Agri-Science
Horticulture Science and Services
Landscape and Turf Management
Nursery Management
Pest Control Operations

Architecture & Construction
A/C, Refrigeration & Heating Technology

Education and Training
Early Childhood Education

Industrial Technology
Automotive Services Technology
Automotive Technology - Advanced
Medium & Heavy Truck & Bus Technician 1 & 2 (Diesel)
Welding Technologies

Hospitality and Tourism
Commercial Foods and Culinary Arts
Commercial Foods and Culinary Arts - Apprenticeship

Human Services
Cosmetology
Facials Specialty
Nails Specialty

Arts/AV/Technology/Communication
Digital Design 1 & 2

Public Safety
EMT
Paramedic
Firefighter
Fire Fighting & EMT - Combined

Health Science
Dental Assisting
Massage Therapy
Medical Assisting
Nursing Assistant Articulated
Pharmacy Technician
Practical Nursing

Please be advised that ALL fees/tuition costs listed within this document are only estimates. Actual fees could change per state statutes.
FCTC Administration

Cathy Mittelstadt, Interim Principal
Chris Force, Career and Technical Education Director
Patrick Snodgrass, Director of Facilities and Operations
James Price, Administrator
Frank McElroy, Administrator

FCTC Vision

The vision of the First Coast Technical College is:
(1) The Business Community comes to us for assistance—First Thought, First Call.
(2) Every student receives a degree, credential or certificate to position them for success in their career.
(3) First Coast Technical College is the school of choice.

FCTC Mission

To provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce.

FCTC EEO Notice of Non-Discrimination Statement

The First Coast Technical College acts in compliance with all federal and state laws prohibiting discrimination. Discrimination on the basis of race, national origin, sex, handicap, age, religion, or marital status against a student or an employee at FCTC is prohibited. No person shall, on the basis of race, national origin, sex, physical handicap, age, religion or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or in any employment conditions or practices. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to the Principal.
Career and Adult Education Centers

First Coast Technical College maintains the following facilities on a full time basis for the purpose of offering ongoing and continuing educational programs. Additionally, facilities are made available for public use and community enrichment.

First Coast Technical Center (FCTC) – Main Campus
2980 Collins Avenue, St. Augustine, FL 32084
904.547.3282

FCTC - Public Safety Campus
3640 Gaines Road, St. Augustine, FL 32084
904.547.3542

FCTC - Putnam County Campus
1001 Husson Avenue, Palatka, FL 32177
386.326.9000

FCTC - Barge Port Campus
102 Port Road, Palatka, FL 32177
386.326.9000

ACCREDITATION

The Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350 (www.council.org) accredits all FCTC tech centers. COE may be contacted at 770.396.3898. The Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACSCASI), a division of AdvancED, 9115 Westside Parkway, Alpharetta, GA 30009, also accredit the tech centers. SACSCASI may be contacted at 404.679.4500, 678.392.2285, (www.advanc-ed.org).

In addition, a number of programs have been approved, certified and/or recognized by the military, sponsoring agencies and professional organizations.

All programs offered at the College are approved by the Florida Department of Education, the Division of Career and Adult Education, the U.S. Department of Education, and many are approved by the “Bureau of State Approving Agency for Veterans’ Training” in the Division of Veterans’ Benefits and Assistance- Florida Department of Veterans’ Affairs.
The Medical Assisting Program at First Coast Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) and the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). CAAHEP can be reached at Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; 727-210-2350.

The Paramedic Program at First Coast Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). CAAHEP can be reached at Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; 727-210-2350; www.caahep.org. CoAEMSP can be contacted at 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088; (214) 703-8445; FAX (214) 703-8992; www.coaemsp.org
Dear Future Graduates,

Welcome to First Coast Technical College!

As FCTC’s Principal, I’m excited about the new careers that we offer. Our faculty and staff are eager to help you get started on the path toward fulfilling your personal and professional goals. We currently offer over 25 certification programs that lead to high wage jobs that are in demand and we will continue to add to our offerings, giving new opportunities to our students.

FCTC’s programs have been prepared with input from local business leaders, ensuring our students learn the skills that employers are seeking when making hiring decisions. Additionally, as you prepare for graduation, FCTC strives to match our students to prospective employers. Our success is measured by your success!

We look forward to helping you acquire the skills you need for an exciting career.

Cathy Mittelstadt
Interim Principal
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MISSION STATEMENT
The mission of the First Coast Technical College is to provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce.

CERTIFICATION/APPROVALS
First Coast Technical College holds certification/approval from the following organizations:

- American Culinary Federation
- American Welding Society
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Division of Vocational Rehabilitation, Florida Department of Labor
- Florida Bureau of Fire Standards and Training
- Florida Department of Children and Families
- Florida Department of Health, Bureau of Emergency Medical Services
- Florida State Board of Cosmetology
- Florida State Board of Massage Therapy
- Florida State Board of Nursing
- Florida State Department of Education
- National Automotive Technicians Education Foundation
- State of Florida Department of Veterans Affairs
- U. S. Department of Education, Office of Students and Financial Aid
- U. S. Department of Veterans Affairs

EQUAL OPPORTUNITY EDUCATION
The First Coast Technical College acts in compliance with all federal and state laws prohibiting discrimination. Discrimination on the basis of race, national origin, sex, handicap, age, religion, or marital status against a student or an employee at the FCTC is prohibited. No person shall, on the basis of race, national origin, sex, physical handicap, age, religion or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or in any employment conditions or practices. The contact for compliance is the St. Johns County School District Human Resources Manager.

RELEASE OF STUDENT INFORMATION
No student records, except for Directory Information, may be released to any individual, agency, firm, institution, etc., by anyone unless the student involved has completed a copy of the official Release form. If the student is a minor, a parent or guardian must sign the Release form. It is the student’s responsibility to complete and sign the necessary Release form or notify the College, in writing, if copies of student’s records are to be sent to any outside agency, school, or employer. Same day service is not available. This Release form is available in the Registration Office. Student records are available for inspection by adult students and parents of minor students upon request as provided by Florida Law and School policy. The student, if concerned about the accuracy of information on file at First Coast Technical College, has a right to challenge that information.

MAIN CAMPUS OFFICE HOURS
Registration, Building A
Monday – Friday 7:30 a.m. – 5 p.m.

Bookstore, Building C
Monday, Tuesday, Wednesday, Friday 8:00 a.m. – 4:00 p.m.
Thursday 10:00 a.m. – 6:00 p.m.

Business Office and Financial Aid, Building A
Monday – Friday 7:30 a.m. – 5 p.m.

CLASS SCHEDULES
- Adult daytime classes meet from approximately 8:00 a.m. to 3:00 p.m. Monday through Friday.
- High school classes will meet from 9:15 a.m. to 3:45 p.m. Monday through Friday.
- Evening class schedules vary based on program requirements.

Revised 8-17-16
- Public Safety Campus classes are scheduled to accommodate the type of program being taught and class specific schedules should be requested from the program area.

**LENGTH OF GRADING PERIODS (Secondary Students)**
The school year is divided into five grading periods consisting of four 9 week grading periods and one 6 week summer grading period. The 9 week grading periods are equivalent to 270 clock/contact hours. The summer grading period is equivalent to approximately 156 clock/contact hours. Students are assessed on the course competencies within the program’s grading period (quarter and summer session) and certificates are awarded upon completion of all courses within a program. Many programs offer occupational certificates for those completing part of the full curriculum.

**BOOKSTORE**
Uniforms, supplies and snacks may be purchased during posted hours at the Bookstore which is located in Building C.

**CHILD CARE**
Child Care services are available on the Main Campus to full-time FCTC students for their preschool children, ages one and older, during regular day school hours. For further information contact Tech Tots at 904-547-3490 for times and space availability.

**ARTICULATION AGREEMENTS**
In addition to statewide articulation agreements between Florida’s community/state colleges and technical centers for specific programs, First Coast Technical College has additional agreements with Florida State College at Jacksonville, St. Johns River Community College, Johnson and Wales University, University of Northwestern Ohio, Florida School for the Deaf and Blind, and Putnam and St. Johns County School Districts. These agreements are designed to grant students transfer credit for work completed in programs at FCTC to other institutions to further their education. Career Pathways articulation agreements allow students to receive credit for work completed in high school when enrolled in First Coast Technical College postsecondary programs. FCTC has also entered into an agreement for a joint Associate Degree in Fire Science with Keiser University. Further information is available from a FCTC student advisor or from the Supervisor for Student Services.

**DUAL ENROLLMENT PROGRAM**
First Coast Technical College participates with St. Johns and Putnam County high schools in a Dual Enrollment Program that provides students with an opportunity to take a technical program at FCTC while obtaining the required academic courses at their high school. Interested students should contact their high school counselor. Tuition is waived for applicable programs. Textbooks are purchased by the school district. As per state statute, home schooled and private school students are required to purchase textbooks and instructional materials.

**DINING FACILITIES**
Dining facilities are located only on the Main Campus. Students and staff from the First Coast Technical College School of Culinary Arts provide soup, sandwiches, and salads in the Student Center located in Building C. Students, staff, and patrons may dine in Walter’s Reef Restaurant during the regular school year for lunch on Tuesday – Friday from 11 a.m.-1 p.m. In addition, vending machines are located on all campuses for the students’ convenience. Food and drinks are not allowed in classrooms or laboratories. Food service is not available at the Public Safety Campus or Putnam County centers.

**INSURANCE**
Each student should carry his or her own hospitalization insurance. Some programs require proof of insurance prior to enrollment.

**PARKING**
Student parking is provided in designated areas for currently enrolled students. All St. Johns Technical High School students are required to park in the parking lot in front of Building H. Parking on grassy areas is prohibited. Adjustments in parking areas may occur as deemed necessary by FCTC staff. The speed limit of 15 miles per hour is strictly enforced. Tickets will be issued for parking and speeding violations. No loitering is allowed in or around cars. Cars should be locked to safeguard contents. The College is not responsible for theft, vandalism, or any other violation of vehicles. Violation of rules may result in loss of parking privileges on campus or other appropriate action.

A Parking Decal is required for all adult and high school students. FCTC Parking Decals for adult students may be purchased in the Registration Office located in Building A.

**TRANSPORTATION**

FCTC does not provide transportation for students. High school students may be transported by district school buses if available.

**VISITORS**

Visitors are required to report to Reception Areas on the Main Campus, the Public Safety Campus, Clay or Putnam County Centers. Visitors are not allowed on school property without an approved pass. Students are not permitted to bring visitors into their program areas without prior permission—this includes dependent children. All vendors and volunteers working on the main campus must be cleared through the St. Johns County School District as required by the Jessica Lunsford Act.
ABILITY TO BENEFIT

The provisions made for the admission of a student into a technical program on an ability to benefit basis are integrated into the Admission process. In order to be admitted and/or continue studies, a student must have the ability to benefit from the educational programs. Ability to benefit implies that the student, through evaluations and student advisor interviews, is determined to be able to perform the work required in a program of study.

The Florida Department of Education has established minimum basic skills requirements/levels for technical completions in all technical programs assessed by the Tests of Adult Basic Education (TABE), and/or the Comprehensive Adult Student Assessment System (CASAS). These tests measure basic levels in language, reading and math. In the event the student does not achieve the minimum scores required for the intended program, the student will be given the opportunity to remediate in Adult Basic Education and/or Applied Academics for Adult Education (AAAE) and retest within a scheduled period of time. The student can be co-enrolled in the technical program and in the AAAE lab until the basic skill requirements of the program are met, if determined to have the ability to benefit.

No student shall be awarded a Certificate of Completion (Technical Certificate) until the required minimum basic skills levels for her/his program have been met. However, a student with a disability may be exempt from meeting specific requirements in accordance with Rule 6A-6.0132. No student may be exempted from this rule due to language deficiencies.

Test scores are recorded in the student’s file. The effectiveness/evaluation of these procedures is measured by the student’s progress in his/her training program via instructor progress reports and program completion rates.

ADMISSION POLICY

The First Coast Technical College is a postsecondary institution, which accepts applications on a nondiscriminatory basis from anyone having the interest, ability, and desire to benefit from career and technical education programs. To assist students in meeting their goals, there are minimum age, educational, and health requirements established for each program. In addition to career and technical training programs, FCTC offers Adult Basic Education classes and GED preparation classes. The College also offers secondary high school programs and dual enrollment programs through articulation agreements with Putnam, and St. Johns county school districts. Special applications for secondary students are available. An FCTC Student Advisor, located in Building A on the Main Campus, may be contacted for assistance at any stage of the enrollment process.

PHOTO RELEASE

Students will be asked to furnish signed Media Consent form for pictures, audio/video clips, social media postings and any other relevant marketing materials for promotion of First Coast Technical College and any activities and events associated with the college. Students who are under 18 are required to have a parent sign the form. Students and parents can choose to decline the use of their pictures for FCTC marketing and promotional purpose in writing within seven days from the date of distribution of the form. Media Consent Form is made available during registration process.

ENROLLMENT PROCEDURES

1) Meet with the Student Advisor to review occupational goals, discuss program requirements, and examine financial aid options.
2) Register and pay a non-refundable registration fee.
3) Attend an Orientation to the campus, resources, and College policies. Complete the TABE, or CASAS assessment to determine current reading, math and language levels.
4) Meet with Student Advisor to review assessment and program offerings, and visit classrooms prior to registration. An entry date is provided from Registration Office.
5) Complete the enrollment process at Registration Office and pay applicable fees. All fees are due at time of registration.
unless a deferment has been issued by the Financial Aid Department, a proper waiver has been secured, or a letter of intent to pay for tuition has been issued by a government agency or private business.

6) Receive an Identification Card and Admission Slip.
7) Enter class on the date provided.

**SPECIAL APPLICATION PROCESS**

The following programs require a special application process: Emergency Services and Medical Programs. Applications for these specialty programs may be picked up and returned to the appropriate program area at FCTC, or an application can be downloaded from our website (www.fctc.edu).

**PRIORITY ENROLLMENT PROCESS**

Graduating High School Seniors wishing to enroll as adults in the next summer/fall class sessions may seek priority entrance into their program of choice by submitting an early application. Contact the Student Recruiter at 904-547-3354 for more information about this process.

**TRANSFER OF CREDIT**

**PROGRAM TRANSFERS (EXTERNAL)**

FCTC accepts students transferring from other institutions or schools. Students will meet with a student advisor to discuss the transfer. Transfer credit will be granted to a student based upon evaluation of competency transcripts from a previous school or competency evaluations administered at FCTC. All programs at FCTC follow the Florida Department of Education Curriculum Frameworks to facilitate a student’s transfer to a similar program at any of Florida’s other public technical centers or high schools. Students must be in good standing at the transferring institution. All transfers are done on an individual basis and in accordance with Florida Statue 1007.24 (7).

A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/program. All documentation, including transcripts, must be received by WTI prior to the student starting their program.

A variety of assessment techniques are utilized to access the placement of students transferring into FCTC from other post-secondary schools. These techniques include but are not limited to analyzing transcripts, interviewing and testing. Transfer students are admitted on a space available basis.

**PROGRAM TRANSFERS (INTERNAL)**

FCTC allows students to transfer within programs at FCTC. If a currently enrolled student chooses to transfer from one career and technical education (CTE) program to another within FCTC, the student must meet with a student advisor to discuss the transfer, review basic skill requirements, and determine financial aid needs, if applicable. The instructor of the new program will review the student’s training records or transcripts to determine whether any competencies are transferable. Students interested in transferring from one program to another program within the College should contact the Student Advisor’s Office for a Transfer Request form. Students will be required to provide justification for the transfer if requested. If the student wishes to transfer into a new program, then the student processes the Transfer Request form by obtaining all necessary signatures as indicated on form.
ASSESSMENT
Testing is required of all adult and postsecondary students enrolling in a technical program of 450 hours or more. For all required programs, this assessment must be completed within six weeks of initial enrollment or prior to enrollment. This examination is designed to assess students’ skills level in reading, math and language.

Basic skills assessment at the First Coast Technical College shall be accomplished utilizing the Test of Adult Basic Education (TABE), or the Comprehensive Adult Student Assessment System (CASAS) as approved for use by the Florida Department of Education. Testing is scheduled through registration by telephone or in person.

Students must meet the testing standards for their technical program before they can receive a certificate or enter into an On-the-Job Training program.

High school students, except for dual-enrollment students, are exempt from testing as they continue to receive their academic instruction at their high school. If they continue in a technical course as an adult, after completing high school, they must be tested within six weeks of reaching adult status, if they have not already been tested. Adult students who have an Associate of Arts Degree or higher, are exempt from the assessment.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)
Students who do not meet basic skills score requirements for a program will be referred to AAAE. Students are enrolled in AAAE classes until they can retest at the level required for their chosen program. AAAE classes are designed to assist students in increasing their knowledge in reading, math, or language, as needed.

SERVICES TO STUDENTS WITH SPECIAL NEEDS
Adults with a disability may apply for FCTC admission or may be referred by a physician, Vocational Rehabilitation, or other professionals and/or agencies. It is the policy of FCTC to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990, as amended. FCTC does not make inquiries of a student concerning a disability. After the student has been admitted into the College, it is the student’s responsibility to inform the FCTC Student Advisor of his or her disability requiring special accommodations: to provide adequate documentation that validates the disability; and to request appropriate accommodations to college programs and services, so reasonable accommodations can be made in a timely manner. All information regarding the disabilities of specific students and requests for program accommodations will be considered confidential and will be conveyed only to faculty and administrators directly involved in accommodating the student with the disability.

Students with a disability and in need of special accommodations must meet with the FCTC Student Advisor and identify themselves as having the disability prior to the beginning of classes and at the beginning of each grading period. It is the student’s responsibility to inform the Student Advisor about his/her disability and to provide current, written documentation from a qualified professional, which validates the student’s eligibility for academic accommodations. Documentation of a learning disability should be provided in the form of a report from a qualified professional that includes a diagnostic interview, specific assessment of aptitude, academic achievement, information processing, and a diagnosis. It is recommended that the diagnostic report also include specific recommendations for academic accommodations. The provision of reasonable accommodations and services will be based upon an assessment of the impact of the student’s disabilities on his or her academic performance. Therefore, it is in the student’s best interest to provide recent and appropriate documentation relevant to the learning environment. If the documentation provided is insufficient or outdated, the College reserves the right to request additional and/or updated information. Services are varied depending on individual needs and include interpreters, adaptive, specialized equipment, and low vision aids. In rare situations, and only with the approval of an Assistant Director, can a disabled student be enrolled in a technical class prior to receipt of the documentation of a disability. Individuals enrolled prior to receipt of documentation of the disability will be registered as regular adult students. Students with disabilities may request auxiliary aids by completing the requirements listed above and completing the required forms that are available from the Student Advisor. Requests for interpreters must be submitted at least one week in advance. Requests for adaptive equipment should be submitted 30 days in advance.
WITHDRAWALS/TERMINATION
An adult postsecondary student may request to be withdrawn from a program. The student must notify the program instructor, who will then complete a formal withdrawal report online and provide copies to the appropriate personnel.

The student shall ensure that:

a) School property (books, tools or other materials) has been returned.
b) All work orders are cleared.
c) Appropriate financial aid personnel are notified.
d) Job placement information is provided, when appropriate.

RE-ENTRANCE
Inactive students may re-enter a program at any time space is available. Entry may occur on the published date of a new grading period, or on another established date, provided they have not been involuntarily withdrawn from the program. An Admissions Committee must approve re-entry for an involuntary withdrawal.
Please be advised that ALL fees/tuition costs listed within this document are only estimates. Actual fees may change per state statutes.

FEE POLICIES
A non-refundable registration fee is charged for all non-exempt, non-fee waived adult and postsecondary students. (No fee is charged for area high school students enrolled in day technical programs or under dual enrollment matriculation).

REGISTRATION FEES
Registration fees are $10 for programs less than eighteen weeks and $25 for programs over eighteen weeks in length. The fee is non-refundable.

APPLICATION FEES
Application fees are charged for the following programs:

- Dental Assisting $10
- Emergency Medical Technician $10
- Fire Fighting $10
- Massage Therapy $10
- Medical Assisting $10
- Nursing Assistant $10
- Paramedic $10
- Patient Care Technician $10
- Pharmacy Technician $10
- Practical Nursing $10

TESTING FEES
Testing fees must be paid at the time of application for testing as per the following schedule:

- $25.00 TABE Test
- $25.00 CASAS Test
- $65.00 TEAS V Test
- $50.00 Fire Science Physical Ability Test

Other testing fees may be assessed as needed. All testing fees are non-refundable and are good for thirty (30) days. Individuals taking the TABE for purposes other than FCTC enrollment will be charged $40 for testing.

TUITION
Tuition is required at enrollment and is payable by semester/course or with a payment plan prior to each enrollment period. Dual enrolled high school students pay no tuition but may need to purchase certain personal supplies needed for program operation. Certain programs require the purchase of supplies, insurance, FDLE background checks, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice.

Florida residents are assessed tuition by the clock/clinical hour at the current rate set by the Florida Legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment.
The current tuition rate for Career and Technical Education programs is $2.92 per clock/clinical hour. Tuition includes a 10% financial aid fee, a 5% technology fee, and a 5% capital improvement fee.

Tuition for non-Florida residents is $11.71 per hour.

Adult Education students are assessed $30.00 per term for instruction in GED, ESOL, or AAAE.

**Residency Status**

To determine Florida residency for tuition purposes, each student must submit documentation as required by section 1009.21, Florida Statutes. Student advising and/or registration staff will normally determine if Florida residency has been adequately established. Students may appeal their determination by making a written submittal to the Student Services Supervisor, including all relevant documentation they wish to have considered in making a determination. Two or more administrators will be assigned to review the submittal and make a final determination of residency status.

**LABORATORY/FACILITY FEES/EQUIPMENT USE FEES**

A laboratory and facility fee may be charged for programs/courses. The exact amount of the charge for each program/course is available in the registration area of each campus/center.

**OTHER FEES**

- A liability insurance fee of $13 may be assessed for students in high liability program areas (health and public service occupational program areas).
- Identification Card Fee $10 per semester
- Identification Card Replacement Fee $10
- Transcript Fee $10
- Certificate Replacement Fee $10
- Annual Parking Fee $10-$30 (dependent on length of program)
- Drug Testing Fee $58.00
- High Risk Student Accident Policy $11.00

**ADDITIONAL COSTS**

Additional costs may include textbooks, workbooks, uniforms, shoes, insurance fees for high liability program areas, laboratory/license/certification fees, tools, activity fees, equipment, and other fees as allowed or required by the state. The exact amount of the charge for each program/course is available in the registration area of each campus.

**COMMUNITY AND CONTINUING WORKFORCE EDUCATION FEES**

Community and Continuing Workforce Education courses are fee based. Funds are not provided by the state for these classes. Fees will be determined based on course costs, student enrollment, and other pertinent factors. The consultants, instructors and/or assistants will be paid on a contracted service or part time employee basis from the fees generated for each Community and Continuing Workforce Education course.

Fees for Community Education classes are usually one-time fees and must be paid prior to the beginning of the first class. Students will not be enrolled in Community or Continuing Workforce Education classes until fees are paid.

**RETURNED CHECKS**

Checks returned for insufficient funds will be assessed a returned check fee of $35.00 per check. The maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney’s fees as prescribed by law.
**REFUND POLICY**

**Career and Technical Education Refund Policy**
Occasionally it becomes necessary for a CTE student to withdraw or change programs at FCTC. When this occurs and the student has completed all the steps for official withdrawal from class, a tuition refund may be given using the following guidelines.

- If FCTC cancels a class, a class does not open as scheduled or a student registers but never attends. 100% of all tuition/fees will be refunded, except application fees.
- Withdrawal through the closing of the 10th calendar day per semester, 100% of all tuition and eligible fees will be refunded. Application, registration and identification card fees are non-refundable.
- Schedule changes through the closing of the 10th calendar day per semester, 100% of all tuition and eligible fees will be refunded.
- No fees will be refunded after the closing of the 10th calendar day per semester.
- Retention of fees collected in advance for a student who does not enter then class shall not exceed $100.
- Tenth calendar day does not apply to courses less than three weeks or ninety hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than one-third of its assigned hours.
- Registration and identification card fees are non-refundable.
- Refund requests for extenuating circumstances (e.g. death of immediate family member, hospitalization beyond one’s control; elective surgery and vacations not included) should follow the appeals process.
- No refunds will be made until all financial obligations have been cleared.
- When a student voluntarily withdraws and is due a refund, the refund will be processed within 45 days: (1) of the last day of attendance if written notification of withdrawal has been provided to FCTC by the student, or (2) from the date FCTC withdraws the student or determines withdrawal by the student. Refunds, when due, will be made without requiring a request from the student. No funds will be held for future use.
- Students involuntarily withdrawn pursuant to the Student Code of Conduct are not entitled to a refund of any fees.
- In the case of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student’s enrollment, the Principal or his/her designee may honor a request for a full or partial refund of fees providing that: (1) the request is made in writing prior to the date the course would have normally ended, and (2) supporting evidence (where appropriate) is provided.

**Financial Aid Refund Policy**
In the event a student has received financial aid and withdraws from a program, a statutory schedule is used to determine the amount of Title IV funds that student has earned as of the date he or she ceases to attend. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, the student has earned 100% of the Title IV funds.

**Adult Education Refund Policy**
Students may request a full refund of fees prior to the class start date.

**Continuing Workforce Education/Community Education/Fee Based Class Refund Policy**
Students may request a refund of both tuition and lab fees prior to the class start date if the student gives a least 48 hours’ notice. A full refund will be given, less the registration fee. If a class is cancelled due to low enrollment, students may either transfer to another class or receive a full refund of tuition and lab fees.

**Bookstore Refund Policy**
Miscellaneous items purchased from the school bookstore (textbooks, uniforms, etc.) may be returned for a full refund provided the items are unused, in the original packaging and currently being used in the instructional program.

**FINANCIAL AID – Application for an Award of Financial Aid**
The FCTC Financial Aid Office provides guidance to help students find ways to pay for school. Various grants and

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Scholarships are available, based on a student’s financial need. The first step to apply for aid is to visit www.fctc.edu, click on “Future Students”, then “Application Instructions”. You can view detailed instructions, including the websites to apply for aid and the necessary forms. Additional guidance on loans, local agencies and scholarships are available, as well as, contact information.

The Financial Aid Office packages students for the amount of aid they are eligible to receive based on their Expected Family Contribution (EFC), which is determined by their Free Application for Federal Student Aid (FAFSA). Every applicant’s income information & supporting documentation will be verified by the Financial Aid Office. Awards are based on the grants students are eligible to receive, their chosen program, and available funds.

Students who are in a program that is eligible for Title IV funding (longer than 600 hours) and have a Pell Grant credit balance available are allowed to charge items deemed necessary for first semester by their instructor at the FCTC Bookstore. This is a one-time only transaction for new students. Students can only charge items deemed necessary for first semester by their instructor. If students are eligible for this process, yet opt out, they are required to indicate such on their student contract. Students in short term courses (less than 600 hours long), or that do not have a grant credit balance available, are required to self-pay for their uniforms, supplies, books, etc.

Grants and scholarships are paid as students reach the required attendance weeks & hours for their class. A student can get their current hours from the instructor. Every program has a set payment period schedule, which is followed for all students in that class. Payment period outlines are available in the financial aid office.

**PERFORMANCE AND PROGRESS IN CLASS**

Satisfactory Academic Progress elements are monitored every session by the Financial Aid Office. Requirements are outlined on the policy/student contract that is part of the Financial Aid application packet that every student signs.

In order to maintain Satisfactory Academic Progress, a student must achieve the following every session:

1) Maintain a GPA of 2.0 or higher.
2) Receive a Satisfactory Progress grade.
3) Make an acceptable pace of progress by completing their competencies in a timely manner.
4) Meet minimum attendance requirements for their cumulative hours & weeks.

The first time a student fails to accomplish any one of the four requirements, the student will automatically be placed on “warning” status. If a second violation occurs, the student’s financial aid will automatically be terminated. If a student is terminated & they do not have enough grant funds to cover the tuition due, the student must pay the balance due, make acceptable payment arrangements, or withdraw from class. Written notification is sent to both the student & the instructor, which includes instructions on how to appeal their change in status.

After a student is terminated, a student can apply for reinstatement after they:

1) Self-pay for one session (third party payor is acceptable),
2) Meet Satisfactory Academic Progress for that session, and
3) Obtain their Instructor’s support for reinstatement.
4) Once reinstated, students are on Probation status.

**APPEALS**

Appeals are available for the following purposes:

- Adjustment of eligibility
- Dependency override
- Revocation of warning and/or termination status
- Reinstatement of aid

Appeals are always reviewed by at least two FCTC staff members to ensure objectivity & fairness. Students should indicate what caused the situation to occur, what they’ve done to correct the situation, as well as attain their Instructor’s support of...
their appeal. Students are expected to submit documentation to support their claim when possible. Response is usually given within one week.

**UNITED STATES DEPARTMENT OF VETERANS' AFFAIRS (VA)**

**Eligibility**
Veterans may be entitled to educational benefits. Please visit the Military/VA page in the Financial Aid section of our website for pertinent information, transcript requirements, & instructions how to apply.

**Previous Training and/or Experience Credit**
The Veterans’ Assistance Office requires each school to evaluate prior training & education transcripts to determine if credit can be awarded for previous classes and/or experience. Veterans are required to provide transcripts from all schools attended, including military training. Students have a maximum of 12 weeks to submit transcripts to the Financial Aid Office. If you are enrolling in a program less than 3 months long, you must submit your transcripts prior to having your enrollment certified. If you do not submit your transcripts, FCTC cannot certify your VA benefits & enrollment. Every member of the military has a transcript that documents education & training while in the service. You can get a copy of your military transcript at [https://jst.doded.mil/](https://jst.doded.mil/).

**Standard of Attendance**
VA students are required to attend all classes. Excused absences will only be granted for extenuating circumstances that must be substantiated by written documentation by the agency (doctor’s office, hospital, court, etc.) and must submit the written documentation to the instructor at the next class meeting. Educational benefits of VA students whose attendance falls below 83% of scheduled hours will be terminated from VA benefits.

**Standard of Progress**
VA students must maintain a 2.0 or better Grade Point Average in order to maintain benefits.

Each VA student is expected to complete the program within the number of training hours (clock hours) approved by the Bureau of State Approving Agency for Veterans Training, Florida Department of Veterans’ Affairs. The student must maintain a minimum grade point average of not less than 2.0 GPA (C) each grading period. In addition, the student must meet any skill or technical requirements of his or her particular program.

A VA student who has not attained and maintained satisfactory progress (2.0 GPA or better) at the end of any grading period will be placed on academic probation for the next grading period. If the student does not attain or maintain satisfactory progress at the end of the probationary period (semester), the student’s VA educational benefits will be terminated for unsatisfactory progress.

A VA student whose educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after 90 school days have elapsed.

For more information regarding Veteran’s Benefits in Florida: [www.floridavets.org/](http://www.floridavets.org/)

For more information regarding Veteran’s Education Benefits: [www.gibill.va.gov](http://www.gibill.va.gov)

**SCHOLARSHIPS**
Each spring, FCTC Student Services and FCTC Education Foundation oversees a scholarship process for current and potential students to apply for financial assistance. Local business, individuals and organizations contribute funds to be awarded based on financial needs and merit.

For information or to download an application, please contact:

- Student Services in Building A or go to the website at ftc.edu.
- Education Foundation in Building 1 or go to the website at ftc.foundation.org.
Students attending First Coast Technical College are provided with a number of support services to help them have a successful learning and training experience. At the Putnam County and Clay County Centers, dates and times of student support services are posted in the administration area.

COUNSELING SERVICES
Professional counseling services are available to all students and prospective students. The counselors at the College help students make career and vocational choices and provide individual, personal, and career counseling. Transition Specialists provide assistance to secondary ESE and students with disabilities.

JOB PLACEMENT
Job placement assistance is available at no cost to all students seeking full-time or part-time employment. “Job Seeking and Keeping” workshops are scheduled throughout the year to assist students in Job Search techniques. This component is required in most technical programs. Interested students should contact their instructors for details.

COOPERATIVE EDUCATION (ON-THE-JOB TRAINING)
The On-the-Job Training program makes it possible for students to earn credit toward graduation and/or course completion while working in a job related to their FCTC courses of study. To be eligible for enrollment a student must:

- Complete 50% of program competencies
- Have satisfactory employability skills
- Be recommended by instructor and program supervisor
- Complete all required forms
- Pay required fees
- Meet testing standards for the program

Cooperative education provides on-the-job occupational training and supervision for students through the cooperative efforts of industry, business and education. The programs combine classroom and lab experiences with practical work experiences. Additional information may be obtained from program instructors.

CAREER NAVIGATORS
Career Navigators is an enrichment program for youth and young adults. Participants receive intensive case management and services to enhance their opportunities for success so they may complete their educational and career objectives. Participants in the Career Navigator Program may receive services such as: tuition assistance, child care, transportation assistance, books, uniforms, tools, supplies, licensure exam fees, etc.

Eligibility
- Must be between the ages of 16 - 24.
- A US Citizen or eligible non-citizen with a valid Social Security Card.
- Have financial need and/or a specific barrier to completing education.
- Be interested in receiving additional support while earning a high school diploma, GED, or short-term vocational certificate.
SERVICES FOR STUDENTS WITH DISABILITIES
Job-entry technical skills training is available to disabled students commensurate with the individual’s ability level, the nature of the disabling condition, and the student’s interest. A wide range of evaluative and support services to high school and adults with disabilities is available.

STUDENT ORGANIZATIONS
Vocational student organizations like SkillsUSA are sponsored by FCTC. SkillsUSA’s mission is to empower its members to become world-class workers, leaders and responsible American citizens. SkillsUSA is a national organization that serves all trade, industrial, technical, and health occupations students and instructors. SkillsUSA is an applied method of instruction for preparing America’s high performance workers in public career and technical programs. It provides quality educational experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service. Members compete on a regional, state, and national level. Our students have won awards as the top students in the nation.
STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in a professional adult manner. All staff is responsible for the conduct of any student on campus.

When a student’s conduct seriously affects the College’s operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the College and/or payment for damaged property.

STANDARDS OF CONDUCT

The primary goal of FCTC is to provide an educational opportunity for all students. In order for this to be accomplished, it is necessary that the school environment be free from disruptions that interfere with the student’s right to learn and the teacher’s responsibility to teach. To maintain order in the school, rules are established for the good of all. Instructors will provide individual program rules.

Students are expected to comply with the legal and ethical standards of the College. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forgoing or altering institution documents and/or academic credentials.

The institution reserves the right to withdraw a student at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process.

ACCEPTABLE USE POLICY FOR NETWORK ACCESS

Network access is available to students and teachers at FCTC to provide vast, diverse, and unique resources and information for utilizing the College’s network. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computer networks all over the world through the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. FCTC has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. FCTC firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the College. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If an FCTC user violates any of these provisions, his/her account will be terminated and future access could possibly be denied. An Internet Use Agreement Consent Form must be on file for each student prior to the student using the Internet. The signatures at the end of our Consent Form are legally binding and indicates the third party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

SMOKE FREE AREA

TOBACCO FREE POLICY

Smoking and/or tobacco products of any kind are not permitted at any FCTC facility. Tobacco products include the use of any product whether intended to be lit or not, which include: smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches, and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes is prohibited.
The purpose of the First Coast Technical College Tobacco Policy is to protect people from the health hazards of tobacco, including second hand tobacco smoke, and to maintain compliance with the Florida Health Initiative in Section 20, Article X of the Florida State Constitution. The responsibility for the enforcement of this policy rests with all members of the college.

Visitors and contractors on campus who are in violation of the policy will be reminded of the policy and required to comply by discarding the tobacco product or leaving the campus.

FCTC has a high school located on the main campus. It is unlawful for anyone under the age of 18 to smoke tobacco in, on or within 1,000 feet of a public or private elementary, middle or secondary school between the hours of 6:00 a.m. and midnight. If a student is found to have violated this provision, the parents or guardian and law enforcement will be notified and civil penalties may be imposed. (Florida Statute 569.11)

Any high school or adult student in violation of the tobacco policy will be subject to progressive discipline. An initial violation will result in disciplinary action which may include a warning, and/or tobacco and health related educational assignments. A second violation will result in a student contract, work detail, or detention. A third violation will result in out-of-school suspension. Subsequent violations may result in expulsion.

Faculty and staff will lead by example. Any faculty or staff member that fails to comply with the tobacco policy will be reported to their immediate supervisor for disciplinary action. A written reprimand will be issued. Subsequent violations will result in suspension and eventual termination of employment. FCTC students and staff will be notified of the Tobacco Policy through the following mechanisms, including but not limited to: the College’s web page, Student Handbook, Staff Handbook, orientation, signs, posters, and multimedia ads in areas where students congregate and the employee lounge.

For information on tobacco education and cessation programs promoted by or offered through FCTC, please visit our website at www.fctc.edu or call (904)547-FCTC. The Florida Quit-for-Life line is a toll free telephone and internet-based cessation service that provides tobacco counseling and cessation services. Call 877-U-CAN-NOW, or visit www.quitnow.net/florida.

**BULLYING AND HARASSMENT**

First Coast Technical College believes that all of its students and school employees be afforded an educational setting that is safe, secure, and free from bullying and harassment of any kind. In St. Johns County School District and FCTC, bullying and/or harassment are Level III Student Code of Conduct infractions and are major acts of misconduct. Bullying and/or harassment will not be tolerated and disciplinary action will be taken. In addition to school consequences, criminal charges may also be filed. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying and/or harassment are prohibited in all educational environments. The complete text of the School Board’s bullying and harassment policy is set forth in section 3.21 of the School Board’s Policies, as posted on their website.

First Coast Technical College defines harassment as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee which places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property and/or has the effect of substantially interfering with the student's educational performance, opportunities or benefits and/or has the effect of substantially disrupting the orderly operation of a school.

**SEXUAL PREDATOR POLICY**

**New Student Admission**

Students seeking admission to First Coast Technical College will be required to self disclose on the College’s application if they have been convicted of a felony, including being convicted as a sexual offender or predator. A student who fails to disclose to FCTC a conviction as a sex offender will be withdrawn from classes with a refund. The student will be required to meet with the the Dean of Students or another designated administrator for admission to be approved. If the prospective student does not meet with the designated administrator, admission will not be approved and the student must wait one calendar year before applying for admission again.

**Currently Enrolled Students**

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Students that are currently enrolled at First Coast Technical College who have been identified by local law enforcement as sexual predators/offenders will be immediately notified by the Dean of Students that a meeting is required in order for the student to maintain his/her enrollment.

**DISCIPLINE**

**Levels of Discipline**

College staff should intervene in an effort to prevent or curtail misconduct. If further action is necessary, staff should refer the student to the college administration for disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will decide on disciplinary action.

**Level I**

Level I offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a college function, extracurricular/co-curricular program or approved transportation. A student who commits a Level I offense may also be subject to criminal proceedings.

**Level II**

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of Level I misconduct and acts directed against people or property that do not seriously endanger the health or safety of others. A student who commits a Level II offense may also be subject to criminal proceedings.

**Level III**

Level III infractions are major acts of misconduct which the College has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level II, serious disruptions of college order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

**ATTENDANCE**

Regular school attendance is a necessary part of a student’s education. Excessive absences impair a student’s educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or the loss of driving privileges. Absences shall be classified and treated as follows:

**STUDENT ABSENCES**

FCTC encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline and responsibility. It is the student's responsibility to understand and adhere to the attendance rules of the department. **Students are expected to telephone the instructor when absent.** A student is expected to be in attendance at least 75% of scheduled hours for his/her program/course per quarterly grading period. Attendance requirements in programs that lead to board licensure/certification may be stricter which takes precedence over the Career and Technical Education attendance policy.

**College Policies, Student Attendance:**

- **Verbal Warning:** After three (3) unexcused absences during the nine weeks, the instructor will meet with the student, address the situation and start the appropriate student attendance referral.
- **Instructor Conference:** After four (4) unexcused absences during the nine weeks, the student will receive intervention counseling from the teacher documented on the student attendance referral.
- **Advising Conference:** After five (5) unexcused absences during the nine weeks, the teacher will complete the student attendance referral and send to the Dean of Students for a preliminary meeting.
- **Student Contract:** After six (6) unexcused absences during the nine weeks, students will be referred to the Dean of Students to sign a contract drafted by the Dean in consultation with the instructor.
- **Discipline Committee:** student will meet with discipline committee to determine if they should be dropped from the program.
- **6 Consecutive absences** will be an automatic drop from the program. Students will not be re-enrolled for a period of 45 days unless approved by the Discipline Committee.

**VA Students**

VA students are expected to attend all classes. Excused absences will only be granted for extenuating circumstances that must be substantiated by written documentation from doctor, hospital, court, etc. Educational benefits for VA students who accumulate 4 days or more of unexcused absences in any calendar month will be terminated from VA benefits. A student
whose VA benefits have been terminated for unsatisfactory attendance may petition the school to be re-enrolled after 20 school days. Veterans may continue classes without receiving VA benefits providing all fees are paid.

**Excused Absences**

Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following:

- Personal Illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student’s religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need.
- Scheduled doctor or dentist appointments.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22)

**Unexcused Absences**

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure trips
- Suspension from school
- **Appointments** without prior approval except in case of emergency
- Truancy
- Other avoidable absences.

**VA Students**

VA students are expected to attend all classes. Excused absences will only be granted for extenuating circumstances that must be substantiated by written documentation from doctor, hospital, court, etc. Educational benefits for VA students who accumulate 4 days or more of unexcused absences in any calendar month will be terminated from VA benefits. A student whose VA benefits have been terminated for unsatisfactory attendance may petition the school to be re-enrolled after 20 school days. Veterans may continue classes without receiving VA benefits providing all fees are paid.

**Online Attendance Policy – Certificate Programs**

FCTC encourages and expects all students enrolled in online programs to participate regularly, to derive maximum benefit from the instructional program, and to develop habits of punctuality, self discipline and responsibility. Consistent work habits are paramount to students’ success.

Instructors will provide students with a pacing chart outlining assignments, due dates, the percentage that each assignment represents, and total number of hours to complete the program.

In addition to maintaining satisfactory progress with the course pacing chart, it is expected that students will also maintain attendance/activity in the program, which may be defined as logging into the course, emailing or having phone or in person conversations with instructors, turning in completed assignments and attending any scheduled classroom sessions if included as part of the program.

- During each enrollment period students who have one week of inactivity will be contacted by the instructor. The instructor will maintain documentation of this contact.
- At the second week of inactivity during the enrollment period, the student will be withdrawn. Students who have been withdrawn for attendance/inactivity reasons may not reregister for his/her program without discussion with his/her program administrator. The administrator may refer the student for counseling and/or place the student on contract for the remainder of the enrollment period at the administrator’s discretion.

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### HONOR GRADUATE ATTENDANCE REQUIREMENTS

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<tr>
<th>Name of Program</th>
<th>Program Length (in hours)</th>
<th>Max # of days allowed to miss</th>
<th>Max # of hours allowed to miss</th>
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<td>400-910</td>
<td>5</td>
<td>32.5</td>
</tr>
<tr>
<td>Pest Control Operations</td>
<td>400-910</td>
<td>5</td>
<td>32.5</td>
</tr>
<tr>
<td>Pharmacy Tech</td>
<td>910 &amp; higher</td>
<td>7</td>
<td>45.5</td>
</tr>
<tr>
<td>Sports &amp; Recreational Turf</td>
<td>400-910</td>
<td>5</td>
<td>32.5</td>
</tr>
<tr>
<td>Welding</td>
<td>910 &amp; higher</td>
<td>7</td>
<td>45.5</td>
</tr>
</tbody>
</table>

**Other Requirements:**
- Earned a grade of 90% or better in ALL classes
- Had NO discipline issues
- Completed all courses prior to graduation date

**Note:** Students who began classes prior to June 5th, 2015 will be grandfathered in to the OLD attendance requirements, which states: "missed no more than 3 days per COURSE".

### STUDENT ACCIDENTS

Any accident is a serious matter and should be reported to the instructor immediately. The instructor will gather information and then complete a Student Accident/Injury/Illness Report form. All completed forms should be submitted to the Principal’s Office, and will be forwarded to the district offices.

### STUDENT IDENTIFICATION

While on FCTC grounds, all students must wear their student ID badges.
### GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Work Ethic</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>4</td>
<td>The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>3</td>
<td>The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and shows a positive attitude.</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>2</td>
<td>The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress, and is sometimes off task. There is some evidence of lack of positive attitude toward training and occupational goals.</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>1</td>
<td>The student needs to make considerable improvement in attitudes and work habits to meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility.</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0</td>
<td>There are serious questions about the student’s work attitudes and behaviors. The student should rethink his/her personal objectives and career goals.</td>
</tr>
<tr>
<td>IP</td>
<td>N/A</td>
<td>N/A</td>
<td>Course in progress; not yet complete</td>
</tr>
</tbody>
</table>

### REPORTS OF PROGRESS

Reports of Progress are issued at the completion of each nine-week grading period to all students in most technical programs. Reports will be issued according to the College calendar.

### SATISFACTORY PROGRESS

Students are expected to adhere to the attendance policy and maintain satisfactory academic progress in the programs. In order to remain in good standing, a student must satisfy both the qualitative and quantitative requirements.

#### Qualitative

This is the required grade/criteria for mastery of an assignment. The criteria may range from 70% to 100%.

#### Quantitative

This component consists of a maximum time frame in which a student must complete his or her educational program. The time frame must be no longer than 150 percent of the published length of the program. A minimum of 75% of the grading period hours must be completed each grading period. Students are responsible for every hour they are enrolled in the programs whether or not they are present. Documented absences do not provide more time to complete the work. In addition, students not meeting the minimum attendance requirements for FCTC will be withdrawn for excessive absences regardless of satisfactory progress. Noncredit remedial courses are not included in the quantitative progress calculation. Students are accountable for membership hours if they withdraw during a grading period. Students receiving financial assistance through Title VI funds cannot exceed 150% of the program hours and continue to receive financial aid. Hours dropped during an enrollment period will reduce Pell Grant Awards and may delay Pell Grant disbursement.

A student may repeat any area of study until the required competency level is met but must do so within the maximum time frame allowed. Partial credit will be given at the end of a grading period for work in progress. If a student withdraws during a
grading period, the required progress hours are determined by the number of hours a student was enrolled. A student enrolled fewer than 15 days during a grading period will receive No Grade (NG).

Incomplete Work
There is no grade assigned for incomplete work; however, partial credit will be given at the end of a grading period for work in progress.

ACADEMIC PROBATION
Students who fail to achieve at least a “C” or 70% progress at the end of a grading period will be placed on academic probation. The student will remain on academic probation until the end of the next grading period. At that time if the student still has not achieved satisfactory progress, the student may be dismissed from the program and may not be permitted to re-enroll in the same program for a calendar year. Students who have been dismissed for academic reasons may be readmitted after 45 days only after counseling, administrative approval, and on a space-available basis. Re-admitted students must meet the quantitative and qualitative requirements in order to re-establish that he/she is maintaining satisfactory progress. Students wishing to appeal a determination of unsatisfactory progress must follow established grievance procedures in the Code of Student Conduct Handbook. NOTE: Grading procedures for Health programs may differ from those outlined above.

Overall grades in programs are determined by averaging theory, performance, and employability skills grades. The method of this determination is clearly outlined in the student contract for each individual program. To receive satisfactory progress, a student must receive a minimum grade as specified in the program student contract with no more than four unexcused absences each month. “Satisfactory progress” is interpreted to mean that the student is making satisfactory progress within the time frame that is established for all students in the program. Therefore, if a student’s work is satisfactory, but he or she is behind schedule in completing the program, the student must be referred to the program supervisor for counseling to correct this situation. A second referral for continued lack of progress will be referred to the Admissions Committee for their recommendations. Any student dropped for consistent lack of progress may not be re-enrolled for 90 school days unless approved by the Admissions Committee. Upon re-enrollment after a voluntary withdrawal from a program, determination of satisfactory progress shall be the same as for any student entering the program for the first time.

Students who voluntarily withdraw or are administratively terminated during a grading period will be graded and evaluated for progress upon withdrawal/termination. Upon re-enrollment after either a voluntary or involuntary withdrawal from the program, determination of satisfactory progress shall be the same as for any student entering the program for the first time.

Students receiving financial aid who fail to make satisfactory progress during a grading period will be placed on financial aid probation. If the class is competency based and individualized, the student may repeat the failed competencies during the following nine weeks grading period. If the student receives an overall rating of satisfactory during the grading period, the student is removed from probationary status. Students on probation are evaluated under the same criteria as any other student. Students who fail to meet basic skills requirements as established for their programs of study by the Florida Department of Education, may not be certified as program completers unless exempted as provided by Florida Statute and FLDOE rule.

DRESS
The State Department of Labor sets a standard of dress for safety and health. Any style of dress that creates a safety or health hazard to himself/herself or others is not permitted.

Laundering of uniforms is required on a regular basis as outlined by the program area instructor, but no less than monthly. Students are not permitted to apply any symbols, signs or use any form of marking pencil to deface their uniform. Students are responsible for replacing uniforms when they become permanently damaged.

School uniforms (purchased at FCTC Bookstore at a reasonable cost) must be used by all students in all areas. Work shoes, safety goggles and/or hard hats may be required in some areas. Students are requested to pay particular attention to this dress standard. Students must dress and groom themselves to meet fair standards of safety and health; not to cause substantial disruption of the educational process. Students shall dress appropriately for school and shall avoid extremes in make-up, hairstyles, clothes, etc. Items NOT approved include: sleeveless shirts, tank tops, cut-off shirts above the waist, obscene or suggestive sayings on garments, thongs, miniskirts, hats, or see through tops. Students are not permitted to wear clothing that

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advertises alcohol or tobacco products. Skirts and dresses are not to exceed mid-thigh in length from floor. Spandex and cut-off sweats are not permitted. Students not adhering to the standards are subject to disciplinary action. Students are not permitted to wear any type of hat, bandana, visor, etc., while in the building, including program areas. The exception would be headgear required or authorized by the instructor may be worn in lab areas, such as head coverings/helmets in welding lab.

School uniforms shall be not worn during off campus activities in a manner that will embarrass the program or profession. This would include, but is not limited to, wearing school uniforms to bars or nightclubs.

TRANSCRIPTS
Students who have completed classes or programs may contact the Student Services Offices for a copy of their transcript.

- A transcript is a comprehensive record of academic progress. The student’s name will appear on the transcript as it appears in the school records.
- Transcript requests may be made by parent(s), guardian(s), or students themselves (if over 18 years of age) and not attending high school.
- All requests for transcripts must be made in writing to student services using a Student Request Form. Instructors may not produce transcripts or revise transcripts.
- Student request forms are available at the switchboard in Building A. Requests may be made in person, by fax, by mail, or online through email.
- Same day service is not available. Allow a minimum of 10 working days for processing.
- The first transcript is free. Additional transcripts are $10 for 1-2 copies. Payment must be rendered prior to the transcript being issued or mailed.
- The former student must present a photo ID or driver’s license to pick up his transcript. If someone other than the student will be picking up the transcript, there must be an authorization letter on file signed by the student.
- All transcripts must be picked up within 90 days of completion. After 90 days, another Student Request Form must be submitted.
- Should there be a need for a revised transcript, the word “REVISED” and the date revised will appear in the upper right hand corner of the transcript. The original date of the transcript will remain the same. The instructor and a vice president must approve a revised transcript for accuracy.
- Official transcripts include the FCTC seal and the signature of the registrar.
- Students that have not completed a class or program, but have acquired skills while in class may request in writing a statement of competency from the instructor. Requests may be made by parent(s), guardian(s), or students themselves (if over 18 years of age) and not attending high school.
- No transcripts will be issued until all debts owed to FCTC have been paid.

GRADUATION
All students eligible for graduation will initiate an Application for Graduation. This Application will be the catalyst for a review of the student’s records by administration to ensure that all graduation requirements have been met.

Commencement ceremonies are held twice each year and all graduates are encouraged to participate. Diplomas are issued at graduation ceremonies. Students who do not participate in graduation exercises may pick up their diplomas, or they can be mailed upon written request following the ceremony. Additional information is provided to graduates prior to the ceremony.
STUDENT RIGHT-TO-KNOW
The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. Postsecondary institutions participating in Federal Student Aid Programs must disclose campus security policies and certain crime statistics. The Campus Crime Statistics are available in the FCTC Annual Security Report, available on our website or at the Reception Desk in Building A, on the Main Campus.

DUE PROCESS PROCEDURE
1) A school official must inform students of school rules that have been violated. Students have the right to present evidence or witnesses concerning the charges using the following procedures:
   2) Individuals must have PROPER NOTICE of the charge or complaint being made against them.
   3) Individuals must have the OPPORTUNITY TO KNOW what the specific charges of complaints are and who is making these charges or complaints.
   4) Individuals must be given a FAIR AND IMPARTIAL HEARING and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing.
   5) Individuals must have had prior OPPORTUNITY TO KNOW that their actions were in violation of established rules and regulations.
   6) Individuals must be advised that they have the RIGHT TO APPEAL to the next higher authority if not satisfied with the action or decision rendered at their hearing. However, if the appeal rises to the level of the Principal of FCTC, the decision of the Principal is final.

GRIEVANCE PROCEDURE
A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to the program coordinator and/or student advisor. If a satisfactory solution is not reached then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are the following:
1) The student must state the grievance in written form to the appropriate school administrator. This will usually be the Program Coordinator, or if no Program Coordinator serves the program, the Director of Instructional Services.
2) Within five school days, the appropriate administrator will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3) Within five school days of the initial meeting, a student may appeal the outcome of that meeting to the Director of Instructional Programs who will schedule a meeting with the student within two weeks. A decision will be made.
4) If the student is not satisfied with the decision, he/she may further appeal to the Principal of FCTC or designee who will convene an impartial board to review the grievance and render a final decision.
5) If the grievance is not settled to the student’s satisfaction at the local level the student may contact: The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone (770) 396-3898 or 1-800-917-2081, www.council.org.

STUDENT PROCEDURES FOR REPORTING ALLEGED CASES OF DISCRIMINATION AND/OR SEXUAL, RACIAL, RELIGIOUS OR NATIONAL ORIGIN HARASSMENT
Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious, or national origin harassment should proceed with the following steps: The complaint must be presented, in writing, to the President and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the Principal, the complaint shall be presented to the St. Johns County School District Superintendent of Schools.
All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the individual who filed the complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment. Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation.

CAMPUS SAFETY AND SECURITY

FCTC is committed to assisting all members of the FCTC community in providing for their own safety and security. The annual security compliance document is available on the FCTC website at http://fctc.edu/about/annual-security-report/. If you would like to receive the Annual Security Report which contains this information, you can stop by the FCTC Main Campus Reception Desk at 2980 Collins Avenue, Building A, St. Augustine, FL 32084.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on each campus; in certain off-campus buildings or property owned or controlled by FCTC; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by The First Coast Technical College, Operations Division. FCTC is also required to maintain a crime log that tracks current reports of crimes that occurred on each campus; in certain off-campus buildings or property owned or controlled by FCTC; and on public property within, or immediately adjacent to and accessible from the campus. Students or employees may review the log during normal office hours at the FCTC Main Campus (Reception Desk) at 2980 Collins Avenue, Building A, St. Augustine, FL 32084.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974.

STUDENT RECORDS DISCLOSURE

The First Coast Technical College maintains educational records in accordance with state and federal laws. Parent(s) and legal guardian(s) of minor students or eligible students have the right to:

- inspect and review the student’s education records,
- a copy of the student’s education records at a cost of $.15 per page,
- challenge or request amendment of the student’s education records that they believe are inaccurate or misleading,
- a hearing if the College decides not to amend the record as requested by the parent(s), legal guardian(s) or eligible student. FCTC will notify the parent(s), legal guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent,
- 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 are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

A parent, legal guardian or eligible student who wishes to review, obtain a copy, or challenge education records should make an appointment with a Vice President or Guidance Counselor. All such requests will be honored by school officials as soon as possible but not later than thirty (30) days after the written request is made.

FCTC reserves the right to release the following “directory information” without prior permission of the parent, legal guardian, or eligible student unless that individual has notified the President in writing within ten (10) calendar days of the beginning of school that directory information is not to be released.
Directory information: Student’s name, address, telephone number, date and place of birth, participation in school sponsored activities, dates of attendance, graduation date and awards received.

Personally identifiable information can be disclosed, transferred or released without prior consent in connection with enrollment in another school, application for financial aid, research, a state statute, and an accrediting organization. Personally identifiable information will be released without parent or student consent to school officials with a legitimate educational interest, to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.

**AMERICANS WITH DISABILITIES ACT**
First Coast Technical College complies with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. FCTC 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. Students with disabilities are encouraged to meet with the Student Advisor.
Adult Basic Education (ABE)

ABE classes are intended for persons 16 years of age or older who wish to improve their basic academic skills for entry into one of the following: A career or technical program, a GED preparation class, or an Adult High School Completion Program. ABE offers open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling.

Multiple levels of instruction are provided in mathematics, reading and language. It is understood that each student learns at his or her individual pace and there will be students who successfully complete the class in fewer or more hours than what is recommended. Placement in a math, reading, and/or language course is based on results of the Tests of Adult Basic Education (TABE) assessment, which must be completed prior to enrolling in an ABE class.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Mathematics Courses</th>
<th>Length</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>9900001</td>
<td>Mathematics – Beginning ABE Literacy</td>
<td>450</td>
<td>0.0 – 1.9</td>
</tr>
<tr>
<td></td>
<td>Mathematics – Beginning Basic Education</td>
<td>450</td>
<td>2.0 – 3.9</td>
</tr>
<tr>
<td></td>
<td>Mathematics – Low Intermediate Basic Education</td>
<td>300</td>
<td>4.0 – 5.9</td>
</tr>
<tr>
<td></td>
<td>Mathematics – High Intermediate Basic Education</td>
<td>300</td>
<td>6.0 – 8.9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Language Arts</th>
<th>Maximum Hours</th>
<th>NRS Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>9900003</td>
<td>Language Arts – Beginning ABE Literacy</td>
<td>450 Hours</td>
<td>(0.0–1.9)</td>
</tr>
<tr>
<td></td>
<td>Language Arts – Beginning Basic Education</td>
<td>450 Hours</td>
<td>(2.0–3.9)</td>
</tr>
<tr>
<td></td>
<td>Language Arts – Low Intermediate Basic Education</td>
<td>300 Hours</td>
<td>(4.0–5.9)</td>
</tr>
<tr>
<td></td>
<td>Language Arts – High Intermediate Basic Education</td>
<td>300 Hours</td>
<td>(6.0–8.9)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Reading Courses</th>
<th>Length</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>9900001</td>
<td>Mathematics – Beginning ABE Literacy</td>
<td>450</td>
<td>0.0 – 1.9</td>
</tr>
<tr>
<td></td>
<td>Mathematics – Beginning Basic Education</td>
<td>450</td>
<td>2.0 – 3.9</td>
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<tr>
<td></td>
<td>Mathematics – Low Intermediate Basic Education</td>
<td>300</td>
<td>4.0 – 5.9</td>
</tr>
<tr>
<td></td>
<td>Mathematics – High Intermediate Basic Education</td>
<td>300</td>
<td>6.0 – 8.9</td>
</tr>
</tbody>
</table>

Adult High School

Individuals, who are not enrolled in high school, can earn their high school diploma at the First Coast Technical College. Students 16 years of age or older who have achieved at least a 9.0 on the admission examination are eligible to enroll. High school credits are earned in a self-paced, individualized instructional environment. Full-time teachers assist students as needed. Currently, students are required to earn 24 high school credits with a GPA of 2.0 or higher and pass both sections of the FCAT examination. Upon completion of all requirements, students earn a high school diploma from the First Coast Technical College.

Applied Academics for Business and Industries

These classes are designed for business and industry to increase productivity and to decrease employee turnover rates. Employees learn the academic and related skills necessary to increase job efficiency and effectiveness. Emphasis is placed

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primarily on improving academic skills in math, reading, and language. Related skills such as reading measuring devices may also be taught, as required by individual employers.

**English for Speakers of Other Languages (ESOL)**
These classes are available in the afternoon and evening. All levels of language proficiency are accommodated. Language skills needed for successful living are taught, including survival skills, preparation for the workplace, citizenship, and listening, speaking, reading, and writing skills necessary to continue in technical or academic programs.

**Vocational English for Speakers of Other Languages**
The Adult VESOL course provides English language instruction for limited English proficient adults, which will prepare them to be successful as students in vocational/technical programs or the workforce.

**General Education Development (GED)**
This program features modified open-entry and open-exit enrollment, self-paced instruction, and flexible scheduling. It is available to non-high school graduates who are at least 16 years of age or older and who have achieved at least a 9.0 on the admission test. Instruction is given in writing skills, social studies, science, reading, and mathematics to prepare students for the General Educational Development (GED) examination. Students who pass the examination earn an Adult State of Florida Diploma (GED).

**Applied Academics for Adult Education**
The purpose of this program is to prepare students for academic, technical and personal success. AAAE is a non-graded system. The program is characterized by open entry/open exit, self-paced instructional modules, flexible schedules, and performance-based evaluation. The program provides career assessment designed to assist persons with special needs in identifying vocational interests, individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in career and technical preparatory programs or prevent completion of licensure of preparatory programs of their choice, employability behavior instruction for job acquisition and job retention.
FCTC Virtual Campus https://virtual.fctc.edu/ online education allows the student to attend class based on his or her needs. These courses also help the student to further develop his or her computer, writing, critical thinking, time management and problem solving skills. You will have access to FCTC’s virtual campus when enrolled in the following programs: Adult Education, Administrative Office Specialist, Cosmetology (PCC), Massage Therapy, Medical Assisting, Medical Office Specialist, Nursing Assistant, Patient Care Technician, and Practical Nursing.

FCTC Community Education Online Instruction Center http://www.ed2go.com/fctc/

First Coast Technical College has partnered with ed2go to provide instructor-facilitated courses that are fun, convenient, and highly interactive. These courses are for self-enrichment only. Upon successfully finishing the course the student will receive a letter of completion documenting contact hours, but not a state or nationally accredited certificate.

Online Attendance Policy – Certificate Programs

FCTC encourages and expects all students enrolled in online programs to participate regularly, to derive maximum benefit from the instructional program, and to develop habits of punctuality, self-discipline and responsibility. Consistent work habits are paramount to students’ success.

Instructors will provide students with a pacing chart outlining assignments, due dates, the percentage that each assignment represents, and total number of hours to complete the program.

In addition to maintaining satisfactory progress with the course pacing chart, it is expected that students will also maintain attendance/activity in the program, which may be defined as logging into the course, emailing or having phone or in person conversations with instructors, turning in completed assignments and attending any scheduled classroom sessions if included as part of the program.

- During each enrollment period students who have one week of inactivity will be contacted by the instructor. The instructor will maintain documentation of this contact.
- At the second week of inactivity during the enrollment period, the student will be withdrawn. Students who have been withdrawn for attendance/inactivity reasons may not reregister for his/her program without discussion with his/her program administrator. The administrator may refer the student for counseling and/or place the student on contract for the remainder of the enrollment period at the administrator’s discretion.
Continuing education and professional development classes are offered to those trained for the workforce but who need recertification and/or additional certifications, and those who need to upgrade their skills to meet the ever-changing demands of the workplace. **NOTE:** All classes must meet a minimum student enrollment requirement.

**CUSTOMIZED TRAINING FOR BUSINESS AND INDUSTRY**

Contact the Director of Instructional Programs, 904-547-3431, to customize or build a training program to suit the needs of your company. FCTC has developed training programs for many companies in the school’s service. Call to see if FCTC can bring your training directly to your employees. Grants may be available to assist with payment for training services.

**APPRENTICESHIP PROGRAMS**

Apprenticeships allow students to work and earn credit toward certification for the experience. In some cases, the employer will provide tuition reimbursement to students who successfully complete the program and earn their certifications.

Students must be employed in the field of study and have a sponsor or mentor. Students will attend classes in the related field. The Apprenticeship programs require a serious commitment.

*Culinary Arts*

Apprenticeship is an easy & affordable way to get an education, become a Chef—all while working. The Culinary Apprentice Program at First Coast Technical College is a way for persons employed in the Culinary Industry to obtain an education while still earning an income. The Apprentice Coordinator works with the student’s employer to evaluate what the student does on the job, decide what is applicable for credit, & customize the student’s learning to ensure the Apprentice receives all instruction needed to complete the Program. The Apprentice Student, Employer, & Apprentice Coordinator manage the Apprentice Student’s needs, education, & progress on a custom basis.

**REQUIREMENTS FOR APPRENTICESHIP**

- Currently employed full time in the Culinary Industry (minimum of 40 hours/week).
- Complete & submit application. Meet with the Apprenticeship Coordinator.
- All applicable fees paid to the American Culinary Federation.
- Appropriate uniform, knife set, etc. (Apprentices working in the Culinary/Hospitality Industry should already have their uniforms, knives, etc., but prices are available via FCTC.)

**THE NUMBERS**

1) **LENGTH:** 2 to 3 years, totaling 4,000 to 6,000 hours.
2) **COURSES:** 10 Stations of the kitchen, consisting of:
   - Pantry & Cold Foods
   - Breakfast
   - Vegetable, Starch, & Pasta
   - Cooking Techniques
   - Fabrication
   - Soups & Sauces
   - Broiler/Char-Grill
   - Baking & Pastry
   - Steward
   - Supervisory Development
3) **COSTS**: Total cost is approximately $430.00. There is no tuition charged for this Program!
   - ACF apprentice fee $105.00
   - ACF membership $100.00 - $150.00 (2-3 years)
   - Textbooks are provided by First Coast Technical College.
4) **SCHEDULE**: 4 hours on campus; one day per week, either Monday, Tuesday, or Wednesday.

First Coast Technical College’s School of Culinary Arts is the education provider for the First Coast Culinary Apprenticeship (GNJ). This program is accredited by the American Culinary Federation and recognized by the Florida Department of Education. Upon completion, our graduates of the Apprenticeship Program will earn their Sous Chef (CSC) with the American Culinary Federation.
Air Conditioning, Refrigeration and Heating Technology (HVAC)

Air Conditioning, Refrigeration and Heating Technology I
Program Length: 750 hours

Air Conditioning, Refrigeration and Heating Technology II
Program Length: 600 hours

Course Content: The core for this program includes history and concepts of refrigeration and air conditioning; matter and heat behavior; fluids, pressure, and refrigerants; employability skills; entrepreneurship; safety; care of tools and accessories; refrigeration servicing and testing equipment; basic electricity and electrical components; residential control system heating/cooling; piping, tubing and fittings; evaporators, compressors, condensers and metering devices; accessories; mechanical/electronic filtration and air handling fans; codes and standards; air-conditioning start-up and service problem analysis; heating start-up, checkout, and operation; basic air-conditioning; refrigeration cycle/diagrams; fossil fuel heating servicing and testing equipment; refrigeration-piping materials and fabrication; refrigeration pipe sizing and troubleshooting; electrical components/motors; solid state electronics; valves and regulators; sensing devices/heating controls; commercial and engineered control systems; psychometrics; central station systems; install, maintain, and repair residential air conditioning systems. The content also includes electrical generation and distribution; electrical motors for commercial heating and air conditioning systems; environmental control systems; pneumatic control systems; electrical circuits; commercial compressors; commercial evaporative condensers; commercial accessories; commercial heating systems; thermal storage systems; commercial heating and air conditioning systems; and calculation of commercial heating and air conditioning loads.

Academic Skill Level Required to Complete: Mathematics – 10; Language – 9; Reading – 9.

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of five 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.

Total Approximate Cost for I & II: $5,795.82

Revised 8-17-16
Air-Conditioning, Refrigeration and Heating Technology 1

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ACR0041</td>
<td>Air Conditioning, Refrigeration and Heating Helper</td>
<td>250 Hours</td>
</tr>
<tr>
<td>B</td>
<td>ACR0043</td>
<td>Air Conditioning, Refrigeration and Heating Mechanic Assistant</td>
<td>250 Hours</td>
</tr>
<tr>
<td>C</td>
<td>ACR0047</td>
<td>Air Conditioning, Refrigeration and Heating Mechanic 1</td>
<td>250 Hours</td>
</tr>
</tbody>
</table>

Air-Conditioning, Refrigeration and Heating Technology 2

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ACR0049</td>
<td>Air Conditioning, Refrigeration and Heating Mechanic 2</td>
<td>250 Hours</td>
</tr>
<tr>
<td>B</td>
<td>ACR0044 Or ACR0045</td>
<td>Air Conditioning, Refrigeration and Heating Technician Or Refrigeration Mechanic</td>
<td>350 Hours Or 350 Hours</td>
</tr>
</tbody>
</table>

Dual Enrollment available to high school students.


**Job Placement Rate:** 73% (2014)

**Campus Location:** Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

**Industry Certification/Licensure:**
At the end of each OCP, students are able to take exams from the ESCO Institute:
- Heating, Electricity, Air Conditioning, Technology (HVACE004)
- Heat Pump Certification (HVACE001)
- Federal Clean Air Act Section 608 Certification
- Commercial Air Conditioning (HVACE003)
Automotive Service Technology

Automotive Service Technology 1
Program Length: 1050 hours.

Total Approximate Cost: $7,358.71

Automotive Service Technology 2
Program Length: 750 hours.

Course Content: This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. FCTC is a center of Automotive Emphasis and is ASE/NATEF certified.

Academic Skill Level Required to Complete: Mathematics – 10; Language – 9; Reading – 9

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of nine 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.

### Automotive Service Technology 1

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>AER0014</td>
<td>Automobile Services Assistor</td>
<td>300 hours</td>
</tr>
<tr>
<td>B</td>
<td>AER0418</td>
<td>Automotive Brake System Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>C</td>
<td>AER0453</td>
<td>Automobile Suspension and Steering Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>D</td>
<td>AER0360</td>
<td>Automotive Electrical/Electronic System Technician</td>
<td>300 hours</td>
</tr>
<tr>
<td>E</td>
<td>AER0110</td>
<td>Engine Repair Technician</td>
<td>150 hours</td>
</tr>
</tbody>
</table>

### Automotive Service Technology 2

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>AER0503</td>
<td>Automotive Engine Performance Technician</td>
<td>300 hours</td>
</tr>
<tr>
<td>B</td>
<td>AER0257</td>
<td>Automatic Transmission and Transaxle Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>C</td>
<td>AER0274</td>
<td>Manual Drivetrain and Axle Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>D</td>
<td>AER0172</td>
<td>Automotive Heating and Air Conditioning Technician</td>
<td>150 hours</td>
</tr>
</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: 71% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Revised 8-17-16
Industry Certification/Licensure:
Near the completion of the program, students take these exams from the National Institute for Automotive Service Excellence:

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

Articulation
For students successfully completing the Automotive Service Technology program and successful completion of ASE certification exams, a statewide articulation agreement exists for qualified graduates to articulate nineteen (19) college credit hours to the AAS/AS Degree in Automotive Service Management Technology at any public Florida community college offering the program.
Automotive Technology – Advanced

Automotive Service Technology 1
Program Length: 800 hours.

Automotive Service Technology 2
Program Length: 1600 hours.

Course Content: Includes basic management trouble shooting skills, servicing, maintaining, and repairing mechanical, electrical and electronic systems of gasoline and diesel powered automobiles (fuel, electrical, cooling, brake, suspension, drive train, etc.), diagnosis of malfunctions in engines and related systems, communication, leadership, human relations and employability skills, and safe, efficient work practices. *FCTC is a center of Automotive Emphasis and is ASE/NATEF certified.*

Academic Skill level required to Complete: Grade 10 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs) This total program is a planned sequence of instruction consisting of nine 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.

### Advanced Automotive Technology I

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>AER0011</td>
<td>Automotive Maintenance Technician</td>
<td>400 hours</td>
</tr>
<tr>
<td>B</td>
<td>AER0319</td>
<td>Advanced Automotive Electrical/Electronic System Technician</td>
<td>400 hours</td>
</tr>
</tbody>
</table>

### Advanced Automotive Technology II

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>AER0118</td>
<td>Advanced Engine Repair Technician</td>
<td>200 hours</td>
</tr>
<tr>
<td>B</td>
<td>AER0258</td>
<td>Advanced Automatic Transmission and Transaxle Technician</td>
<td>200 hours</td>
</tr>
<tr>
<td>C</td>
<td>AER0275</td>
<td>Advanced Manual Drivetrain and Axle Technician</td>
<td>200 hours</td>
</tr>
<tr>
<td>D</td>
<td>AER0459</td>
<td>Advanced Automotive Suspension and Steering Technician</td>
<td>200 hours</td>
</tr>
<tr>
<td>E</td>
<td>AER0419</td>
<td>Advanced Automotive Brake System Technician</td>
<td>200 hours</td>
</tr>
<tr>
<td>F</td>
<td>AER0173</td>
<td>Advanced Automotive Heating and Air Conditioning Technician</td>
<td>200 hours</td>
</tr>
<tr>
<td>G</td>
<td>AER0506</td>
<td>Advanced Automotive Engine Performance Technician</td>
<td>400 hours</td>
</tr>
</tbody>
</table>


Job Placement Rate: No Graduates

Revised 8-17-16
**Campus Location:**  
*Main Campus*, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

**Industry Certification/Licensure:**
At the end of each OCP, students are able to take exams from the National Institute for Automotive Service Excellence:

- **ASE G1** - Auto Maintenance and Light Repair
- **ASE A6** - Electrical/Electronic Systems (NIASE008)
- **ASE A1** - Engine Repair (NIASE010)
- **ASE A2** - Automatic Transmission/Transaxle (NIASE005)
- **ASE A3** - Manual Drive Train and Axles (NIASE012)
- **ASE A4** - Suspension and Steering (NIASE014)
- **ASE A5** - Brakes (NIASE007)
- **ASE A7** - Heating and Air Conditioning (NIASE011)
- **ASE A8** - Engine Performance (NIASE009)
Commercial Foods and Culinary Arts

Program Length: 1200 hours  
Total Approximate Cost: $5,616.55

Course Content: The Commercial Foods and Culinary Arts Program trains’ students to become a professional chef in a production based lab environment. We teach more than food preparation & cooking skills. Our students learn the entire spectrum of the Culinary Industry. Students in our program earn their certificates in Nutrition, Purchasing, Sanitation, and Supervision to enhance our graduates’ professional skills and ensure the technical knowledge in keeping with the Culinary Industry.

The Culinary Arts Program is accredited by the American Culinary Federation. With completion of our program, & one year of work experience in the culinary industry, our graduates earn their Certified Culinarian (CC) status with the ACF and have the opportunity to earn the Certified Pastry Chef (CPC) credential, which is the launching pad for their professional career as a Chef. FCTC Culinary Arts graduates are also exempt from the written and practical exams for CC and/or CPC.

Academic Skill Level Required to Complete: Grade 9 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four 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.

<table>
<thead>
<tr>
<th>Post Secondary</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HMV0100</td>
<td>Food Preparation</td>
<td>300 hours</td>
</tr>
<tr>
<td>B</td>
<td>HMV0170</td>
<td>Cook - Restaurant</td>
<td>300 hours</td>
</tr>
<tr>
<td>C</td>
<td>HMV0171</td>
<td>Chef/Head Cook</td>
<td>300 hours</td>
</tr>
<tr>
<td>D</td>
<td>HMV0126</td>
<td>Food Service Management</td>
<td>300 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8800510</td>
<td>Culinary Arts 1</td>
<td>1 credit</td>
</tr>
<tr>
<td>B</td>
<td>8800520</td>
<td>Culinary Arts 2</td>
<td>1 credit</td>
</tr>
<tr>
<td>C</td>
<td>8800530</td>
<td>Culinary Arts 3</td>
<td>1 credit</td>
</tr>
<tr>
<td>D</td>
<td>8800540</td>
<td>Culinary Arts 4</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

Prepares students for employment as:

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Bake Shop &amp; Pastry Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore variations of egg cookery, pancakes, French toast, waffles, quick breads, cereals, and breakfast meats.</td>
<td>Introductory baking techniques include daily production of yeast dough, sweet dough, filling, icings, pastry crèmes, and Pâte au Choux. Baking desserts, pastries, breads, cookies, &amp; other baked goods.</td>
</tr>
<tr>
<td><strong>Cold Buffet Items</strong></td>
<td><strong>Advanced baking techniques including various cake types, decorating, petit fours, marzipan, sugar work, candies, breads sculptures, and classical pastry preparation.</strong></td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Create vegetable and fruit carvings, galantines, ice and tallow sculptures, and aspic preparations. Prepare a variety of cold and/or fresh salads: pasta, vegetable, fruit, meat, lettuces.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fast Foods &amp; Basic Hot Food Preparation</strong></th>
<th><strong>Dining room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Produce grilled sandwiches, wraps, Panini sandwiches, and fried foods. Use of commercial kitchen equipment, complete meal, and instruction in all aspects of quality cooking.</td>
<td>Learn the use of proper etiquette and table service. Train in front-of-the-house operations in our café. Study how to supervise employees, conflict resolution, resume preparation, &amp; practice mock interview skills.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Pantry Items</strong></th>
<th><strong>Gourmet Foods Preparation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn proper handling and preparation of cold food items. Presentation techniques include cafeteria, buffet, and a la Carte preparation.</td>
<td>American Classical and International Cuisines are prepared in buffet, A la Carte, and Epicurean fashion, as well as European dishes, recipes, &amp; service techniques.</td>
</tr>
</tbody>
</table>


**Job Placement Rate:** 83% (2014)

**Campus Location:** *Main Campus*, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

**Industry Certification/Licensure:**
- Certified Culinarian
- Certified Pastry Chef
- Food Safety Manager
- Manage First – Nutrition
- Manage First – Purchasing
- Manage First – Supervision

![American Culinary Federation](image)
Cosmetology

Program Length: 1200 hours  
Total Approximate Cost: $5,461.54

Course Content: The content consists of the core and includes, but is not limited to, communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology specialist occupations.

Academic Skills Level Required to Complete: Mathematics – 8; Language – 8; Reading – 9

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of one 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.

<table>
<thead>
<tr>
<th>Post Secondary</th>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CSP0009</td>
<td>Grooming and Salon Services Core, Facials and Nails</td>
<td>225 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COS0002</td>
<td>Cosmetologist and Hairdresser 1</td>
<td>300 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COS0003</td>
<td>Cosmetologist and Hairdresser 2</td>
<td>300 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COS0009</td>
<td>Cosmetologist and Hairdresser 3</td>
<td>375 hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary</th>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8757210</td>
<td>Grooming and Salon Services Core 1</td>
<td>.5 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905120</td>
<td>Cosmetology Nails 2</td>
<td>.5 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905130</td>
<td>Cosmetology Facials 3</td>
<td>.5 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905140</td>
<td>Cosmetology 4</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905150</td>
<td>Cosmetology 5</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905160</td>
<td>Cosmetology 6</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905170</td>
<td>Cosmetology 7</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905180</td>
<td>Cosmetology 8</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8905190</td>
<td>Cosmetology 9</td>
<td>1.5 credits</td>
<td></td>
</tr>
</tbody>
</table>


Job Placement Rate: 80% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282  
Putnam County Campus, 1001 Husson Avenue, Palatka, FL 32177, 386.326.9000
Industry Certification/License
After completing the 1200 hours of the program, students take the Florida Cosmetology License Exam by the Florida Department of Business and Professional Regulation (DBPR).
**Dental Assisting**

**Program Length:** 1230 hours  
**Total Approximate Cost:** $6,493.74

**Prerequisites:**
- H.S. Diploma or GED
- Testing TABE

**Prior to Clinicals:** CPR for health professionals, FDLE background check, immunizations, drug screening, and health physical required

**Course Content:** The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

**Academic Skill Level Required to Complete:** Grade 10 in Mathematics, Language, and Reading

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of three occupational completion points.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DEA0725</td>
<td>Introduction to Dental Assisting</td>
<td>90 hours</td>
</tr>
<tr>
<td>B</td>
<td>DEA0726</td>
<td>Dental Infection Control Assistant</td>
<td>210 hours</td>
</tr>
<tr>
<td>C</td>
<td>DEA0727</td>
<td>Dental Assisting 1</td>
<td>465 hours</td>
</tr>
<tr>
<td></td>
<td>DEA0728</td>
<td>Dental Assisting 2</td>
<td>465 hours</td>
</tr>
</tbody>
</table>

This program is new and in the process of seeking Approval from the Florida Board of Dentistry for Expanded Duties.

Dual Enrollment available to high school students.


**Job Placement Rate:** 74% (2014)

**Campus Location:** Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

**Industry Certification/Licensure**
Once the program is completed, students are eligible to take the following dental certification exams:
- Radiation Health and Safety
- Infection Control
Early Childhood Education

Secondary Only
Program Length: 4 Credits
Total Approximate Cost: N/A

Course Content: 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 Education and Training 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 Education and Training career cluster. The content includes but is not limited to competencies related to the following elements of the Early Childhood industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight.

Academic Skill Level Required to Complete: Not Applicable

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four occupational completion points. The recommended sequence allows students to complete specified portions of the program for employment or to remain for additional training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or terminate as an occupational completer.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8405110</td>
<td>Early Childhood Education NEW 1</td>
<td>1 credit</td>
</tr>
<tr>
<td>B</td>
<td>8405120</td>
<td>Early Childhood Education NEW 2</td>
<td>1 credit</td>
</tr>
<tr>
<td>C</td>
<td>8405130</td>
<td>Early Childhood Education NEW 3</td>
<td>1 credit</td>
</tr>
<tr>
<td>D</td>
<td>8405140</td>
<td>Early Childhood Education NEW 4</td>
<td>1 credit</td>
</tr>
</tbody>
</table>


Job Placement Rate: Secondary Program Only

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904-547-3282

Industry Certification/Licensure:
Students can be awarded the Florida Department of Education Early Childhood Professional Certificate (ECPC) upon completion of this program and meeting all requirements. The ECPC is recognized by the Florida Department of Children and Families (DCF). Students who earn it are eligible for a DCF Staff Credential.
Emergency Medical Technician – Basic

Program Length: 300 hours

Prerequisites: H.S. Diploma or GED
CPR certification
Minimum Age 18
and others (see program office for details).

Course Content: Medical/Legal issues, roles and responsibilities of EMT-B, patient assessment, management of cardiac, respiratory, medical, OB/GYN, pediatric and trauma emergencies, ambulance operations, triage and rescue vehicle extrication, and blood borne pathogens.

Academic Skill Level Required to Complete: Not Applicable

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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>EMS0110</td>
<td>Emergency Medical Technician (EMT)</td>
<td>300 hours</td>
</tr>
</tbody>
</table>


Job Placement Rate: 96% (2014)

Campus Location: Public Safety Campus, 3640 Gaines Road, St. Augustine, FL 32084, 904.547.3542

Industry Certification/License
After successfully completing the program, students are eligible to take the National Registry EMT Certification and Florida EMT Certification through the Florida Department of Health.

Articulation
This program W170205 has a statewide articulation agreement approved by the Florida State Board of Education:

Emergency Medical Services AS (1351090402) – 11 credit hours
Students who have completed an Emergency Medical Technician program at one of the grandfathered technical centers can enroll in a community college Emergency Medical Services-Associates Degree or PSV-C program within five years of their completion date. Students seeking credit after five years must show proof of current EMT or Paramedic licensure. Students entering the community college will receive the same credit as native PSV-C completers in these programs. Such students, however, must first meet the college’s entry, residency, and academic requirements.
Facials Specialist

**Program Length:** Post-Secondary - 260 hours  
Secondary – 2 credits  

**Total Approximate Cost:** $1,424.71  
N/A

**Course Content:** The content consists of the core and includes, but is not limited to, communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facial specialist occupations.

**Academic Skill Level Required to Complete:** Not Applicable

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of one occupational completion point. 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.

<table>
<thead>
<tr>
<th><strong>OCP</strong></th>
<th><strong>Course Number</strong></th>
<th><strong>Course Title</strong></th>
<th><strong>Length</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CSP0265</td>
<td>Facials/Skin Care Specialists</td>
<td>260 hours</td>
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<table>
<thead>
<tr>
<th><strong>Secondary</strong></th>
<th><strong>Course Number</strong></th>
<th><strong>Course Title</strong></th>
<th><strong>Length</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A 8757210</td>
<td>Grooming and Salon Services Core 1</td>
<td>.5 credit</td>
<td></td>
</tr>
<tr>
<td>A 8757410</td>
<td>Facials Specialty 2</td>
<td>.5 credit</td>
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<tr>
<td>A 8757420</td>
<td>Facials Specialty 3</td>
<td>1 credit</td>
<td></td>
</tr>
</tbody>
</table>


**Job Placement Rate:** 100% (2014)

**Campus Location:**  
*Main Campus,* 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282  
*Putnam County Campus,* 1001 Husson Avenue, Palatka, FL 32177, 386.326.9000

**Industry Certification/License**

After successful completing the program, students are eligible to take the Facials Specialist Certification testing provided by the Department of Business & Professional Regulation.
**Fire Fighter I & II**

Program Length: 398 hours

Total Approximate Costs: $3,335.82

**Prerequisites:**
- High School Graduate or GED
- At least 18 years of age.
- Tobacco-Free
- State Physical/Paperwork
- First Responder, EMT, or Paramedic certification.

**Course Content:** The fire fighter program content includes, but is not limited to, orientation to the fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency medical techniques, water supplies, principles of in-service inspections, safety, controlled burning, and employability skills.

**Academic Skill Level Required to Complete:** Not Applicable

**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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>FFP0010</td>
<td>Fire Fighter I</td>
<td>206 hours</td>
</tr>
<tr>
<td>B</td>
<td>FFP0020</td>
<td>Fire Fighter II</td>
<td>192 hours</td>
</tr>
</tbody>
</table>


**Job Placement Rate:** 71% (2014)

**Campus Location:** Public Safety Campus, 3640 Gaines Road, St. Augustine, FL 32084, 904.547.3542

*Note:* Students sponsored by a county fire service must bring their voucher for payment when registering

**Limited financial assistance may be available for the Minimum Standards course.** The balances of the courses offered do not qualify for financial assistance. Please contact the FCTC Financial Aid office at either campus for further information.

**Industry Certification/Licensure:**

After completion of this program students will be eligible to make an application to take the examination for Firefighter II Certification with the Florida Bureau of Fire Standards and Training.
Articulation
For students successfully completing the Fire Fighter II program, a statewide articulation agreement exists for qualified graduates to articulate 3 (three) college credit hours to the AAS/AS Degree in Fire Science program at any public Florida community college offering the program.

ADDITIONAL FIRE SCIENCE COURSES
These courses are offered periodically based on student need and number of students registered for the course. More information is available at the North Campus in St. Augustine (Gaines Road) where the classes take place. Please call 547-3540 for details.

Basic Vehicle Extrication
Emergency Vehicle Operators Course
Ethical and Legal Issues for the Fire Service
Fire Department Administration
Fire Ground Tactics
Fire Inspection, Prevention and Investigation
Fire Service Course Delivery
Fire Service Course Design
Fire Service Hydraulics
Hazardous Materials (3 courses)
Live Fire Training Instructor Program
Officer Training
Public Information Officer
Fire Fighter / Emergency Medical Technician-Combined

Program Length: 698 hours

Total Approximate Costs: $5,362.85

Prerequisites:
- High School Graduate or GED
- At least 18 years of age
- TABE Testing
- Tobacco-Free
- State Physical/Paperwork
- Other prerequisites may apply. See Application for details.

Course Content: The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians. It is not intended for those who are currently certified/licensed as either firefighters or EMTs. Students wishing to add an additional certification to an existing credential must enroll in either the Fire Fighter I/II program or the Emergency Medical Technician program.

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 Law, Public Safety and Security and Health Science careers; 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.

Academic Skill Level Required to Complete: Grade 10 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four 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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>FFP0010</td>
<td>Fire Fighter I</td>
<td>206 hours</td>
</tr>
<tr>
<td>B</td>
<td>FFP0020</td>
<td>Fire Fighter II</td>
<td>192 hours</td>
</tr>
<tr>
<td>C</td>
<td>EMS0110</td>
<td>Emergency Medical Technician</td>
<td>300 hours</td>
</tr>
</tbody>
</table>


Job Placement Rate: New Offering

Campus Location: Public Safety Campus, 3640 Gaines Road, St. Augustine, FL 32084, 904.547.3542

*Note: Students sponsored by a county fire service must bring their voucher for payment when registering

Limited financial assistance may be available for the Minimum Standards course. The balances of the courses offered do not qualify for financial assistance. Please contact the FCTC Financial Aid office at either campus for further information.

Revised 8-17-16
Industry Certification/Licensure:

After completion of the Firefighter II section of the program, program students will be eligible to make an application to take the examination for Firefighter II Certification with the Florida Bureau of Fire Standards and Training.

After successfully completing the program, students are eligible to take the National Registry EMT Certification and Florida EMT Certification through the Florida Department of Health.

Articulation

For students successfully completing the Fire Fighter II program, a statewide articulation agreement exists for qualified graduates to articulate 3 (three) college credit hours to the AAS/AS Degree in Fire Science program at any public Florida community college offering the program.

Upon completion, this program also has a statewide articulation agreement approved by the Florida State Board of Education:

- Emergency Medical Services AS (1351090402) – 11 credit hours

Students who have completed an Emergency Medical Technician program at one of the grandfathered technical centers can enroll in a community college Emergency Medical Services-Associates Degree or PSV-C program within five years of their completion date. Students seeking credit after five years must show proof of current EMT or Paramedic licensure. Students entering the community college will receive the same credit as native PSV-C completers in these programs. Such students, however, must first meet the college’s entry, residency, and academic requirements.
Horticulture Science and Services

Secondary Only

Program Length: 6 credits  Total Approximate Cost: Not Applicable

Course Content: This program includes, but is not limited to, planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues which are aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Agriculture, Food and Natural Resources career.

Academic Skill Level Required to Complete: Not Applicable

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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>8106810</td>
<td>Agriscience Foundations 1</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>8121510</td>
<td>Introductory Horticulture 2</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>8121520</td>
<td>Horticulture Science 3</td>
<td>1 credit</td>
</tr>
<tr>
<td>B</td>
<td>8121610</td>
<td>Horticulture Science and Services 4</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>8121620</td>
<td>Horticulture Science and Services 5</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>8121630</td>
<td>Horticulture Science and Services 6</td>
<td>1 credit</td>
</tr>
</tbody>
</table>


Job Placement Rate: Secondary Program Only

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282
Landscape and Turf Management

Program Length: 900 hours

Course Content: The content includes and expands on the Environmental Horticulture Core plus application of chemicals and calibration of spray equipment; classification of plants and turf grass; fertilization skills; analysis and design of landscape and turf; preparation and presentation of estimates and contracts; layout and installation of landscape; layout and installation of landscape and interiorscape; maintenance of landscape; and maintenance of customer relations and observation of follow-up procedures.

Academic Skill Level Required to Complete: Grade 9 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three 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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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<tbody>
<tr>
<td>A</td>
<td>ORH0862</td>
<td>Nursery Workers</td>
<td>300 hours</td>
</tr>
<tr>
<td>B</td>
<td>ORH0802</td>
<td>Landscaping and Groundskeeping</td>
<td>450 hours</td>
</tr>
<tr>
<td>C</td>
<td>ORH0803</td>
<td>Landscape and Groundskeeping Supervisors</td>
<td>150 hours</td>
</tr>
</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: 80% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Industry Certification/Licensure:

During the program students will be eligible to make an application to take the Certification Examination for Certified Horticulture Professional through Florida Nursery, Growers and Landscape Association and the Florida Department of Environmental Protection Best Management Practices Certification.

Articulation

For students successfully completing the Landscape Management program, a statewide articulation agreement exists for qualified graduates to articulate 6 - 12 college credit hours to the AAS/AS Degree in Landscape & Horticulture Technology at any public Florida community college offering the program as follows: 1) Six credit hours with no industry certification, 2) nine credit hours with FNGLA Certified Horticulture Professional, and 3) twelve credit hours with FNGLA Certified Landscape Technician.
Licensed Practical Nursing

Program Length: 1350 hours  Total Approximate Costs: $7,635.60

Prerequisites:

- H.S. Diploma or GED
- TABE testing
- Critical Thinking exam

Prior to clinicals: CPR for health professionals, FDLE background check, immunizations, drug screening, and health physical required.

Course Content: The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in both acute and long term care situations; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice.

Academic Skill Level Required to Complete: Grade 11 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three 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.

This program has status of Full Approval from the Florida Board of Nursing.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90 hours</td>
</tr>
<tr>
<td>B</td>
<td>HCP0121</td>
<td>Nurse Aide and Orderly (Articulated)</td>
<td>75 hours</td>
</tr>
<tr>
<td></td>
<td>PRN0091</td>
<td>Practical Nurse 1</td>
<td>285 hours</td>
</tr>
<tr>
<td></td>
<td>PRN0092</td>
<td>Practical Nurse 2</td>
<td>450 hours</td>
</tr>
<tr>
<td></td>
<td>PRN0096</td>
<td>Practical Nurse 3</td>
<td>450 hours</td>
</tr>
</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: 96% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282
Putnam County Campus, 1001 Husson Avenue, Palatka, FL 32177, 386.326.9000

Revised 8-17-16
Industry Certification/Licensure:
After completion of this program students will be eligible to make an application to take the Licensure Examination for Practical Nurses, (CAT NCLEX-PN) through the Florida Department of Health.

Articulation
For students successfully completing the Practical Nursing program, a statewide articulation agreement exists for qualified graduates which is approved by the Florida State Board of Education:

Nursing R.N. AS – 10 credit hours

The following industry certifications have been approved by the Florida State Board of Education for statewide articulation credit into the Nursing R.N. AS degree.

Licensed Practical Nurse – 10 credits
Massage Therapy

Program Length: 750 hours

Course Content: The content includes, but is not limited to, the theory and practice of massage, theory, and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills.

Academic Skill Level Required to Complete: Mathematics – 9; Language – 10; Reading – 10

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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90 hours</td>
</tr>
<tr>
<td>B</td>
<td>MSS0205</td>
<td>Massage Therapist 1</td>
<td>360 hours</td>
</tr>
<tr>
<td></td>
<td>MSS0206</td>
<td>Massage Therapist 2</td>
<td>300 hours</td>
</tr>
</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: 100% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Industry Certification/Licensure:
After completion of this program graduates will be eligible to 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), Federation of State Massage Therapy Boards
Medical Assisting

Program Length: 1300 hours

Total Approximate Cost: $6,412.16

Course Content: 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 claims. Clinical skills include vital signs, heights, weights, obtaining specimens, performing laboratory tests, obtaining patient history, assisting with physical exams, minor surgery, sterile technique, pharmacology, medication administration, phlebotomy, basic EKG and principles in radiology and physical therapy.

Academic Skill Level Required to Complete: Grade 10 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of five 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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90 hours</td>
</tr>
<tr>
<td>B</td>
<td>MEA0002</td>
<td>Introduction to Medical Assisting</td>
<td>250 hours</td>
</tr>
<tr>
<td></td>
<td>MEA0501</td>
<td>Medical Office Procedures</td>
<td>75 hours</td>
</tr>
<tr>
<td>C</td>
<td>MEA0521</td>
<td>Phlebotomist, MA</td>
<td>75 hours</td>
</tr>
<tr>
<td>D</td>
<td>MEA0543</td>
<td>EKG Aide, MA</td>
<td>75 hours</td>
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<tr>
<td></td>
<td>MEA0581</td>
<td>Clinical Assisting</td>
<td>230 hours</td>
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<tr>
<td></td>
<td>MEA0530</td>
<td>Pharmacology for Medical Assisting</td>
<td>90 hours</td>
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<tr>
<td></td>
<td>MEA0573</td>
<td>Laboratory Procedures</td>
<td>125 hours</td>
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<tr>
<td></td>
<td>MEA0506</td>
<td>Administrative Office Procedures</td>
<td>90 hours</td>
</tr>
<tr>
<td></td>
<td>MEA0942</td>
<td>Practicum Experience</td>
<td>200 Hours</td>
</tr>
</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: 100% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282
Industry Certification/Licensure:
The First Coast Technical College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of
Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
1-727-210-2350

Upon completion of the program, students are eligible to sit for national certification exams offered by the American Association of Medical Assistants (AAMA) and American Medical Technologists (AMT).
Medium & Heavy Duty Truck & Bus Technician 1 & 2

Medium & Heavy Duty Truck & Bus Technician 1
Program Length: 1050 hours.

Medium & Heavy Duty Truck & Bus Technician 2
Program Length: 750 hours.

Course Content: This program offers a sequence of courses that provides technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes 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 Transportation, Distribution and Logistics career cluster. The content includes, but is not limited to, maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance. FCTC is a center of Automotive Emphasis and is ASE/NATEF certified.

Academic Skill level required to Complete: Grade 9 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs) This total program is a planned sequence of instruction consisting of nine 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.

### Medium & Heavy Duty Truck and Bus Technology I

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DIM0101</td>
<td>Diesel Engine Mechanic/Technician Helper</td>
<td>150 hours</td>
</tr>
<tr>
<td>B</td>
<td>DIM0102</td>
<td>Diesel Electrical and Electronics Technician</td>
<td>300 hours</td>
</tr>
<tr>
<td>C</td>
<td>DIM0104</td>
<td>Diesel Engine Technician</td>
<td>300 hours</td>
</tr>
<tr>
<td>D</td>
<td>DIM0105</td>
<td>Diesel Brakes Technician</td>
<td>300 hours</td>
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</table>

### Medium & Heavy Duty Truck and Bus Technology I

<table>
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<th>Course Title</th>
<th>Course Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DIM0103</td>
<td>Diesel Engine Preventative Maintenance Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>B</td>
<td>DIM0106</td>
<td>Diesel Heating and Air Conditioning Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>C</td>
<td>DIM0107</td>
<td>Diesel Steering and Suspension Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>D</td>
<td>DIM0108</td>
<td>Diesel Drivetrain Technician</td>
<td>150 hours</td>
</tr>
<tr>
<td>E</td>
<td>DIM0109</td>
<td>Diesel Hydraulics Technician</td>
<td>150 hours</td>
</tr>
</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: New Offering

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Revised 8-17-16
Industry Certification/License

Near the completion of the program, students take these exams from the National Institute for Automotive Service Excellence:

Medium-Heavy Truck Certification Tests (T1 – T8)

- T1 – Gasoline Engines
- T2 – Diesel Engines
- T3 – Drive Train
- T4 – Brakes
- T5 – Suspension & Steering
- T6 – Electrical/ Electronic Systems
- T7 – Heating, Ventilation & Air Conditioning (HVAC)
- T8 – Preventive Maintenance Inspection

Master Certification Requirements:

Those who are certified in tests T2 – T7 are recognized as ASE-Certified Master Medium-Heavy Truck Technicians. *NOTE: Neither T1 nor T8 are required for Master Medium-Heavy Truck Technician Status.*
Nails Specialist

Program Length: Post-Secondary - 240 hours
Secondary – 2 credits

Total Approximate Cost: $1,293.48
Total Approximate Cost: N/A

Course Content: The content consists of the core and includes communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nails specialist and related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the techniques required in the practice of nails specialist occupations.

Academic Skill Level Required to Complete: Not Applicable

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of one occupational completion point. 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.

Post Secondary

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CSP0015</td>
<td>Manicurists and Pedicurists</td>
<td>240 hours</td>
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Secondary

<table>
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<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>8757210</td>
<td>Grooming and Salon Services Core 1</td>
<td>.5 credit</td>
</tr>
<tr>
<td></td>
<td>8757310</td>
<td>Nails Specialty 2</td>
<td>.5 credit</td>
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<tr>
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<td>8757320</td>
<td>Nails Specialty 3</td>
<td>1 credit</td>
</tr>
</tbody>
</table>


Job Placement Rate: 100% (2014)

Approximate Cost: $1,399

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282
Putnam County Campus, 1001 Husson Avenue, Palatka, FL 32177, 386.326.9000 (Opening January, 2016)

Industry Certification/License
After successful completing the program, students are eligible to take the Nails Specialist Certification testing provided by the Department of Business & Professional Regulation.
Nursery Management

Program Length: 900 hours

Total Approximate Cost: $3,353.32

Course Content: The content includes and expands on the core plus preparation of growing media; fertilization of plant materials; and maintenance and analysis of records; preparation of growing media; planting beds and sites; propagation of nursery stock; pruning and shaping nursery stock; marketing nursery stock; and operation, repair and maintenance of nursery equipment and facilities.

Academic Skill Level Required to Complete: Grade 9 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of three 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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>A</td>
<td>ORH0862</td>
<td>Nursery Workers</td>
<td>300 hours</td>
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<td>B</td>
<td>ORH0863</td>
<td>Nursery and Greenhouse Managers 1</td>
<td>450 hours</td>
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<td>C</td>
<td>ORH0864</td>
<td>Nursery and Greenhouse Managers 2</td>
<td>150 hours</td>
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Dual Enrollment available for high school students.


Job Placement Rate: 100% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Industry Certification/Licensure: During the program students will be eligible to make an application to take the Certification Examination for Certified Horticulture Professional through Florida Nursery, Growers and Landscape Association and the Florida Department of Environmental Protection Best Management Practices Certification.
Articulation
For students successfully completing the Nursery Management program, a statewide articulation agreement exists for qualified graduates to articulate 6 - 12 college credit hours to the AAS/AS Degree in Landscape & Horticulture Technology at any public Florida community college offering the program as follows: 1) Six credit hours with no industry certification, 2) nine credit hours with FNGLA Certified Horticulture Professional, and 3) twelve credit hours with FNGLA Certified Landscape Technician.
Nursing Assistant Articulated

Program Length: 165 hours

Course Content: The content includes, but is not limited to, interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

Academic Skill Level Required to Complete: Not Applicable

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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90 hours</td>
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<tr>
<td>B</td>
<td>HCP0121</td>
<td>Nurse Aide and Orderly (Articulated)</td>
<td>75 hours</td>
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</tbody>
</table>


Job Placement Rate: 82% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Industry Certification/Licensure:
After completion of this program students will be eligible to make an application to take the certification examination for nursing assistant.
**Paramedic**

**Program Length:** 1100 hours

**Total Approximate Cost:** $5,624.54

**Prerequisites:**
EMT certification
CPR
H.S. diploma or GED
Minimum age 18
And others (see program office for details).

**Course Content:** This program includes medical/legal considerations, EMS communications systems, rescue techniques and extrication, major incident response, stress management, medical terminology, patient assessment and initial management, airway and ventilation management, shock assessment and management, pharmacology and medications, trauma emergencies, burn injuries, respiratory emergencies, cardiovascular emergencies, digestive and genitourinary emergencies, anaphylaxis emergencies, toxicological, alcohol and drug abuse emergencies, infectious diseases, environmental injuries, geriatric emergencies, pediatric emergencies, the gynecologic patient, the obstetric patient, the neonate, the behavioral emergencies, employability skills, and blood borne diseases, including state required AIDS awareness, and vehicle extrication.

**Academic Skill Level Required to Complete:** Grade 10 in Mathematics, Language, and Reading

**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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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<tbody>
<tr>
<td>A</td>
<td>EMS0219</td>
<td>Paramedic 1</td>
<td>248 hours</td>
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<td>Paramedic 2</td>
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<td>EMS0221</td>
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**Job Placement Rate:** 93% (2014)

**Campus Location:** Public Safety Campus, 3640 Gaines Road, St. Augustine, FL 32084, 904.547.3542

**Industry Certification/Licensure:**
The First Coast Technical College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
1-727-210-2350

Revised 8-17-16
After completion of this program and passing of the NREMT written and practical examinations, students will be eligible to apply for Florida Paramedic Certification with the Florida Department of Health, and for National Registry status as a Paramedic with the National Registry of Emergency Medical Technicians (NREMT).

**Articulation**

A statewide articulation agreement exists for the Paramedic program at First Coast Technical College and certain other Florida public technical centers. Students who complete the Paramedic program at FCTC can enroll in a Florida public community college Emergency Medical Services – Associate Degree or PSV-C program within five years of their completion date. Students seeking credit after the five year period much show proof of current Paramedic licensure. Students entering the community college will receive the same credit as native PSV-C completers in these programs (usually 38 credits). Such students, however, must first meet the college’s entry, residence and academic requirements.
Patient Care Technician

Program Length: 600 hours

Total Approximate Cost: $3,901.14

Course Content: This course focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

Academic Skill Level Required to Complete: Grade 10 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of seven 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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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<tbody>
<tr>
<td>A</td>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90 hours</td>
</tr>
<tr>
<td>B</td>
<td>HCP0121</td>
<td>Nurse Aide and Orderly (Articulated)</td>
<td>75 hours</td>
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<td>C</td>
<td>HCP0332</td>
<td>Advanced Home Health Aide</td>
<td>50 hours</td>
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<tr>
<td>D</td>
<td>HCP0020</td>
<td>Patient Care Assistant</td>
<td>75 hours</td>
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<tr>
<td>E</td>
<td>HSC0016</td>
<td>Allied Health Assistant</td>
<td>150 hours</td>
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<tr>
<td>F</td>
<td>MEA0580</td>
<td>Advanced Allied Health Assistant</td>
<td>100 hours</td>
</tr>
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<td>G</td>
<td>PRN0094</td>
<td>Patient Care Technician</td>
<td>60 hours</td>
</tr>
</tbody>
</table>


Job Placement: No Graduates (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282
Putnam County Campus, 1001 Husson Avenue, Palatka, FL 32177, 386.326.9000 (Opening January, 2016)

Industry Certification/Licensure:

After completion of this program students will be eligible to make an application to take the certification examination for nursing assistant.

Revised 8-17-16
Pest Control Operations
Applied Technology Diploma

Program Length: 720 hours
Total Approximate Cost: $2,776.89

Course Content: The content includes, but is not limited to, instruction that prepares individuals to identify pests, select the appropriate pesticide, and apply pesticides safely. Subject matter includes good workplace practice, route planning, pest identification, safety, pesticide categories, and alternative control methods.

Academic Skill Level Required to Complete: Grade 10 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of one occupational completion point(s). 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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>ORH0867</td>
<td>Pesticide Handlers, Sprayers, and Applicators, Vegetation 1</td>
<td>360 hours</td>
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<tr>
<td></td>
<td>ORH0868</td>
<td>Pesticide Handlers, Sprayers, and Applicators, Vegetation 2</td>
<td>360 hours</td>
</tr>
</tbody>
</table>


Job Placement Rate: 100% (2013)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Industry Certification/Licensure:
During the program students will be eligible to make an application to take the Certification Examination for Certified Horticulture Professional through Florida Nursery, Growers and Landscape Association, the Best Management Practices through the Florida Department of Environment Protection and CORE Ornamental & Turf Certification.

Articulation
When offered at the community college level, this ATD program is part of the Pest Control Technology AS program (1101110500) and has a program length of 24 credits.

The information related to the guaranteed transfer of credit between an Applied Technology Diploma (ATD) program and AS degree must be documented and maintained by the Articulation Coordinating Committee (ACC). The transfer of the ATD to an AS degree is guaranteed for a period of three (3) years following the date of the award of the ATD. For further information about ATD to AS degree articulation agreements please visit, http://www.fldoe.org/articulation/pdf/ATD_to_ASandAAS_ArticulationAgreements.pdf
Pharmacy Technician

Program Length: 1050 hours  
Total Approximate Cost: $5,477.61

Course Content: The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR. The Health Science Core must be taken by all students (secondary, postsecondary adult and postsecondary vocational) planning to complete any Health Science program. Once successfully completed, the core does not need to be repeated at any instructional level.

Academic Skill Level Required to Complete: Mathematics – 11; Language – 10; Reading – 10

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.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>HSC0003</td>
<td>Basic Healthcare Worker</td>
<td>90 hours</td>
</tr>
<tr>
<td></td>
<td>PTN0084</td>
<td>Pharmacy Technician 1</td>
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<td>PTN0085</td>
<td>Pharmacy Technician 2</td>
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<td>B</td>
<td>PTN0086</td>
<td>Pharmacy Technician 3</td>
<td>300 hours</td>
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</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: 100% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282

Industry Certification/Licensure: After completion of this program students will be eligible to make an application to take the certification examination with the Pharmacy Technician Certification Board.
Welding Technologies

Welding Technology
Program Length: 1050 Hours

Welding Technology – Advanced
Program Length: 750 Hours

Course Content: The content includes, but is not limited to, leadership, communication skills, human relations and employability skills, safe and efficient work practices, use of cutting and/or welding processes to fabricate parts, according to shop drawings or written specifications.

Academic Skill Level Required to Complete: Grade 9 in Mathematics, Language, and Reading

Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of five 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.

<table>
<thead>
<tr>
<th>Welding Technology</th>
<th>OCP</th>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>PMT0070</td>
<td>Welder Assistant 1</td>
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<td>PMT0071</td>
<td>Welder Assistant 2</td>
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<tr>
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<td>B</td>
<td>PMT0072</td>
<td>Welder, SMAW 1</td>
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<td>PMT0073</td>
<td>Welder, SMAW 2</td>
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<td>C</td>
<td>PMT0074</td>
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Welding Technology - Advanced

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<tr>
<th>OCP</th>
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<th>Course Title</th>
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<tbody>
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<td>A</td>
<td>PMT0075</td>
<td>Advanced Welder 1</td>
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<td>B</td>
<td>PMT0076</td>
<td>Advanced Welder 2</td>
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</tbody>
</table>

Dual Enrollment available to high school students.


Job Placement Rate: 75% (2014)

Campus Location: Main Campus, 2980 Collins Avenue, St. Augustine, FL 32084, 904.547.3282 Barge Port Campus, 102 Port Road, Palatka, FL 32177, 386.326.9000

Industry Certification/Licensure:
The FCTC welding program is a participating training center for the American Welding Society. This allows students to achieve AWS Entry Level and Level II Advanced Certification. AWS D 1.1
<table>
<thead>
<tr>
<th>Math Grade Level</th>
<th>Language Grade Level</th>
<th>Reading Grade Level</th>
<th>FCTC Certificate Programs</th>
<th>Program Hours</th>
<th>Credit Hours</th>
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<th>Public Safety Campus</th>
<th>Putnam Campus</th>
<th>Barge Port</th>
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<td>Medium &amp; Heavy Truck and Bus Technician 2</td>
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<td>Welding Technologies - Advanced</td>
<td>750</td>
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# Department Phone Directory

Directory Information Switchboard (904) 547-FCTC(3282)

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Phone</th>
<th>Department Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>547-3322</td>
<td>Business Office</td>
<td>547-3502</td>
</tr>
<tr>
<td>College Advancement Office</td>
<td>547-3386</td>
<td>Culinary Arts Office</td>
<td>547-3461</td>
</tr>
<tr>
<td>ESOL</td>
<td>547-3436</td>
<td>Financial Aid Office</td>
<td>547-3512</td>
</tr>
<tr>
<td>Student Discipline</td>
<td>547-3355</td>
<td>Health Careers Office</td>
<td>547-3471</td>
</tr>
<tr>
<td>Human Resources</td>
<td>547-7600</td>
<td>Marketing</td>
<td>547-3309</td>
</tr>
<tr>
<td>Placement/Retention</td>
<td>547-3389</td>
<td>Principal’s Office</td>
<td>547-3301</td>
</tr>
<tr>
<td>Public Safety Programs Office</td>
<td>547-3542</td>
<td>Registration</td>
<td>547-3381</td>
</tr>
<tr>
<td>Student Advisor</td>
<td>547-3379</td>
<td>Instructional Programs</td>
<td>547-3431</td>
</tr>
<tr>
<td>Student Services</td>
<td>547-3363</td>
<td>Operations</td>
<td>547-3400</td>
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</table>

| Putnam County Campus             | 386-326-9000 |
## Faculty & Staff

### Administrative Staff

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>POSITION</th>
<th>EDUCATION</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathy</td>
<td>Mittelstadt</td>
<td>Interim Principal</td>
<td>Master’s Degree</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Chris</td>
<td>Force</td>
<td>Instructional Programs</td>
<td>Master’s Degree</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Patrick</td>
<td>Snodgrass</td>
<td>Facilities and Operations</td>
<td>Master’s Degree</td>
<td>Loyola University Chicago</td>
</tr>
<tr>
<td>Arleen</td>
<td>Dennison</td>
<td>College Advancement</td>
<td>Bachelor’s Degree</td>
<td>Springfield College</td>
</tr>
<tr>
<td>Doug</td>
<td>Grimm</td>
<td>Instructor/Lab Coordinator</td>
<td>RN/ASN</td>
<td>Daytona State College</td>
</tr>
<tr>
<td>Frank</td>
<td>McElroy</td>
<td>Administrator, Operations</td>
<td>Master’s Degree</td>
<td>Grand Canyon University</td>
</tr>
<tr>
<td>Deonna</td>
<td>Mullins</td>
<td>Instructor/Program Manager</td>
<td>Bachelor’s Degree</td>
<td>Auburn University</td>
</tr>
<tr>
<td>Nancy</td>
<td>Plumlee</td>
<td>Coordinator, Health Careers</td>
<td>Master’s Degree</td>
<td>Jacksonville University</td>
</tr>
<tr>
<td>James</td>
<td>Price</td>
<td>Administrator, Instructional Programs</td>
<td>Master’s Degree</td>
<td>Central Michigan University</td>
</tr>
<tr>
<td>Beryl</td>
<td>Rogers</td>
<td>Director of Curriculum and Professional Development</td>
<td>Master’s Degree</td>
<td>University of North Florida</td>
</tr>
<tr>
<td>Chuck</td>
<td>Veitinger</td>
<td>Facilities Supervisor</td>
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### Career Navigators Staff

<table>
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<tr>
<th>FIRST NAME</th>
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<th>POSITION</th>
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<th>SCHOOL</th>
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<tbody>
<tr>
<td>Joan</td>
<td>Gibson</td>
<td>Supervisor, Career Navigators/HC Pathways</td>
<td>Bachelor’s Degree</td>
<td>Texas Tech University</td>
</tr>
<tr>
<td>Yelena</td>
<td>Filippovich</td>
<td>Case Manager</td>
<td>Master’s Degree</td>
<td>ASA Institute of Bus &amp; Technology</td>
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<tr>
<td>Mary</td>
<td>Lindsey-Bales</td>
<td>Case Manager</td>
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<tr>
<td>Lisa</td>
<td>Manalisay</td>
<td>Case Manager</td>
<td>Bachelor's Degree</td>
<td>Eastern Illinois University</td>
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### Professional Student Support Staff

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>POSITION</th>
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<th>SCHOOL</th>
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<tbody>
<tr>
<td>Tammy</td>
<td>Rogers</td>
<td>Student Services Supervisor</td>
<td>Bachelor’s Degree</td>
<td>University of West Florida</td>
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<tr>
<td>Wakilah</td>
<td>Augustus</td>
<td>Student Advisor</td>
<td>Bachelor’s Degree</td>
<td>North Carolina Central University</td>
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<tr>
<td>Samantha</td>
<td>Guldswog</td>
<td>Student Advisor</td>
<td>Bachelor’s Degree</td>
<td>Ferris State University</td>
</tr>
<tr>
<td>Charles</td>
<td>Harper</td>
<td>Career Pathways Specialist</td>
<td>Bachelor’s Degree</td>
<td>Southern Illinois University</td>
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<tr>
<td>Marshun</td>
<td>Middleton</td>
<td>Student Dean</td>
<td>Master’s Degree</td>
<td>Texas Southern University</td>
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<tr>
<td>Paige</td>
<td>Revels</td>
<td>Financial Aid Specialist</td>
<td>Bachelor's Degree</td>
<td>St. Johns River State College</td>
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<tr>
<td>FIRST NAME</td>
<td>LAST NAME</td>
<td>DEPARTMENT</td>
<td>EDUCATION</td>
<td>SCHOOL</td>
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<tr>
<td>Dane</td>
<td>Dwyer</td>
<td>HVAC</td>
<td>Vocational Certificate</td>
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<tr>
<td>Sherry</td>
<td>Gaynor</td>
<td>Commercial Foods Culinary Arts</td>
<td>Bachelor’s Degree</td>
<td>St. Johns River State College</td>
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<td>Paulo</td>
<td>Gomes</td>
<td>Welding</td>
<td>Vocational Certificate</td>
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<tr>
<td>Paulo</td>
<td>Gomes</td>
<td>Welding</td>
<td>Vocational Certificate</td>
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<tr>
<td>Robert</td>
<td>Grimm</td>
<td>EMT/Paramedic</td>
<td>Associate’s Degree</td>
<td>St. Johns River Community College</td>
</tr>
<tr>
<td>Deborah</td>
<td>Hehn</td>
<td>ABE/ARC</td>
<td>Bachelor’s Degree</td>
<td>Vanderbilt University</td>
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<td>Blake</td>
<td>Ingram</td>
<td>Automotive</td>
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<td>University of North Florida</td>
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<td>Laurette</td>
<td>Kravec</td>
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<td>Edward</td>
<td>Lambert</td>
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<tr>
<td>Peggy</td>
<td>Lee</td>
<td>Early Childhood Education</td>
<td>Bachelor’s Degree</td>
<td>Dowling College</td>
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<tr>
<td>Anthony</td>
<td>Lowman</td>
<td>Commercial Foods Culinary Arts</td>
<td>Vocational Certificate</td>
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<tr>
<td>Daniel</td>
<td>Lundberg</td>
<td>Commercial Foods Culinary Arts</td>
<td>Vocational Certificate</td>
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<td>Matthew</td>
<td>Provost</td>
<td>Automotive</td>
<td>Vocational Certificate</td>
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<tr>
<td>Terrence</td>
<td>Smith</td>
<td>Truck &amp; Bus Technician</td>
<td>Vocational Certificate</td>
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<td>Lynn</td>
<td>Spain</td>
<td>Health Occupations</td>
<td>Bachelor’s Degree</td>
<td>University of Delaware</td>
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<td>Laura</td>
<td>Zoch</td>
<td>Cosmetology</td>
<td>Vocational Certificate</td>
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Revised 8-17-16

2016-2017 SCHOOL YEAR
5 Day Week

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 2, 2016</td>
<td>Optional Teacher Planning Day</td>
</tr>
<tr>
<td>August 3,4,5,8, 9,</td>
<td>Teacher Pre-Planning (8/3 Inservice Day)</td>
</tr>
<tr>
<td>2016</td>
<td>Students Report to Class</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Labor Day - Student/Teacher Holiday ✓</td>
</tr>
<tr>
<td>October 14, 2016</td>
<td>First Quarter Ends</td>
</tr>
<tr>
<td>October 17, 2016</td>
<td>Teacher Planning Day-Student Holiday ✓</td>
</tr>
<tr>
<td>November 11, 2016</td>
<td>Veterans Day - Student/Teacher Holiday ✓</td>
</tr>
<tr>
<td>November 23-25, 2016</td>
<td>Thanksgiving Break - Student/Teacher Holiday</td>
</tr>
<tr>
<td>December 21, 2016</td>
<td>Second Quarter/First Semester Ends</td>
</tr>
<tr>
<td>Dec. 22, 2016-Jan.</td>
<td>Winter Break - Student/Teacher Holiday</td>
</tr>
<tr>
<td>3, 2017</td>
<td>Teacher Planning Day-Student Holiday ✓</td>
</tr>
<tr>
<td>January 4, 2017</td>
<td>Classes Resume for Students/Second Semester Begins</td>
</tr>
<tr>
<td>January 5, 2017</td>
<td>Martin Luther King Day - Student/Teacher Holiday ✓</td>
</tr>
<tr>
<td>January 16, 2017</td>
<td>Graduation (7:00 pm Ceremony)</td>
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<tr>
<td>January 26, 2017</td>
<td>Presidents Day - Student/Teacher Holiday ✓</td>
</tr>
<tr>
<td>February 17, 2017</td>
<td>Third Quarter Ends</td>
</tr>
<tr>
<td>February 20, 2017</td>
<td>Spring Break - Student/Teacher Holiday</td>
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<tr>
<td>March 10, 2017</td>
<td>Teacher Planning Day-Student Holiday ✓</td>
</tr>
<tr>
<td>March 13-17, 2017</td>
<td>Classes Resume for Students</td>
</tr>
<tr>
<td>March 20, 2017</td>
<td>Student/Teacher Holiday</td>
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<tr>
<td>March 21, 2017</td>
<td>Steering Committee Dinner (6:30 pm)</td>
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<tr>
<td>April 14, 2017</td>
<td>Awards Presentation (2:00 pm)</td>
</tr>
<tr>
<td>April 18, 2017</td>
<td>Graduation (7:00 pm Ceremony)</td>
</tr>
<tr>
<td>May 9, 2017</td>
<td>Last Day for Students</td>
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<tr>
<td>May 23, 2017</td>
<td>Last Day for Teachers - Teacher Planning Day</td>
</tr>
<tr>
<td>May 24, 2017</td>
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<tr>
<td>May 25, 2017</td>
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All Schools participate in a weekly early release on Wednesday at @ 2:45

Interims Issued: September 12, 2016
Interims Issued: November 16, 2016
Interims Issued: February 8, 2017
Interims Issued: April 24, 2017

Report Cards: October 24, 2016
Report Cards: January 17, 2017
Report Cards: March 27, 2017
Report Cards: May 24, 2017

✓ Denotes hurricane makeup days
## Adult Education Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>AAAE Prep</td>
<td>Monday - Thursday</td>
<td>7:00 a.m. – 8:00 a.m.</td>
</tr>
<tr>
<td>ABE</td>
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<tr>
<td>GED Prep</td>
<td>Monday - Friday</td>
<td>8:00 a.m. – 11:40 a.m.</td>
</tr>
<tr>
<td>GED Academy</td>
<td>Monday – Thursday</td>
<td>8:30 a.m. – 11:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Monday – Friday</td>
<td>11:40 a.m. – 12:10 p.m.</td>
</tr>
<tr>
<td>AAAE Prep</td>
<td>Monday - Friday</td>
<td>12:10 p.m. – 3:00 p.m.</td>
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<tr>
<td>ABE</td>
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<tr>
<td>GED Prep</td>
<td>Monday – Friday</td>
<td>3:00 p.m. – 6:00 p.m. (3:00 p.m. – 5:00 p.m. on Friday)</td>
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<tr>
<td>High School Completion</td>
<td>Monday &amp; Wednesday</td>
<td>4:30 p.m. – 8:30 p.m.</td>
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<tr>
<td>AAAE Prep</td>
<td>Monday - Thursday</td>
<td>6:00 p.m. – 9:00 p.m.</td>
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<tr>
<td>ABE</td>
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<tr>
<td>GED Prep</td>
<td>Monday - Thursday</td>
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</table>

## Adult Programs

**Morning Session**
- Monday through Friday
  - Time: 8:00 a.m. – 11:40 a.m.

**Lunch**
- Time: 11:40 a.m. – 12:10 p.m.

**Afternoon Session**
- Time: 12:10 p.m. – 3:00 p.m.

## High School Programs

**Monday, Tuesday, Thursday, Friday**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time 1</th>
<th>Time 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>9:15 a.m.</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>3rd</td>
<td>10:05 a.m.</td>
<td>10:50 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:40 a.m.</td>
<td>12:10 p.m.</td>
</tr>
<tr>
<td>4th</td>
<td>12:15 p.m.</td>
<td>1:15 p.m.</td>
</tr>
<tr>
<td>5th</td>
<td>1:20 p.m.</td>
<td>2:05 p.m.</td>
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<tr>
<td>6th</td>
<td>2:10 p.m.</td>
<td>2:55 p.m.</td>
</tr>
<tr>
<td>7th</td>
<td>3:00 p.m.</td>
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## High School Programs

**Wednesday**

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
<tr>
<td>1st</td>
<td>9:15 a.m.</td>
<td>9:50 a.m.</td>
</tr>
<tr>
<td>2nd</td>
<td>9:55 a.m.</td>
<td>10:30 a.m.</td>
</tr>
<tr>
<td>3rd</td>
<td>10:35 a.m.</td>
<td>11:10 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:10 a.m.</td>
<td>11:40 a.m.</td>
</tr>
<tr>
<td>4th</td>
<td>11:45 a.m.</td>
<td>12:45 p.m.</td>
</tr>
<tr>
<td>5th</td>
<td>12:50 a.m.</td>
<td>1:25 p.m.</td>
</tr>
<tr>
<td>6th</td>
<td>1:30 p.m.</td>
<td>2:05 p.m.</td>
</tr>
<tr>
<td>7th</td>
<td>2:10 p.m.</td>
<td>2:45 p.m.</td>
</tr>
</tbody>
</table>