systems
Cooling systems
Lubrication systems
Drive systems
Boat/trailer rigging

Learn to use the tools, equipment, materials, and processes found in the marine industry and be prepared for employment as machinery, marine engine, or outboard motor technicians.

CONTENT

Employability Skills
Electronic Management Systems
Inboard/Outboard (Stern Drive) Repair
Introduction to Marine Mechanics
Marine Engine Preventive Maintenance
Outboard Engine Repair
Outboard Engine Troubleshooting
New Boat Preparation and Delivery
Principles of Entrepreneurship

Career Opportunities: Motorboat Mechanics and Service Technicians
**Program Length** - 1350 Contact Hours; 3 Semesters

**Schedule** - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

**Basic Skills Exit Requirements:**
Reading 9, Math 9, Language 9 (unless exempt)

**Industry Certifications/Licensures:**
23 Mercury Marine Factory E-Skills Certification Tests available for students, these are certification tests with a world renowned manufacturer that will show potential employers you are serious about you career. The student may be expected to register for and take one or more of the above tests.

**Continuing Education/Articulation Agreements**
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](#).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MTE0003</td>
<td>Marine Rigger</td>
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<tr>
<td>MTE0090</td>
<td>Outboard Engine Technician</td>
<td>300</td>
</tr>
<tr>
<td>MTE0074</td>
<td>Outboard Engine Diagnostics Technician</td>
<td>150</td>
</tr>
<tr>
<td>MTE0092</td>
<td>Inboard Gas Engine Technician</td>
<td>300</td>
</tr>
<tr>
<td>MTE0093</td>
<td>Drive Train Technician</td>
<td>150</td>
</tr>
<tr>
<td>MTE0056</td>
<td>Inboard Diesel Technician</td>
<td>150</td>
</tr>
</tbody>
</table>

**MEDICAL ADMINISTRATIVE SPECIALIST – B070300**

You can have the best of both worlds when you learn the professional and technical skills that are in demand, along with medical terminology and office procedures needed to work in hospitals, insurance companies, clinics, and medical research centers.

Learn administrative office duties and procedures specific to the medical environment and …

Exceptional planning, management, human relations, decision making, communication, finance, insurance, technical and production skills.

Proficiency with touch keyboarding and computer applications including the advanced features in business software to perform office-related tasks in word processing, spreadsheet, database, and presentation software.

Essential knowledge of medical terminology to produce and transcribe medical correspondence and forms.

Official processing of health insurance documentation.
**Career Opportunities:** Medical Secretary, Unit Secretary, Medical Office Clerk, Medical Insurance Secretary and Medical Records Clerk.

**Program Length** – 1050 Contact Hours; 3 Semesters

**Schedule** - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 7:15 a.m. to 1:50 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

**Basic Skills Exit Requirements:**
Reading 10, Math 10, Language 10 (unless exempt)

**Industry Certifications/Licensures:**
- Microsoft Office Specialist (MOS) for Word, Excel, PowerPoint, Access, and Outlook
- Microsoft Office Master (Word, Excel, PowerPoint and Outlook—must pass all four).

**Continuing Education/Articulation Agreements**
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](http://www.fldoe.org).

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>HSC0003</td>
<td>Information Technology Assistant</td>
<td>150</td>
</tr>
<tr>
<td>MEA0002</td>
<td>Front Desk Specialist</td>
<td>300</td>
</tr>
<tr>
<td>MEA0501</td>
<td>Medical Office Technologist</td>
<td>300</td>
</tr>
<tr>
<td>MEA0521</td>
<td>Medical Administrative Specialist</td>
<td>300</td>
</tr>
</tbody>
</table>

**MEDICAL ASSISTING – H170515**

Medical Assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures. Administrative skills include: Computer skills, word processing, medical terminology, transcription, scheduling appointments, medical correspondence, billing, coding and insurance.

Clinical skills completed in the classroom include: Vital Signs / Heights / Weights / Obtaining Patient History / Obtaining Specimens / Performing Laboratory Tests / Assist with Physical Exams and Minor Surgery / Sterile Technique / Pharmacology / Medication Administration / Phlebotomy / Basic EKG / Principles in Radiology and Physical Therapy.

**Career Opportunities:** Medical Assistant, Medical Office Receptionist, EKG Aide, Phlebotomist
Program Length – 1300 Contact Hours; 3 Semesters

Schedule - Students are admitted during August and class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 10, Math 10, Language 10 (unless exempt)

Industry Certifications/Licensures:
Upon completion of the program the student is prepared to take the Certified Medical Assistant (CMA-AAMA) exam.

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
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</tr>
<tr>
<td>MEA0002</td>
<td>Introduction to Medical Assisting</td>
<td>250</td>
</tr>
<tr>
<td>MEA0501</td>
<td>Medical Office Procedures</td>
<td>75</td>
</tr>
<tr>
<td>MEA0521</td>
<td>Phlebotomist, MA</td>
<td>75</td>
</tr>
<tr>
<td>MEA0543</td>
<td>EKG Aide, MA</td>
<td>75</td>
</tr>
<tr>
<td>MEA0581</td>
<td>Clinical Assisting</td>
<td>230</td>
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<tr>
<td>MEA0530</td>
<td>Pharmacology for Medical Assisting</td>
<td>90</td>
</tr>
<tr>
<td>MEA0573</td>
<td>Laboratory Procedures</td>
<td>125</td>
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<tr>
<td>MEA0506</td>
<td>Administrative Office Procedures</td>
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<tr>
<td>MEA0942</td>
<td>Practicum Experience</td>
<td>200</td>
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NETWORK SUPPORT SERVICES – B078000

This program is designed to present networking education to equip students with knowledge and skills that can be applied toward entry level ICT careers and also CCENT and CCNA certifications. It is primarily designed for CISCO Networking Academy students who are looking for career oriented information and communication technology skills. When registering, you must register for the complete program.

Career Opportunities: Computer Support Specialist, Network Support Analyst, Network Support Specialist, Network Support Technician
Program Length – 1050 Contact Hours; 3 Semesters

Schedule - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 7:15 a.m. to 1:50 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirements:
Reading 9, Math 9, Language 9 (unless exempt)

Industry Certifications/Licensures:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA0040</td>
<td>Information Technology Assistant</td>
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<tr>
<td>EEV0504</td>
<td>Computer Support Assistant</td>
<td>150</td>
</tr>
<tr>
<td>CTS0022</td>
<td>Network Support Help Desk Assistant</td>
<td>150</td>
</tr>
<tr>
<td>CTS0023</td>
<td>Network Support Administrator</td>
<td>150</td>
</tr>
<tr>
<td>CTS0024</td>
<td>Senior Network Administrator</td>
<td>150</td>
</tr>
<tr>
<td>CTS0029</td>
<td>Wireless Network Administrator</td>
<td>150</td>
</tr>
<tr>
<td>EEV0317</td>
<td>Data Communications Analyst</td>
<td>150</td>
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</table>

This program is specifically designed for Cisco Networking students. Prepare for industry certification exams in:
- Cisco Certified Entry Networking Technician (CCENT)
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Network Professional (CCNP)
- Certified Wireless Network Administrator (CWNA)
- CompTIA A+
- CompTIA Network+
- Cisco IT Essentials Certificate

The student may be expected to register for and take one or more certification tests. Approximate cost may be $650.

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

NURSING ASSISTANT (LONG TERM CARE) – H170602

This program is designed to prepare students for initial employment as a nursing assistant. The program prepares students for employment in hospitals, nursing homes, home health agencies, and other health care settings. The nursing assistant is trained to assist and work under the direction of RN’s and LPN’s.
The State of Florida Nursing Assistant Certification Exam must be taken within three (3) months of program completion in order to go to work.

**Career Opportunities:** Nursing Assistants

**Program Length** – The program is 120 hours. There are 40 hours of clinical experience with not less than 20 of those hours in a long-term care facility. The remaining 100 hours support learning nursing care theory and practicing skills in the lab.

**Schedule** – Students are admitted:
- **8-16-18** - class hours are 8:00 a.m. to 2:30 p.m. class days are T-TH
- **11-5-18** - class hours are 8:00 a.m. to 2:30 p.m. class days are M-T-W-Th-F
- **1-3-19** - class hours are 8:00 a.m. to 2:30 p.m. class days are T-Th
- **5-9-19** - class hours are 8:00 a.m. to 2:30 p.m. class days are M-T-W-Th-F

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRN0090</td>
<td>Nurse Aide and Orderly</td>
<td>120</td>
</tr>
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</table>

**Basic Skills Exit Requirements:**
Not Applicable

**Industry Certifications/Licensures:**
Upon completion, the student is prepared to take the Florida State Nursing Assistant Certification Exam. The student may be expected to register for and take this certification test.

**Continuing Education/Articulation Agreements**
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](http://www.fl DOE.gov).

**PHARMACY TECHNICIAN – H170500**

In this program you will learn medical compounding, terminology, patient records, and all you need to know to operate a pharmacy under the supervision of a licensed pharmacist.

Program completers will take the National Pharmacy Technician Certification exam offered by the Pharmacy Technician Certification Board.

**Career Opportunities:** Employment opportunities exist in acute care hospitals, retail pharmacies and compounding laboratories.
Program Length – 1050 Contact Hours; 2 Semesters

Schedule - Students are admitted during August and class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90</td>
</tr>
<tr>
<td>MEA0520</td>
<td>Phlebotomist</td>
<td>75</td>
</tr>
</tbody>
</table>

Basic Skills Exit Requirements:
Reading 10, Math 11, Language 10 (unless exempt)

Industry Certifications/Licensures:
Students completing this course are eligible to take the National Pharmacy Technician exam.

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

PHLEBOTOMY – H170302

The student will understand the principles of Phlebotomy and learn how to draw blood using a variety of techniques as they gain expertise in phlebotomy procedures (blood drawing), and specimen collection and processing. Students will also develop communication, interpersonal and professional skills and learn industry standards and current trends.

Graduates are eligible to apply for the national certification examination for phlebotomy administered by the American Society of Clinical Pathologists.

Career Opportunities: Hospitals, labs, surgical centers, doctor’s offices and home health agencies

Program Length – 165 Contact Hours; Approximately 6 weeks
### Schedule

- **Students are admitted:**
  - 8-15-18 - class hours are 8:00 a.m. to 2:30 p.m. class days are M-W-F
  - 1-4-19 - class hours are 8:00 a.m. to 2:30 p.m. class days are M-W-F
  - 3-27-19 - class hours are 8:00 a.m. to 2:30 p.m. class days are M-T-W-Th-F

### Basic Skills Exit Requirements:

Not applicable

### Industry Certifications/Licensures:

Continuing Education/Articulation Agreements

For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](#).

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### PRACTICAL NURSING – H170607

This program is excellent preparation for your future as a nurse and can assist you in attaining advanced placement in an RN nursing program. Clinical experiences in the program are offered in acute and long term care facilities. Students will develop skills in providing care for the physical and emotional needs of patients, including the administration of medications, therapeutic treatments and rehabilitation assistance. Graduates will find employment in the following settings: hospitals, extended care facilities, physicians' offices, health-care agencies and private homes.

**Career Opportunities:** Passing the NCLEX exam allows graduates to become licensed to practice nursing in a variety of settings and/or be granted advance standing in many R.N. programs. Career opportunities for licensed practical nurses include employment in hospitals, clinics, extended care facilities, rehabilitative centers, doctors’ offices, home healthcare agencies, and hospice or private duty.

**Program Length** – 1350 Contact Hours including not less than 675 clinical hours in different clinical areas and sites.* 3 Semesters

**Schedule** - Students are admitted during August and January; class hours are M-F 8:00 a.m. to 2:30 p.m.
**Basic Skills Exit Requirements:**
Reading 11, Math 11, Language 11

**Industry Certifications/Licensures:**
Completion of this program enables the graduate to apply to take the National Council for Licensure Exam for Practical Nurses (NCLEX-PN).

**Continuing Education/Articulation Agreements**
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the [FLDOE website](http://www.fl.gov/SLTC/h-31105/31105.html).

**SURGICAL TECHNOLOGY – H170211**

The Certified Surgical Technologist acts as a scrub person during surgery and anticipates the surgeon’s needs. You prepare the surgical instruments and supplies needed for specific procedures and pass the instruments to the surgeon. The knowledge, skills and ability you acquire ensure quality patient care during an operation. The program is divided into classroom and clinical components. Significant time is spent in surgical departments at hospitals and outpatient surgical centers.

Through this training in our state of the art simulated surgical environment you will practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures.

OSHA maintains sections devoted to safety and health topics related to Healthcare Facilities. Links to applicable standards and common hazards, including bloodborne pathogens, hazardous materials, ionizing radiation, needle sticks, and chemical exposures are included. The following is a link to OSHA safety and health topics: [http://www.osha.gov/SLTC/healthcarefacilities/index.html](http://www.osha.gov/SLTC/healthcarefacilities/index.html)

**Career Opportunities:** Successful completion of this program will enable the graduate to take the NBSTSA Certified Surgical Technologist Exam and pursue employment opportunities in hospitals, outpatient surgical centers and physicians’ offices as an entry level surgical technologist.

**Program Length** – 1330 Contact Hours including clinical experiences in different clinical settings; 3 Semesters

**Schedule** - Students are admitted during August; class hours in the Fall – M-F 8:00 a.m. – 2:30 p.m. Spring and Summer hours may vary
Basic Skills Exit Requirements:
Reading 11, Math 10, Language 11 (unless exempt)

Industry Certifications/Licensures:
Upon successful completion of the program, students will take the NBSTSA Certified Surgical Technologists Examination for qualification as a Certified Surgical Technologist (CST).

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

VETERINARY ASSISTING – A010512

Veterinary assistants support veterinarians with every aspect of animal care. Students will learn to work as part of a team, to respect one another as well as the patients, and to communicate effectively using proper terminology and self-confidence. Topics to be covered include basic first aid, medical terminology, professional and ethical standards of veterinary medicine, handling and restraint, animal anatomy, diseases and treatments, and various related studies. Completion of this course will prepare the students for full-time employment as a veterinary assistant in a veterinary hospital.

Students will be expected to meet all of the course goals and be able to demonstrate their understanding of the underlying concepts. The instruction will include lecture, class discussion, hands on training whenever possible, and assigned reading materials. Students will be asked to work both individually and in teams and practice communication and problem solving skills. The veterinary community will be involved to a certain extent in the student’s educational process, and may be counted on to provide sources for outside activities.

Career Opportunities: Veterinary Assistants and Laboratory Animal Caretakers, Veterinary Technologists and Technicians.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATE0006</td>
<td>Veterinary Assistants and Laboratory Animal Caretakers 1</td>
<td>450</td>
</tr>
<tr>
<td>ATE0070</td>
<td>Veterinary Assistants and Laboratory Animal Caretakers 2</td>
<td>150</td>
</tr>
<tr>
<td>ATE0072</td>
<td>Veterinary Assistant</td>
<td>150</td>
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</tbody>
</table>

Program Length: 750 Contact Hours; 2 Semesters

Schedule: Monday – Friday; 8:00 a.m. – 2:30 p.m. Summer hours may vary

Basic Skills Exit Requirement:
Reading 9, Math 9, Math 9 (unless exempt)

Industry Certifications/Licensures:
Certified Veterinary Assistant (CVA) (FLVMA002)

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

WELDING TECHNOLOGY – J400400

The applied welding technologies course trains students to be proficient in a number of welding techniques. The welding processes we focus on are as followed; SMAW (Stick welding), TIG (Tungsten Inert Gas Welding), MIG (metal Inert Gas Welding), OxyFuel welding and cutting, Pipe welding and proper welding setups and procedures.

The course highlights, field and shop safety, basic blueprint reading and mathematics. With hands-on practice you develop necessary skills, to help gain meaningful employment in the welding and fabrication field.

Career Opportunities: Helpers-Production Workers, Welders, Cutters, Soderers, and Brazers.

Program Length - 1050 Contact Hours; 3 Semesters

Schedule - Students are admitted during August, January and June; class hours in the Fall and Spring are M-F 8:00 a.m. to 2:30 p.m.; Summer hours are M-TH from 7:30 a.m. to 3:30 p.m.

Basic Skills Exit Requirement:
Reading 9, Math 9, Math 9 (unless exempt)

Industry Certifications/Licensures:
Students will be prepared to take the Certified Welder (AWELD001) industry certification.

Continuing Education/Articulation Agreements
For students planning to continue their education to obtain a higher degree, articulation agreements can shorten the pathway between two colleges and their programs. Articulation agreements may provide advanced standing and/or college credits. To view the current FLDOE Postsecondary Adult Vocational to AAS/AS Degree articulation agreement, visit the FLDOE website.

*Ariel

ADULT EDUCATION PROGRAMS - Classes are offered at LWTC and throughout Collier County through Collier Adult Education. For further information, please call 377-1319 or visit http://www.collieradulted.com.
English for Speakers of Other Languages (ESOL)

The purpose of this program is to teach students to speak, understand, read, and write English in order to prepare them to enter career certificate training programs or the workforce. There is a term fee of $30; the length of the program is determined by individual need. Students entering the program are assessed and scheduled with a course of study. Students' progress at their own level and at their own rate in a class, laboratory or distance setting. Textbooks, audiovisual equipment, group conversation classes and computer-assisted learning enable each student to achieve his/her goal. The program provides instruction that will facilitate success in life skills, gain or improve employment, prepare to transition into the ABE/GED program and/or a career certificate program once the appropriate level of English has been attained. Students must be at least sixteen years old and must not be enrolled in high school to enter the program.

Day Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer Session available – Tue/Wed/Thu, Mornings 8:30 a.m. – 12:00 p.m. / Afternoons 12:30 p.m. – 4:00 p.m.
Fees – $30 per term (Student IDs and books are not included)

Evening Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer Session available – Tue/Wed/Thu, 5:00 p.m. – 8:30 p.m.
Fees – $30 per term (Student IDs and books are not included)

Distance Learning
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer
Fees – $30 per term (Student IDs and books are not included)
Requirements – Computer with reliable internet access.

Registration Requirements: Students must take the Comprehensive Student Assessment Systems (CASAS) test for placement and complete a program orientation. The Test of Adult Basic Education (TABE) may also be required, based on student goals.

Adult Basic Education (ABE)

The Adult Basic Education program is designed to prepare students to acquire the basic skills in Reading, Mathematics, and Language. There is a fee of $30 per term; the length of the program is determined by individual needs and goals. Students entering the program are assessed using the Test of Adult Basic Education (TABE) and scheduled into a course of study. Students’ progress at their own level and at their own rate in a class, laboratory or distance setting. Textbooks, audiovisual equipment, group conversation classes and computer-assisted learning enable each student to achieve his/her goal. Students work at their own pace with an individualized schedule and learning plan. Students must be at least sixteen years old and must not be enrolled in high school to enter the program.

Day Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer Session available – Mondays through Fridays,
Mornings 7:30 a.m. – 11:20 a.m. / Afternoons 12:00 p.m. – 2:30 p.m.
Fees – $30 per term (Student IDs and books are not included)

Evening Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer – Tue/Wed/Thu, 5:00 p.m. – 8:30 p.m.
Fees – $30 per term (Student IDs and books are not included)

Distance Learning
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer
Fees – $30 per term (Student IDs and books are not included)
Requirements – Computer with reliable internet access.

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE) for placement and complete a program orientation.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The program is designed to prepare the student for the GED examination through pre-testing and an individualized program plan. Students work at their own pace in a classroom laboratory setting with an individualized schedule. Students must be at least sixteen years old and must not be enrolled in high school to enter the program.

Day Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer Session available – Mondays through Fridays,
Mornings 7:30 a.m. – 11:20 a.m. / Afternoons 12:00 p.m. – 2:30 p.m.
Fees – $30 per term (Student IDs and books are not included)

Evening Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer – Tue/Wed/Thu, 5:00 p.m. – 8:30 p.m.
Fees – $30 per term (Student IDs and books are not included)

Distance Learning
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer
Fees – $30 per term (Student IDs and books are not included)
Requirements – Computer with reliable internet access.

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE) for placement and complete a program orientation.
APPLIED ACADEMICS FOR ADULT EDUCATION INSTRUCTION

Program Description: The Applied Academics for Adult Education instruction (AAAE) is a non-graded individualized program based upon the needs of the student and the academic and employability requirements related to career certificate programs. The purpose of this program is to assist students in attaining academic (reading, language, and mathematics) skills at the level of functional literacy or higher and workforce readiness skills so that such persons may pursue technical certificate education or higher-level technical education. Students entering the program are assessed and provided with a course of study using the diagnostic-prescriptive method. Students work at their own pace in a laboratory/classroom setting using Skills Assessment Modules, computer programs and textbooks. The AAAE program is open-entry, open-exit.

Day Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer Session available – Mondays through Fridays,
Mornings 7:30 a.m. – 11:20 a.m. / Afternoons 12:00 p.m. – 2:30 p.m.
Fees – $30 per term (Student IDs and books are not included)

Evening Program:
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer – Tue/Wed/Thu, 5:00 p.m. – 8:30 p.m.
Fees – $30 per term (Student IDs and books are not included)

Distance Learning
Program Length – The length of time is determined by individual need
Schedule – Fall, Spring and Summer
Fees – $30 per term (Student IDs and books are not included)
Requirements – Computer with reliable internet access.

Registration Requirements: Students must take the Tests of Adult Basic Education (TABE) for placement and complete a program orientation.

COMMUNITY EDUCATION

Community Education and Customized Programs offered are based on business and industry needs and vary accordingly. Typical program offerings include:
Medical Billing and Coding
Quickbooks Pro
Welding

For current program offerings, check the LWTC Schedule or www.collierschools.com/ace

ON-LINE CLASSES

ON-LINE CLASSES: A wide range of highly interactive courses that you can take entirely over the Internet at https://www.ed2go.com/collier
### ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Degree/Conferring Institution</th>
</tr>
</thead>
</table>
| FLORES, Yolanda | Administrative Director | M.Ed., University of South Florida  
B.A., University of Central Florida |
| MONDA, John     | Assistant Director | Ed. S., Florida International University  
M.S., Florida International University  
B.A., Calvin College |
| PECHOKAS, ARIEL | Assistant Director | M.Ed., Florida Gulf Coast University  
B.A., University of Illinois at Chicago |
<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Degree/Conferring Institution</th>
</tr>
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<tbody>
<tr>
<td>SCHOENKNECHT, Eileen</td>
<td>Health Science Coordinator</td>
<td>B.S.N., Seton Hall University</td>
</tr>
<tr>
<td>RUTILA, Bruce</td>
<td>Workforce Coordinator</td>
<td>M.ED., American College of Education B.A., Michigan State University</td>
</tr>
<tr>
<td>WILLIAMS, Belynda</td>
<td>Community Education Coordinator</td>
<td>M.ED., Dominican University B.A. University of South Florida</td>
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</tbody>
</table>

**STUDENT SERVICES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Degree/Conferring Institution</th>
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</thead>
<tbody>
<tr>
<td>BRUCE, Lynne</td>
<td>Workforce Education Advisor</td>
<td>M.S., Emporia State University B.A., Oklahoma State University</td>
</tr>
<tr>
<td>DUFF, Heidi</td>
<td>Workforce Education Advisor</td>
<td>M.Ed., University of Texas at Austin B.A., Emory University</td>
</tr>
<tr>
<td>MEDIAVILLA, Leo</td>
<td>Workforce Education Advisor</td>
<td>E.D.D., University of South Florida M.ED., University of South Florida B.A. University of South Florida A.A. Polk Community College</td>
</tr>
<tr>
<td>SCHANAPAUFF, Scott</td>
<td>Workforce Education Advisor</td>
<td>M.A., University of South Florida B.A., University of South Florida</td>
</tr>
<tr>
<td>GUILLAUME, Anne Marie</td>
<td>Workforce Education Advisor</td>
<td>M.A., Florida Gulf Coast University B.S., University of Florida</td>
</tr>
<tr>
<td>WALLER, Bob</td>
<td>Workforce Education Advisor</td>
<td>M.S., Frostburg State College B.A., University of Maryland</td>
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**FULL-TIME FACULTY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Degree/Conferring Institution</th>
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<tbody>
<tr>
<td>ABDO, Chris</td>
<td>Professional Culinary Arts and Hospitality</td>
<td>Culinary Arts Degree - New England Culinary Institute</td>
</tr>
<tr>
<td>BECKER, Daniel</td>
<td>Veterinary Assisting</td>
<td>D.V.M., University of Illinois at Champaign-Urbana B.S., Illinois Benedictine College</td>
</tr>
<tr>
<td>BEDRAVA, Lynn</td>
<td>Adults with Disabilities</td>
<td>B.S., University of Wisconsin</td>
</tr>
<tr>
<td>BETTEN-JUTASI, Khris</td>
<td>English for Speakers of Other Languages</td>
<td>M.S., American College of Education B.S., Gran Valley State University B.S., University of Colorado A.S., Johnson and Wales</td>
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<tr>
<td>Name</td>
<td>Title/Program</td>
<td>Education/Institution/Other Details</td>
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<tr>
<td>BRIGGS, CHRISTINE</td>
<td>Teacher on Special Assignment, Adult ED</td>
<td>M.ED., Cal State University B.S., Lynchburg College</td>
</tr>
<tr>
<td>CARAZA, ISRAEL</td>
<td>ABE/GED</td>
<td>M.A., Nova Southeastern B.A., Florida International University</td>
</tr>
<tr>
<td>COINE, Ted</td>
<td>Customer Assistance Technology</td>
<td>B.A. William and Mary</td>
</tr>
<tr>
<td>COX, Ken</td>
<td>Aviation Airframe Mechanics</td>
<td>Professional – District Certification</td>
</tr>
<tr>
<td>CRETE, Darlene</td>
<td>Adults with Disabilities</td>
<td>M.ED., American College of Education B.S., Keuka College</td>
</tr>
<tr>
<td>CROWLEY, Mary</td>
<td>Practical Nursing</td>
<td>R.N., B.S.N., M.S., Rhode Island College</td>
</tr>
<tr>
<td>ERB, Donna</td>
<td>Accounting Operations, Medical</td>
<td>M.S., Elmira College B.S., Keuka College</td>
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<tr>
<td>FERRER, Claudio</td>
<td>Professional Culinary Arts and</td>
<td>B.S., Hodges University</td>
</tr>
<tr>
<td>FOWLER, Chris</td>
<td>Resource Instructor</td>
<td>Professional – District Certification</td>
</tr>
<tr>
<td>FREDETTE, Anne</td>
<td>Project Explore at Moorings Park</td>
<td>Professional – District Certification</td>
</tr>
<tr>
<td>GREER, Kami</td>
<td>Practical Nursing</td>
<td>G.C.N., University of Central Florida B.S., Kent State University</td>
</tr>
<tr>
<td>GRIECO, Jennifer</td>
<td>Practical Nursing</td>
<td>B.S.N., Catholic University B.A., Loyola University</td>
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<tr>
<td>GREAVES, Charles</td>
<td>Marine Service Technologies</td>
<td>Professional - District Certification</td>
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<tr>
<td>HOLIMON, Paul</td>
<td>Resource Instructor</td>
<td>M.ED., Education, Louisiana State University B.A. English, University of South Florida</td>
</tr>
<tr>
<td>HUDSON, Richard</td>
<td>English for Speakers of Other Languages</td>
<td>B.S., Purchase College, Purchase, New York</td>
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<tr>
<td>IZBICKI, Jack</td>
<td>Network Support Services</td>
<td>Professional – District Certification</td>
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<tr>
<td>JERVIS, Kirk</td>
<td>Drafting</td>
<td>Professional – District Certification</td>
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<tr>
<td>KENNEDY, Bridgette</td>
<td>ESOL</td>
<td>B.S., Fan. S. Noli, Korce, Albania, Europe</td>
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<tr>
<td>MITCHELL, Lorie</td>
<td>Practical Nursing</td>
<td>M.ED., Kent State University B.S.N., Colorado State University</td>
</tr>
<tr>
<td>MEYERS, Rocko</td>
<td>Air-Conditioning, Refrigeration and</td>
<td>Professional – District Certification</td>
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<tr>
<td>PADILLA, Armando</td>
<td>Automotive Service Technology</td>
<td>Professional – District Certification</td>
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<tr>
<td>PETERS, Bruce</td>
<td>Practical Nursing</td>
<td>B.S., St. Josephs College A.A., Kettering College of Medical Arts</td>
</tr>
<tr>
<td>PIKE, Luann</td>
<td>Cosmetology</td>
<td>Professional – District Certification</td>
</tr>
<tr>
<td>PONTON, Richard</td>
<td>Digital Media/Multimedia</td>
<td>M.S., Florida International University B.S., University of New Mexico National Board Certified Teacher, Career and Tech Ed.</td>
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<tr>
<td>RETZ, Andrew</td>
<td>Automotive Collision Technology</td>
<td>Professional – District Certification</td>
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<tr>
<td>RIVERO, Claudia</td>
<td>Pharmacy Technician</td>
<td>B.A., University of El Salvador</td>
</tr>
<tr>
<td>Name</td>
<td>Field</td>
<td>Certification/Qualifications</td>
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<tr>
<td>RODRIGUEZ, Rolando</td>
<td>Database Application Development and Programming</td>
<td>Professional – District Certification</td>
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<tr>
<td>RYCKMAN, Sherri</td>
<td>Dental Assisting</td>
<td>EFDA, LDH, BSDH, Indiana University School of Dentistry</td>
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<tr>
<td>SAYERS, Hunter</td>
<td>ABE/GED</td>
<td>Professional – District Certification B.S., Florida Gulf Coast University</td>
</tr>
<tr>
<td>SINGLETON, Tony</td>
<td>Aviation Powerplant Mechanics</td>
<td>TPE DME Mechanic A&amp;P NDT Level II FAA FASST Safety Counselor Professional – District Certification</td>
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<tr>
<td>TURMELLE, Nancy</td>
<td>Surgical Technology</td>
<td>R.N., CNOR., St. Elizabeth’s Hospital School of Nursing</td>
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<tr>
<td>VACHUNEK, Robert</td>
<td>Automotive Service Technology</td>
<td>Professional - District Certificate</td>
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<tr>
<td>WILKIN, Pam</td>
<td>Practical Nursing</td>
<td>R.N., Pasco-Hernando State College</td>
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</tbody>
</table>

**FACULTY (Part-Time)**

Part-time faculty is contracted on a course or semester basis. Thus, the current information regarding names and credentials of those faculty members is available from the Office Manager.

**EDUCATIONAL FUNDING ACCOUNTABILITY ACT**

The next page of the student catalog contains the LWTC School Financial Report for SY 2017-2018. As required by the State, this document must be added into our Student Handbook or Student Planner.
EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.
COLLIER COUNTY PUBLIC SCHOOLS

2017-2018 SCHOOL FINANCIAL REPORT

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Footnotes [1]</th>
<th>SCHOOL*</th>
<th>%</th>
<th>DISTRICT</th>
<th>%</th>
<th>STATE</th>
<th>%</th>
<th>Total</th>
<th>$</th>
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<tbody>
<tr>
<td>Federal</td>
<td></td>
<td>1,121,139</td>
<td>35.76</td>
<td>60,812,730</td>
<td>12.59</td>
<td>3,417,824,301</td>
<td>13.34</td>
<td>3,155,456</td>
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<tr>
<td>State/Local (excludes Lottery)</td>
<td>1,910,577</td>
<td>60.93</td>
<td>421,391,390</td>
<td>87.26</td>
<td>22,171,281,118</td>
<td>86.56</td>
<td>482,939,928</td>
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<tr>
<td>Educational Enhancement (Lottery) Trust Fund</td>
<td>-</td>
<td>0.00</td>
<td>87,901</td>
<td>0.02</td>
<td>5,024,625</td>
<td>0.02</td>
<td>19,871,211</td>
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<tr>
<td>Private</td>
<td>103,740</td>
<td>3.31</td>
<td>647,907</td>
<td>0.13</td>
<td>19,871,211</td>
<td>0.08</td>
<td>25,614,001,255</td>
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<tr>
<td>Total</td>
<td></td>
<td>3,155,456</td>
<td>100.00</td>
<td>482,939,928</td>
<td>100.00</td>
<td>25,614,001,255</td>
<td>100.00</td>
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* School revenues based on costs.
[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS **

<table>
<thead>
<tr>
<th></th>
<th>Per Full-Time Equivalent Student</th>
<th>TOTAL COSTS</th>
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<tbody>
<tr>
<td></td>
<td>SCHOOL</td>
<td>DISTRICT ***</td>
</tr>
<tr>
<td>Teachers/Teachers Aides (Salaries/Benefits)</td>
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<tr>
<td>Substitute Teachers (Salaries/Benefits)</td>
<td>Footnote [2]</td>
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<tr>
<td>Other Instructional Personnel ****</td>
<td>-</td>
<td>1,085</td>
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<tr>
<td>Contracted Instructional Services</td>
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<td>229</td>
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<tr>
<td>School Administration</td>
<td>-</td>
<td>731</td>
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<tr>
<td>Materials/Supplies/Operating Capital Outlay</td>
<td>-</td>
<td>511</td>
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<tr>
<td>Food Service</td>
<td>-</td>
<td>524</td>
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<tr>
<td>Operation and Maintenance of Plant</td>
<td>-</td>
<td>1,419</td>
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<tr>
<td>Other School-Level Support Services</td>
<td>-</td>
<td>352</td>
</tr>
<tr>
<td>TOTAL SCHOOL COSTS **</td>
<td>$</td>
<td>-</td>
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</tbody>
</table>

** Capital expenditures for new schools are not included.
*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.
**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.
District costs, such as transportation and administration for CCPS totaled: $35,272,650 or $797 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: $56,183

K-12 ADDITIONAL DETAILED INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>Per Full-Time Equivalent Student</th>
<th>TOTAL COSTS</th>
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<tbody>
<tr>
<td></td>
<td>SCHOOL</td>
<td>DISTRICT</td>
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<tr>
<td>Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]</td>
<td>$</td>
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<td>Basic Programs</td>
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<td>$</td>
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<tr>
<td>Exceptional Programs</td>
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<td>Career Education Programs</td>
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<td>3,680</td>
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<td>Adult Programs Footnote [4]</td>
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<td>Materials, Supplies, Operating Capital Outlay: Footnote [5]</td>
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<td>Textbooks</td>
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<tr>
<td>Computer Hardware &amp; Software</td>
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<td>-</td>
</tr>
<tr>
<td>Other Instructional Materials</td>
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<td>-</td>
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<tr>
<td>Other Materials and Supplies</td>
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<td>-</td>
</tr>
<tr>
<td>Library Media Materials</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>

[3] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.
[4] Not FEEP-Funded
[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.