



**First Coast  
Technical College**  
*Your Future Comes First*

# **STUDENT HANDBOOK 2023-24** . . . . .





# First Coast Technical College

A Career and Technical Education College

## FCTC Administration

Dr. Chris Cothron, Interim Director

TBA, Assistant Director

## FCTC Mission

The mission of First Coast Technical College is to provide career, technical and adult education to meet the changing needs of students, businesses, and the regional workforce.

## FCTC Vision

The vision of First Coast Technical College is to empower students to acquire career-ready skills to become a confident contributor to the regional economy.

## FCTC EEO Notice of Non-Discrimination Statement

**First Coast Technical College (FCTC)** acts in compliance with all federal and state laws prohibiting discrimination. Discrimination based on 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 Interim Director.

**Main Campus** • (904) 547-3282 • 2980 Collins Avenue, St. Augustine, Florida 32084 • [FCTC.edu](https://www.fctc.edu)

**Public Safety Campus** • (904) 547-3452 • 3640 Gaines Road, St. Augustine, Florida 32084 • [FCTC.edu](https://www.fctc.edu)

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# YOU ARE HERE

WHERE WILL YOUR JOURNEY TAKE YOU



Location	Building
Admissions	A
Adult Education	C
Agriscience Classroom & Greenhouse	16
Automotive Technology	B
Business Office	A
Career Navigators	A
College Advancement	A
Character Counts Conference Center	C
Cosmetology	G
Culinary Arts	C
Diesel Technology	B
Early Childhood Education	E
ESOL	C
Financial Aid	A
GED and High School Completion	C
Health Sciences Office	D
Human Resources	A
HVAC	F
Industrial & Culinary Office	G
Job Placement	A
Life Source	F
Principal's Office	A
Public Safety Office	PSC
Receiving and Warehouse	16
Recruiting	A
SJCSD Guidance & Choice	1
SJCSD Inventory-Purchasing	J
St. Johns Technical High School Office	E
Student Advisors	A
Student Center	C
Tech Tots	E
Testing	A
Walter's Reef Café	C
Welding Technology	D



**FCTC.EDU** (904) 547-3282



Main - 2980 Collins Ave • St Augustine, FL 32084

Public Safety - 3640 Gaines Rd • St Augustine, FL 32084





## **FCTC Main Campus**

2980 Collins Avenue  
St. Augustine, FL 32084  
(904) 547-3282

### **Directions to Public Safety Campus**

1. At the Main Campus gate continue to Collins Avenue to the light at SR 16.
2. At the light, turn right onto SR 16 for 1.3 miles.
3. Turn right onto Woodlawn Road.
4. Turn left onto Gaines Road. The Public Safety Campus is at the end of Gaines Road, go to Building 7.



## **Public Safety Campus**

3640 Gaines Road  
St. Augustine, FL 32084  
(904) 547-3542

### **Directions to Main Campus**

1. Proceed onto Gaines Road and take a right onto Woodlawn Road taking a left at the first street to continue on Woodlawn Road.
2. Take a left at the light on SR 16.
3. Take a left at the light at Collins Avenue.
4. Continue on Collins Avenue straight ahead through the Main Campus gate. Recruiting, Admissions, Registration, Financial Aid and Student Advisors are in Building A.



## Career and Adult Education Centers

First Coast Technical College (**FCTC**) is one of 48 technical education colleges and centers across Florida that operates year-round. **FCTC** programs are also available for dual and secondary enrolled students, continuing workforce education, community enrichment and for community facility rentals.

**Main Campus**  
**First Coast Technical College**  
2980 Collins Avenue  
St. Augustine, FL 32084  
(904) 547-3282

**Public Safety Campus**  
**First Coast Technical College**  
3640 Gaines Road  
St. Augustine, FL 32084  
(904) 547-3542

## Accreditations

First Coast Technical College holds accreditation with the following organizations:



Commission of the Council on Occupational Education (COE)  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
Fax (770) 396-3790  
[www.council.org](http://www.council.org)

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Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), a division of AdvancED  
1866 Southern Lane  
Decatur, GA 30033  
(404) 679-4500  
Fax: (404) 679-4558  
[www.sacs.org](http://www.sacs.org)

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**First Coast Technical College's Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([caahep.org](http://caahep.org)) upon the recommendation of the Commission on Accreditation of Educational Program for the Emergency Medical Services Professions ([CoAEMSP](http://CoAEMSP)).**

**Commission on Accreditation of Allied Health Education Programs**

25400 US Highway 19 N. Suite 158  
Clearwater, FL 33775 (727) 210-2350 [www.caahep.org](http://www.caahep.org)

To contact COAEMSP:

8301 Lakeview Parkway, Suite 111-312 Rowlett, TX 75088  
(214) 703-8445 FAX (214) 703-8992 [www.coaemsp.org/](http://www.coaemsp.org/)



**Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions**

8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
(214) 703-8445 Fax (214) 703-8992  
[www.coaemsp.org](http://www.coaemsp.org)



**First Coast Technical College Nursing Program is in compliance with the U.S. Department of Education (USDE) Regulation 34 CFR 668.43 (a) (5) (v).**

The Nurse Licensure Compact (NLC) is an interstate agreement allowing a nurse to have one license and the privilege to practice in other compact states by removing barriers to cross-border practice. Implemented in 2000, the NLC fosters public protection and access to care through the mutual recognition of one state-based license that is enforced locally and recognized nationally. State nurses' associations, hospital associations and health care facilities in every state overwhelmingly support the NLC. The NLC includes important patient safety features such as facilitation of the sharing of licensure, investigative and disciplinary action information among member states. All graduates from First Coast Technical College Practical Nursing Program are eligible to test for state licensure in compliance with U.S. Department of Education's (USDE) Regulation 34 CFR 668.43 (a) (5) (v).

**The links below show all states where Florida Nursing Licenses are accepted once initial licensures have been achieved in Florida.**

<https://www.ncsbn.org/nurse-licensure-compact.htm>

<https://www.ncsbn.org/nlcmemberstates.pdf>

<https://www.nursecompact.com/index.htm>



## **FCTC's Medical Assisting program is accredited by American Medical Technologists**

AMT has been a partner in allied health certification since 1939. AMT is a non-profit organization that has rigorous standards. Leading health care systems ask for AMT certification and credentials by name. Students can sit for the RMA certification exam while on externships. Obtaining an RMA shows potential employers that students have the skill set and knowledge to be successful in the field. AMT is a highly recognized certifying organization in the United States and an RMA certification is recognized nationwide and accepted by all employers.

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### **FCTC is also certified, accredited, or approved by the following program specific bodies:**

- American Heart Association
- American Welding Society
- ASE Education Foundation
- Commission on Accreditation of Allied Health Education Programs
- Division of Vocational Rehabilitation Florida Department of Education
- Florida Association of EMS Educators (FAEMSE)
- Florida Board of Cosmetology
- Florida Bureau of Fire Standards and Training
- Florida Department of Children and Families (DCF)
- Florida Department of Health, Bureau of Emergency Medical Services
- Florida State Board of Nursing
- Florida Department of Education
- National Association of EMS Educators (NAEMSE)
- National Association of EMT (NAEMT)
- National Health Career Association
- National Institute of Automotive Service Excellence (ASE)
- State of Florida Department of Veterans Affairs
- U.S. Department of Education, Office of Student and Financial Aid
- U.S. Department of Veterans Affairs
- The Florida National Guard Educational Assistance Program, Education Dollars for Duty

### **Programs approved for veterans training by the state approving agency under the Florida Department of Veterans Affairs**

## General Information

### Equal Opportunity Education

**FCTC** acts in compliance with all federal and state laws prohibiting discrimination. Discrimination based on race, national origin, sex, handicap, age, religion, or marital status against a student or an employee is prohibited. No person shall, based on 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:

Dr. Chris Cothron, Interim Director

#### **First Coast Technical College**

2980 Collins Avenue St. Augustine, FL 32084

(904) 547-3303 or [chris.cothron@FCTC.edu](mailto:chris.cothron@FCTC.edu)

### Consent to Release Student Information

Student records, except for directory information, are not released to any individual, agency, firm, institution, etc., by anyone unless the student involved has submitted a release form. Minor students must have a signed release form on file by a parent/guardian. It is the responsibility of the student to request and submit the release form to **FCTC**. The release form is available in the Registration Office, in the Student Handbook and the [website](#). Student records are available for inspection by adult students and parent/guardian of minor students upon request as provided by Florida law and school policy. Students having concerns regarding the accuracy of information on file have the right to challenge the information by contacting the office of the Interim Director.

### Main Campus Office Hours

Administration Building Hours (904) 547-3282	Building A	Monday - Friday	7:30am - 4:00pm
Administration Business Hours	Building A	Monday - Friday	7:30am - 3:30pm
Admissions	Building A	Monday - Friday	7:30am - 3:30pm
Career Navigators	Building A	Monday - Friday	7:30am - 4:00pm
Financial Aid	Building A	Monday - Friday	7:30am - 3:30pm
Registration	Building A	Monday - Friday	7:30am - 3:30pm
Student Center (904) 547-3384	Building C	Monday - Friday	7:30am - 2:30pm
Summer Hours		Monday - Friday	7:30am - 3:30pm

**FCTC** is a year-round, clock hour school. Adults may attend anytime during the year that programs are offered. High school students attend during the 10-month St. Johns County School District calendar.

### Class Schedules

1. All adult day classes meet from 8:00am - 3:00pm Monday - Friday.
2. High school class times vary between 8:00am - 3:50pm.
3. Evening class schedules vary based on program requirements.
4. Public Safety Campus classes vary to accommodate the type of program. Class-specific schedules are posted on the website.

## Length of Grading Period

The school year is divided into four (4) 9-week grading periods. Students are assessed on the course competencies within the grading period. Certificates are awarded upon completion of all courses within a program. Many programs offer occupational certificates for those completing part of the full curriculum.

## Articulation Agreements

In addition to statewide articulation agreements between Florida's community/state colleges and technical centers for specific programs, **FCTC** has agreements with Florida State College at Jacksonville, St. Johns River State College, Florida School for the Deaf and Blind and St. Johns County School District. These agreements are designed to grant **FCTC** CTE students credit hours transfers 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 **FCTC** postsecondary programs.

## Student Center and Virtual Bookstore

The Student Center is in Building C on the St. Augustine Main Campus to relax during breaks and purchase a variety of food and beverage items and school uniforms.

Students will order books and supplies at **FCTC**'s Virtual Bookstore at <https://www.bkstr.com/fctcstore>. Students may have the option of purchasing new, used, digital or rental books plus supplies that are outlined on the Program Cost Sheets. By using the virtual bookstore, students can pay with their credit card and items will be quickly delivered to their home. Cosmetology and Facials books are sold at the Student Center.

## Food Services

Grab & go meals and snacks are located on the Main Campus in the Student Center. Walter's Reef Café is operated by our culinary students with posted hours so students, staff and the public may dine in or order a take-out lunch when school is in session ([check the website for seasonal hours](#)). There are snack/drink vending machines located throughout both campuses.

Food and/or drinks are only permitted in student commons areas.

## Insurance

Accident insurance is included in the students cost for many of the adult career technical programs (see Program Cost sheets on the website). Liability insurance is also included in the student's fees for health and public safety programs. Students will carry their own hospitalization insurance. Some programs require proof of insurance.

## Parking

Student parking is provided in designated areas for **FCTC** students only. St. Johns Technical High School students are required to use the parking lot in front of Building H. Adjustments in parking areas may occur as deemed necessary by **FCTC** staff. There is no parking on grassy areas.

The speed limit of 15 miles per hour is strictly enforced. Citations will be issued for parking and speeding violations. Loitering is not permitted in or around vehicles. Vehicles should be locked to safeguard contents. **FCTC** is not responsible for theft, vandalism, or any other violation of vehicles. Violations may result in loss of driving privileges on campus or other appropriate action.

A parking decal is required for adult and high school students. Parking decals can be obtained in the Registration office in Building A. Parking passes are available to students who are in a home education/private school, have documented mobility exceptions, attended an evening program or whose home high school is not within walking distance.

The law permits individuals with disabled veteran (DV) tags, or a disabled parking permit displayed to use designated “Handicapped Only” spaces. Unauthorized or improperly parked vehicles may be towed at the owner’s expense.

## Transportation

The expectation is that every secondary and dual enrolled student provide their own transportation. Needed alternate transportation arrangements must be approved by the home high school. **FCTC** does not provide transportation for students. High school students may be transported by district school buses, if available.

## Visitor Policy

Each visitor is required to report to the Reception Area in Building A at the Main Campus, Public Safety Campus or at the service area visited which includes Tech Tots, Knot Just Nails Salon, Walter’s Reef Café or The Hidden Nursery. All other visitors must have an approved pass to be on school property. Prior permission is required for students to bring visitors into their program areas, including dependent children. Vendors working on campus must be cleared through the St. Johns County School District as required by the School Board regulations.

## Child Care – Tech Tots

### Tech Tots Child Care assisted by Early Childhood Students

Choosing a safe and enriching environment for your child is an important decision. Tech Tots is a place where young children, ages 2 through 5, learn to socialize, be independent and, most of all, develop a positive self-image. A quality childcare program builds your child’s confidence while strengthening their academic abilities. **FCTC**’s Tech Tots program (FL License **C07SJ0040**) exceeds all Florida mandated requirements. Childcare is available Monday through Friday 7:00am - 4:00pm. For the Tech Tots Parent Handbook, please refer to [FCTC.edu](http://FCTC.edu).

## Services to Students with Disability Requirements

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. 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.

It is the student’s responsibility to inform the Student Advisor regarding their disability. Students with a disability that request accommodations must meet with their Student Advisor and identify themselves as having the disability prior to assessments and the beginning of classes. The student must provide current (no more than five years old), written documentation from a qualified professional that validates 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 is based on an assessment of the impact of the student's disabilities on their academic performance.

**FCTC** reserves the right to request updated or additional information of insufficient or outdated documentation.

## **Consumer Information**

Consumer Information is located on **FCTC**'s website: <https://fctc.edu/>.

**FCTC** is required to provide to students, in writing, information regarding any refund policy with which the college must comply for the return of unearned tuition and fees. This information is provided in our Consumer Information Notice.

## **Community Enrichment and Continuing Workforce Education**

Community Enrichment and Continuing Workforce Education courses are fee based. The state does not provide funds 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 Enrichment and Continuing Workforce Education course.

## **Cooperative Training / Cooperative Education Policy**

On campus customer service experiences focus on the objectives of developing and applying "real world" experience using the knowledge and skills attained in the program. Customer service is incorporated into **FCTC** CTE programs. Customer service activities are an integral part and completed in the classroom or lab setting. Training agreements are not required. Project completions are monitored and tracked. Students are monitored with instructor and customer feedback. Cooperative Education assists students in academic, career-technical, economic, and social development.

## **Practical, Externship, and Internship Policies**

Work-based experiences, such as practical, externship and internship, are an integral part of most programs. Students are required to participate and are assessed in their knowledge, skills and work habits.

## **Foreign Students**

Foreign students are permitted to register, enroll, and study at technical colleges provided they have a valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid status must be shown at time of registration.

For students who would like to have their international credentials (high school diploma, degree, professional certification, etc.) considered for education verification, your credentials must be evaluated and translated by an Approved Credential Evaluation agency. Click here for the [Florida Department of Education Approved Credential Evaluation agencies](#). Please note that for education verification, all documents must be official when submitting to the **FCTC** Student Advising Department. For additional support with how to submit official documents to **FCTC**, please refer to [Transcripts](#).



## Secondary and Dual Enrollment Programs

FCTC provides students with the opportunity to take technical classes or electives while taking required academic courses at their home high school. Students typically earn 1-3 credits per year by enrolling in a technical program for a minimum of two (2) consecutive periods. Students who have completed credits in comparable technical courses at their high school may receive credit for those competencies enabling them to begin their technical program at an advanced level. Students receive industry level training in a work environment lab. Dual and Secondary enrolled students are exempt from paying tuition. Most programs require the purchase of uniforms and safety equipment.

Secondary and Dual Enrolled Schedule 2023 – 2024 School Year									
Days	Period 00	Period 01	Period 02	Period 03	Lunch	Period 04	Period 05	Period 06	Period 07
M, T, TH, F	8:00am	9:20am	10:15am	11:05am	11:50am	12:25pm	1:30pm	2:20pm	3:00pm
	9:20am	10:10am	11:00am	11:50am	12:20pm	1:25pm	2:15pm	3:00pm	3:50pm
W Early Release	8:00am	9:20am	10:00am	10:40am	11:15am	11:50am	12:55pm	1:35pm	2:10pm
	9:20am	9:55am	10:35am	11:15am	11:45am	12:50pm	1:30pm	2:10pm	2:50pm

### Secondary Enrollment Programs

Cosmetology	AgScience
Early Childhood Education	Nails Specialty
Facials Specialty	Culinary Arts

### Dual Enrollment Programs

Automotive Service Technology 1	Medical Assisting
Dental Assisting	Nursery Management
Diesel Systems Technician 1	Professional Culinary Arts and Hospitality
Heating, Ventilation, Air-Conditioning/Refrigeration	Welding Technology
Landscape and Turf Management	

### Minimum Requirements for Secondary and Dual Enrollment Programs

- Good attendance and discipline record
- 2.0 unweighted GPA (Dual Enrollment ONLY)
- On-track for graduation
- Students must meet with their high school guidance counselor(s) to express interest and confirm required periods/blocks are available on their schedule

Please note some courses may require additional periods or applications.

### Application Process

Completed applications must be submitted by:

Fall 2023-2024

Applications due to FCTC by March 24, 2023

Spring 2023-2024

Applications due to FCTC by October 31, 2023

Please note that classes may be limited in the spring semester.

FCTC reserves the right to cancel a program with insufficient enrollment.

### Secondary Enrollment Application / Contact

Complete and submit the 23-24 FCTC High School Secondary Enrollment Application

For questions regarding FCTC Dual Enrollment, contact Ms. Wakilah Augustus, Student Advisor (904) 547-3378 or [Wakilah.Augustus@FCTC.edu](mailto:Wakilah.Augustus@FCTC.edu)

### Dual Enrollment Application / Contact

Complete and submit the 23-24 FCTC Dual Enrollment Application including the Dual Enrollment Student Agreement For questions regarding FCTC Dual Enrollment, contact Ms. Sam Guldswog, Student Advisor (904) 547-3379 or [Sam.Guldswog@FCTC.edu](mailto:Sam.Guldswog@FCTC.edu)

## **Secondary and Dual Enrollment Student Attendance Policy**

**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. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy. Please note the mastery of content is the key for successful completion of our non-licensure and licensure programs.

### **Student Attendance Procedure**

**Step 1)** Student misses three (3) consecutive unexcused days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the Student Handbook High School Attendance Policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting.

**Step 2)** Student misses five (5) consecutive unexcused days, per grading period, of the CTE program instruction: The instructor will meet with the student to review the attendance policy and offer support. The instructor will develop a pro-social action plan for the student. The Student Advisor will notify the student's home high school registrar and/or school counselor of the instructor/student meeting and plan of action.

**Step 3)** Student misses 10 consecutive unexcused days, per grading period, of the CTE program instruction: The instructor will notify the Student Advisor. The Student Advisor will email the student's home high school registrar and/or guidance counselor and program instructor of program dismissal.

**Step 4)** Student misses 15 total excused or unexcused absences within the school year: The student is referred to the Review Committee. If the Review Committee makes the decision to drop the student from the program, the student will be withdrawn from their program. The Instructor, student's home high school registrar and/or guidance counselor will be notified of the student's program dismissal by the Student Advisor.

Full-time Secondary and Dual Enrolled students must follow the post-secondary attendance policy. For all high school tests scheduling including exam week(s), students are required to attend their **FCTC** dual enrollment course(s) provided there is no conflict with their high school exam schedule.

Instructors or Career Specialists that have concerns regarding a student's attendance and determines that the student may need additional outreach support from the Student Advisor, will direct the student to the Student Advisor. The Student Advisor will meet with the student and provide necessary outreach information to support student attendance success. The Student Advisor will also notate within the student information system referral tab (for dual enrollment students) and will contact the student's home high school counselor/registrar.

### **Tardiness**

Students are required to report to class on time. Students with excessive tardiness will be referred to administration. Tardiness and absences will impact grades and required program hours. Attendance concerns, outreach support, etc. will be communicated to the student's home high school by the Secondary and Dual Enrollment Student Advisor.

# Consent to Release Form



## Consent to Release Student Information

**FERPA** The Family Educational Rights & Privacy Act (FERPA) gives registered students the right to inspect and review their educational records. "Educational records" are files, documents and other material regularly maintained by FCTC. FERPA also rules that the College cannot permit access to, or release of, educational records or personally identifiable information contained therein, without the consent of the student. (There are exceptions, such as directory information or information disclosed for legitimate educational purposes.)

**Authorization** Students must provide written consent to FCTC to release information to any third parties, *even to a student's parent or guardian*. "Information" includes, but is not limited to:

Academic records – grades, class schedule, progress reports, attendance, etc.

Financial records – tuition assistance, scholarships, financial aid award, etc.

Discipline/social records – formal/informal discipline, well-being, behavior, interactions, etc.

**Identification** You must provide your driver's license, either in person or by a paper copy. If providing a copy, please ensure the signature and name can be easily read.

**Revocation** Students may revoke the permissions granted on this form by contacting a Student Advisor.

***By signing below, I agree with and authorize First Coast Technical College to release information to the persons and/or agencies listed.***

Printed Name	Signature	Date
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Parent Printed Name (Required if student is under 18 yrs.)	Signature	Date
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DOB and Last 4 of Social Security #	<b>FCTC Staff Witness Signature</b>	Date
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### PLEASE SPECIFY WHAT INFORMATION AND/OR RECORDS YOU AUTHORIZE TO BE RELEASED BELOW

**All information & records relevant to my education at FCTC, including Financial Aid.**

- ☐ **Other** \_\_\_\_\_
- ☐ **Other** \_\_\_\_\_

**This information may be provided to:**

Name _____	Name _____
Address _____	Address _____
City ST Zip _____	City ST Zip _____
Phone _____	Phone _____
Email _____	Email _____

(904) 547-3282 • 2980 Collins Avenue St. Augustine, Florida 32084 • [FCTC.edu](http://FCTC.edu)

*updated 6/28/2021*

## Admissions

### 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. To be admitted and/or continue studies, a student must have the ability to benefit from the program. 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 Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment System (CASAS). These tests measure basic levels in language, reading and math. Students who do not achieve the minimum scores required for the intended program will be given the opportunity for academic coaching in Adult Basic Education and/or Applied Academics for Adult Education (AAAE) and can retest within a scheduled time. Students determined to have the ability to benefit may be co-enrolled in the technical program and in AAAE, until the basic skill requirements of the program are met.

Students will not be awarded a certificate of program completion until the required minimum basic skill levels for the program have been met. Disabled students may be exempt from meeting specific requirements in accordance with Rule 6A-6.0132. Students will not be exempt 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 their program through instructor progress reports and program completion rates.

### Admission Policy

**FCTC** is a postsecondary institution that 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. **FCTC** offers Adult Education and GED preparation classes. Secondary high school and dual enrollment programs are offered through articulation agreements. Special applications for secondary students are available. A standard high school diploma or GED is not a prerequisite for some programs; however, it is highly recommended.

Programs requiring a standard high school diploma as a condition of enrollment are identified on the program application and website. Students who do not demonstrate attainment of literacy grade levels at the 6<sup>th</sup> grade level or higher in reading, math and language on a commonly accepted literacy assessment are referred to an Adult Education program for academic coaching.

### Residency Status

Students must submit documents as required by section 1009.21, Florida Statutes that will determine Florida residency for tuition purposes. The Admissions Specialist will handle determination status. Students may appeal the determination by making a written submittal to administration including relevant documentation for consideration. See the [Florida Residency Declaration for Tuition Purposes](#) form indicating the required documents to support residency status. Submit the required documents to the Admissions Specialist.

## How to Enroll in 4 Easy Steps!

### Step 1 – Attend a Program Information Session and Tour

- a) Meet staff who will help you enroll.
- b) Check [.edu](#) for virtual or in person sessions.
- c) Sessions are held each month on the 2<sup>nd</sup> Tuesday at 6:00 PM and 2<sup>nd</sup> Thursday at 9:30 AM at our Main Campus. There are no sessions or tours during August and January.

### Step 2 – Apply for Federal Student Aid

- a) See [Navigating Federal Student Aid](#) or the Financial Aid section of this handbook.
- b) **FCTC**'s school code is 012544.
- c) Career Navigators, a federal program can service students who qualify 16-24 years of age.
- d) **FCTC** encourages all students to apply for [FAFSA](#) as you develop your enrollment plans.

### Step 3 – Gather needed documents then email [Admissions](#) for next steps.

- a) Submit your official sealed [transcript](#). You will be notified when **FCTC** receives your transcripts.
- b) Register, schedule and take the CASAS (reading and math), TABE (language) assessment. See [Assessment vs Basic Skills exemption](#) to determine exemption. Non-refundable fees apply.
- c) All career technical programs require a program application and Florida Declaration Affidavit to register. See [FCTC.edu](#) for applications.
  - Agriculture, Food and Natural Resources
    - [Landscape and Turf Management](#)
    - [Nursery Management](#)
  - Architecture and Construction
    - [Heating, Ventilation, Air-Conditioning/Refrigeration \(HVAC/R\) 1 and 2](#)
  - Health Sciences
    - [Dental Assisting](#)
    - [Emergency Medical Technician](#)
    - [Medical Assisting](#)
    - [Paramedic](#)
    - [Practical Nursing](#)
  - Hospitality and Tourism
    - [Professional Culinary Arts and Hospitality](#)
  - Human Services
    - [Cosmetology](#)
    - [Facials Specialty](#)
    - [Nails Specialty](#)
  - Law, Public Safety and Security
    - [Firefighter I and II](#)
    - [Firefighter / Emergency Medical Technician – Combined](#)
  - Manufacturing
    - [Welding Technology & Welding Technology Advanced](#)
  - Transportation, Distribution and Logistics
    - [Automotive Service Technology 1 & 2](#)
    - [Diesel Systems Technician 1 & 2](#)

### Step 4 – Register for Classes

- a) Once all steps are complete, you will be contacted to pay your application fee.
- b) Your last step will be to watch for an acceptance email to enroll by paying your tuition fees.
- c) Seats fill quickly ...register early!!
- d) Visit the Student Center and [FCTC's Virtual Bookstore](#) for classroom materials.

## Application Process

All programs require a completed application prior to enrollment. Public Safety and Health Programs have application deadlines and require additional documents to be submitted with the application. Applications for these programs are located and can be downloaded from **FCTC**'s website at [FCTC.edu](http://FCTC.edu) and at Building A of **FCTC**'s Main Campus. Completed applications should be submitted to the [Admissions Specialist](#) on **FCTC**'s main campus in Building A. See **Fee Policies** for more information.

### Credit Transfers

#### Program Transfers (External)

**FCTC** accepts students transferring from other institutions or schools. Students will meet with the Admissions Specialist to discuss the process. Transfer credits will be evaluated and granted to a student by the Career Specialist based on competency transcripts from a previous school or competency evaluations administered at **FCTC**. 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. Transfers are granted on an individual basis and in accordance with Florida Statue 1007.24 (7).

Transcripts 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. Documentation, including transcripts, must be received prior to the student starting their program.

A variety of assessment techniques are utilized to assess 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** accepts student transfers within programs. Currently enrolled students who choose to transfer from one career and technical education (CTE) program to another within **FCTC** must meet with the admissions specialist to discuss the steps. Transfer credit will be evaluated and granted to a student by the Career Specialist who will discuss the transfer and review basic skill requirements. Students must consult their financial aid specialist or the business office, if applicable. The Career Specialist and instructor of the new program will review the student's training records or transcripts to determine transferable competencies.

## Assessment

Testing is required of dual enrollment and postsecondary students enrolling in a technical program of 450 hours or more. For required programs, this assessment must be completed within six (6) weeks of initial enrollment or prior to enrollment. This exam is designed to assess student's skill level in reading, math, and language.

Basic skills will be determined by using the Comprehensive Adult Student Assessment System (CASAS) as approved by the Florida Department of Education. Testing is paid at Registration and then scheduled with the Testing Center by telephone, email or in person. Refer to the Department Telephone Directory at the end of this handbook.

Students must meet the basic skills for their technical program before they can receive a certificate of completion or enter an on-the-job training program. Exemption status is having an Associates of Arts Degree or higher and may be exempt by having certain industry certifications and/or licensures. Please refer to the

Assessment Basic Skill Exemption FAQ to learn of alternate basic skills exemptions. Student Advisors will review and make exemption determinations.

## Attendance/Withdrawals

### Attendance Policy

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. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy.

New student orientation is mandatory; it is expected that all students attend.

Non-licensure programs will follow an 80% attendance policy. The mastery of content is the key for successful completion of our non-licensure programs. Licensure programs will remain at a 90% attendance policy and follow the 3%, 6% and 10% attendance procedure.

### Student Attendance Procedure

**Step 1)** Students that miss 6% of the non-licensure Career Technical Education (CTE) program instructional hours, or 3% of the licensure CTE program instructional hours: the instructor will meet with the student to review the student handbook attendance policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance.

**Step 2)** Students that miss 12% of the non-licensure CTE program instructional hours, or 6% of the licensure CTE program instructional hours, the instructor will meet with the student to review the student handbook attendance policy and support the learner. The instructor will develop a pro-social action plan and meet with the student to review and attain required signatures. The instructor will determine if the student should meet with the Career Specialist.

**Step 3)** Students that miss 18% of the non-licensure CTE program instructional hours, or 10% of the licensure CTE program instructional hours, or a student has six (6) consecutive absences, the instructor will notify the Career Specialist. The Career Specialist will meet with the student to provide problem-solving options to improve student attendance. The Career Specialist will develop a pro-social action plan for the student.

**Step 4)** Students that miss over 18% of the non-licensure CTE program instructional hours, or more than 10% of the licensure CTE program instructional hours, the student will be reviewed by the Review Committee. If the Review Committee makes the decision for the student to be withdrawn from the program, the instructor will be notified by the program Career Specialist to complete the "change of status form" in the student information system.

Career Specialists or instructors that determine a student will benefit from additional outreach support may refer them to student advising. The Student Advisor will meet with the student and provide necessary outreach information to support student attendance success.

### Tardiness

Students are expected to be in class in their seat ready to learn at the start of class. Tardiness may have an impact on grades.



## Excused Absences

### Approved, exception list:

1. Personal illness.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holiday of the student's religious faith.
5. Required court appearance or subpoena by a law enforcement agency.
6. 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.
7. Scheduled doctor or dentist appointment.
8. Students having or suspected of having a communicable disease or infestation that can be transmitted will be excluded from school and will not be permitted to return until they no longer present a health hazard (Florida Statute 1003.22). Instructors will input excused absence in the student information system (SIS) when the student submits the proper documentation. Instructors must keep all documents that support an excused absence and scan the documents into the student information system under Student Absence Notes. Instructors will send an email to the **FCTC**'s Student Advisors to ensure the appropriate communication between professionals. Student Advisors will follow the attendance policy and be available should attendance counseling or a Leave of Absence is necessary. Students must submit their supporting documentation to the instructor within five (5) business days of return to class.

### Unexcused absences include, but are not limited to:

1. Suspension from school.
2. Appointments without prior approval except in case of emergency.
3. Truancy.
4. Other avoidable absences.

## Withdrawals / Re-Enrollment Policy

Students that exceed their allowable time out of class will be withdrawn. The instructor will make note of the withdrawal in the attendance record. Students withdrawn for nonattendance but desiring to continue in their program or another program, must meet with their Career Specialist prior to re-entry. Programs may be entered only during the next course start date. Students who wish to re-enter a previously attended program may be required to take a written assessment and/or a hands-on application assessment to determine placement within the program.

Occasionally, it becomes necessary for a student to withdraw or change programs. To officially withdraw from classes, students must inform their instructor in writing. Students that do not meet the attendance standards outlined in the attendance policy will be automatically withdrawn from classes. **FCTC** considers the date of withdrawal to be the last day of attendance, as indicated by the instructor in the student information system. This date is used to determine the amount of refund or student financial assistance disbursements, if any.

Students should be aware that withdrawal from their program may have financial implications.

## Student Leave of Absence Policy (LOA)

Students enrolled in a career certificate program, may be granted an LOA during which the student is not considered withdrawn. Each LOA request will be considered on a student-by-student basis and only for extenuating circumstances. **FCTC** will grant only one (1) LOA to the student in a 12-month period. The LOA

must be for at least one (1) week and no longer than one (1) month. Students should be aware that a leave of absence from their program may have financial implications.

## Steps for a LOA review

1. The student discusses their LOA with their instructor for approval. The instructor will discuss the LOA request with the Career Specialist agreeing to provide the necessary support for the student to return to their course and complete the curriculum missed during their LOA.
2. LOA form is completed by the student, and all required supporting documents are provided and submitted to the Student Advisor for review.
3. The LOA is submitted to the Director's office for administrative approval.
4. The Student Advisor sends email notification regarding the approved LOA to the student, Career Specialist, instructor, business office, and financial aid.

## Approved LOA

The Student Advisor scans the LOA form into the student information system.

1. For students receiving financial aid the clock hours during the approved LOA will not apply to their Pell Grant disbursement.
2. Student must return to school on the date indicated on the LOA. Students who do not return on the approved date will be officially withdrawn from the program.
3. Withdrawn students will require a Return of Title IV calculation be completed by the Financial Aid Specialist.
4. A Return of Title IV calculation will result in outstanding fees becoming the responsibility of the financial aid student.

## Denied LOA

Student Advisor will scan the LOA form into the student information system. The Student Advisor sends an email regarding the denied LOA to the student, Career Specialist, and instructor.

## Refunds

IF	You may receive a refund of	
	Tuition	Fees
FCTC cancels a class in which you are enrolled.	100%	All fees except for application and student ID
You enroll in a class but never attend.	100%	All fees except for application
You withdraw through the closing of the 10 <sup>th</sup> day of first course of the program.	100%	All fees except for application, parking, and student ID
You withdraw after the closing of the 10 <sup>th</sup> day of the first course of the program due to approved extenuating circumstances.	Determined on a case-by-case basis	No refund of fees
You withdraw after the closing of the 10 <sup>th</sup> day of class without extenuating circumstances.	0%	No refund of fees
You are involuntarily withdrawn pursuant to the Student Code of Conduct.	0%	No refund of fees

Students who are early program completers, according to mastery, will not receive a prorated refund.	0%	
Students who withdraw after Drop/Add period are responsible for a full pay period tuition.	0%	
Students attending Adult Education classes, i.e., AGE, AAEE, ESOL, AE High School Completion, High School, Co-Enrolled		Please refer to the Adult Education section in this handbook

The following guidelines may apply to withdrawn students:

1. Refunds are not given for funds used to purchase required program class materials, uniforms, student IDs or parking fees.
2. Extenuating circumstances are generally considered emergencies beyond the student's control, such as the death of an immediate family member or hospitalization of the student. To request a refund due to extenuating circumstances, the student should contact a Career Specialist as soon as feasibly possible. Documentation of the circumstances will be required, and the request will be considered by an appeals team. The student will be notified of the appeal team's determination within one (1) week.
3. Refunds are generally processed within 45 days provided all financial obligations have been cleared. No funds will be held for future use. Refunds, when due, will be made without requiring a request from the student. If the student's tuition was paid by a scholarship or third-party funding source, the refund due will be returned to the scholarship fund or third-party funding source.
4. Refunds are not given for CPR classes after completion.

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

## Fee Policies

There is a non-refundable application fee for all adult and postsecondary students. Fees are not charged for area high school students enrolled in day technical programs or under dual enrollment matriculation.

## Application Fee

Application fee is \$40 and is non-refundable. Each program has an application fee.

## Testing Fees

Testing fees must be paid through Registration prior to taking your assessment. Please see the Program Costs and Book List for current fees.

All testing fees are non-refundable and are valid for 90 days

## Tuition

Tuition is required at enrollment and most programs are invoiced per 450-hour payment period for each program. Secondary and dual enrolled high school students pay no tuition but may need to purchase certain personal required supplies for program operation. Certain programs require the purchase of insurance, FDLE background checks, tools, and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice.

Students who require additional hours to complete their program are charged for those hours. These hours must be paid before continuing class time.

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 (1) 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 plus fees.

<b>Tuition and Fees Summary - School Year 2023-2024</b>				
<b>Type of Program</b>	<b>Application Fee</b>	<b>Tuition</b>	<b>Lab Fees</b>	<b>Other Costs</b>
Certificate (Career Education Program)	√	Resident \$2.92 hr. Nonresident \$11.71/hr.	√	√
Applied Academics for Adult Education (Learning Center)	√	\$30 per term		
Adult ESOL/GED®	√	\$30 per term		√
High School Dual Enrollment	Exempt	Exempt	Exempt	Uniforms

## Financial Aid – Free Application for Federal Student Aid (FAFSA)

The primary responsibility for financing education lies first with the student and their family. Financial aid programs are designed to provide support to eligible individuals who have the ability to benefit from training and who, without assistance, would be unable to afford to attend.

Students who are seeking financial assistance should begin the process now. **FIRST COAST TECHNICAL COLLEGE DOES NOT PROCESS LOANS.** First Coast Technical College's school code is 012544.

If You Are Attending College From	File This FAFSA	File FAFSA During This Time Frame	Use Your Tax Information From
July 1, 2023-June 30, 2024	2023-2024	Oct 1, 2022-June 30, 2024	2021
July 1, 2023-June 30, 2024	2023-2024	Oct 1, 2022- June 30, 2024	2021

Once your application has been completed and **FCTC** has been listed on your application, it will take 3-5 business days for the Financial Aid office to receive your FAFSA report. You will be contacted by the Financial Aid office. Log on to your FAFSA account to check your SAR (Student Aid Report) for errors and/or required verifications.

To connect with a Financial Aid Specialist, email [FinancialAid@FCTC.edu](mailto:FinancialAid@FCTC.edu), and be sure to provide your contact information.

### Starting FAFSA

Complete your FAFSA in four easy steps.

#### 1. Gather Your Documents

- Social Security number and driver's license
- W-2 forms and bank statements
- Investment records and untaxed income records
- Prior-prior year federal tax return (dependent students will need parent information)

#### 2. Create Your FSA ID

- Create username and password to e-sign <https://studentaid.gov/h/apply-for-aid/fafsa>
- Dependent students need a parent to create an FSA ID
- Keep your FSA ID in a safe place to use again for each year

#### 3. Apply at [FAFSA® Application | Federal Student Aid](#) to enter your information.

- FCTC's school code is 012544
- Use IRS's Data Retrieval Tool (DRT) to transfer your information.
- Sign the FAFSA with the FSA ID and click SUBMIT.
- Keep a copy for your records.

#### 4. Final Steps

- Review your Student Aid Report (SAR)
- Make needed corrections

Contact Help Line at (800) 433-3243 or [FAFSA® Application | Federal Student Aid](#) for free assistance. Be sure to apply each year - financial aid will not automatically renew.

## Verification Policy

**FCTC** is required by federal law to establish and use written policies and procedures for verifying an applicant's FAFSA information. Verification is performed on all applicants selected by the Department of Education's (ED) Central Processing System (CPS) to ensure accuracy of information reported on the student's FAFSA.

### Selection for Verification

Students selected for verification will be notified by the Financial Aid Office. The student, parent, guardian and spouse may be required to provide additional information to verify data provided on the FAFSA. The Financial Aid Office will notify the student of verification documents requested along with the applicable forms and instructions. These documents may include the relevant year's IRS Tax Return Transcripts, W2's, school transcripts, child support, etc.

### Information to be Verified

Students are selected based on the verification tracking group designated on their Institutional Student Information Record (ISIR). Refer to the Application and Verification Guide in the Student Financial Aid Handbook for the items to be verified for each tracking group and the acceptable documentation for the applicable school year.

Students must complete and submit the required verification forms and include any documentation requested and/or required. Once submitted, the Financial Aid Office will process for review and ensure completeness within a timely manner. The Financial Aid Office may request additional information at any point during the academic year if deemed necessary.

## Correcting Information

The Financial Aid Office will submit information corrections via CPS based on the documentation produced during verification. Once the information has been corrected a new ISIR will be generated. The updated ISIR will be reviewed to ensure accuracy and to determine whether the student has been selected for additional verification. If the new ISIR contains a different verification tracking code, only information not already required is to be obtained.

## Deadlines

The deadline for completion of the verification process is defined each school year in the Federal Register and published in the Student Financial Aid Handbook.

**FCTC** will not award or disburse funds until the verification process has been completed. The Financial Aid Office may provide follow up correspondence to students who have not responded to the initial request for information but is not required to do so.

## Referral of Fraud Cases

**FCTC** is required to notify the U.S. Office of Inspector General if they suspect that a student, employee or other individual has misreported information or altered documentation submitted for a student to fraudulently obtain federal funds.

## Procedures

Purpose: To establish guidelines for completing verification for those students selected for verification by the Central Processing System (CPS)

Parties Involved: Financial Aid Clerk / Financial Aid Specialist

## Verification Tracking Groups

Students who are selected for verification will be placed in one of the following groups to determine which FAFSA information must be verified. If a student's FAFSA is selected for verification, the verification tracking group is indicated on page 3 of the Institutional Student Information Record (ISIR).

### V1- Standard Verification Group

#### Tax Filers

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest Income
- Number of Household Members
- Number in College

#### Non-Tax Filers

- Income Earned from Work
- Number of Household Members
- Number in College

### V4- Custom Verification Group

- High School Completion Status
- Identity/Statement of Educational Purpose
- Enter the Identity & Verification results in CPS

### V5- Aggregate Verification Group

- All items in V1 & V4
- Enter the Identity & Verification results in CPS

## Staff Responsibilities & Procedures

### Financial Aid Clerk

1. When an ISIR is received, the Financial Aid Clerk will check the verification tracking group and email the student notifying them they have been selected for verification.
  - The email will include the verification packet and instructions indicating required documents.
2. The student completes the required verification packet and submits the necessary completed and signed documents.
  - Tax Transcripts – **FCTC** will only accept tax transcripts.
  - In the event tax transcripts are unavailable, we will accept signed copies of tax returns. These situations must be approved by the **FCTC** Finance/Business Office.
3. Student submits the verification documents, and the Financial Aid Clerk will verify all necessary documents have been received and all forms requiring signatures are signed.
4. The financial aid clerk will notify the student of incomplete documents or documents needing attention.



5. Once the verification packet is complete and the student's transcript is received and approved, the Financial Aid Clerk will upload all documents into the student's file (including the ISIR) and disbursed to the student's assigned Financial Aid Specialist.

### Financial Aid Specialist

- The Financial Aid Specialist will review the completed ISIR Verification packet to check that the information selected for verification is complete and match the ISIR requirements. This process is done by using **FCTC's** Verification Comparison Form (VCF). The form will be completed as per the tracking group guidelines.
  - The Financial Aid Specialist will contact the student of documents needing clarification.
  - For items included in the verification group where the answers would be zero, a zero (0) should be entered rather than the question being skipped or left blank.
  - For items in the tracking group, which are **not** applicable, a line/dash must be entered in the box and the N/A column should be marked.
  - The "Match" column will be selected for all correct items.
  - The VCF is completed in its entirety, signed, and dated the bottom confirming all necessary information has been reviewed and is correct.
- Errors/Inconsistencies
  - All inconsistencies or verification items that do not match must be resolved prior to the student being awarded.
  - Correcting items will be handled by the Financial Aid Specialist via the Federal Government's CPS system or, the student corrects the information in their FAFSA online.
  - Once the new corrected ISIR is received in the Financial Aid Department, the Financial Aid Specialist will review the new ISIR verifying all information is consistent with the verification documents and complete a new VCF.
  - The new completed VCF is signed and dated confirming all necessary information has been reviewed and is correct.
  - The completed verification filed and is ready to be awarded.

## Fees

A laboratory and facility fee are assessed for programs/courses. Specific costs for each program/course are available on the website and is provided at registration.

- \$13 Liability insurance fee is assessed for students in high liability program areas which includes health and public service occupational programs
- Certification/Licensure/ Testing Fees – vary by program

\$14	Accident insurance for all students
\$20	Student identification card
\$10	Identification card replacement
\$10	Transcripts
\$10	Diploma replacement
\$60	Parking decal
\$10	Parking decal replacement
\$10	Parking decal for 2 <sup>nd</sup> vehicle

## Additional Costs

Additional costs may include textbooks, workbooks, uniforms, shoes and other fees as allowed or required by the state.

## Returned Checks

Envision Payment Solutions (EPS) is our check service provider for checks returned for insufficient funds. EPS will assess a \$35 fee per insufficient funds 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

**FCTC** is required by CFR 669.22 to determine the amount of Title IV grant assistance to which a student is entitled if they withdrew from class during the payment period. **FCTC's** policy on attendance, withdrawals and refunds are interrelated with the calculation of Title IV refunds. As such, those policies also appear in this section.

## Withdrawal Policy

Students are expected to notify the instructor in writing of their intent to officially withdraw from class.

### **For students starting a new program:**

**FCTC** Staff will contact students that do not show up for the first and second day of a new program session or do not contact **FCTC** staff. Students will be dropped from the program after two (2) unexcused absences.

### **For students that miss class during a program session:**

An unofficial withdrawal occurs when a student receives six (6) consecutive unexcused absences or fails to attend at least 80% for non-licensure and 90% for licensure of their scheduled classes.

Instructors are responsible for taking attendance and completing a change of status form in the student information system to notify Registration of the unofficial withdrawal. Registration will mark the students as withdrawn in the student information system. The date of withdrawal is the last day of attendance as noted in the attendance records in the student information system.

The date of determination is the date the school determined the student had withdrawn. For students who officially withdrew, this is the date Registration was notified by the student of their intent to withdraw. For unofficially withdrawn students, this is the date the student dropped below the 90% attendance rate or received their sixth (6) consecutive unexcused absence.

The date of withdrawal is an important component in the calculation of the Title IV Refund. The date of determination governs deadlines for providing post-withdrawal disbursements and NSLDS Enrollment Reporting.

## Calculation of Assistance Earned

The amount of Title IV grant assistance earned by the student is determined by the percentage payment period completed and the total amount of Title IV grant assistance disbursed, or scheduled to be disbursed, for the payment period as of the student's last date of attendance.

The percentage of Title IV grant assistance that earned by the student is:

1. Equal to the percentage of the payment period that the student completed as of the student's withdrawal date, if this date occurs on or before 60% of the clock hours scheduled to be completed for the payment period, OR
2. One hundred percent, if the student's withdrawal date occurs after 60% of the clock hours scheduled to be completed for the payment period.
3. The percentage of the payment period that the student completed is determined by dividing the total number of clock hours in the payment period into the number of clock hours scheduled to be completed as of the student's withdrawal date. See the Withdrawal Policy to determine the date of withdrawal.

**Example 1:** A student is enrolled in a 600-clock hour program and is scheduled to receive \$2,500 for the first payment period (300 hours). As of the date of the withdrawal, 250 scheduled hours have elapsed. The percentage of the payment period completed is 250 scheduled hours / 300 payment period hours (83%). Since 83% is greater than 60%, this student is eligible to receive the full scheduled award of \$2,500.

**Example 2:** Same information as Example 1 except that 150 hours have elapsed as of the date of the student's withdrawal.

The percentage of the payment period completed is 150 scheduled hours / 300 payment period hours (50%). Since 50% is less than 60%, the student is only eligible to receive 50% of the originally scheduled award.  $(150 \times \$2,500) / 300 = \$1,250$ .

This calculation is performed by the student financial assistance office and provided to the business office to determine the post-withdrawal disbursement to be provided to the student or the overpayment to be returned to Title IV.

## Post-Withdrawal Disbursements

Students that have not already received their disbursement for the payment period, the amount of Title IV grant assistance that the student earned, as calculated above, must be treated as a post-withdrawal disbursement.

Upon a student's withdrawal, the business office will apply the Institutional Refunds Policy and determine if the student has any current outstanding charges on their account. Post-withdrawal disbursements will first be applied to current outstanding charges. Any excess funds available after crediting the student's account must be disbursed directly to the student as soon as possible, but no later than 45 days after the date **FCTC** determined that the student is withdrawn. See the Withdrawal Policy for the date of determination.

Current outstanding charges include tuition and fees charged for the current period and up to \$200 of prior year charges. **FCTC** will obtain written permission from the student to apply the post-withdrawal disbursement to any other charges.

## Overpayments

Withdrawing students that had Title IV funds applied to their account or disbursed directly in excess of the amount earned, have received an overpayment. Granting Agencies require these funds to be refunded. The student will be responsible for paying these charges to **FCTC**. Although a student may be eligible for a refund of fees from **FCTC** (see "Refund Policy"), the student may still be required to repay all or part of their Title IV aid. Students who wish to estimate how much Federal Student Aid they will retain and how much they may have to return should contact the financial aid office.

## Return of Aid – Responsibility of the College - Title IV Grant

**FCTC** is responsible to return to Title IV Grant, the lesser of the total amount of unearned assistance to be returned (total disbursed less the earned amount calculated above)

An amount equal to the total institutional charges incurred by the student for the payment period multiplied by the percentage of assistance that has not been earned by the student.

Institutional charges include tuition, fees and other educationally related charges initially assessed by **FCTC** to the student. For purposes of this calculation, the institutional charges may not be adjusted for changes in amounts charged to the student that were made after the student's withdrawal (ex – if any refunds were given), or amounts paid by other sources. The amount of institutional charges to be used in this calculation is the greater of:

1. The amount of assistance retained for institutional charges as of the student's withdrawal date OR
2. The prorated amount of institutional charges for the longer period, if the college charged for a period that is longer than the payment period.

**Example 3:** A student enrolled in a 750-hour program and was charged \$2,000 for 500 clock hours at initial enrollment. The student was awarded \$2,500 of Pell funds for the first payment period (375 hours). \$1,500 was applied to their account (\$1,500 = institutional charges for the payment period.  $\$2,000 / 500 \text{ hours} \times 375 \text{ hours}$  in the pay period) and \$1,000 was remitted to the student by check. The Student Financial Aid Department calculated that the student only earned 55% (\$1,375) of their original award.

1. **Calculating Institutional Charges:** The amount of assistance retained for institutional charges is \$1,500. The prorated amount of institutional charges for the longer period is \$2,000 (calculated by reversing the proration that determined the \$1,500 above). The amount of institutional charges to be used for the calculation is \$2,000, which is the greater of these two (2) amounts.
2. **Calculating FCTC's Portion:** The total amount of unearned assistance is \$1,125 ( $= \$2,500 \text{ Disbursed Award} - \$1,375 \text{ Earned Award}$ ). The total institutional charges incurred by the student for the payment period multiplied by the percentage of Title IV grant assistance that has not been earned is \$900 ( $= \$2,000 \text{ institutional charges} \times (100\% - 55\% \text{ earned})$ ). Therefore, **FCTC** is responsible for returning \$900 to the ED, which is the lesser of these two (2) amounts.

**FCTC's** portion of unearned aid must be returned to ED within 45 days of the date the student withdrew. See the Withdrawal Policy for date of determination. The ED considers a return to have been made when **FCTC** deposits or transfers the funds into the school's federal funds bank account and then awards and disburses the funds to another eligible student or returns the funds to the ED electronically using the refund function in G5.

## Return of Aid – Responsibility of the Student

After calculating the portion of unearned aid that is the responsibility of the college, the business office will need to calculate the portion of unearned aid that is the responsibility of the student. Generally, the amount the student is responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned assistance. However, a student is not required to return the following:

1. The portion of overpayment amount that is equal to or less than 50% of the total assistance that was disbursed for the payment period.
2. Any overpayment amount of \$50 or less.

The initial amount of unearned aid owed by the student is \$225 ( $= \$1,125 \text{ unearned aid} - \$900 \text{ FCTC portion}$ ). However, since this amount is less than 50% of the total assistance disbursed (\$2,500) this student is not required to return any additional funds.

Example 3 - continued:

If a student owes a repayment, **FCTC** will notify the student within 30 days of performing the calculations and determination. The following items will be included in the notification and followed by **FCTC**:

- The student owes an overpayment of assistance
- The student's eligibility for additional assistance will end if they fail to take positive action by the 45<sup>th</sup> day following the date of the notice
- There are three (3) positive actions the student may take:
  - a) repay the full amount owed to **FCTC**
  - b) sign a repayment agreement with **FCTC** (note: no longer than 2 years)
  - c) or sign a repayment agreement with the ED
- Students that fail to take one of these actions will be reported to the ED (via NSLDS) for collection
- Students must contact **FCTC** to discuss their options

Students may still be eligible to receive assistance by following the steps noted above. Students that fail to take any action, or enter into a repayment agreement to alter defaults, become ineligible and will be reported in NSLDS. **FCTC** must be notified by those Students that elect to enter into a repayment agreement directly with ED.

## Order of Return of Title IV Funds

Title 34 CFR 668.22(i) specifies the order in which Title IV funds must be returned if multiple types of funds were granted. The only Title IV funding administered by **FCTC** is the Federal Pell grant. Therefore, the order of the return of funds is not applicable.

**FCTC** is required to return the amount of Title IV funds for which it is responsible to the Department of Education as soon as possible but no later than 45 days after the date of the institution's determination that the student withdrew. See the withdrawal policy for the date of determination.

## Financial Aid – Guidance

**FCTC**'s financial aid office provides guidance to assist students find ways to pay for school. Various grants and scholarships are available, based on a student's financial need. Click on "Future Students", then "Application Instructions". Additional guidance on loans, local agencies and scholarships are available, as well as contact information.

The financial aid office awards 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 and supporting documentation will be verified by the financial aid office. Awards are based on the grant's students are eligible to receive, their chosen program and available funds.

Students who are in a program that is eligible for Title IV funding (600 hours or more) and have a Pell Grant credit balance may charge necessary items at **FCTC**'s Campus Student Center as well as the online bookstore. This is a one-time transaction for new students. Eligible students that opt out are required to indicate their option on their student contract. Students in short term courses (less than 600 hours), 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 and hours for their class. Instructors can provide current hours. Every program has a set payment period schedule for all students in class. Payment period will be provided within your award letter from your financial aid advisor.

## Program Description

**FLORIDA STUDENT ASSISTANCE GRANTS (FSAG) The Public, Private, Postsecondary and Career Education FSAG**

Program, created in 1972, is Florida's largest need-based grant program. FSAG includes separately funded student financial aid programs available to undergraduate Florida residents who demonstrate substantial financial need; are enrolled in participating postsecondary institutions; and are degree-seeking in the public, private and postsecondary grants; or are enrolled in a participating state/Florida state college system or career center and are certificate-seeking in the Career Education grant. The FSAG is available to students who attend Florida public state universities, public state/Florida state college systems and eligible private postsecondary institutions. The FSAG is administered as a decentralized program, which means that each participating institution determines application deadlines, student eligibility and award amounts. Florida Statutes and the General Appropriations Act regulate eligibility criteria and maximum award amounts.

**CHILDREN AND SPOUSES OF DECEASED OR DISABLED VETERANS (C/SDDV)**

The C/SDDV scholarship program has been in effect since 1941. This program provides educational opportunities to dependent children and spouses of Florida veterans who have died or have been determined to be 100% disabled because of specified military actions. Students enrolled in public postsecondary education institutions are eligible for an award equal to the cost of tuition and fees. Students enrolled in a private postsecondary institution are eligible for an award equal to the average cost of tuition and fees at a comparable public institution. Eligible institutions include Florida public state universities, public state/Florida state college systems, public career centers and eligible private postsecondary institutions. Current Florida Statutes require that C/SDDV students receive 100% of tuition and fees.

## Satisfactory Academic Progress Policy

When a student completes their assessment, the testing department will review the scores with the student alongside the program requirements chart. If the student has taken the approved Florida Department of Education assessment test and earned valid scores that are below what is required to exit their program, the student will be either enrolled in academic coaching or have the option to opt out and study on their own before retesting. TABE and CASAS require a three-month waiting period before retesting can occur without instruction. Testing will also add the "TABE ICON" to the student's SIS account to alert registration, instructors and Career Specialists that student has not met the exit requirements.

Students that choose to remediate before retesting will be directed to registration for enrollment into their CTE and academic coaching courses as applicable. Registration will confirm the "Academic Coaching Consultation Request" form is completed, student pays required fees or uses voucher and student is enrolled in the Adult General Education "AGE COACH" course. Registration will forward the Academic Coaching Consultation form to Adult Education after the student is enrolled. If student declines Academic Coaching, registration will scan the denial form into SIS NOTES and forward the original to Adult Education. Students will be placed in their specific coaching courses after Adult Education has reviewed the student's Academic Coaching Consultation Request form with them. To stay enrolled in academic coaching courses, CTE students will be required to attend a minimum of four (4) hours per week up until they have earned the required scores for their program. The adult education instructor will upload all forms into the student's account.

Students who do not meet the program's required approved Florida Department of Education assessment test score will continue their enrollment in Academic Coaching. The CTE instructor, Career Specialist and Adult Education instructor will monitor students in Academic Coaching. The "TABE ICON" will help all those

responsible identify which students need to be monitored. Students not enrolled will be monitored by CTE instructors and Career Specialist.

When the student is ready to re-test, the adult education instructor will submit a post-test request for the student. For students that meet the program minimum requirements, adult education will submit a change of status form, un-enrolling the student from Academic Coaching, and testing will remove the "TABE ICON" from the student's account. For students currently enrolled in a class, testing will change Basic Skills Exam to "Y" Demonstrates Mastery on current SCHEDULE record, after student tests and meets exit requirement.

CTE students who do not meet their programs required assessment exit scores may meet their programs exit requirement by passing a qualifying certification/licensure exam as set forth by the Florida Department of Education (FLDOE). The student provides the instructor with proof of passing the certification/licensure exam. The instructor will submit a change of status and provide a copy of the certification/licensure passing to the department confidential secretary. The confidential secretary will process the change of status, input the certification/licensure completion under the student's **FCTC** Notes tab and scan the proof into the student information system. If the student has a TABE icon, the confidential secretary will notify student advising of the student's certification/license. Student advising will confirm that the certification/license is on the FLDOE Basic Skills Licensure Exemption List. If confirmed, student advising will change Basic Skills Exam to "C" Exempt: Passes a state or national industry certification or licensure examination" on current student SCHEDULE record and remove the "TABE ICON" from the student's account.

Satisfactory Academic Progress is measured by the following standards:

### **Standard 1: The GPA Standard**

Standard 1 is a qualitative measure of progress determined by the student's cumulative grade point average (GPA). To meet standard 1, students must maintain at least a 2.0 GPA. The cumulative GPA includes all courses for the student's declared educational program that have been graded, as well as any courses from other institutions that have been accepted and posted to the student's record. Remedial courses and courses where the student withdrew or earned an "Incomplete" grade are not included in the GPA calculation. For any courses taken more than once, the highest grade received will be used.

### **Standard 2: The Pace Standard**

Standard 2 is a quantitative measure of the pace at which a student is progressing toward program completion. The cumulative clock hours attended divided by the cumulative clock hours scheduled measures pace. To meet standard 2 students must maintain a pace of 67% or higher.

The cumulative clock hours attended and scheduled include all hours for the student's declared educational program including, hours from other institutions that have been accepted and posted to the student's record, hours where the student withdrew from a class after the withdrawal period, hours related to courses where the student earned an "Incomplete" grade and hours for repeated courses.

### **Standard 3: The Maximum Time-Frame Standard**

Standard 3 is a quantitative measure to determine whether the student is completing the academic program within a reasonable overall timeframe. **FCTC** requires financial aid recipients to complete their program within 120% of the published length of the program. NOTE: A student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.



Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 120% of the length of the program, even when the student has not yet reached 120%.

## **Monitoring Satisfactory Academic Progress**

Satisfactory Academic Progress (SAP) is monitored when the student has attended the required hours and weeks of instructional time for the payment period.

Students who fully meet all three (3) standards above are considered in GOOD standing for SAP. Students who are not meeting the standards will be emailed a warning letter with information regarding their SAP results and the impact on their aid eligibility.

## **Failure to Meet Satisfactory Academic Progress**

Students who have reached the Maximum Timeframe (Standard 3) are immediately ineligible to receive additional financial aid assistance.

Students who are not meeting Standard 1 (GPA), or Standard 2 (Pace) are first placed on financial aid WARNING if they were in GOOD status during the prior term. Students on financial aid warning remain eligible for financial aid for one (1) payment period. After the warning period, students must meet all three standards to be deemed eligible for continued assistance. Students that remedy their deficiency and meet the SAP standards will be returned to GOOD standing for SAP. If the GPA, Progress Grade, or Pace standard is still deficient, the student becomes INELIGIBLE for financial aid.

There will be no appeal process or probation period.

## **Re-Establishing Financial Aid Eligibility**

Students may regain financial aid eligibility by meeting all satisfactory academic progress standards noted above. Financial Aid will not fund any payment periods while the student is attempting to re-establish eligibility.

## **Appeals Process**

There is no student appeal process to reestablish financial aid eligibility within the academic year. Students re- entering the same program after a year or later are considered new students.

## **Changes in Program of Study**

Students are permitted to make changes to their program of study in accordance with their academic goals. SAP standards are evaluated based on the student's declared program. If students are meeting all SAP standards, changes of program alone will not disqualify them for financial aid eligibility.

## **Scholarships**

Scholarships are gifts that do not need to be repaid. There are thousands of them offered by schools, employers, individuals, private companies, nonprofits, communities, religious groups and professional and social organizations. You may be awarded a scholarship for being a good student, a great basketball player, because your parent/guardian works for a company or for many other reasons.

The first step for many sources is submitting a free application to Federal Student Aid (FAFSA). *There are no fees however, you will need to provide personal information.*

Pursue and submit as many scholarship applications as you can—it is free money for college! Before you apply for any assistance, learn how to spot potential fraud, do not pay for free services and protect your identity. Avoid scams while searching for scholarships. Most scholarships do not charge a fee to submit applications, so be selective.

The mission of the **FCTC** Education Foundation ensures student access to high-quality education by eliminating financial barriers. They provide scholarships, professional resources and emergency assistance to enable students to complete their course of study and graduate with a life-changing credential or certificate. **FCTC** graduates are equipped with cutting-edge skills to meet the changing needs of our local business community and contribute to the economic vitality of Northeast Florida.

For information, visit [fctcfoundation.org](http://fctcfoundation.org) or contact the College Advancement Coordinator at (904) 547-3386 or [Foundation@FCTC.edu](mailto:Foundation@FCTC.edu).

For gainful employment information visit <http://fctc.edu/consumer/cost-by-program/>.

## Definitions

### Academic Year

**FCTC** offers educational programs in clock hours. For financial aid purposes, **FCTC** defines an academic year as 900 clock hours and 30 weeks of instructional time. This definition applies to all educational programs and exceeds the minimum requirement of 900 clock hours and 26 weeks per financial aid regulations.

### Payment Period

- For programs one (1) academic year or less the total clock hours and scheduled weeks of instructional time are divided into two (2) equal payment periods.
- For programs greater than one (1) academic year in length the first academic year is divided into two (2) equal payment periods.
- If the remaining clock hours and instructional weeks in the program are greater than 450 hours and 15 weeks - the second academic year is divided into two (2) equal payment periods.
- If the remaining clock hours and instructional weeks in the program are less than 450 hours and 15 weeks - the remaining hours and weeks comprise one (1) payment period.

### Week of Instructional Time

A week of instructional time is a consecutive seven-day period that includes at least one (1) day of regularly scheduled instruction or examinations. Days for orientation, vacation or homework are not included.

## Veterans Education Benefits

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 and instructions on how to apply. VA education benefits are based on the zip code of the campus students are attending classes on, which may be different than the home address of your school. For additional enrollment information and services provided, please visit our website at <https://fctc.edu/students/veteran-support-services/>. It is the responsibility of the VA student to certify his or her enrollment each month. Starting with the last day of the month, students may verify their enrollment by calling 877-823-2378. \*Chapter 33 Post 9/11 Veterans are not required to verify their attendance.

## Previous Training and/or Experience Credit

The Veterans' Assistance Office requires each school to evaluate prior training and 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. For programs less than three (3) months transcripts must be submitted before VA benefits certification and enrollment. Service members of the military have a transcript that documents education and training while in the service. You can get a copy of your military transcript at <https://jst.doded.mil/>

## Standard of Attendance

An attendance detail will be pulled each month for the month prior to ensure that the Veteran is meeting the Veterans Satisfactory Attendance Policy.

Veterans in non-licensure programs must maintain 80% attendance each calendar month and follow the 6%, 12% and 18% student attendance procedure below. Veterans will receive a 30-day warning notification by email immediately following the month at which attendance falls below 80%. The VA will be notified of those Veterans who do not maintain 80% attendance for a second month and benefits will be terminated back to the date attendance fell below the 80%. Benefits will be terminated for a minimum of 30 days and will be reviewed for reinstatement during the monthly review following the 30 days. Veterans must meet 80% attendance during that review for benefits to be reinstated. Benefits will only be reinstated going forward. Veteran benefits will be terminated for a student that withdraws or is administratively withdrawn. The termination date will be effective the last day of attendance. Students must follow the Student Attendance Policy.

Veterans in licensure programs must maintain 90% attendance each calendar month and follow the 3%, 6% and 10% attendance procedure below. Veterans will receive a 30-day warning notification by email immediately following the month at which the attendance falls below 90%. The VA will be notified of those Veterans who do not maintain 90% attendance for a second month and benefits will be terminated back to the date attendance fell below the 90%. Benefits will be terminated for a minimum of 30 days and will be reviewed for reinstatement during the monthly review following the 30 days. Veterans must meet the 90% attendance during that review for benefits to be reinstated. Benefits will only be reinstated going forward. Veteran benefits will be terminated for a student that withdraws or is administratively withdrawn. The termination date will be effective the last day of attendance. Students must follow the Student Attendance Policy.

## Standard of Academic Progress

VA students must maintain a minimum grade point average of not less than 2.0 GPA (C) each grading period 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 will not receive VA benefits for any period of hours over the posted clock hours for the program. In addition, the student must meet any skill or technical requirement of his or her program.

Any 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. For more information regarding Veteran's Education Benefits: <https://benefits.va.gov/gibill/>.

## Re-Entrance

Entry may occur on the next course start date, provided the student has not been involuntarily withdrawn from the program.

## Veterans and the Use of Financial Aid

DOD personnel are entitled to consideration for all forms of financial aid that educational institutions make available at their home campus.

Service members who qualify for Pell Grants through ED's student aid program will have their Tuition Assistance benefits applied to their educational institution's account prior to the application of their Pell Grant funds to their account. Pell Grant funds are not tuition-restricted and may be applied to other allowable charges on the account.

Should the change in enrollment cause a VA debt, VA will collect from the student. Changes in enrollment can result in an overpayment that will be determined by the VA. Students should reach out to the VA with any questions.

The school will refund any funds due to the VA for a VA student who passes away. The school will refund all payments received to the VA for a student who enrolled but never attended classes.

Active drilling members of Florida National Guard shall be classified as residents for tuition purposes, per FL Statute 1009.21.

Active-Duty service member and family attending public institutions are eligible for in-state tuition rates.

Per FSA Handbook, Volume 2, **FCTC** may not charge a member of the armed forces who is on active duty for a period of more than 30 days more than the school's tuition rate for residents of the state. Similarly, the service member's spouse and dependent children are entitled to the institution rate. (Per FSA Handbook, Volume 2)

In addition, if the service member, spouse or dependent child pays the in-state tuition rate, **FCTC** must allow the person to continue to pay such a rate if the individual is continuously enrolled, even if there is a subsequent change in the permanent duty station of the service member to a location outside of the state. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give written notice of such service to **FCTC** as far in advance as is reasonable under the circumstances.

## VA Parking

US law authorizes that people with disabled veteran (DV) tags or a displayed handicapped plaque park in a space designated "Handicapped Only." Unauthorized or improperly parked vehicles may be towed at the owner's expense.

## VA Pending Payment Addendum

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

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

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

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## Out of State Fee Waiver for Honorably Discharged Veterans

Chapter 2014-1, Laws of Florida, provides for an out-of-state fee waiver for honorably discharged veterans known as the “Congressman C. W. Bill Young Tuition Waiver Act.” Originally authorized in 2014, Florida’s out-of-state waiver is applicable to honorably discharged veterans and any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a certificate seeking student.

Tuition and fees charged to a veteran, who qualifies for the out-of-state fee waiver, may not exceed the tuition and fees charged to a resident student. The waiver is applicable for 110% of the required credits hours of the degree or certificate program for which the student is enrolled.

## Student Services

### Job Placement

Job placement assistance is available at no cost to students seeking full or part-time employment. Job seeking workshops are scheduled throughout the year to assist students in resume writing, interviewing and job search techniques. This component is required in most technical programs. Interested students should contact the Placement Specialist at [JobPlacement@FCTC.edu](mailto:JobPlacement@FCTC.edu).

### Career Navigators

Career Navigators is a federally funded program designed to help young adults ages 16 to 24 explore career opportunities and attain the education and training required for success in the workplace. Our students create a competitive advantage for themselves by gaining the career and technical education required to enter high-wage careers in in-demand industries.

Whether it is a GED, high school completion or technical certification aligned with high skill – high wage industries, Career Navigator students make the most of their education with the assistance of professional Case Managers.

We offer workshops on professional skills, personal finance, goal setting, career and college exploration, career ladder, entrepreneurship and much more! Paid and unpaid work experiences are just one way our students benefit from an enriched educational program.

## What are the benefits of Career Navigators?

Students who qualify can receive assistance with some or all the following:

Tuition	Transportation assistance
Test fees	Incentives
Academic assessment	Paid work experience.
Childcare assistance	And much, much more.
Books, supplies, uniforms assistance	

Which programs do Career Navigators fund?

Automotive Service Technology	Introduction to Aircraft Fabrication
Dental Assisting	Landscape and Turf Management
Diesel Systems Technician	Medical Assisting
Emergency Medical Technician	Paramedic
GED	Practical Nursing
Heating, Ventilation, Air-Conditioning /	Professional Culinary Arts and Hospitality
Refrigeration	Welding Technologies
Firefighter I/II	

What if I still need my High School Diploma or GED?

You can jumpstart your career-training program while working on your GED! Our GED classroom will help get you through the preparation period faster and all the while, you can progress through your career-training program, too. If you are in a hurry to start training for your career, call us or stop by the Career Navigator office in Building A to apply. GED classes start regularly so there is no reason to put it off!

How do I know if I qualify for Career Navigators?

If you are between the ages of 16–24, stopping by the Career Navigators department is one of the best stops you can make during the enrollment process at **FCTC**. Meet with our responsive staff so they can determine if you meet the eligibility criteria to apply for the program. Applications are approved on a competitive basis, so apply early. The Career Navigators Office is on **FCTC's** main campus in Building A. Visit, call (904) 547-3466 or email [CareerNavigators@FCTC.edu](mailto:CareerNavigators@FCTC.edu).

## Student Organizations

Career and technical 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 Responsibilities

## Student Code of Conduct

Students are expected to conduct themselves in a professional adult manner. All staff are 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 instructor'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

At **FCTC**, network access is available to students and instructors. Our goal in providing this service is to promote educational excellence 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 comes the availability of material that may not 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. **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 **FCTC**'s educational goals. The smooth operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided to make awareness of the responsibilities acquired. In general, this requires efficient, ethical and legal utilization of the network resources. **FCTC** users that violate any of these provisions will have their account terminated and future access may be denied. An Acceptable Use Procedures Form must be on file for each student prior to internet use. The signatures at the end of our consent form are legally binding and indicate that the third party(ies) who signed read the terms and conditions carefully and understand their significance.

## 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 themselves or others is not permitted.

Laundrying of uniforms is required on a regular basis as outlined by the program 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 are mandatory and can be purchased at the **FCTC** Student Center. Work shoes, safety goggles and/or hard hats and personal protective equipment (PPE) 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 to not 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, visible undergarments, miniskirts, hats (not in all programs) and see-through tops. Students are not permitted to wear clothing that 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. Headgear may be required or authorized by the instructor to be worn in lab areas, such as head coverings/helmets in welding lab.

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

## Public Records

District social media sites are subject to the Florida Public Records Law, Chapter 119, Florida Statutes. As a result, any posting on District social media will be made available to the public and media, upon request, unless confidential or exempt from public records disclosure.

Public Comment. District employees' District social media is available to the public for comment on topics initiated by District postings. The District encourages comments and conversations on its social media. However, the District values civility in public discourse and expects postings to meet community standards of propriety and decorum, regardless of the content of the posted message, bearing in mind that District media is accessible to school-age children. District social media is monitored for inappropriate comments. Such comments may be removed. Please keep the following in mind when commenting:

- All comments should relate directly to the topic introduced by the District at the beginning of the thread.
- Commenters should keep in mind that District social media is accessible to school-age children and their language should be suitable for that age group and an orderly school environment.
- Obscene, profane, abusive, defamatory or threatening language is not appropriate.
- Comments should not be used to cyberbully, bully or harass.
- Comments should not promote illegal activity or violate copyright law. The District is not responsible for copyright infringement posted by an outside party.
- Comments should not promote commercial products or services.
- Comments should not contain racial, ethnic, religious or sex/gender-based slurs.
- Comments should not promote or oppose any political candidate or cause.
- While discussions are encouraged, please contact Community Relations at [general-inquiry@stjohns.k12.fl.us](mailto:general-inquiry@stjohns.k12.fl.us) with complaints or questions in order to ensure timely resolution.
- The District does not guarantee content on any externally linked site. Links and mentions are not endorsements.
- These guidelines may be amended or modified at any time.

## Discipline

### Levels of Discipline

College staff should intervene to prevent or curtail misconduct. Staff should refer the student requiring further action 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 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 considered more serious or disruptive in nature. Level II also includes repeated acts of Level I misconduct, and acts directed against people or property but 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 constitutes 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.

### Responses and Disciplinary Action

A Level III infraction will be cause of immediate student dismissal by the instructor until an Administrative Review Committee can be scheduled. An administrative review committee will include the instructor, Career Specialist, other college administrators, and student advocates/advisors. The administrative review committee will communicate the recommendations to the student.

1. The instructor will initiate a student referral in the student information system.
2. The instructor will complete a PSAP regarding the offense and work with the career program manager to schedule an administrative review committee immediately.
3. The instructor will upload the completed PSAP into the student information system.
4. The student will be responsible for attending and participating in the administrative review committee meeting.

## Media for School Use

St. Johns County School District, **FCTC** and the **FCTC** Education Foundation utilize student and alumni interviews, photographs, movies, videos and/or any other electronic digital and print media for the purpose of promoting, news reporting, or other necessary actions to highlight **FCTC**.

Students and parent/guardian can choose to decline the use of their pictures for **FCTC** marketing and promotional purpose in writing within seven (7) days from the date of distribution. Failure to return the form to the Interim Director's office will constitute approval. The Media Consent form will be available and completed during the orientation process.

## Tobacco Free Policy

All **FCTC** campuses are smoking and tobacco free facilities. Tobacco products include the use of any product, whether intended to be lit or not including 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.

## Alcohol and Illegal Substances Policy

The **FCTC** campuses have a zero-tolerance policy for consumption and / or sale of alcohol beverages and illegal substances. Any students found to have consumed any amount or in possession of any controlled substance (alcohol, drugs, drug paraphernalia, intoxicating substances, look-alikes, or marijuana) while on or off school property during any school sponsored class or activity, shall be subject to disciplinary action. The student will be removed from campus immediately and the local police will be contacted.

**POSSESSION:** The term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student’s person or (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, automobile, or (c) in a school’s student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

## Purpose of the Policy

Protecting people from the health hazards of tobacco, including secondhand tobacco smoke and to maintain compliance with the Florida Health Initiative in Section 20, Article X of the Florida State Constitution is vital. Students, staff, 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 AM and midnight. If a student is found to have violated this provision, the parent/guardian and law enforcement will be notified, and civil penalties may be imposed. (Florida Statute 569.11)

## Communications

**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 and posters in areas where students congregate and the employee lounge.

## Violations

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 suspension. A third violation will result in out-of-school suspension. Subsequent violations may result in expulsion.

## Helpful Resources

For information on tobacco education and cessation programs, call (877) U-CAN-NOW or visit Quit Now to talk to a Quit Coach, find classes near you or enroll in an online program.

- Quit Your Way
- Tobacco Free Florida – Quit Your Way
- Quit Today
- Things to Know About E-Cigarettes
- Chemistry Kills

## Bullying and Harassment

**FCTC** believes that all 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 that 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.

**FCTC** 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 that places a student or school employee in reasonable fear of harm to their person or damage to their 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.

Incidents of bullying or harassment can be reported using the [Grievance Procedure](#).

## Sexual Predator Policy

### New Student Admission

Students seeking admission to **FCTC** will be required to self-disclose on the application of a felony conviction, including sexual offender/predator. Students that fail to disclose the conviction will be withdrawn from class. Students will be required to meet with the designated administrator for approval prior to admission.

Prospective students that do not meet with the designated administrator, will not have admission approval and must wait one calendar year before re-applying for admission.

### Currently Enrolled Students

The administrator will immediately notify currently enrolled students identified by local law enforcement as sexual predator/offenders of a meeting that is required to maintain enrollment.

## Student Accidents

Any accident is a serious matter and should be immediately reported to the instructor. The instructor will gather information and then complete a Student Accident/Injury/Illness Report form. All completed forms should be submitted to the Interim Director's office and will be forwarded to the district office.

## Student Identification

While on **FCTC** grounds, all students must wear their **FCTC** student ID badge.

## Zero Tolerance for Crimes and Victimization

**FCTC** operates under the auspices of the St. Johns County School District and the School Board policies. Chapter 5.13 of the School Board Policies states the following regarding crimes, victimization, weapons and threat offenses.

Policy. The School Board shall promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a threat to student or school safety. This rule implements the policy of zero tolerance for crime and victimization set forth in Florida Statute 1006.13. Zero-tolerance policies apply equally to all students regardless of their economic status, race, or disability.

1. Definitions. As used in this policy:
  - a. "Acts that pose a threat to school safety" means and includes the commission of any crime or act that results in physical or emotional harm to the victim, disruption of the school environment, or poses a threat to student or school safety.
  - b. "Petty acts of misconduct" means and includes any act that does not pose a serious threat to school safety, including but not limited to those acts listed as Level I and Level II offenses in the Student Code of Conduct adopted as provided in School Board Rule 5.10.
2. Reporting to Law Enforcement. Delinquent acts and crimes will be reported to law enforcement when, in the judgment of District staff, the act or the perpetrator might pose a threat to school or student safety.
3. Isolated Petty Acts of Misconduct. This policy does not require the reporting of petty acts of misconduct to law enforcement. In the interest of school and student safety, however, any uncertainty or doubt will be resolved in favor of reporting.
4. Multiple Acts. The Threat Assessment Team will consult with law enforcement to determine when a student that commits more than one petty act of misconduct or exhibits a pattern of behavior that poses a threat, if the student should be reported to law enforcement, referred for mental health services, or both.
5. Interim Directors Responsibility. School Interim Director shall be responsible for ensuring that all school personnel are properly informed of their responsibilities regarding incident reporting, and that acts that pose a threat to student or school safety are properly reported to the Interim Director or Interim Director's designee and that the disposition of the incident is properly documented. School Interim Directors also shall ensure compliance with the requirements of School Board Rule 5.14 and Florida Department of Education Rule 6A-1.1007 for School Environmental Safety Incident Reporting (SESIR).
6. Discipline - Weapons and Threat Offenses. Students found to have committed one of the following offenses on School Board property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services at an alternative school, for a period of not less than one full year and be referred to the criminal justice or juvenile justice system:
  - a. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school- sponsored transportation or possessing a firearm at school.
  - b. Making a threat or false report as defined in Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

The Superintendent may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. The Superintendent may also consider the 1-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request

for modification is in writing and it is determined to be in the best interest of the student and the school system. The Superintendent also may refer such a student to mental health services where circumstances warrant.

7. Discipline - Assault or Battery on Certain Officials or Employees. Upon being charged with a violation of Section 784.081(1)(2) or (3), Florida Statutes, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition. Any student found to have committed such an offense shall be expelled, placed in an alternative school or other program, as appropriate. Such a student may also be referred to mental health services, when warranted.
8. Discipline - Other Felonies. Students who are found to have committed the following felony offenses on school property, school sponsored transportation, or during a school sponsored activity shall receive the most severe sanctions provided for under the Student Code of Conduct:
  - a. Chapter 782, relating to homicide;
  - b. Chapter 784, relating to assault, battery, and culpable negligence;
  - c. Chapter 787, relating to kidnapping, false imprisonment, luring or enticing a child, and custody offenses;
  - d. Chapter 794, relating to sexual battery;
  - e. Chapter 800, relating to lewdness and indecent exposure;
  - f. Chapter 827, relating to abuse of children;
  - g. Section 812.13, relating to robbery;
  - h. Section 812.131, relating to robbery by sudden snatching;
  - i. Section 812.133, relating to carjacking;
  - j. Section 812.315, relating to home-invasion robbery; or
  - k. Possession, use or sale of any explosive device.Regardless of where the offense was committed, when a student is adjudicated guilty or delinquent for, or is found to have committed (including pleas of guilty and no contest, or if adjudication is withheld) a felony violation of one of the offenses listed in subsection (a) – (k), the District shall comply with the placement and other requirements of Florida Statute 1006.13(6)(b) – (d).
9. Protecting Against Further Victimization. When a student has been the victim of a violent crime perpetrated by another student who attends the same school, the Interim Director shall be responsible for taking all steps necessary to protect the victim from any further victimization, including but not limited to:
  - a. Making full and effective use of Florida Statutes by providing for the suspension of a student charged with a felony or with a delinquent act that would be a felony committed by an adult;
  - b. Making full and effective use of Florida Statutes by providing that certain violent offenders shall not attend the school attended by the victim or sibling of the victim or ride on a school bus on which the victim or sibling of the victim is riding; and
  - c. If the offender is unable to attend any other school in the District and is prohibited from attending school in another district, taking every reasonable precaution to keep the offender separated from the victim while on school grounds, at any school function, or on school- sponsored transportation, including but not limited to in-school suspension of the offender, and scheduling classes, lunch, and other school activities of the victim and the offender so as not to coincide and to prevent contact between the victim and the offender.
10. Disciplinary Criteria. Any disciplinary action taken against a student who violates this policy shall be based on the particular circumstances of the student's misconduct, subject to the procedures set forth in School Board rules and the Code of Conduct.
11. Students with Disabilities. If a student committing any of the offenses in this policy is a student who has a disability, the School District shall comply with the applicable State Board of Education Rules and other applicable regulations and requirements.

12. Review. Student disciplinary action shall be subject to review in accordance with Florida Statutes and as provided in the Student Code of Conduct.
13. Alternatives. A Threat Assessment Team may use alternatives to expulsion or referral to law enforcement agencies to address behavior that poses a threat to school safety or disrupts the orderly school environment, including but not limited to alternative school, restitution, civil citation, teen court, neighborhood restorative justice, mental health services or similar programs.
14. Procedures and Guidelines. The Superintendent is authorized to adopt procedures and guidelines to implement this rule.

## Grading System

Grade	Percentage	Work Ethic	Definition
A	90% - 100%	4	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.
B	80% - 89%	3	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.
C	70% - 79%	2	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.
D	60% - 69%	1	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.
	Below 60%	0	There are serious questions about the student's work attitudes and behaviors. The student should rethink their personal objectives and career goals.
IP	N/A	N/A	Course in progress; not yet complete.

## Reports of Progress

Students can access their online gradebook at any time in the student information system.

## Academic Coaching

Students who need to attain basic skills score requirements for a program can enter Applied Academics for Adult Education (AAAE). AAAE classes are designed to assist students while increasing their knowledge in reading, math, or language. Enrollment in AAAE classes can continue until they can retest at the level required for their chosen program.

## 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 would follow the readmission policy.



Students wishing to appeal a determination of unsatisfactory progress must follow established grievance procedures that are outlined in this handbook. NOTE: Grading procedures for licensure 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. "Satisfactory progress" is interpreted to mean that the student is making satisfactory progress within the timeframe that is established for all students in the program. Therefore, if a student's work is satisfactory, but are 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 Administration for their recommendations. Students dropped for consistent lack of progress may not be re-enrolled for 90 school days unless approved by Administration. 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.

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.

## Transcripts

### How to Request a Transcript

An Academic Transcript is a record of each credit course in which a student was or is currently enrolled. It lists the course numbers, titles, hours, grades earned, and available certificates information. The Transcript Request Form can be found on our website at [FCTC.edu/Transcripts](http://FCTC.edu/Transcripts) tab. Incomplete transcript request forms can be returned causing delays.

To request a transcript:

1. Complete a Transcript Request Form.
2. **FCTC only offers Official Transcripts.** Official transcripts are sent directly to the address listed.
3. Transcript requests require student authorization before release.
4. **FCTC** does not offer electronic transcript services (email, parchment, scribbles, etc.)
5. Your Original Transcript free. Each additional copy is \$10.00.
6. Transcript requests may require a 7-10 business day delivery process.
7. School obligations must be met before transcripts are released.
8. **FCTC** will not send transcripts from other institutions. Transfer credits transcripts must be requested from the originating institution.

Students can submit a transcript request in the following ways:

- **In Person** - Transcripts may be requested at the Reception Desk in Building A at the St. Augustine main campus during normal business hours.
- **By Mail** - Students may request transcripts via mail using the Transcript Request form. Mail to:  
**First Coast Technical College - 2980 Collins Avenue, St. Augustine, FL 32084**
- **By Email** - Students may request transcripts by sending a scan of the Transcript Request form to [transcripts@FCTC.edu](mailto:transcripts@FCTC.edu)

## Transcript Request Form



### TRANSCRIPT REQUEST FORM Permission to Release Information

#### Instructions for processing your transcript request. Please print clearly.

- ✓ Transcripts released **after** outstanding financial obligations are met
- ✓ Transcripts will be sent to the institution listed by mail or fax
- ✓ Use a separate form for each institution requested
- ✓ Allow 10 business days for processing
- ✓ Photo ID required for pick-up - driver license or student ID
- ✓ \$10 charge for each copy requested

#### Transcript Request Submission Options

1. **Mail-in:** Mail your request to FCTC, 2980 Collins Ave, St Augustine, FL 32084.
2. **Hand deliver:** Complete the form and submit for verification.
3. **Via Email:** email to [transcripts@fctc.edu](mailto:transcripts@fctc.edu)
4. **Via Fax:** (904) 679-3551.

I hereby authorize FCTC to release the following portions of my student records to the institution listed below:  
(select all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> CTE Program Transcript - \$10 per copy    # of copies _____ | <input type="checkbox"/> Adult High School Completer Transcript |
| <input type="checkbox"/> Copy of OCP Certificates or Diplomas                        | <input type="checkbox"/> Enrollment Verification Letter         |
| <input type="checkbox"/> Early Learning Coalition of SW FL                           | <input type="checkbox"/> Other _____                            |

**Students that require their GED diploma and transcripts must call the State of Florida Department of Education – 1-877-352-4331 or go to [GED.com](http://GED.com).**

Student Name		Former Names	
Current Address	City	ST	Zip
Email	Phone Number		
Student ID Number	Date of Birth	Last 4 of SSN	
Program	Year Attended		

**We do not offer Un-official transcripts. Transcript requests to other institutions will be sealed and marked Official. PLEASE NOTE: Transcripts that you choose to pick up at FCTC are usually not accepted at other institutions as Official.**

☐ Will pick-up – you will receive a phone call when your transcript is ready to be paid and picked-up – Phone: \_\_\_\_\_

<input type="checkbox"/> Send via mail to: Attn: _____ Name of Institution _____ Address _____ City _____ ST _____ Zip _____ Phone # _____	<input type="checkbox"/> Send via fax to: Attn: _____ Name of Institution _____ Address _____ City _____ ST _____ Zip _____ Fax # _____
--	---

**STUDENT SIGNATURE REQUIRED  
BEFORE PROCESSING**

Date \_\_\_\_\_

#### FOR OFFICE USE ONLY

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Payment method \_\_\_\_\_

## Graduation

Commencement ceremonies are held twice each year honoring all CTE and Adult Education graduates. Students walk in cap and gown attire purchased through the designated company. All students eligible for graduation, including State of Florida High School diploma recipients who have successfully completed GED® testing with at least the required minimum scores are encouraged to participate. Students will receive an email with 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.

Diplomas are issued at graduation ceremonies to those students who have completed all graduation requirements. Students who do not participate in graduation exercises may pick up their diplomas the following school day.

CTE students are eligible for graduation once the following criteria are met:

1. Completion of all Occupational Completion Points and/or courses.
2. Completion of all competencies as stated in the Master Plan of Instruction.
3. Completion of state mandated exit requirements for basic skills, if applicable.
4. Completion of the required clock hours, if applicable.
5. Completion of the application for graduation.
6. Clearance of all monies owed.

A written appeal to the Director must be submitted for any exception to the graduation criteria. The Director or an appointed administrator must approve the appeal request for the student to participate in graduation ceremonies.

## Honor Graduate Requirements

- Earned a grade of 90% or better in ALL classes.
- Had NO discipline issues.
- Completed all courses prior to graduation date.
- Attendance 90%

## Student Rights

### 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

A school official must inform the student of the policy that has been violated. Students have the right to present evidence or witnesses concerning the charge(s)/complaint(s) using the following procedures:

1. Student must have had prior opportunity to know that their actions were in violation of established rules and regulations.
2. Student must be given proper notice of the charge/complaint being made against them.
3. Student must be informed of the specific charge/complaint and who is making the charge/complaint.
4. Student must be given a fair and impartial hearing and given the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing.

5. Student 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.

## Grievance Procedure

Students are encouraged to resolve issues at the classroom level. The student may present concerns of unresolved issues to the Career Specialist and/or Student Advisor. Unsatisfactory unresolved issues are regarded as a grievance.

### Grievance steps:

1. Student must state and submit the grievance in writing to the Interim Director's office.
2. Within five (5) school days, the Interim Director's office will meet with the student. The student will be afforded the opportunity to state their view and present evidence or witnesses.
3. Within five (5) school days of the initial meeting, a student may appeal the outcome of that meeting. Students may appeal an unsatisfactory decision to the Associate Superintendent of Curriculum and Instruction at St. Johns County District School, 40 Orange Street, St. Augustine, FL.
4. Students with an unsatisfactory outcome at the local level 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](http://www.council.org).

## Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment

Any student who believes they have 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 Interim Director and must include the precise nature of the complaint. Statements must be clearly identified to require proper replies and signed. In the event the allegations are against the Interim Director, the complaint shall be presented to the St. Johns County School District Superintendent of Schools.

All complaints are handled confidentially. In no event will information concerning a complaint be released to anyone not involved with the investigation. Those involved shall be directed to not 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 safety and security. The annual security compliance document is available on FCTC's website at <https://fctc.edu/wp-content/uploads/2021/09/FCTC-Annual-Security-Report-for-2021-8.31.21-1.pdf>. If you would like to receive the Annual Security Report containing 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 handbook 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 (3) 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 **FCTC**.

**FCTC** is required to maintain a crime log tracking 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 **FCTC** Main Campus, 2980 Collins Avenue, Building A, St. Augustine, FL 32084.

## Family Educational Rights and Privacy Act (FERPA)

The procedures for protecting the confidentiality of student records is based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. A new FERPA will need to be completed for each school year, as it is only valid for one school year.

## Student Records Disclosure

**FCTC** maintains educational records in accordance with state and federal laws. Parent/guardian of minor students (excluding dual enrolled) or eligible students have the right to:

- inspect and review the student's education records
- request a copy of the student's education records at a cost of \$.15 per page
- challenge or request an amendment of the student's education records they believe to be inaccurate or misleading
  - a hearing may be requested of those amendments rejected by **FCTC**. **FCTC** will notify the parent/guardian 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 - Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

Parents/guardian or eligible students wishing to review, obtain a copy, or challenge education records should make an appointment with a Student Advisor. Requests will be honored by school officials as soon as possible, but not later than 30 days after the written request is made.

**FCTC** reserves the right to release the following "directory information" without prior permission of the parent/guardian, or eligible student unless that individual has notified the Interim Director's office in writing within ten 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. Personal 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. Personal identifiable information will be released without parent/guardian 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

**FCTC** complies with the Americans with Disabilities Act (ADA) that protects United States citizens who possess physical or mental disabilities. **FCTC** also complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 that states “no otherwise qualified handicapped individual in the United States shall, solely by reason of their 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 are provided for students with documented special needs. Students with disabilities are encouraged to meet with the Student Advisor.

## Programs

### Adult Education

Adult Education classes are designed for persons 16 years of age or older, withdrawn from high school and who wish to improve their basic academic skills for entry into one (1) of the following: A career or technical program, a GED preparation class, or an Adult High School Completion Program. Adult Education offers open-entry/open-exit enrollment, self-paced instruction, and flexible scheduling. Multiple levels of instruction is provided in mathematics, reading and language. It is understood that each student learns at their own pace with some that successfully complete the class in less or more hours than what is recommended. Placement in a math, reading, or language course is based on results of the CASAS which must be completed prior to enrolling in an Adult Education class.

### Adult High School

Prospective students who attended high school in the United States or Canada, are age 16 and older, and need seven (7) or fewer credits to graduate may enroll in **FCTC**’s Adult High School and earn a St. Johns County School District High School Diploma. Students with a High School Certificate of Completion may also earn a St. Johns County School District High School Diploma with **FCTC**.

**FCTC’s High School Completion Program** is a blended learning program where students work independently online and attend each course’s weekly face-to-face classroom session. Face-to-face meetings are held in the evenings depending on the student’s schedule.

Students who require more than seven (7) credits to graduate or do not wish to participate in the High School Completion Program, can enroll in the [GED Program](#).

### English for Speakers of Other Languages (ESOL)

These classes are available in the afternoon and evening. All levels of language proficiency are accommodated. Instruction is given in language skills needed for successful living, including survival skills, preparation for the workplace, citizenship and listening, speaking, reading, and writing skills necessary to continue in technical or academic programs.

### 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 (AAAE)**

This program is designed 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 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.

AAAE, also known as Academic Coaching, is a non-graded course that provides one-on-one academic tutoring, mentoring, and advising to FCTC's Students and the St. Johns County community.

The role of the Academic Coaching program is to provide support to **FCTC** students who have tested at the equivalent of the 9<sup>th</sup> grade and above but lack the required level of basic skills for completion of their CTE program. The Academic Coaching program also provides an additional layer of support to **FCTC** students who need assistance with the academics associated with their CTE program.

Additional duties of coaches include assisting **FCTC** students obtain the skills necessary for a successful transition into and completion of postsecondary education or training by providing career planning, digital literacy and workforce preparation activities. Academic Coaching supports FCTC's CTE educators with the integration of the Applied Academics for Adult Education frameworks into their curriculum.

## **Online Attendance Policy**

**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 when included as part of the program.

- During each enrollment period students who have six (6) days of inactivity will be dropped from the course. The instructor will maintain documentation of attendance.
- Students who have been withdrawn for attendance/inactivity reasons may not reregister for their program without discussion with their 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 re-certification 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.*

Adult Education refunds will be issued on a semester/term basis if a student is a no show or is dropped within six (6) days of inactivity and no gains.



# Automotive Service Technology 1 and 2

## Academic Skill Level Required to Complete

CASAS Reading 239

CASAS Math 241

TABE Language 584

GED/HS Diploma Required No

Dual Enrollment is available for this program.

Program Length: Technology 1: 1050 hours

Technology 2: 750 hours



## Course Content

These programs focus on broad, transferable skills and stresses understanding and demonstration of the elements of the Automotive industry: planning, management, finance, technical and product skills, underlying principles of technology, labor, community, health, safety and environmental issues.

## Occupational Completion Points (OCPs)

These programs are a planned sequence of instruction consisting of nine (9) 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.

## Average Mean Salary

Florida Bureau of Labor Statistics, May 2020

\$43,860– Tech 1 & 2 (SOC 49-3023)

## Job Placement Rate

82%- Tech 1 100% - Tech 2

Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020.

## Campus Location

904-547-3282 FAX 904-679-3551

Main Campus

2980 Collins Avenue, St Augustine, FL 32084

## Industry Certification/Licensure

At the end of each OCP, students can take the National Institute for Automotive Service Excellence exam.



ASE G1- Auto Maintenance and Light Repair

ASE A5- Brakes

ASE A1- Engine Repair

ASE A6- Electrical/ Electronic Systems

ASE A2- Automatic Transmission/ Transaxle

ASE A7- Heating and Air Conditioning

ASE A3- Manual Drive Train and Axels

ASE A8- Engine Performance

ASE A4- Suspension and Steering

These programs are accredited by the ASE Education Foundation at the Master Automobile Service Technology level.

**Master Status requirements** Those certified in tests A1 – A8 are recognized as ASE- Certified Master Automobile Technicians. Source: <https://www.ase.com/test-series> under A series

**Articulation** A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fl DOE.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, refer to the website at [FCTC.edu](https://FCTC.edu) for the 2022-23 Program Costs and Book List for [Automotive Service Technology 1](#) and [Automotive Service Technology 2](#).

## Cosmetology

### Academic Skill Level Required to Complete

CASAS	Reading	239
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CASAS Math 229

**TABE** Language 572

**GED/HS Diploma Required** No

High School Secondary is available for this program.

**Program Length:** 1200 hours

**Secondary: 8 Credits**

## 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 laws 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.

## 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.

**Average Mean Salary** \$30,440 (SOC 39-5012)

Florida Bureau of Labor Statistics, May 2020

**Job Placement Rate** 100%

*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020*

Campus Location	Main Campus
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904-547-3282 Fax: 904-679-3551 2980 Collins Avenue, St Augustine, FL 32084

### Industry Certification/License

After program completion, students take the Florida Cosmetology License Exam by the Florida Department of Business and Professional Regulation (DBPR).



## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Cosmetology](#).



# Professional Culinary Arts and Hospitality

## Academic Skill Level Required to Complete

CASAS Reading 239

CASAS Math 236

TABE Language 584

GED/HS Diploma Required No

High School Secondary and Dual Enrollment is available for this program.

**Program Length:** 1200

**Secondary:** 8 Credits

## Course Content

This program provides rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency and competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employable skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster. The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods, leadership, communication & employability skills, and safe, efficient work practices. This coursework prepares students for employment in the food service, hospitality industry.

## Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of four (4) 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.

**Average Mean Salary** \$29,500 - \$55,330 (SOC 35-1011, 35-2014, 35-2021, 35-2019, 11-9051)  
*Florida Bureau of Labor Statistics, May 2020*

**Job Placement Rate** 73%  
*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020*

**Campus Location** Main Campus  
904-547-3282 Fax: 904-679-3551 2980 Collins Avenue, St Augustine, FL 32084

**Industry Certification/License** ServSafe Food Protection Manager

## Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Professional Culinary Arts and Hospitality](#).



## Dental Assisting

### Academic Skill Level Required to Complete

CASAS Reading 239

CASAS Math 229

GED/HS Diploma Required Yes

Dual Enrollment is available for this program.



**Program Length:** 1230

### Prerequisites

Prior to clinicals: CPR for health professionals, FDLE background check, immunizations, drug screening and health physical required. See the program application for additional details.

### 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 transfer, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of three (3) occupational completion points.

### Average Mean Salary

Florida Bureau of Labor Statistics, May 2020 \$41,170 - \$55,330 (SOC 31-9091)

**Job Placement Rate** 76%

*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020*

### Campus Location

904-547-3282 Fax: 904-679-3551

Main Campus

2980 Collins Avenue, St Augustine, FL 32084

### Industry Certification/License

After program completion, students are eligible to take the Radiation Health and Safety Infection Control dental certification exams and expanded functions, Dental Assistant, NEIDA (National Entry Level Dental Assistant via the Dental Assistant National Board.



**Dental Assisting National Board, Inc.**  
Measuring Dental Assisting Excellence®

### Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>

### Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Dental Assisting](#).

## Diesel Systems Technician 1 and 2

### Academic Skill Level Required to Complete

CASAS Reading 239

CASAS Math 236

TABE Language 584

GED/HS Diploma Required No

Dual Enrollment is available for this program.



Technician 1: 1050 hours

### Program Length:

Technician 2: 750 hours

### Course Content

These programs offer a sequence of courses that provides technical and occupational specific knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster. Content includes, but is not limited to technical proficiency, problem-solving, higher order reasoning, applied learning that contributes to academic knowledge, general employability, work attitudes, maintaining a repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

### Occupational Completion Points (OCPs)

These programs are a planned sequence of instruction consisting of nine (9) occupational completion points. OCPs provide 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 title.

### Average Mean Salary

\$49,920 – Tech 1 (SOC 49-3031)

Florida Bureau of Labor Statistics, May 2020

\$49,990 - Tech 2

### Job Placement Rate

100% - Tech 1 & Tech 2

Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020

### Campus Location

Main Campus

904-547-3282 Fax: 904-679-3551

2980 Collins Avenue, St Augustine, FL 32084

### Industry Certification/License

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



Medium-Heavy Truck Certification Tests:

T1 – Gasoline Engines

T5 – Suspension and Steering

T2 – Diesel Engines

T6 – Electrical/Electronic Systems

T3 – Drive Train

T7 – Heating, Ventilation and Air Conditioning

T4 – Brakes

T8 – Preventive Maintenance Inspection

### Master Certification Requirements:

Those certified in tests T2-T7 are recognized as ASE-Certified Master Medium-Heavy Truck Technicians. T1 and T8 are not required for Master Medium-Heavy Truck Technician Status. These programs are accredited by the ASE Education Foundation at the Master Truck Service Technology level.

### Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>.

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Diesel Systems Technician 1](#) and [Diesel Systems Technician 2](#).

## Early Childhood Development

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

Enrollment is open to current high school students only.

There is no tuition cost to high school students.

Secondary- 4 credits



### Course Content

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards, 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 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.

This program is a planned sequence of instruction consisting of four courses. The recommended sequence allows students to complete specified portions of the program for employment or to remain for additional training. Students who complete a course, may either continue with the program or terminate.

Course Number	Course Title	Length
8405110	Early Childhood Education NEW 1	1 credit
8405120	Early Childhood Education NEW 2	1 credit
8405130	Early Childhood Education NEW 3	1 credit
8405140	Early Childhood Education NEW 4	1 credit

### Occupational Completion Points (OCPs)

These programs are a planned sequence of instruction consisting of nine (9) occupational completion points. OCPs provide 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 title.

#### Average Mean Salary

*Florida Bureau of Labor Statistics, May 2020*

\$27,990 (SOC 39-9011, 25-2011)

#### Job Placement Rate

Not Applicable

#### Campus Location

904-547-3282 Fax: 904-679-3551

Main Campus

2980 Collins Avenue, St Augustine, FL 32084

#### Industry Certification/License

Students can be awarded the Florida Department of Education Early Childhood Professional Certificate (ECPC) upon completion of this program and meeting all requirements. The Florida Department of Children and Families (DCF) recognize the ECPC. Students who earn it are eligible for a DCF Staff Credential.

Students can earn 5 different certifications in Early Childhood Education:

- Child Growth & Development Certificate
- Behavioral Observation and Screening Certificate
- Understanding Developmentally Appropriate Practices Certificate



- Early Childhood Professional Certificate (State of FL FLDOE)
- National Child Development Associate Credential (CDA)

Source: <https://fctc.edu/wp-content/uploads/2022/01/Opportunity-Awaits-1.6.22.pdf>

**Articulation**

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

# Emergency Medical Technician – Basic

## Academic Skill Level Required to Complete

Assessments not required

**GED/HS Diploma Required** Yes

**Program Length:** 792 hours



## Prerequisites

Minimum age of 18, tobacco-free. See program application for additional details.

## Course Content

The content consists of the core and includes, but is not limited to, medical/legal issues, roles and responsibilities of EMT-B, patient assessment, cardiac management, respiratory, medical, OB/GYN, pediatric and trauma emergencies, ambulance operations, triage and rescue vehicle extrication and blood borne pathogens.

## Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of one (1) occupational completion point. OCPs provide students 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.

## Average Mean Salary

*Florida Bureau of Labor Statistics, May 2020* \$35,950 – (SOC 29-2040)

**Job Placement Rate** 71%

*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2017 – 2018*

## Campus Location

904-547-3282 Fax: 904-679-3551

Main Campus

2980 Collins Avenue, St Augustine, FL 32084

## Industry Certification/License

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



## Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Emergency Medical Technician](#).

## Facials Specialty

### Academic Skill Level Required to Complete

Assessments not required

High School Secondary Enrollment is available for this program.

**Program Length:** 220

### 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 facials specialist and related chemistry, bacteriology, anatomy and physiology, art of make-up, development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of one (1) 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.

### Average Mean Salary

*Florida Bureau of Labor Statistics, May 2020*

\$36,090 - \$55,330 (SOC 39-5094)

### Job Placement Rate

93%

*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020*

### Campus Location

904-547-3282 Fax: 904-679-3551

Main Campus

2980 Collins Avenue, St Augustine, FL 32084

### Industry Certification/License

After program completion, students are eligible to take the Facials Specialist License test provided by the Department of Business and Professional Regulation.

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Facials Specialty](#).



## Firefighter I and II

### Academic Skill Level Required to Complete

CASAS	Reading	244
CASAS	Math	241
TABE	Language	608
GED/HS Diploma Required	Yes	

**Program Length:** 492 hours

### Prerequisites

Minimum 18 years of age, tobacco-free, State Physical/Paperwork, First Responder, EMT, or Paramedic certification.

### Course Content

The 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.

### 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.

### Average Mean Salary

*Florida Bureau of Labor Statistics, May 2020* \$52,720 – (SOC 33-2011)

**Job Placement Rate** 92%

*Based upon the 2020 Council on Occupational Education Annual Report CPL data from 2017 – 2018*

### Campus Location

904-547-3542 Public Safety Campus  
3640 Gaines Road, St. Augustine, FL 32084

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 for further information.

### Industry Certification/License

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



### Additional Fire Science Courses

These courses are offered periodically based on student need and number of students registered. More information is available at the North Campus on Gaines Road in St. Augustine where classes are held. Call (904) 547-3542 for details. For a complete listing of current short-term classes, please go to <https://fctc.edu/programs/public-safety-short-term-courses/>.

### Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>.



## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://fctc.edu) for the 2022-23 Program Costs and Book List for [Firefighter](#).

# Firefighter / Emergency Medical Technician – Combined

## Academic Skill Level Required to Complete

CASAS	Reading	244
CASAS	Math	241
TABE	Language	608
GED/HS Diploma Required	Yes	

**Program Length:** 792 hours

## Prerequisites

Minimum 18 years of age, tobacco-free, Agility, State Physical/paperwork. See program application for additional 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 Firefighter I and 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. It provides occupation-specific technical skill proficiency, competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills.

## Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of three (3) 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.

## Average Mean Salary

Florida Bureau of Labor Statistics, May 2020 \$52,720 – (SOC 33-2011)

**Job Placement Rate** 90%

*Based upon the 2020 Council on Occupational Education Annual Report CPL data from 2017 – 2018*

## Campus Location

904-547-3542

Public Safety Campus

3640 Gaines Road, St. Augustine, FL 32084

## Industry Certification/License

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

## Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>.



## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Firefighter / Emergency Medical Technician-Combined](#).



# Heating, Ventilation, Air Conditioning, Refrigeration Technology – HVAC/R – 1 and 2

## Academic Skill Level Required to Complete

CASAS Reading 239

CASAS Math 241

TABE Language 584

GED/HS Diploma Required No

Dual Enrollment is available for this program.

750 hours – Technician 1

**Program Length:** 600 hours – Technician 2

## Course Content

The content consists of the core and includes, but is not limited to, 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, 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.

## Occupational Completion Points (OCPs)

These programs are a planned sequence of instruction consisting of five (5) 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.

**Average Mean Salary** \$45,450 – Technician 1 – (SOC 49-29021)

*Florida Bureau of Labor Statistics, May 2020* \$51,400 – Technician 2

**Job Placement Rate** 77%

*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020*

**Campus Location** Main Campus

904-547-3282 Fax – 904-679-3551 2980 Collins Avenue, St. Augustine, FL 32084



## Industry Certification/License

At the end of each OCP, students can take exams from the ESCO Institute.

- Heating, Electricity, Air Conditioning, Technology
- Heat Pump Certification
- Federal Clean Air Act Section 608 Certification
- Commercial Air Conditioning



## Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fl DOE.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Heating, Ventilation, Air-Conditioning Refrigeration 1](#) and [Heating, Ventilation, Air-Conditioning Refrigeration 2](#).

## Landscape and Turf Management

### Academic Skill Level Required to Complete

CASAS Reading 239

CASAS Math 236

TABE Language 584

GED/HS Diploma Required No

Dual Enrollment is available for this program.

**Program Length:** 900 hours

### Course Content

The content includes, but is not limited to, 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 and maintenance of landscape and maintenance and observation of customer relations and follow-up procedures.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of three (3) 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.

### Average Mean Salary

Florida Bureau of Labor Statistics, May 2020 \$29,640 – (SOC 45-2092)

**Job Placement Rate** 75%

*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020*

### Campus Location

904-547-3282 Fax – 904-679-3551

Main Campus

2980 Collins Avenue, St. Augustine, FL 32084

### Industry Certification/License

During the program, students will be eligible to apply 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

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

### Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Landscape and Turf Management](#).



## Medical Assisting

### Academic Skill Level Required to Complete

CASAS Reading 244

CASAS Math 241

GED/HS Diploma Required Yes

Dual Enrollment is available for this program.

**Program Length:** 1300 hours

### Prerequisites

Refer to program applications for necessary prerequisites prior to clinicals.

### 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, 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 techniques, pharmacology, medication administration, phlebotomy, basic EKG and principles in radiology and physical therapy.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of five (5) 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.

### Average Mean Salary

Florida Bureau of Labor Statistics, May 2020 \$34,800 – (SOC 31-9092)

**Job Placement Rate** 77%

Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020

### Campus Location

904-547-3282 Fax – 904-679-3551

Main Campus

2980 Collins Avenue, St. Augustine, FL 32084

### Industry Certification/License

After program completion, students are eligible to take national certification exams offered by the American Association of Medical Assistants (AAMA) and American Medical Technologists (AMT).

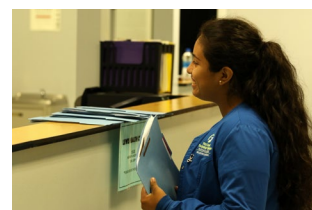


### Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Medical Assisting](#).



## Nails Specialty

### Academic Skill Level Required to Complete

Assessments not required

High School Secondary Enrollment is available for this program.

**Program Length - Secondary:** 180

### Course Content

The content includes, but is not limited to, the core plus 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.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of one (1) 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.

### Average Mean Salary

*Florida Bureau of Labor Statistics, May 2020*      \$27,040 - (SOC 39-5092)

**Job Placement Rate**      86%

*Based upon the 2019 Council on Occupational Education Annual Report CPL data from 2017 – 2018*

### Campus Location

904-547-3282    Fax: 904-679-3551      Main Campus  
2980 Collins Avenue, St Augustine, FL 32084

### Industry Certification/License

After program completion, students are eligible to take the Nails Specialist Licensure test provided by the Department of Business and Professional Regulation.

## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](http://FCTC.edu) for the 2022-23 Program Costs and Book List for [Nails Specialty](#).



## Nursery Management

### Academic Skill Level Required to Complete

CASAS Reading 239

CASAS Math 236

TABE Language 584

GED/HS Diploma Required Yes

Dual Enrollment is available for this program.

**Program Length:** 900 hours

### Course Content

The content includes, but is not limited to, the core plus preparation of growing media, fertilization of plant materials, maintenance and analysis of records, planting beds and sites, propagation of nursery stock, pruning and shaping nursery stock, marketing nursery stock, operation, repair and maintenance of nursery equipment and facilities.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of three (3) 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.

### Average Mean Salary

Florida Bureau of Labor Statistics, May 2020 \$32,220 – (SOC 45-2092)

**Job Placement Rate** 77%

Based upon the 2021 Council on Occupational Education Annual Report CPL data from 2019 – 2020

### Campus Location

904-547-3282 Fax – 904-679-3551

Main Campus

2980 Collins Avenue, St. Augustine, FL 32084

### Industry Certification/License

During the program, students will be eligible to apply 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

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.shtml>.

### Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Nursery Management](#).





## Paramedic

### Academic Skill Level Required to Complete

CASAS	Reading	244
CASAS	Math	241
TABE	Language	608
GED/HS Diploma Required	Yes	

**Program Length:** 1100 hours

### Prerequisites

Minimum 18 years of age, EMT Certified, CPR Certified. See program application for additional details.

### Course Content

The content includes, but is not limited to: medical/legal considerations, EMS communications systems, rescue techniques and vehicle extrication, major incident response, patient assessment and initial management, stress, airway and ventilation and shock assessment management, medical terminology, pharmacology and medications, emergencies including trauma, respiratory, cardiovascular, digestive and genitourinary, anaphylaxis, toxicological, alcohol and drug abuse, geriatric, pediatric, behavioral, burn and environmental injuries, infectious and blood borne diseases, including state required AIDS awareness, gynecologic/obstetric, neonate patients, employability skills.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of three (3) 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.

### Average Mean Salary

Florida Bureau of Labor Statistics, May 2020 \$36,190 – (SOC 29-2040)

**Job Placement Rate** 100%

Based upon the 2020 Council on Occupational Education Annual Report CPL data from 2017 – 2018

### Campus Location

Public Safety Campus  
904-547-3542 3640 Gaines Road, St. Augustine, FL 32084

### Industry Certification/License

FCTC's Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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  
727-210-2350



After program completion 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 qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.





## Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Paramedic](#).

## Practical Nursing

### Academic Skill Level Required to Complete

CASAS Reading 249

CASAS Math 245

GED/HS Diploma Required Yes

Program Length: 1350 hours

### Prerequisites

TEAS Assessment. Prior to clinicals: CPR for health professionals, 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, acute and long-term care, 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, administration of medications and legal aspects of practice.

### Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of three (3) 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. The curriculum framework can be found here:

<https://www.fldoe.org/core/fileparse.php/20569/urlt/H170607-2324.rtf>

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

### Average Mean Salary

Florida Bureau of Labor Statistics, May 2020 \$46,710 – (SOC 29-2061)

Job Placement Rate 79%

Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020

Campus Location Main Campus  
904-547-3282 FAX – 904-679-3551 2980 Collins Avenue, St. Augustine, FL 32084

### Industry Certification/License

After completion of this program, students will be eligible to apply to take the Licensure Examination for Practical Nurses, (CAT NCLEX-PN) through the Florida Department of Health.



### Nursing Clinical Study Courses

Practical Nursing Foundations 1 (PRN0098), Practical Nursing Foundations 2 (PRN0099), Medical Surgical Nursing 1 (PRN0290), Medical Surgical Nursing 2 (PRN0291), Comprehensive Nursing and Transitional Skills (PRN0690)

### Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.html>

### Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Practical Nursing](#).

## Welding Technology

### Welding Technology - Advanced

#### Academic Skill Level Required to Complete

CASAS	Reading	239
CASAS	Math	236
TABE	Language	584
GED/HS Diploma Required		No

Dual Enrollment is available in this program.

1050 hours – Welding Technology

**Program Length:** 750 hours – Welding Technology - Advanced

#### Course Content

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

#### Occupational Completion Points (OCPs)

These programs are a planned sequence of instruction consisting of five (5) 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.

#### Average Mean Salary

*Florida Bureau of Labor Statistics, May 2020*

\$35,670 – Welding (SOC 29-2061)

\$43,780 - Welding - Advanced

Welding - 83%

#### Job Placement Rate

Welding-Advanced – 100%

*Based upon the 2022 Council on Occupational Education Annual Report CPL data from 2019 – 2020*

#### Campus Location

904-547-3282 FAX – 904-679-3551

Main Campus

2980 Collins Avenue, St. Augustine, FL 32084

#### Industry Certification/License

The FCTC welding programs are 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.



#### Welding Technology

AWS Certified Welder – SMAW Plate  
 AWS Certified Welder – FCAW Plate  
 AWS Certified Welder – GMAW Plate  
 AWS Certified Welder – GTAW Plate

#### Welding Technology – Advanced

AWS Certified Welder - GTAW Pipe (Carbon Steel)  
 AWS Certified Welder - GTAW Pipe (Stainless Steel to Carbon Steel)  
 AWS Certified Welder – GTAW/SMAW Pipe (Carbon Steel)  
 AWS Certified Welder - SMAW Pipe (Carbon Steel)

#### Articulation

A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. Please refer to <https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

#### Program Cost and Book List

For a complete breakdown of tuition, payment schedule, required books and fees, please refer to the website at [FCTC.edu](https://www.fctc.edu) for the 2022-23 Program Costs and Book List for [Welding Technology](#) and [Welding Technology Advanced](#).



## Department Telephone Directory

Department	Telephone Number	Email Address
Admissions	(904) 547-3387	<a href="mailto:Admissions@FCTC.edu">Admissions@FCTC.edu</a>
Adult Education Office	(904) 547-3434	<a href="mailto:AdultEd@FCTC.edu">AdultEd@FCTC.edu</a>
Business Office	(904) 547-3369	<a href="mailto:FCTCBusinessoffice@stjohns.k12.fl.us">FCTCBusinessoffice@stjohns.k12.fl.us</a>
Career Navigators	(904) 547-3466	<a href="mailto:CareerNavigators@FCTC.edu">CareerNavigators@FCTC.edu</a>
College Advancement	(904) 547-3386	<a href="mailto:Info@FCTC.edu">Info@FCTC.edu</a>
<b>FCTC</b> Education Foundation	(904) 547-3386	<a href="mailto:Foundation@FCTC.edu">Foundation@FCTC.edu</a>
Financial Aid	(904) 547-3505	<a href="mailto:FinancialAid@FCTC.edu">FinancialAid@FCTC.edu</a>
Health Careers Office	(904) 547-3471	<a href="mailto:Health@FCTC.edu">Health@FCTC.edu</a>
Human Services Office	(904) 547-3471	<a href="mailto:Human@FCTC.edu">Human@FCTC.edu</a>
Industrial Program Office	(904) 547-3309	<a href="mailto:Industrial@FCTC.edu">Industrial@FCTC.edu</a>
Interim Director's Office	(904) 547-3303	<a href="mailto:Info@FCTC.edu">Info@FCTC.edu</a>
Main Campus	(904) 547- <b>FCTC</b> (3282)	<a href="mailto:Info@FCTC.edu">Info@FCTC.edu</a>
Placement/Retention	(904) 547-3389	<a href="mailto:JobPlacement@FCTC.edu">JobPlacement@FCTC.edu</a>
Public Safety Campus	(904) 547-3542	<a href="mailto:EMS@FCTC.edu">EMS@FCTC.edu</a>
Recruiting	(904) 547-3354	<a href="mailto:Recruiter@FCTC.edu">Recruiter@FCTC.edu</a>
Registration	(904) 547-3381 or - 3383	<a href="mailto:Registration@FCTC.edu">Registration@FCTC.edu</a>
Student Advising	(904) 547-3378 or - 3379	<a href="mailto:StudentAdvising@FCTC.edu">StudentAdvising@FCTC.edu</a>
Tech Tots	(904) 547-3490	<a href="mailto:TechTots@FCTC.edu">TechTots@FCTC.edu</a>
Testing Center	(904) 547-3390	<a href="mailto:Testing@FCTC.edu">Testing@FCTC.edu</a>

## Faculty and Staff Directory

ADMINISTRATIVE STAFF				
First Name	Last Name	Position	Education	Institution
Chris	Cothron	Interim Director	Doctorate Degree	The University of North Florida
TBA		Assistant Director		
Zaida	Roman	Executive Assistant	High School Diploma	Lincoln-West High School
Alfredo	Acosta	IT Admin Technology Specialist	Bachelor's Degree	Florida International University
Arleen	Dennison	College Advancement Director	Bachelor's Degree	Springfield College
Patrick	Flahive	Coordinator, Adult Education	Master's Degree	Barry University
Charles	Harper	Industrial and Culinary Career Specialist	Master's Degree	Southern Illinois University
Jim	Hart	System Analyst	Associate Degree	Florida State College at Jacksonville
Amy	Snodgrass	Assistant Director of Accounting and <b>FCTC</b> Finance	Master's Degree	Western Kentucky University
Donna	Soncrant	Health and Human Services Career Specialist	Master's Degree	George Mason University
April	Southern	Nursing Program Manager	Master's Degree	University of Alabama
JoJean	Ponce	Employment Specialist	High School Diploma	St. Augustine High School
Daniel	Talbert	Public Safety Career Specialist	Master's Degree	Liberty University
Patrice	Theisen	Testing Coordinator	Master's Degree	City University, WA
Jason	Sapp	Maintenance Manager	High School Diploma	St. Augustine High School
Shawwna	Young	Reporting Analyst	High School Diploma <b>FCTC</b> Certificate	St. Augustine High School

FULL-TIME INSTRUCTIONAL STAFF				
First Name	Last Name	Department	Education	Institution
Jana	Akers	Health Occupations	Associate of Science Nursing	St. Johns River State College
Wakilah	Augustus	Guidance Counselor	Bachelor's Degree	North Carolina Central University
Christine	Barrett	Dental Assisting	Vocational Certificate	Computer Dynamics Institute, Inc.
Johna	Baxa	Health Occupations	Associate Degree Vocational Certificate	Queensboro Community College
Cindy	Conway	Health Occupations	Bachelor's Degree	Old Dominion University
Rhonda	Crooms-Massey	Adult Education	Bachelor's Degree	Bethune Cookman College
Dane	Dwyer	HVAC	Vocational Certificate	
Emily	Eason	Adult Education	Bachelor's Degree	Old Dominion University
Kyle	Forson	Professional Culinary Arts and Hospitality	Vocational Certificate	
Antoinette	Gilkey	Adult Education	Bachelor's Degree	Berry College
Samantha	Guldswoog	Guidance Counselor	Master's Degree	University of Michigan
Emma	Golston	Cosmetology	Bachelor's Degree Vocational Certificate	FSCJ Fashion Institute of Technology
Paulo	Gomes	Welding	Vocational Certificate	
Blake	Ingram	Automotive Technology	Bachelor's Degree	University of North Florida
Edward	Lambert	Agriscience	Vocational Certificate	
Shauna	Lewis	Health Occupations	BAS Workforce Ed & Dev BA in Health Services Ad.	Southern Illinois University Keiser University
Ella	Khliebchenko	Early Childhood	Bachelor's Degree	Zaporizhzhya National University
Jessica	Macmillan	Adult Education	Bachelor's Degree	Southern New Hampshire University
Richard	Nekoranik	Adult Education	Master's Degree	Penn State University
Elisabeth	Odom	Health Occupations	Bachelor's Degree	St. Augustine Tech, St. Johns River State College
Doreen	Perez	Health Occupations	Doctorate Degree	University of North Florida
Taylor	Richman	Cosmetology	HS Diploma Technical Certification Vocational Certificate	Spring Hill High International Academy
Terrence	Smith	Diesel Technology	Vocational Certificate	
Ronald	Story	Welding	Vocational Certificate	
Amy	Surita	Professional Culinary Arts and Hospitality	Vocational Certificate	
Patrice	Theisen	Testing	Master's Degree	City University

Tammy	Vaughn	Cosmetology	Vocational Certificate	
Kelly	Walters	Adult Education	Bachelor's Degree	University of North Florida
Richard	Wagenaar	Automotive Technology	Vocational Certificate	



PART-TIME INSTRUCTIONAL STAFF				
	Last Name	Department	Education	Institution
Michael	Arnold	Public Safety	Associate Degree	
Kevin	Blackburn	Public Safety	HS Diploma EMT Paramedic	Terry Parker HS FL State College Heart Start
Stephen	Boudreau	Public Safety	Bachelor's Degree	Southern Illinois Univ
Raymond	Bullard	Public Safety	Associate Degree Paramedic/EMT Cert. Bachelor's Degree	FL State College FL Community College Columbia Southern University
Christopher	Conrad	Public Safety	HS Diploma Associate Degree EMT/Paramedic/Fire I/II Certificates	Pedro Menendez HS Daytona Beach Community College <b>FCTC</b>
John	Contestabile	Public Safety	Associate Degree Paramedic Diploma EMT Fire Certificate	St. Johns River Community College St. Augustine Technical Center Florida State Fire College
Ryan	Costeira	Public Safety	HS Diploma EMT Certification Firefighter 1 & 2 Certification	Pedro Menendez Florida Keys Community College <b>FCTC</b>
Brandon	Davis	Public Safety	HS Diploma EMT Certification Firefighter 1 & 2 Certification	Flagler Palm Coast <b>FCTC</b>
Bryan	Devlin	Public Safety	HS Diploma State Fire Marshal EMT/EMT-P Certificates	Deerfield Beach HS Fire Standards Training <b>FCTC</b>
Thomas	Dutrieux	Continuing Workforce Ed.	Bachelor's Degree Master's Degree	Embry Riddle Aeronautical Univ Webster University
David	Faust	Public Safety	Associate (EMS) Paramedic Certificate Bachelor's Degree Master's Degree	Daytona State College <b>FCTC</b> Flagler College Barry University
Jason	Feldman	Public Safety	HS Diploma Fire, EMT, Paramedic Certification Bachelor's Degree	Miami Palmetto Sr High Daytona State College Florida State University
John	Frailey	Public Safety	Associate (EMS) Associate (Firefighter) Bachelor's Degree Master's Degree	Broward College Nova Southeastern University
Julie	Frailey	Public Safety	Associate Degree (Fire) Associate Degree (EMT) Bachelor's Degree Master's Degree	Broward College Nova South Eastern University
Michael	Gallatin	Public Safety	HS Diploma	St. Augustine HS

PART-TIME INSTRUCTIONAL STAFF				
	Last Name	Department	Education	Institution
			Paramedic Certificate Associate (EMS)	<b>FCTC</b> St. Johns State College
Vincent	Garcia	Public Safety	HS Diploma Technical Certificate	Federico Degetau HS <b>FCTC</b> /Unitec College
Christopher	Goldapple	Public Safety	HS Diploma Associate Degree (EMS/Paramedic/ Firefighter I/II) EMT-B Certificate	Duncan Fletcher Senior HS FL State College Florida Medical Training Institute
Marc	Grabert	Public Safety	Associate Degree (Fire Science) Paramedic Certificate	St. John's River Community College First Coast Tech Center
Travis	Greco	Public Safety	HS Diploma EMT Fire I/II Certificates FEMA BLS Certification	Daytona State College Flagler Technical Institute Florida State College
Robert	Growick	Public Safety	EMT Certificate Firefighter I/II Certificate Associate Degree	Miami Dade College Broward Fire Academy Broward College
Harris	Scott	Public Safety	Bachelor's Degree	Flagler College
Angela	Hernandez	Health Occupations	HS Diploma RN, ACLS & BLS Certifications	Hialead-Miami Lakes
Raphael	Hernandez	Public Safety	HS Diploma Firefighter/EMT Certificates	John F. Kennedy HS St. Augustine Technical Center
Sara	Hetherington	Culinary/ECH	Bachelor's Degree	University of Virginia
Michael	Hines	Public Safety	Firefighter I Certificate Firefighter II Certificate Paramedic	Florida State Fire College St. Augustine Fire Academy First Coast Technical Institute
Justin	Hodges	Public Safety	Bachelor's Degree	Columbia Southern University
Jonathan	Kaye	Public Safety	HS Diploma Associate Degree EMS	Flanagan High School Broward College
William	Kerek	Public Safety	HS School Bachelor's Degree EMT/Paramedic Cert.	St. Augustine HS Flagler College Daytona State College <b>FCTC</b>
Tyler	Lee	Public Safety	HS Diploma EMT, Firefighter & Paramedic Certificate	Bartram Trail HS <b>FCTC</b>
Joseph	Luther	Public Safety	HS Diploma EMT, Firefighter 1 & 2, & Paramedic Certificate	Palatka HS <b>FCTC</b>
Cory	Matthews	Public Safety	<b>Bachelor's Degree</b>	Flagler College
Justin	McDonald	Public Safety	HS Diploma Associate Degree EMS	Cardinal Newman HS Palm Beach State College

PART-TIME INSTRUCTIONAL STAFF				
	Last Name	Department	Education	Institution
Laronda	McGee	Health Occupations	Bachelor's Degree (BSN)	Daytona State College
Joshua	Meeker	Public Safety	HS Diploma Associate Degree Paramedic Certificate Firefighter I/II	Flagler Palm Coast HS Daytona State College Volusia Flagler Fire Academy
Rebecca	Melvin	Public Safety	Bachelor's Degree First Responder/EMT/ Paramedic Certificates	University of Pittsburgh Florida State College
Gloria	Milan	Health Occupations	Master's Degree (MSN)	Jacksonville University
Tara	Miller	Health Occupations	Bachelor's Degree (BSN)	Regis College
Andres	Moscoso	Public Safety	EMS Associate Degree	Daytona State College
Melissa	Mosher	Public Safety	HS Diploma BSN	Tift County HS Jacksonville University
Ronald	Newbern	Public Safety	Firefighter Certificate	St. Augustine Technical College
Hardus	Oberholzer	Public Safety	Bachelor's Degree EMT/Firefighter I/II/Paramedic Certificates	University of NW Potchefstroom <b>FCTC</b>
Thomas	Orr	Public Safety	Firefighter I/II Certificate	<b>FCTC</b>
Christopher	Pacetti	Public Safety	Bachelor's Degree	Flagler College
Michael	Pius	Public Safety	HS Diploma Associate Degree EMS/Firefighter Certificate Paramedic Certificate	Pedro Menendez HS Braxton College St. Johns River State College FCCJ First Coast Technical Institute
Jeffrey	Poeira	Public Safety	Associate Degree	Daytona State College
Gary	Potter	Public Safety	HS Diploma ATS Fire Administration Bachelor's Degree MPA	Miamisburg Senior HS Sinclair Community College Sienna Heights University Barry University
Zachary	Prioletti	Health Occupations	Associates of Science in Nursing	St Johns River State College
Duane	Reese	Public Safety	HS Diploma Firefighter/Paramedic	Terry Parker HS FCCJ
Sheryl	Rodgers	Public Safety	HS Diploma Firefighter/EMT/ Paramedic/EMS Management	Trinity Christian Academy Florida State College
Nora	Rowsey	Health Occupations	Bachelor's Degree	Univ of State of NY Oakland Community College Tusculum College
Doug	Schenck	Public Safety	HS Diploma Paramedic, Firefighter I & II and EMT	Seminole Community College

PART-TIME INSTRUCTIONAL STAFF				
	Last Name	Department	Education	Institution
Brandon	Seymour	Public Safety	Associate Degree	Valencia College
Jason	Sheider	Public Safety	Associate Degree Fire Science	Florida State College Florida Community College
Richard	Smith	Public Safety	HS Diploma, EMT/Paramedic Firefighter I & II Management Cert.	North Marion HS College of Central Florida Citrus County Fire Academy University of Alabama
David	Squires	Public Safety	Associate Degree EMD/Firefighter Certificate	St. Johns River CC St. Augustine Technical Center
David	Stevens	Public Safety	HS Diploma Bachelor's Degree EMS Certificate	Daytona State College Columbia Southern University St. Johns River College
William Greg	Stailey	Public Safety	HS Diploma Firefighter Certificate	Pasco Hernando Comm. College Florida State Fire College
Junelle	Steward	Public Safety	Bachelor's Degree	University of Central Florida
Anthony	Tester	Public Safety	Bachelor's Degree	Florida State University
Dane	Thornton	Public Safety	Associate Degree	Florida State College
Christian	Vineyard	Public Safety	HS Diploma Firefighter/EMT Paramedic Certificates	Union County HS <b>FCTC</b> Camsen Career Institute

# Academic Calendar / St Johns County School District

## 2023 - 2024

### MASTER CALENDAR

2023-2024 School Year

Board Approved 5-12-2020

Wednesday	August 2, 2023	Optional Teacher Planning Day
Thursday - Wednesday	August 3, 4, 7, 8, 9, 2023	Teacher Pre-Planning to include 7.5 hours of Teacher Inservice
<b>Thursday</b>	<b>August 10, 2023</b>	<b>Students Report to Class</b>
Monday	September 4, 2023	Labor Day- Student/Teacher Holiday ✓
Friday	October 13, 2023	First Quarter Ends
Monday	October 16, 2023	Teacher Planning Day-Student Holiday ✓
Friday	November 10, 2023	Veteran's Day-Student/Teacher Holiday ✓
Wednesday - Friday	November 22-24, 2023	Thanksgiving Break - Student/Teacher Holiday ✓
Thursday	December 21, 2023	Second Quarter/First Semester Ends *
Friday - Wednesday	Dec. 22, 2023-Jan. 3, 2024	Winter Break - Student/Teacher Holiday
Thursday	January 4, 2024	Teacher Planning Day-Student Holiday ✓
Friday	January 5, 2024	Teacher Inservice Day-Student Holiday ✓
Monday	January 8, 2024	Classes Resume for Students/Second Semester Begins
Monday	January 15, 2024	Martin Luther King Day - Student/Teacher Holiday ✓
Monday	February 19, 2024	Presidents Day - Student/Teacher Holiday ✓
Friday	March 8, 2024	Third Quarter Ends
Monday-Friday	March 11-15, 2024	Spring Break - Student/Teacher Holiday
Monday	March 18, 2024	Teacher Planning Day-Student Holiday
Tuesday	March 19, 2024	Classes Resume for Students
Friday	March 29, 2024	Holiday - Student/Teacher Holiday
	April - May	B.E.S.T Testing (Reading, Math & Science)
Friday	April 19, 2024	Student/Teacher Holiday
	May 1-23	EOCs, AP, IB, District Exams
Friday	May 24, 2024	<b>Last Day for Students/Fourth Quarter Ends</b>
Monday	May 27, 2024	Memorial Day
Tuesday	May 28, 2024	Last Day for Teachers - Teacher Planning Day
	May - TBA	Graduations (Schools/Locations TBD)

\***ALL Schools** will be dismissed **1 hour** early on December 21, 2023 and May 24, 2024

**All Schools** participate in a weekly early release on Wednesday: Elementary @1:45, Middle @12:50, High @ 2:50

Interims Issued: September 12	Report Cards: October 24
Interims Issued: November 16	Report Cards: January 19
Interims Issued: February 6	Report Cards: March 26
Interims Issued: April 23	Report Cards: May 24 * Elementary only

✓ **Possible Hurricane Make-Up Days to be determined as needed.**

Optional planning day may "Flex" for any Planning Day or Post Planning day as pre-approved by Principal

CHARACTER COUNTS! In St. Johns County

#### Pillars of the Month

August - All Pillars    October - Responsibility    December - All Pillars    February - Caring    April - All Pillars  
 September - Fairness    November - Citizenship    January - Respect    March - Trustworthiness    May - Citizenship

(Emphasis on Patriotism)

# Academic Calendar / St Johns County School District

2024 - 2025

## MASTER CALENDAR

2024-2025 School Year

Board Approved 3-13-2023

Monday	August 5, 2024	Optional Teacher Planning Day
Tuesday - Friday	August 6, 7, 8, 9, 2024	Teacher Pre-Planning
<b>Monday</b>	<b>August 12, 2024</b>	<b>Students Report to Class</b>
Monday	September 2, 2024	Labor Day- Student/Teacher Holiday ✓
Friday	September 20, 2024	Teacher Inservice Day- Student Holiday✓
Friday	October 11, 2024	First Quarter Ends
Monday	October 14, 2024	Teacher Planning Day-Student Holiday ✓
Monday	November 11, 2024	Veterans Day - Student/Teacher Holiday ✓
Monday - Friday	November 25-29, 2024	Thanksgiving Break - Student/Teacher Holiday ✓
Friday	December 20, 2024	Second Quarter/First Semester Ends *
Monday - Thursday	Dec. 23, 2024-Jan. 2, 2025	Winter Break - Student/Teacher Holiday
Friday	January 3, 2025	Teacher Planning Day-Student Holiday ✓
Monday	January 6, 2025	Classes Resume for Students/Second Semester Begins
Monday	January 20, 2025	Martin Luther King Jr Day - Student/Teacher Holiday ✓
Friday	February 14, 2025	Teacher Inservice Day - Student Holiday ✓
Monday	February 17, 2025	Presidents' Day - Student/Teacher Holiday ✓
Thursday	March 13, 2025	Third Quarter Ends
Friday	March 14, 2025	Teacher Planning Day-Student Holiday
Monday-Friday	March 17-21, 2025	Spring Break - Student/Teacher Holiday
Monday	March 24, 2025	Classes Resume for Students
Monday - Friday	March 31 - April 11, 2025	B.E.S.T. Writing Assessment - Grades 4-10
Friday	April 18, 2025	Student/Teacher Holiday
Thursday - Thursday	May 1-May 29, 2025	FAST Testing (Reading, Math & Science) Grades 3-10
Thursday - Thursday	May 1-29, 2025	EOCs, AP, IB, District Exams
Monday	May 26, 2025	Memorial Day - Student/Teacher Holiday
Friday	May 30, 2025	<b>Last Day for Students*Fourth Quarter Ends</b>
Monday	June 2, 2025	Last Day for Teachers - Teacher Planning Day
	May - TBA	Graduations (Schools/Locations TBD)

\***ALL Schools** will be dismissed **1 hour** early on Dec 20, 2024 and May 30, 2025

**All Schools** participate in a weekly early release on Wednesday: Elementary @1:45, Middle @12:50, High @ 2:50

Interims Issued: September 11, 2024	Report Cards: October 24, 2024
Interims Issued: November 14, 2024	Report Cards: January 16, 2025
Interims Issued: February 11, 2025	Report Cards: March 27, 2025
Interims Issued: April 23, 2025	Report Cards: May 30, 2025 - *Elementary only

✓ **Denotes hurricane make-up days**

Optional planning day may "Flex" for any Planning Day or Post Planning day as pre-approved by Principal

CHARACTER COUNTS! In St. Johns County

### Pillars of the Month

August - All Pillars    October - Responsibility    December - All Pillars    February - Caring    April - All Pillars  
 September - Fairness    November - Citizenship    January - Respect    March - Trustworthiness    May - Citizenship

(Emphasis on Patriotism)

Secondary and Dual Enrolled Schedule 2023-24 School Year Adult Education Programs		
Academic Coaching (AAAE) ABE GED Prep	Monday – Friday	7:45am – 11:00am
Lunch	Monday – Friday	11:00am – 11:45am
Academic Coaching (AAAE) ABE GED Prep	Monday – Friday	11:45 AM – 3:00 PM 1:15 PM – 4:30 PM
Adult ESOL	Monday – Thursday	1:15pm – 4:30pm 5:00pm – 8:15pm
Academic Coaching (AAAE) ABE GED Prep	Monday – Thursday	2:00 PM – 5:15 PM
High School Completion	Tuesday – Thursday	5:15 PM – 8:30 PM
Academic Coaching (AAAE) ABE GED Prep Adult ESOL	Monday – Thursday	5:15pm – 8:30pm

Adult Programs - Monday through Friday		
Morning Session	8:00am	11:40am
Lunch	11:40am	12:10pm
Afternoon Session	12:10pm	3:00pm

Secondary and Dual Enrolled Schedule 2023 – 2024 School Year									
Days	Period 00	Period 01	Period 02	Period 03	Lunch	Period 04	Period 05	Period 06	Period 07
M, T, TH, F	8:00am	9:20am	10:15am	11:05am	11:50am	12:25pm	1:30pm	2:20pm	3:00pm
	9:20am	10:10am	11:00am	11:50am	12:20pm	1:25pm	2:15pm	3:00pm	3:50pm
W Early Release	8:00am	9:20am	10:00am	10:40am	11:15am	11:50am	12:55pm	1:35pm	2:10pm
	9:20am	9:55am	10:35am	11:15am	11:45am	12:50pm	1:30pm	2:10pm	2:50pm





**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.edu**

