

LWTC

Lorenzo Walker
Technical College



Student Catalog
2020-2021



www.collierschools.com

Dr. Kamela Patton
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTYs

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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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3702 Estey Avenue
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Report Number:
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Coordinated by:

Yolanda Flores

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 learn how 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

DISTRICT VISION STATEMENT

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

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 in our greater community and to 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. In so doing, we are able to align our offerings with local employment opportunities and needs.

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 Lorenzo Walker Technical College (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. The Heating, Ventilation, Air-conditioning/Refrigeration Apprenticeship program is the most recent addition.

ACCREDITATION

Accredited By:

Commission of the Council on Occupational Education



7840 Roswell Road
Building 300, Suite 525
Atlanta, GA 30350
Phone (770) 396-3898 or
(800) 917-2081
Fax (770) 396-3790
www.council.org

Cognia (formerly AdvancED)
9115 Westside Pkwy
Alpharetta, GA 30009
Phone (888) 413-3669

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
(312) 440-4653

Commission on Accreditation of Allied Health Education
Programs
25400 US Highway 19 North, Suite 158

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.

Clearwater, FL 33756
Phone (727) 210-2350

Association of Surgical Technologists
6 West Dry Creek Circle, Suite 200
Littleton CO, 80120
Phone (800) 637-7433

National Automotive Technician Education Foundation,
Inc.
101 Blue Seal Drive, S.E. Suite 101
Leesburg, VA 20175
Phone (703) 669-6650

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

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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. Classes are 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 (NON-HEALTH SCIENCE)

1. Submit an online application
2. Consult with a Workforce Education Advisor
 - a. Workforce Education Advisors are available:
 - i. Monday through Thursday from 8:00 a.m. to 6:00 p.m.
 - ii. Friday from 8:00 a.m. to 12:00 p.m.
 - iii. To schedule an appointment, contact (239) 377-0915.
3. Pay a \$40.00 non-refundable school application fee (good for one year and one program enrollment)
4. Take an academic basic skills exam, such as the Test of Adult Basic Education (TABE), unless you are exempt
5. If accepted into the program, the Workforce Education Advisor will schedule a time for you to complete the registration process
 - a. Once you have completed the registration process, you will be enrolled, scheduled, and invoiced
6. If not accepted into the program, you will be notified in writing
 - a. Once you are notified in writing of program denial, you have 24 hours to contact the Workforce Education Advisor to declare an appeal

BASIC SKILLS REQUIREMENTS FOR CAREER CERTIFICATE PROGRAMS

Florida Legislature mandates that students must demonstrate proficiency in reading, math and language basic skills in order to receive the program certificate of completion.

Unless exempt, as part of the admissions process, students may choose to take either the complete battery of Test of Adult Basic Education (TABE) or CASAS reading and math with TABE language.

TABE is an online reading, mathematics, and language basic skills exam, which takes approximately four hours to complete. The TABE is offered by appointment.

CASAS is an online reading and mathematics basic skills exam which takes about three hours to complete when paired with the TABE language. Testing is offered by appointment.

Basic Skills Exemptions:

Students who are exempt from basic skills assessment include those 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
- Took the 2014 GED® and attained the minimum passing scores within two (2) years prior to admission into a CTE program
- Possess a college degree at the associate in applied science (AAS) level or higher
- Are active duty member of any branch of the United States Armed Services
- 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
- Enrolled in an apprenticeship program that is registered with the Florida Department of Education in accordance with Chapter 446.

Basic Skills Retesting:

Individuals needing to retest **must wait three months using alternate forms or six months using the same form** of the test.

If a prospective student does not achieve the Florida Department of Education (DOE) exit requirements on the initial test, it may be necessary for the prospective student to enroll in an Applied Academics for Adult Education (AAAE) course. This course is offered as a traditional classroom class or distance learning. Students will be recommended for retesting by their instructor once they have shown readiness.

Prospective Students

The initial cost of basic skills assessment is covered in the application fee.

TRANSFER POLICY AND PROCEDURE

Both inter-school and intra-school transfers must adhere here to the application and registration process to determine program acceptance and sequence of instruction.

Inter-school Transfer

1. Transfer students must provide an official copy of their academic transcripts to their Workforce Education Advisor.
2. Official copy of academic transcripts will be reviewed.
3. A phase-in enrollment letter will be developed and sent to the transfer student.
4. A phase-in enrollment meeting with the transfer student will be scheduled.

Intra-school Transfer

1. Transfer student makes program transfer request to their Workforce Education Advisor.

2. Student completes an online application in PostSecEnroller.
3. Admission status is determined and transfer student is notified.
4. The transfer student is cleared to complete the registration process.

FOREIGN STUDENTS

Foreign students may 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](#) with Student Services within 10 calendar days prior to the first day of classes. The designated Residency Appeal Committee (workforce education advisor, instructor and administrator) will review the appeal and inform the applicant of the final residency determination 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 the final decision of LWTC.

HEALTH PROGRAMS – ADMISSIONS

In Addition to adhering to the admission process, health sciences students will be accepted into their program of choice based on the health science selection criteria matrix (provided by student services). Once accepted, 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 students the opportunity 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 medical history and a physical exam (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 may 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, Advisor, Specialized Student Services at (239) 377-0913 to schedule an initial meeting. You will need to provide documentation of your disability and requested accommodations in order to determine services.
3. If you need current documentation, you may be referred to an outside agency, such as the Division of Vocational Rehabilitation (DVR), to obtain the documentation needed 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 a 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 with appropriate faculty and staff, within the college, to facilitate services and reasonable accommodations.

Accommodations may include:

Extended time on assignments, quizzes, and exams (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 Bridget 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:

- United States citizenship 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.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code § 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;

- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

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 may 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 the student has been administratively withdrawn) as outlined below:

1. The student attempts to resolve the matter with the staff member involved.

2. If the concern still exists, the student should then speak with Workforce Education Advisor in Student Services.
3. 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 shall be as follows:
 - Workforce education advisor
 - Non-related administrator
 - Two non-related instructors
4. If the student believes the response is still unfair then the student is responsible for scheduling an appointment with the Administrative Director to grieve their concern.
5. After the Administrative Director’s review, the student may appeal the decision in writing to the School District Executive Director, School Leadership-Secondary Schools.

If a student believes his or her concerns have not been satisfied through the grievance process (above), the student may file a grievance by writing to 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 confidentiality 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

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 [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 academic achievement for the program or course in which they are enrolled. If standards are not met, the student will be placed on a student success plan for the current semester/payment period. Students receiving financial aid must meet these minimum standards to be eligible for aid payments. These standards include:

ATTENDANCE: Students must be progressing in the program 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.

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 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, so that transfer students are not given more time, than other students are, 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 permitted 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

Students 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 future 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

The program instructor will place any student who does not meet minimum standards of academic achievement on a student success plan. 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 are placed on financial aid warning. During the warning period, the student is 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 is 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 are 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), or an approved equivalent, and score within the guidelines for acceptance, within the first six weeks of entering the program. Students not meeting the requirements are given the opportunity to improve 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 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 adult 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.

The safety and well-being of students, prospective students, staff, and visitors is of utmost importance. 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.

VAPING, SMOKING AND TOBACCO FREE ENVIRONMENT

(Smoking Prohibited Near School Properties F.S. 386.212)

Vaping, 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. Vaping an illegal substance is a felony. 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, or an approved equivalent, (unless exempt). Passing scores on industry certifications may satisfy program completion requirements. Please contact the program workforce education advisory 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 thereafter.

COMPLETION, PLACEMENT, AND LICENSURE DEFINITIONS AND RATES

Benchmark - A standard of excellence or achievement against which similar things must be measured or judged. (Benchmarks for minimally-acceptable percentages of completion, placement, and licensure exam pass rates can be found within the Council's annual report software and on the Council's web site – www.council.org.)

Completer - A student who has demonstrated the competencies required for a program and has been awarded the appropriate credential (graduate completer) or has acquired sufficient competencies through a program to become employed in the field of education pursued or a related field as evidenced by such employment (non-graduate completer).

Placement - A completer of a program who (1) is employed in the field of education pursued or in a related field, or (2) has received the appropriate credential and entered the military or continued his/her education. Valid employment in the field or a related field includes placement in a permanent full or part-time position with an employer or employment agency, or self-employment in the field of education or a related field. Internships and externships, either paid or unpaid, do not qualify as placements.

Licensure - Employment requirements that may be required to secure employment in a specific position or within an occupational area.

Lorenzo Walker Technical College obtained the following benchmarks with the Council on Occupational Education for the 2017-2018 School Year.

Completion Rate: 86%

Placement Rate: 84%

Licensure Rate: 100%

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. 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.

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 provided to students.

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, students must while on campus, always have their badges visible and they are to be worn above the waist. Students who do not have their ID badges are to 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 prohibited items found in vehicles. 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 AND PROCEDURE

Policy and Procedure

Full-time career certificate seeking students qualify for a full-refund of tuition and lab fees providing the program withdrawal form is submitted within the first five class sessions. The drop/add period begins with the enrolled date on the student's schedule and ends once the fifth instructional day is complete. Approved refunds are made within thirty days of the drop date on the program withdrawal form. Approved refunds will not be made until all other pending financial obligations have been satisfied. The application fee, testing fees, insurance, as well as charges for books and materials purchased through the school bookstore are not refundable except under specific circumstances that must be approved by administration. Students scheduled for apprenticeships or continuing education who are unable to attend, must notify the school in writing a minimum of forty-eight hours before the first scheduled class to qualify for a refund.

Military

Any currently enrolled student who is called to, or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such a student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. The initial application fee, as well as

charges for books and supplies purchased through the school bookstore are not refundable. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The Title IV Fair and Equitable Refund Policy applies to all Title IV (Federal Pell Grant) recipients.

TITLE IV

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 always be visibly worn. 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, students learn how money is used by businesses, non-profit organizations, governments, and individuals. Students 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.

Students 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.

Course Code	Course Title	Hours
OTA0040	Information Technology Assistant	150
ACO0040	Accounting Clerk	300
ACO0041	Accounting Associate	300
ACO0042	Accounting Assistant	150

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, and QuickBooks.

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](#).

Air Conditioning, Refrigeration and Heating Technology - I470203

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

Industry Certifications/Licensures:

Throughout the program, students will be able to take Employment Ready Exams: Air Conditioning / Electrical, EPA Section 608 Certification, Heat Pump, Light Commercial Refrigeration, and 4-10 A Safety 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](#).

AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN– T401300

The job market for vehicle collision repair is strong locally, statewide, and nationally. It takes practice and patience to prepare the damaged area of a vehicle 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

Course Code	Course Title	Hours
ACR0000	Introduction to HVAC/R	250
ACR0001	HVAC/R Fundamentals	250
ACR0012	HVAC/R Service Practices	250
ACR0013	HVAC/R Intermediate Service Practices	250
ACR0044	HVAC/R Advanced Service Practices	350
	Or	
ACR0045	HVAC/R Advanced Commercial and Industrial Service Practices	350

- Filler application
- Paint systems and undercoats
- Related welding and mechanical procedures
- Trim-hardware maintenance

Glass serving

Career Opportunities: Automotive Collision Repair and Refinishing Helper/Assistant, Automotive Collision Refinishing Technician, Non-Structural Damage Repair Technician, Damage Analysis and Estimating, Automotive Collision Welding, Cutting and Joining, Structural Damage Repair Technician, Automotive Body and Related Repairers, Welding, Soldering, and Brazing Machine Setters, Operators and Tenders.

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

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 1 – I400700

The Automotive Service Technology course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

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

Course Code	Course Title	Hours
AER0014	Automobile Services Assistor	300
AER0418	Automotive Brake System Technician	150
AER0453	Automobile Suspension and Steering Technician	150
AER0360	Automotive Electrical/Electronic System Technician	300

Program Length - 1050 Contact Hours

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:

- A1 – Engine Repair
- A2 – Automatic Transmission/Transaxle
- A3 – Manual Transmission/Transaxle
- A4 – Suspension and Steering
- A5 – Brakes
- A6 – Electrical/Electronic Systems
- A7 – Heating and Air Conditioning Systems
- A8 – Engine Performance
- G1 – Auto Maintenance and Light Repair 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](#).

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 | Electrical/Electronic Systems |
| employability skills and principles of | Engine Performance |
| entrepreneurship (CORE) | Engine Repair |
| Automatic Transmission/Transaxle | Heating and Air Conditioning |
| Brakes | Manual Drive Train and Axles |

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

Course Code	Course Title	Hours
AER0014	Automotive Services Assistor	300
AER0110	Engine Repair Technician	150
AER0257	Automotive Transmission and Transaxle Technician	150
AER0274	Manual Drivetrain and Axle Technician	150
AER0453	Automotive Suspension and Steering Technician	150
AER0418	Automotive Brake System Technician	150
AER0360	Automotive Electrical/Electronic System Technician	300
AER0172	Automotive Heating and Air Conditioning Technician	150
AER0503	Automotive Engine Performance Technician	300

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:

- A1 – Engine Repair
- A2 – Automatic Transmission/Transaxle
- A3 – Manual Transmission/Transaxle
- A4 – Suspension and Steering
- A5 – Brakes
- A6 – Electrical/Electronic Systems
- A7 – Heating and Air Conditioning Systems
- A8 – Engine Performance
- G1 – Auto Maintenance and Light Repair 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](#).

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

Course Code	Course Title	Hours
AMT0705	Aviation Maintenance General Technician(Core to Both Programs)	450
AMT0765	Aviation Maintenance Airframe Technician 1	450
AMT0766	Aviation Maintenance Airframe Technician 2	450

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

Course Code	Course Title	Hours
AMT0705	Aviation Maintenance General Technician(Core to Both Programs)	450
AMT0775	Aviation Maintenance PowerPlant Technician 1	450
AMT0776	Aviation Maintenance PowerPlant Technician 2	450

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

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

Course Code	Course Title	Hours
HMV0100	Food Preparation	300
HMV0170	Cook-Restaurant	300
HMV0171	Chef/Head Cook	300
HMV0126	Food Service Management	300

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)

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

Course Code	Course Title	Hours
CSP0009	Grooming and Salon Services Core, Facials and Nails	225
COS0002	Cosmetologist and Hairdresser 1	300
COS0003	Cosmetologist and Hairdresser 2	300
COS0009	Cosmetologist and Hairdresser 3	375

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:

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](#).

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.

Course Code	Course Title	Hours
OTA0040	Information Technology Assistant	150
CTS0041	Computer Programmer Assistant	300
CTS0044	Computer Programmer	150
CTS0062	Database Programmer	600

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

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)

Industry Certifications/Licensures:

- MTA Database Administration Fundamentals: Exam 98-364.
- MTA Software Development Fundamentals: Exam 98-361.

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>

Course Code	Course Title	Hours
DEA0725	Introduction to Dental Assisting	90
DEA0726	Dental Infection Control and Assistant	210
DEA0727	Dental Assisting 1	465
DEA0728	Dental Assisting 2	465

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:

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](#).

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

Photoshop for image editing and scanning

Flash for animation

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

Course Code	Course Title	Hours
DIG0081	Theory and Foundations of Design	150
DIG0082	Multimedia Digital/Print Designer	300
DIG0083	Multimedia Web Integrative Designer	300
DIG0084	Multimedia Integrated Producer Designer	300

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.

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.

Career Opportunities: Die Designer, Aeronautical Drafter, Automotive Design Drafter, Detail Drafter, Detailer,

Course Code	Course Title	Hours
TDR0070	Introduction to Drafting	150
TDR0370	Drafting Assistant	450
TDR0775	Drafting Detailer 1	150
TDR0776	Drafting Detailer 2	150
TDR0570	Architectural Drafter	150
TDR0874	Civil Drafter	150
TDR0777	Mechanical Drafter	150
TDR0875	Structural Drafter	150

Patent Drafter, Technical Illustrator, Controls Designer, Drafter in Architectural, Commercial, Heating, Ventilating, Electrical, Marine, Structural, Landscape, Survey, and Civil Drafter

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

Course Code	Course Title	Hours
OTA0040	Information Technology Assistant	150
OTA0041	Front Desk Specialist	300
OTA0042	Administrative Support	150
OTA0050	Legal Administrative Specialist	450

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

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	Ignition systems
Electrical systems	Cooling systems
Fuel systems	Lubrication systems
Power transfer 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	Outboard Engine Repair
Electronic Management Systems	Outboard Engine Troubleshooting
Inboard/Outboard (Stern Drive) Repair	New Boat Preparation and Delivery
Introduction to Marine Mechanics	Principles of Entrepreneurship
Marine Engine Preventive Maintenance	

Career Opportunities: Motorboat Mechanics and Service Technicians

Program Length - 1350 Contact Hours; 3 Semesters

Course Code	Course Title	Hours
MTE0003	Marine Rigger	300
MTE0090	Outboard Engine Technician	300
MTE0074	Outboard Engine Diagnostics Technician	150
MTE0092	Inboard Gas Engine Technician	300
MTE0093	Drive Train Technician	150
MTE0056	Inboard Diesel Technician	150

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 your 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](#).

Massage Therapy H120405

Mission: The mission of this program is to prepare students for employment as Licensed Massage Therapists. Students desiring to enter this program must be at least 18 years of age and possess a high school diploma or GED to apply for this program. The program is approved by the Board of Massage Therapy, Florida Department of Health, and adheres to the curriculum standards set by the Board.

Description: The curriculum includes human anatomy, physiology, pathology, theory and practice of massage techniques, hydrotherapy, legal issues, leadership and human relations skills, health and safety, deep tissue, and employability skills. Students learn therapeutic massage techniques as well as spa treatments such as herbal and mud wraps, chair massage and hot stone treatments.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

Academic Skill Level Required to Complete the Program: Grade 9 math, 10 language and 10 reading. H120406 OCP Postsecondary Program of Study 750 Hrs MSS0204 A Massage Therapist 1 375 MSS0209 B Massage Therapist 2 375

Course Code	Course Title	Hours
MSS0204	Massage Therapist 1	375
MSS0209	Massage Therapist 2	375

Industry Certification/Licensure:

After successfully completing this program, graduates take one of the following exams. Upon successful completion, individuals will be eligible to be licensed as a massage therapist by the Florida Department of Health.

- Massage and Bodywork Licensure Exam (MBLEX), Therapeutic Massage

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](#).

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:

Course Code	Course Title	Hours
HSC0003	Information Technology Assistant	150
MEA0002	Front Desk Specialist	300
MEA0501	Medical Office Technologist	300
MEA0521	Medical Administrative Specialist	300

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](#).

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:

Course Code	Course Title	Hours
HSC0003	Basic Healthcare Worker	90
MEA0002	Introduction to Medical Assisting	250
MEA0501	Medical Office Procedures	75
MEA0521	Phlebotomist, MA	75
MEA0543	EKG Aide, MA	75
MEA0581	Clinical Assisting	230
MEA0530	Pharmacology for Medical Assisting	90
MEA0573	Laboratory Procedures	125
MEA0506	Administrative Office Procedures	90
MEA0942	Practicum Experience	200

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](#).

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.

Course Code	Course Title	Hours
OTA0040	Information Technology Assistant	150
EEV0504	Computer Support Assistant	150
CTS0022	Network Support Help Desk Assistant	150
CTS0023	Network Support Administrator	150
CTS0024	Senior Network Administrator	150
CTS0029	Wireless Network Administrator	150
EEV0317	Data Communications Analyst	150

Basic Skills Exit Requirements:

Reading 9, Math 9, Language 9 (unless exempt)

Industry Certifications/Licensures:

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:

class hours are 8:00 a.m. to 2:30 p.m. class days are T-TH

class hours are 8:00 a.m. to 2:30 p.m. class days are M-T-W-Th-F

class hours are 8:00 a.m. to 2:30 p.m. class days are T-Th

Course Code	Course Title	Hours
PRN0090	Nurse Aide and Orderly	120

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:

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](#).

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

Course Code	Course Title	Hours
HSC0003	Basic Healthcare Worker	90
MEA0520	Phlebotomist	75

p.m.

Course Code	Course Title	Hours
HSC0003	Basic Healthcare Worker	90
PTN0084	Pharmacy Technician 1	360
PTN0085	Pharmacy Technician 2	300
PTN0086	Pharmacy Technician 3	300

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

Course Code	Course Title	Hours
PRN0098	Practical Nursing Foundations 1	300
PRN0099	Practical Nursing Foundation 2	300
PRN0290	Medical Surgical Nursing 1	300
PRN0291	Medical Surgical Nursing 2	300
PRN0690	Comprehensive Nursing and Transitional Skills	150

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](#).

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:

Course Code	Course Title	Hours
HSC0003	Basic Healthcare Worker	90
STS0015	Central Supply Technician	210
STS0010	Surgical Technologist 1	343
STS0011	Surgical Technologist 2	343
STS0012	Surgical Technologist 3	344

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](#).

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>

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.

Course Code	Course Title	Hours
ATE0006	Veterinary Assistants and Laboratory Animal Caretakers 1	450
ATE0070	Veterinary Assistants and Laboratory Animal Caretakers 2	150
ATE0072	Veterinary Assistant	150

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)

Course Code	Course Title	Hours
PMT0070	Welder Assistant 1	150
PMT0071	Welder Assistant 2	150
PMT0072	Welder, SMAW 1	150
PMT0073	Welder, SMAW 2	150
PMT0074	Welder	450

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](#).

Apprenticeship Program(s)

Apprentices are selected to participate in the Apprenticeship Program by employers/sponsors based on criteria specifically defined in standards of registered apprenticeship programs approved by the U.S. Department of Labor and Florida Department of Education. Apprenticeship Programs are not COE accredited.

Mission: The mission of this program is to unify learning and skills development, through classroom instruction and “on-the-job” experience, assuring a lifelong earning opportunity to a diverse community.

Earn while learning new skills through real work experience. Apprenticeship programs combine paid employment with no cost training. Completing each year of training elevates an apprentice's hourly pay rate and their status within the skilled trade community. Upon completing the full apprenticeship program, an apprentice becomes a journeyman. Apprentices enrolled at public institutions are exempt from paying fees including application, registration, tuition and lab fees. A written agreement between the apprentice and employer ensures the apprentice becomes skilled in the occupation. Apprentices are selected to participate by employers/sponsors based on criteria specifically defined in standards of registered apprenticeship programs approved by the U.S. Department of Labor and Florida Department of Education.

How to Become an Apprentice: Check with the student services office. Potential candidates must apply for registered apprentice positions. Admission requirements and eligibility are defined by program sponsors to meet specific training needs and employment opportunities. However, federal law defines minimum requirements and mandates that selection criteria be job related.

Certifications earned through registered apprenticeship programs are recognized nationwide. Apprentices who complete registered apprenticeship programs are accepted by the industry as journeymen.

Basic Skills Exam All Students registered in apprenticeship programs are exempt from taking the basic skills exam.

Employer-Sponsored Apprenticeship Select employers provide apprenticeship programs registered with and approved by the U.S. Department of Labor and Florida Department of Education to their employees. Employer-sponsored apprenticeship programs include: Air Conditioning, Refrigeration and Heating Technology (3-year program)

Heating and Air Conditioner Install/Ser. Apprenticeship

Mission The mission of the apprenticeship program is to provide advanced training in Heating, Air Conditioning and Refrigeration for SWFL area contractors.

Description: This three-year (6,000 hour) program requires the apprentice to be employed by a participating employer/ sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate one night per week in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the FDOE and federal agencies. All apprentices in this trade are provided an opportunity to improve their skills and become more valuable to their employers. The first year begins with fundamentals, and builds on those skills throughout the second and third years. Apprentices learn to systematically and accurately troubleshoot air conditioning and heating systems. Students that complete the program are eligible to take NATE and HVACR Excellence Industry certification exams.

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.collieradulthood.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 program length is dependent upon by individual need

Schedule – Fall, Spring and Summer Session available. Please refer to www.CollierAdultEd.com for specifics.

Fees – \$30 per term (Student IDs and books are not included)

Evening Program:

Program Length – The program length is dependent upon by individual need

Schedule – Fall, Spring and Summer Session available. Please refer to www.CollierAdultEd.com for specifics.

Fees – \$30 per term (Student IDs and books are not included)

Distance Learning

Program Length – The program length is dependent upon by individual need

Schedule – Fall, Spring and Summer Session available. Please refer to www.CollierAdultEd.com for specifics.

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), or an approved equivalent, may also be required based on student goals.

Adult Basic Education (ABE)

The Adult Basic Education program is designed to help students acquire necessary 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. Please refer to www.CollierAdultEd.com for specifics.

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. Please refer to www.CollierAdultEd.com for specifics.

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 Session available. Please refer to www.CollierAdultEd.com for specifics.

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. Please refer to www.CollierAdultEd.com for specifics.

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. Please refer to www.CollierAdultEd.com for specifics.

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 Session available. Please refer to www.CollierAdultEd.com for specifics.

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, or an approved equivalent, 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 program length is dependent upon by individual need

Schedule – Fall, Spring and Summer Session available. Please refer to www.CollierAdultEd.com for specifics.

Fees – \$30 per term (Student IDs and books are not included)

Evening Program:

Program Length – The program length is dependent upon by individual need

Schedule – Fall, Spring and Summer Session available. Please refer to www.CollierAdultEd.com for specifics.

Fees – \$30 per term (Student IDs and books are not included)

Distance Learning

Program Length – The program length is dependent upon by individual need

Schedule – Fall, Spring and Summer Session available. Please refer to www.CollierAdultEd.com for specifics.

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 offered through Collier Adult and Community Education 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: A wide range of highly interactive online courses are available at:
<https://www.ed2go.com/collier>

FACULTY AND STAFF

ADMINISTRATION

Name	Program	Degree/Conferring Institution
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
SCHOENKNECHT, Eileen	Health Science Coordinator	B.S.N., Seton Hall University
RUTILA, Bruce	Workforce Coordinator	M.Ed., American College of Education B.A., Michigan State University
GUILLAUME, Valerie	Adult Education Coordinator	M.A., Florida Gulf Coast University B.S., University of Florida
WILLIAMS, Belynda	Community Education Coordinator	DR, Capella University M.ED., Dominican University B.A. University of South Florida

STUDENT SERVICES

Name	Program	Degree/Conferring Institution
BRUCE, Lynne	Workforce Education Advisor	M.S., Emporia State University B.A., Oklahoma State University
DUFF, Heidi	Workforce Education Advisor	M.Ed., University of Texas at Austin B.A., Emory University
MEDIAVILLA, Leo	Workforce Education Advisor	ED.D., University of South Florida M.ED., University of South Florida

		B.A. University of South Florida A.A. Polk Community College
SCHANAPAUFF, Scott	Workforce Education Advisor	M.A., University of South Florida B.A., University of South Florida
SCHOENHERR, Jami	Workforce Education Advisor	B.A., Florida Gulf Coast University
OCHOA, Lourdes	Workforce Education Advisor	B.S., Florida Gulf Coast University
WALLER, Bob	Workforce Education Advisor	M.S., Frostburg State College B.A., University of Maryland

FULL-TIME FACULTY

NAME	Program	Degree/Conferring Institution
ABDO, Chris	Professional Culinary Arts and Hospitality	Culinary Arts Degree - New England Culinary Institute
BECKER, Daniel	Veterinary Assisting	D.V.M., University of Illinois at Champaign-Urbana B.S., Illinois Benedictine College
BEDRAVA, Lynn	Adults with Disabilities	B.S., University of Wisconsin
BETTEN, Khris	Adult ESOL / ABE / GED Instructor	M.S., American College of Education B.S., Gran Valley State University B.S., University of Colorado A.S., Johnson and Wales
BRIGGS, CHRISTINE	Resource Instructor, Adult ED	M.ED., Cal State University B.S., Lynchburg College
CARAZA, ISRAEL	ABE/GED Instructor	M.A., Nova Southeastern B.A., Florida International University
COINE, Ted	Customer Assistance Technology	B.A. William and Mary
COX, Ken	Aviation Airframe Mechanics	Professional – District Certification
CRETE, Darlene	Adults with Disabilities	M.ED., American College of Education B.S., Keuka College
CROWLEY, Mary	Practical Nursing	R.N., B.S.N., M.S., Rhode Island College
ERB, Donna	Accounting Operations, Medical Administrative Specialist, Legal Administrative Specialist	M.S., Elmira College B.S., Keuka College
FOWLER, Chris	Resource Instructor	Professional – District Certification
FREDETTE, Anne	Project Explore at Moorings Park	B.A., University of West Florida

GREER, Kami	Practical Nursing	G.C.N., University of Central Florida B.S., Kent State University
GRIECO, Jennifer	Practical Nursing	B.S.N., Catholic University B.A., Loyola University
GREAVES, Charles	Marine Service Technologies	Professional - District Certification
HOLIMON, Paul	Resource Instructor	M.ED., Education, Louisiana State University B.A. English, University of South Florida
HUDSON, Richard	Adult ESOL Instructor	B.S., Purchase College, Purchase, New York
JOHNSTON, Danielle	Dental Assisting	EFDA, LDH, BSDH, Indiana University School of Dentistry
IZBICKI, Jack	Network Support Services	Professional – District Certification
JERVIS, Kirk	Drafting	Professional – District Certification
JONES, Kirsti	ABE/GED Instructor	B.S., Florida Gulf Coast University
LICI, Lindita	Adult ESOL Instructor	B.S., Fan. S. Noli, Korce, Albania, Europe
MITCHELL, Lorie	Practical Nursing	M.ED., Kent State University B.S.N., Colorado State University
MEYERS, Rocko	Air-Conditioning, Refrigeration and Heating Technology	Professional – District Certification
PADILLA, Armando	Automotive Service Technology	Professional – District Certification
PARLIAMENT, Bridget	Project Explorer at Moorings Park	B.A., Florida Gulf Coast University
PETERS, Bruce	Practical Nursing	B.S., St. Josephs College A.A., Kettering College of Medical Arts
PIKE, Luann	Cosmetology	Professional – District Certification
PONTON, Richard	Digital Media/Multimedia	M.S., Florida International University B.S., University of New Mexico National Board Certified Teacher, Career and Tech Ed.
RETZ, Andrew	Automotive Collision Technology Technician	Professional – District Certification
RHINES, Linda	ADULT ESOL / ABE Instructor	M.A., Western Illinois University B.A., Iowa Wesleyan University
RIVERO, Claudia	Pharmacy Technician	B.A., University of El Salvador
RODRIGUEZ, Rolando	Database Application Development and Programming	Professional – District Certification
SAYERS, Hunter	ABE/GED Instructor	B.S., Florida Gulf Coast University
TBD	Aviation Powerplant Mechanics	
TURMELLE, Nancy	Surgical Technology	R.N., CNOR., St. Elizabeth's Hospital School of Nursing
VACHUNEK, Robert	Automotive Service Technology	Professional - District Certificate
WILKIN, Pam	Practical Nursing	R.N., Pasco-Hernando State College

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 2018-2019. 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

2018-2019 SCHOOL FINANCIAL REPORT

SCHOOL NUMBER 0281 LWTC LORENZO WALKER TECHNICAL COLLEGE

REVENUES	SCHOOL*	%	DISTRICT	%	STATE	%
Federal	\$ 1,402,658	45.97	\$ 64,390,080	12.75	\$ 3,531,298,510	13.38
State/Local (excludes Lottery)	1,583,174	51.89	439,894,837	87.09	22,820,063,633	86.49
Educational Enhancement (Lottery) Trust Fund	-	0.00	172,454	0.03	9,711,526	0.04
Private	65,420	2.14	651,049	0.13	23,411,811	0.09
Total	\$ 3,051,252	100.00	\$ 505,108,420	100.00	\$ 26,384,485,480	100.00

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS **	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)	\$ -	\$ 5,519	\$ 4,895	\$ -
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	55,167	1,166	1,064	1,162,366
Contracted Instructional Services	-	251	235	-
School Administration	33,787	730	599	711,897
Materials/Supplies/Operating Capital Outlay	-	583	240	-
Food Service	-	533	548	-
Operation and Maintenance of Plant	44,283	1,159	971	933,046
Other School-Level Support Services	11,578	421	236	243,943
TOTAL SCHOOL COSTS **	\$ 144,815	\$ 10,362	\$ 8,788	\$ 3,051,252

** 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: \$37,676,711 or \$849 per FTE

1. Costs of substitute teachers included in "Other School-Level Support Services" are: \$60,497

K-12 ADDITIONAL DETAILED INFORMATION Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Basic Programs	\$ -	\$ 4,683	\$ 4,109	\$ -
ESOL	-	6,223	5,016	-
Exceptional Programs	-	8,025	7,544	-
Career Education Programs	-	3,452	4,139	-
Adult Programs	-	-	-	-
Footnote [4]				
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks				\$ 634
Computer Hardware & Software				147,826
Other Instructional Materials				293,698
Other Materials and Supplies				219,242
Library Media Materials				\$ -

2. The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[4] Not FEFP-Funded

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.