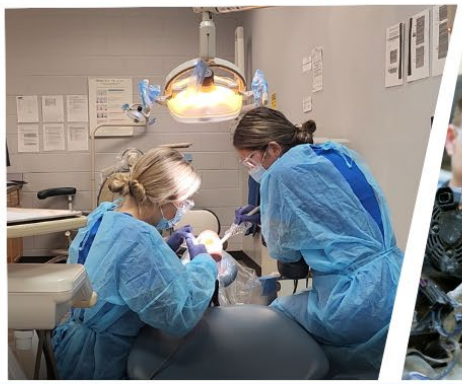
First Coast Technical College
*Your Future Comes First*

# STUDENT HANDBOOK

## Effective July 2026







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

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

FCTC.edu

# First Coast Technical College

A Career and Technical Education College

## FCTC Administration

George Mastoridis, Director

Caitlyn Stewart, Assistant Director of Operations

Ashley Norris, Supervisor of FCTC Finance and Accounting

## 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.

### Disclaimer /Equal Access & Opportunity

**First Coast Technical College (FCTC)** hereby reaffirms the principle of equal opportunity for all persons regardless of race, disability, color, ethnicity, national origin, religion, gender, age, marital status, genetic information, political and religious beliefs. Equal opportunity principle applies with regard to employment, delivery of educational programs and services and all other appropriate areas in which the College is involved, except as provided by law. The College is committed to ensuring that all persons are not subject to discrimination. The complaint of any student, employee or applicant who believes they have experienced discrimination or harassment, including workplace or classroom harassment, discrimination in hiring or admission practices, ADA complaints and other acts of discrimination or harassment can file an initial complaint through the Human Resource Director or Director.

**Main Campus** • 904-547-3282 • 2980 Collins Avenue, St. Augustine, Florida 32084 • **FCTC.edu**
**Public Safety Campus** • 904-547-3452 • 3640 Gaines Road, St. Augustine, Florida 32084 • **FCTC.edu**
**Brooks Campus** • 904-547-7600 • 3599 University Blvd. S., Jacksonville, Florida 32216 • **FCTC.edu**
**Future Campus - Historic Hasting Campus** • 6195 S. Main Street, Hastings, FL 32145 • **FCTC.edu**

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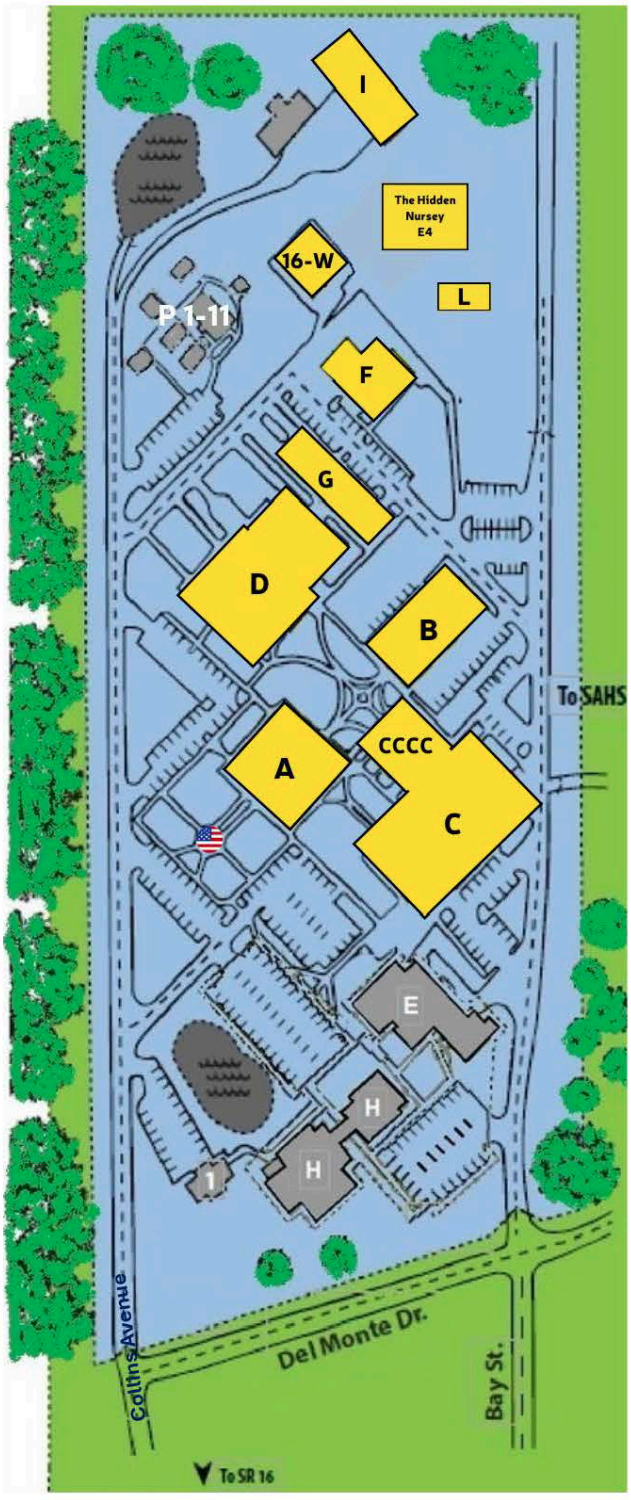

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First Coast Technical College
Your Future Comes First

# MAIN CAMPUS DIRECTORY




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| Culinary Arts | C |
| Dental Assisting Technology and Management | D |
| Diesel Systems Technology Adult & Dual | B |
| Early Childhood Education | E |
| English for Speakers of Other Languages (ESOL) | C |
| Facials and Nails Specialties | G |
| Financial Aid | A |
| Practical Nursing and Surgical Technology | D |
| Heating, Ventilation, AC/Refrigeration Adult & Dual | F |
| Industrial Machinery Maintenance | I |
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**FCTC.EDU • 904-547-3282 • Main Campus: 2980 Collins Ave. St. Augustine, FL 32084 • Last Updated 5/19/2026**

## Directions



### 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. 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**.

**Future Campus - Historic Hasting Campus** • 6195 S. Main Street, Hastings, FL 32145 • **FCTC.edu**

1. At the Main Campus gate continue to Collins Avenue to the light at SR 16.
2. Turn right onto SR 16 for 6.5 miles.
3. Turn left onto I-95 S - 22.5 miles.
4. Take exit 311 – Palatka – merge onto FL 207 S 11.6 miles.
5. Turn left onto Main Street – Destination on the right.

## Career and Adult Education Centers

First Coast Technical College (FCTC) is one of 48 technical education colleges and centers across Florida operating 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 | Public Safety Campus |
|---|---|
| **First Coast Technical College** | **First Coast Technical College** |
| 2980 Collins Avenue | 3640 Gaines Road |
| St. Augustine, FL 32084 | St. Augustine, FL 32084 |
| 904-547-3282 | 904-547-3542 |

## Accreditations

First Coast Technical College holds accreditations 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

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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

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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) upon the recommendation of the Commission on Accreditation of Educational Program for the Emergency Medical Services Professions (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

To contact COAEMSP:
8301 Lakeview Parkway, Suite 111-312 Rowlett, TX 75088
214-703-8445 FAX 214-703-8992 www.coaemsp.org/

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**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

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**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.nursecompact.com/index.htm

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

- American Heart Association
- American Medical Technologists (AMT)
- American Welding Society
- Assessments Technologies Institute (ATI Testing/Prep)
- 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 Center for Competency Testing (NCCT)
- National Health Career Association
- Pearson Professional Assessments
- Prometric
- 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

**All St. Johns County School Board rules and State of Florida Boards rules apply and supersede FCTC guidelines listed within.**

## Disclaimer /Equal Access & Opportunity

First Coast Technical College hereby reaffirms the principle of equal opportunity for all persons regardless of race, disability, color, ethnicity, national origin, religion, gender, age, marital status, genetic information, political and religious beliefs. Equal opportunity principle applies with regard to employment, delivery of educational programs and services and all other appropriate areas in which the College is involved, except as provided by law. The College is committed to ensuring that all persons are not subject to discrimination. The complaint of any student, employee or applicant who believes they have experienced discrimination or harassment, including workplace or classroom harassment, discrimination in hiring or admission practices, ADA complaints and other acts of discrimination or harassment can file an initial complaint through the Human Resource Director or Director.

Mr. George Mastoridis, Director
**First Coast Technical College**
2980 Collins Avenue St. Augustine, FL 32084
904-547-3303 or George.Mastoridis@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 Director.

| Main Campus Office Hours | | | |
|---|---|---|---|
| Administration Building Hours | Building A | Monday - Friday | 7:30am - 4:00pm |
| 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 | Building C | Monday - Friday | 7:30am - 2:00pm |
| Summer Hours | | Monday - Thursday | 8:00am - 4:00pm |

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. CTE class hours are from 8:00am - 3:00pm Monday - Friday. Adult Education classes have three (3) class times. See the Adult Education section in this handbook.
2. Applied Cybersecurity hours are 8am - 4pm Monday - Friday.
3. High school class times vary between 8:00am - 4:00pm.
4. Evening class schedules vary based on program requirements.

5. Public Safety Campus classes vary to accommodate the program. Class-specific schedules are posted on the website.

## Grading

Students are assessed on the course competencies and must complete the designated clock hours for the course. Certificates are awarded upon completion of Occupational Completion Points (OCPs).

## 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, Vincennes University, Florida School for the Deaf and Blind and St. Johns County School District. These agreements are designed to grant 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 Main Campus to relax during breaks and purchase a variety of food and beverage items. Students may also order and pick-up school uniforms in the Student Center.

Students will order books and supplies at FCTC's Virtual Bookstore at FCTC@ecampus.com. 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.

In addition to the Student Center there are snack/drink vending machines located throughout both campuses.

Food and/or drinks are only permitted in student common 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 science 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. Adjustments in parking areas may occur as deemed necessary by FCTC staff. There should be no parking on grassy areas unless specifically granted by FCTC administration.

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, attend 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.

## Non-Vehicular Transportation

For everyone's safety, bicycles, scooters, skateboards, and other non-vehicular transportation are not permitted on the main vehicle roadways used by students, faculty, staff, and district traffic.

To avoid the risk of being struck by a vehicle, FCTC students and guests must use the designated pathways and park in the bicycle rack areas (one by building C parking lot and one by building A & D parking lot). For further information, see the Assistant Director of Operations.

## 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.

## Student Identification Card (ID)

Student IDs and privileges are intended for the assigned student only! Student IDs are a level of safety and security. Misuse of an assigned student ID card may result in dismissal from FCTC.

## 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 including Tech Tots, Knot Just Hair Salon, Student Center 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.

## Safety of Students, Employees and Visitors

No person, including pupils, employees, or visitors, shall bring on any School Board premises or have in such person's possession or in such person's vehicle on any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of the person's regular job responsibilities. SB Rule 8.01 (4)

## Childcare – Tech Tots

### Tech Tots Childcare assisted by Early Childhood Program 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, go to Services for the Community.

## 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 accommodation 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 a disability. A student with a disability that requests accommodations or course substitutions 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 (5) 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 or course substitutions. 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. A student may appeal an accommodation or course substitution decision via the Student Services Department.

## 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.

## Consumer Information

Consumer Information is on FCTC's website: Consumer Information.

FCTC is required to provide all students written 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 employment 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 and career ready practices are incorporated into CTE programs. Customer service and career ready activities are an integral part and completed in the classroom or lab setting. Training agreements are not required. Project completions and services completed by students are monitored and tracked by instructors and through 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, externships and internships, are an integral part of many programs. Students are required to participate and are assessed in their content knowledge, competency skills, career readiness practices, and employability 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.

Students who would like to have their international credentials (high school diploma, degree, professional certification, etc.) considered for education verification, must provide credentials to be evaluated and translated by an Approved Credential Evaluation agency. Click here for the Florida Department of Education Approved Credential Evaluation agencies. For education verification, all documents must be official when submitting to the FCTC Student Advising Department. For additional support on how to submit official documents to FCTC, visit FCTC.edu Transcripts tab.

## 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 (limited to part-time enrollment). 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. Secondary and Dual enrolled students are exempt from paying for tuition and books. Dual enrolled students are required to purchase uniforms and other supplies, materials and/or equipment required for their program.

| Secondary and Dual Enrolled Schedule 2026 – 2027 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<br>9:20am | 9:20am<br>10:10am | 10:15am<br>11:00am | 11:05am<br>11:50am | 11:50am<br>12:20pm | 12:25pm<br>1:25pm | 1:30pm<br>2:15pm | 2:20pm<br>3:00pm | 3:00pm<br>3:50pm |
| W<br>Early Release | 8:00am<br>9:20am | 9:20am<br>9:55am | 10:00am<br>10:35am | 10:40am<br>11:15am | 11:15am<br>11:45am | 11:50am<br>12:50pm | 12:55pm<br>1:30pm | 1:35pm<br>2:10pm | 2:10pm<br>2:50pm |

## Secondary Enrollment Programs

Cosmetology
Culinary Arts
Early Childhood Education
Horticulture Science and Services
Landscape Operations

## Dual Enrollment Programs

Applied Cybersecurity
Dental Assisting Technology & Management
Diesel Systems Technician 1 & 2
Early Childhood Education
Heating, Ventilation, Air-Conditioning/Refrigeration
Industrial Machinery Maintenance
Landscape and Turf Management
Master Automotive Service Technology 1 & 2
Nursery Management
Professional Culinary Arts and Hospitality
Surgical Technology
Welding Technology
Welding Technology - Advanced

## 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 counselor(s) to express interest and confirm required periods/blocks are available in their schedule
- Please note some courses may require additional periods

## Application Process

Completed applications must be submitted by:
Fall 2026-2027 — Applications due to FCTC by February 27, 2026
Spring 2026-2027 — Applications due to FCTC by October 16, 2026
Classes may be limited in the spring semester. FCTC reserves the right to cancel a program with insufficient enrollment.

## Secondary Enrollment / Contact

For questions regarding FCTC Secondary Enrollment, contact Ms. Wakilah Augustus, Student Advisor 904-547-3378 or Wakilah.Augustus@FCTC.edu

## Dual Enrollment / Contact

For questions regarding FCTC Dual Enrollment, contact Ms. Sam Guldswog, Student Advisor 904-547-3379 or Sam.Guldswog@FCTC.edu

### Secondary and Dual Enrollment Student Attendance Policy

FCTC expects students to develop habits of punctuality, self-discipline, and responsibility to derive maximum benefit from the instructional program and master the content necessary for successful program completion. Our faculty and staff are committed to prepare our students with the diverse skill-set necessary to be successful in the workforce. Career readiness skills and effective work habits are paramount to students' success. All programs include employability criteria within their grading policy.

### Attendance Procedure

**Step 1) Student is absent three (3) 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 is absent five (5) 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 (PSAP) for the student and notify the designated FCTC advisor. 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 is absent 10 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 school counselor and program instructor of the dismissal recommendation.

**Step 4) Student is absent 15 total days within the school year**: The student is referred to the Dean. With the Director's support, the Dean may make the decision to drop the student from the program, and the student will be withdrawn. The Student Advisor will notify the student's home high school registrar and/or school counselor. Full-time Secondary and Dual Enrolled students must follow the post-secondary attendance policy.

**Step 5)** Student may appeal the Dean's decision to the Review Committee (consisting of Director, Assistant Director, College Dean, Student Services Dean & Student Advisor.)

For all high school testing schedules 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 and/or Deans with concerns regarding a student's attendance are encouraged to discuss the concern with the student's advisor to determine if additional assistance/intervention is necessary.

### Tardiness

Students are required to report to class on time. Instructors will refer students with excessive tardiness to College Deans. Tardiness and absences will impact grades and required program hours. As appropriate, attendance concerns, outreach support, etc. will be communicated to the student's home high school by the Secondary and Dual Enrollment Student Advisors.

## Admissions

### Career and Technical Education Basic Skills

The statute requires students who enroll in a career certificate program or ATD program of 450 clock hours or more to complete an entry-level basic skills examination within the first six (6) weeks after admission into the program, unless the student is otherwise exempt. In Rule 6A-10.040, F.A.C., the approved, valid and reliable assessments are identified. Only these approved assessments can be used to assess student proficiency of basic skills, the results of which are comparable across institutions. Any student found to lack the required level of basic skills must be counseled and referred to the appropriate adult general education program. A student may not receive a career certificate or ATD without first demonstrating the basic skills required in the state curriculum frameworks, adopted annually in Rule 6A-6.0571, F.A.C.

**Exemptions from the Basic Skills Exit Requirements**

Section 1004.91, F.S., provides the statutory framework for student exemptions from the basic skills exit requirements. The designated program administrator must receive appropriate documentation (an official copy of the degree, transcript, apprentice agreement, test score, etc.) to allow any of these exemptions. A student who qualifies for one or more of the following exemptions is exempt from the basic skills exit requirements:

- Possesses a college degree at the associate in applied science level or higher;1
- Demonstrates readiness for public postsecondary education pursuant to 1008.30, F.S., and implementing Rule 6A-10.0315, F.A.C.2 s.

Passes a state, national or industry certification or licensure examination aligned to their career certificate or ATD program and identified in the Basic Skills Licensure Exemption List,3 and candidates entering a law enforcement officer basic recruit training program, if he or she is a veteran as defined in s. 1.01(14), F.S., or holds an associate degree or higher from an accredited college or university

Students will not be awarded a certificate of program completion until the graduation requirements have been met. Students will not be exempt due to language deficiencies.

Test scores are recorded in the student's file. The effectiveness/evaluation of these procedures are 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 some programs. 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 or GED as a condition of enrollment are identified on the program application and website. Students who do not demonstrate attainment of literacy in reading, math and language on a commonly accepted literacy assessment may be 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 6 Easy Steps!

**Step 1 – Tour Our Campus**

a) Attend a Program Information Sessions & Tours and meet staff who will help you enroll.
b) Sessions are held each month on the 2nd Tuesday at 6:00pm and 2nd Thursday at 9:30am at 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, may be able to serve students who qualify between 16 and 24 years of age.
d) **FCTC** encourages all students to apply for FAFSA as you develop your enrollment plans.

**Step 3 – Submit Your Transcripts**

a) Create My FCTC Account – generate your Student ID#.
   - You will only need to do this one time.
b) Submit your official sealed Transcripts.
   - Your transcript will be reviewed, you will be notified via email of your next steps.
     i. You may be required to take a placement exam, i.e, CASAS Assessment Test. To determine if you are exempt, go to Assessments vs Basic Skills Exemption FAQ. Non-refundable fees apply.
c) To move forward without a High School Diploma, contact Recruiter@FCTC.edu.

**Step 4 – Apply for Your Program**

a) Make your selection from the following programs listed.
b) All career technical programs require a completed online program application with a Florida-Residency-Declaration-for-Tuition-Purposes form.
   - Agriculture, Food and Natural Resources
     - Landscape and Turf Management,
     - Nursery Management
   - Architecture and Construction
     - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2
   - Health Sciences
     - Dental Assisting Technology and Management
     - Emergency Medical Technician
     - Paramedic
     - Practical Nursing
     - Surgical Technology
   - Hospitality and Tourism
     - Professional Culinary Arts and Hospitality
   - Human Services
     - Cosmetology
     - Facials Specialty
     - Nails Specialty
   - Information Technology
     - Applied Cybersecurity
   - Law, Public Safety and Security
     - Firefighter
     - Firefighter / Emergency Medical Technician – Combined
   - Manufacturing
     - Industrial Machinery Maintenance 1&2
     - Welding Technology & Welding Technology-Advanced
   - Transportation, Distribution and Logistics
     - Diesel Systems Technician 1 & 2
     - Master Automotive Service Technology 1 & 2

**Step 5 – Secure Your Seat**

a) Seats are limited and are filled on a first-come, first-served basis. Please apply early.
b) Some programs have an application deadline; see website program page for dates. Programs may fill prior to the application deadline.
c) On receipt of your completed application checklist:
    - You will be contacted to pay your application fee.
    - Registration details will be sent via email.
    - Program full notices will be sent regarding waitlist opportunities and next steps.

**Step 6 – Register for Class**

a) Make a registration appointment as outlined in your email instructions.
b) Payment will be due at this appointment. Refer to your specific Program Cost sheet at FCTC.edu.
c) Financial Aid benefits must be in place by your registration appointment.
d) Books, uniform and supplies are reviewed at your registration appointment.
e) Your seat is not guaranteed until your required tuition and fees are paid.
f) Seats fill quickly …register early!

## Application Process

All programs require a completed application prior to enrollment. Law, Public Safety and Security and Health Sciences Programs have application deadlines and require additional documents to be submitted with the application. Application Checklists, which detail enrollment steps for most programs, are located and can be downloaded from FCTC's website at FCTC.edu. and at FCTC's Main Campus, Building A. On receipt of your completed application checklist you will be contacted to pay your application fee. This fee is non-refundable. Apply early, seats are limited and on a first-come, first-served basis. Questions may be submitted via email to the Admissions Specialist.

## 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 College Dean and Student Advisor based on transcripts and competencies from a previous school or content and 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 official transcripts, must be received prior to the student starting their program.

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

### 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 College Dean and Student Advisor who will discuss the transfer and review basic skill requirements. Students must consult

their Financial Aid Specialist or the Business Office, if applicable. The Dean and instructor of the new program will review the student's training records or transcripts to determine transferable competencies.

## Adult CTE Procedures

**Attendance Policy**

FCTC encourages and expects all students enrolled in programs to attend regularly to derive maximum benefit and master the content necessary for successful program completion. It is the expectation that students develop habits of punctuality, self-discipline, and responsibility. Our faculty and staff are committed to preparing students with the diverse skill-set necessary to be successful in the workforce. Career readiness skills and effective work habits are paramount to students' success and all programs include employability criteria within their grading policy. New student orientation is mandatory; it is expected that all students attend.

**Licensure and Non-licensure programs** will follow a 90% attendance policy.
The mastery of content and skills are the key for successful completion of programs. All programs will follow the 3%, 6% and 10% attendance policy.

**Student Attendance Procedure**

**Step 1) Students that miss 3% of the program's instructional hours:** the instructor will write a referral and meet with the student to review the attendance policy to offer support for student driven problem-solving options.

**Step 2) Students that miss 6% of the program instructional hours:** the instructor will write a referral, and the student will meet with the Dean or designee. The Dean or designee will place the student on an attendance contract. The contract will outline possible removal from the program for 10% or more hours missed.

**Step 3) Students that miss 10% of the program instructional hours:** the instructor will write a referral, and the student will meet with the Dean or designee a second time. At the Dean or designee's discretion, the student can remain in the program. However, the student will be informed by formal notice of the removal from class after missing 15% of instructional hours. The student may be permitted to re-enter at the Dean or designee's discretion, pending program space availability.

**Step 4) Students that miss six (6) consecutive days will be immediately removed from the program**. Re-entry will only be permitted at the next enrollment at the Dean or designee's discretion, pending program space availability.

The student is responsible to manage their absences. Missed instructional hours may impact grades and financial aid awards and/or attendance status.

College Deans 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.

All anticipated absences by a student should be discussed with the instructor and designated College Dean.

## Withdrawals / Re-Enrollment Policy

Students withdrawn for nonattendance but want to continue in their program or another program, must meet with their College Dean prior to re-entry. Programs may be entered only during the next course start date and are dependent on space available. The transcripts of previous students will be reviewed by the Student Advisors to determine alignment to the program's current competencies.

Occasionally, it becomes necessary for a student to withdraw or change programs. To officially withdraw from classes, students must inform their instructor and College Dean in writing. 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 who withdraw will be required to reapply for admission and pay a new application fee before resuming their studies. Students should be aware that withdrawal or dismissal from their program may have other financial implications.

## Student Leave of Absence Policy (LOA)

Students enrolled in a CTE program may be granted an LOA during which the student is not considered withdrawn. The instructor provides the LOA form to the student. 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 and should meet with Financial Aid prior to submitting an LOA.

### Steps for a LOA review

1. The student discusses their LOA with their instructor.
2. LOA form is completed by the student, and all required supporting documents are provided and submitted to the instructor for review.
3. The instructor will review the LOA and prepare a written education plan.
4. The instructor will submit the LOA with the written education plan to the dean.
5. The program dean or designee will upload the LOA into the student information system and send an email notification to the student, instructor, student advisor, Career Navigators, business office and financial aid that the LOA documentation is under review.

### Approved LOA

1. The program administrator or designee enters the LOA dates into the student information system.
2. For students receiving financial aid, the clock hours during the approved LOA will not apply to their Pell Grant disbursement.
3. 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.

4. Withdrawn students will require that a Return of Title IV calculation be completed by the Financial Aid Specialist.
5. A Return of Title IV calculation will result in outstanding fees becoming the responsibility of the student.

**Denied LOA**

1. The program administrator will notify the student of the denial and send an email to the student, instructor, student advisor and Career Navigators regarding the denial.

## Leave of Absence Request Form

First Coast Technical College
Your Future Comes First

**Leave of Absence Request**

Requests for leave of absence must go through an approval process. Please explain the reason you are requesting a leave of absence in the space below. FCTC may contact your teacher before approving or denying your request. FCTC will not consider any appeal without proof to validate your request. Submit this form and any additional supporting documents to your program Dean. FCTC will reply by email regarding your request.

Students should notify their program Dean before the end of leave date if they desire to return prior to the return date or need to request additional leave. ***Please note that missing school can affect your financial aid.***

| STUDENT INFORMATION | | | |
|---|---|---|---|
| Name | Student # | Program and Instructor | |
| Address | | Email address | |
| City ST Zip | | Phone number | |
| Start of leave | | End of leave | Return Date |
| Please state your reason for your request (use the back, if needed) | | | |
| Student's approved plan of support from Instructor or Instructor's reasoning cannot support request (use the back, if needed) | | | |

Print student name _____ Signature _____ Date _____

Instructor name _____ Signature _____ Date _____

**School Use Only**

Approved ☐ Yes ☐ No School Official Signature: _____Date: _____

Notifications sent: ☐ Student ☐ Instructor ☐ Business Office ☐ Financial Aid

(904) 547-3282 • 2980 Collins Avenue St. Augustine, Florida 32084 • FCTC.edu

*updated 1/15/25*

# Tuition and Fee Policies

## Application Fee

Application fee is $50 and is non-refundable and applies to all programs.
Fees are not charged for high school or dual enrolled students in a CTE program.

## Tuition

Tuition is required at enrollment. Some programs are invoiced per 450-hour payment period for each program. Secondary and dual enrolled high school students pay no tuition. Certain programs require the purchase of insurance, background checks, drug testing, materials, supplies, tools, and uniforms.

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.

## Self-Funded Fees

Students who are classified as self-funded are responsible for ensuring that all tuition and fee obligations are paid in full and on time. Any self-funded balances must be paid within ten (10) calendar days of the date the billing statement is due.

Failure to make payment within the ten (10) day period will result in the student being administratively withdrawn from their program for non-payment. It is the student's responsibility to ensure payments are made on time to avoid disruption of their enrollment status.

The college reserves the right to withhold academic records, transcripts and future enrollment until all outstanding balances are satisfied.

## Returned Check Policy

1. Upon notification from Envision of a returned check, the FCTC Bookkeeper will contact the student via email.
2. Students will have **10 business days** from the date of notification to repay the amount owed.
3. Students are subject to withdrawal from class for debts not resolved within the 10-day business window.
4. After **two (2) returned checks**, FCTC will no longer accept checks as a form of payment from the student. Alternative forms of payment will be required going forward.

Students needing assistance or with questions may contact the Finance Office.

## Testing Fees

Testing fees must be paid through Registration prior to taking assessments. Current fees are listed on the Program Cost Sheet.

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

## Lab Fees

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

- $13 Liability insurance fee is assessed for students in high liability program areas including health sciences and law, public safety, and security occupational programs
- Certification/Licensure/Testing Fees – vary by program

**Additional Costs**

Additional costs may include textbooks, workbooks, online resources, uniforms, shoes, and other program materials and supplies.

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

Fees are subject to change without notice.

| Tuition and Fees Summary - School Year 2025-2026 | | | | |
|---|---|---|---|---|
| **Type of Program** | **Application Fee** | **Tuition** | **Lab Fees** | **Other Costs** |
| Certificate (Career Education Program) | √ | Resident $2.92 hr. (may vary per program) Nonresident $11.71/hr. | √ | √ |
| Academic Skills Building (ASB) | √ | $30 per term | | |
| Adult ABE/ESOL/GED® | √ | $30 per term | | √ |
| High School Dual Enrollment | Exempt | Exempt | Exempt | Uniforms |

| | |
|---|---|
| $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 2nd vehicle |

## Refunds

| **IF** | **You may receive a refund of** | |
|---|---|---|
| | **Tuition** | **Fees** |
| FCTC cancels a class in which student is enrolled. | 100% | All fees except for application and student ID |
| Student enrolls in a class but never attends. | 100% | All fees except for application and all testing fees |
| Student withdraws through the closing of the 10th day of the first course of the program. (drop/add period) | 100% | All fees except for all testing, application, parking, and student ID |

| | | |
|---|---|---|
| Student withdraws after the closing of the 10th day of the first course of the program due to approved extenuating circumstances. (drop/add) | Determined on a case-by-case basis | No refund of fees |
| Student withdraws after the closing of the 10th day of class without extenuating circumstances. (drop/add) | 0% | No refund of fees |
| Student is involuntarily withdrawn/dismissed 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% | No prorated refund |
| Students attending Adult Education classes, i.e., AGE, ASB, ESOL, AE High School, High School, Co-Enrolled | | Refer to the Adult Education section in this handbook |

The following guidelines may apply to withdrawn/dismissed 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 College Dean as soon as possible. Documentation of the circumstances will be required, and the request will be considered by an appeals team, submitted to the Director for final approval. The student will be notified of the determination within one (1) week.
3. Refunds are 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.

## Money-Back Guarantee Program

The Money-Back Guarantee Program was created by the Florida Legislature House Bill 1507 to refund tuition to students trained in a designated program who are unable to find a job in their field within six (6) months of completion. FCTC is proud to announce that three (3) of our programs are available to students. Each school district and Florida College System institution will refund the cost of tuition to the students who are not able to find a job in the field in which the student was trained within six (6) months of successful completion of select workforce education programs that prepare students for in-demand, middle-level to high-level wage occupations.

The Money-Back Guarantee Program is optional. Students that wish to participate must select a Money-Back Guarantee designated program and sign an agreement **before starting classes** stating they understand their rights, obligations and requirements as described in Section 1011.803, Florida Statutes. Admitted students will complete their program and seek employment. Job-seeking graduates will register with the FCTC Job Placement Specialist, Employ Florida or the employment assistance program at CareerSource. Students having met all the Money-Back Guarantee Program requirements and having been unable to find employment, may request a refund from FCTC. Only out-of-pocket tuition expenses paid by the student are eligible for refund.

Students who receive a job offer in their respective industry within the six (6) month window after completion will be considered to have successfully found employment and will no longer be eligible to participate in the Money-Back Guarantee Program or request a full refund of their tuition. The eligible programs at FCTC are **Diesel System Technician 1, Diesel System Technician 2, Emergency Medical Technician, Practical Nursing, Welding Technology and Welding Technology-Advanced**. Specific benchmark and documentation requirements to qualify for the Money-Back Guarantee Program are listed.

- **Student Attendance**: Students must be continuously enrolled full-time through the duration of the program and meet the program's attendance requirement as indicated in the Student Handbook.

- **Student Program Performance**:
  1. **Diesel System Technician 1** - Students must successfully complete all program requirements, earning a grade of 75 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than a 75 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct disciplinary record or sanctions. Students must pass their industry certifications.
  2. **Diesel System Technician 2** - Students must successfully complete all program requirements, earning a grade of 75 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than a 75 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct disciplinary record or sanctions. Students must pass their industry certifications.
  3. **Emergency Medical Technician** - Students must successfully complete all program requirements, earning a grade of 85 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than an 85 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct disciplinary record or sanctions. Students must be in good standing with the EMT host clinical sites. Students must pass the industry certification within three (3) months of graduation.
  4. **Practical Nursing**-Students must successfully complete all program requirements, earning a grade of 75 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than a 75 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct disciplinary record or sanctions. Students must be in good standing with their practical nursing host clinical sites. Students must pass the National Licensing Exam (NCLEX) within three (3) months of program completion.
  5. **Welding Technology**- Students must successfully complete all program requirements, earning a grade of 75 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than a 75 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic integrity violation or student code of conduct disciplinary record or sanctions. Students must pass their industry certifications.
  6. **Welding Technology – Advanced** - Students must successfully complete all program requirements, earning a grade of 75 or better in all coursework. Students receiving a W (withdrawn), I (incomplete) or less than a 75 grade are not eligible. Students must remain in good standing throughout the duration of the program including not having an academic

integrity violation or student code of conduct disciplinary record or sanctions. Students must pass their industry certifications.

- **Career Service or Career Day**: Students must provide verifiable documentation as evidence of career service for resume/employment assistance within three (3) months of completing their program or Career Day attendance and participation upon application for the guarantee.
- **Participation in internship**: Students must be in good standing with clinical sites, meet all physical/vaccination requirements and provide liability release documentation.
- **Job Search Documentation**: Students must be legally eligible for employment within the U.S. and must not have a criminal background that prevents employment within the career field. The student must provide verifiable documentation that they have registered with Employ Florida or worked with their local CareerSource office to search for employment in the field of interest. Student must demonstrate through verifiable documentation they have been actively searching for in-field employment for at least six (6) months from the date of program completion. This search must include the verifiable submission of at least 20 applications that are related to the field of study.
- **Student Career Plan**: Students must meet with the institution's career services department and provide verifiable documentation as evidence of the creation of and adherence to a career plan in conjunction with appropriate FCTC Student Services personnel.

To qualify for the Money-Back Guarantee Program, students must acknowledge they have read and understand the requirements by logging in to their FCTC student account and digitally signing the agreement before starting classes. At program completion, they should submit the **Money-Back Guarantee Program Completer Application** to FCTC's Job Placement Specialist.

To digitally sign the agreement before starting classes:

- Log into your FOCUS account
- Click on My Information
- Go to FCTC Local and complete the online signature.

*I acknowledge that I have read and understand the requirements of FCTC's Money-Back Guarantee Program. I understand fulfillment and documentation for each requirement is necessary to be eligible.*

## 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.

| Student is Attending College From | File This FAFSA | File FAFSA During This Time Frame | Use Tax Information From |
|---|---|---|---|
| July 1, 2025-June 30, 2026 | 2025-2026 | Dec 30, 2024-June 30, 2026 | 2023 |
| July 1, 2026-June 30, 2027 | 2026-2027 | Oct 1, 2025- June 30, 2027 | 2024 |

The Financial Aid Office will receive a report from FAFSA showing those applications filed with FCTC listed within 3-5 working days of filing. Students 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, and be sure to provide your contact information.

## Starting FAFSA

Complete your FAFSA in four (4) easy steps.

1. **Create Your FSA ID**
   - Create username and password to e-sign https://studentaid.gov/h/apply-for-aid/fafsa
   - Dependent students need a parent/guardian to create an FSA ID
   - Keep your FSA ID in a safe place to use again each year
2. **Apply at FAFSA® Application | Federal Student Aid to enter your information.**
   - FCTC's school code is **012544**
   - Enable FAFSA to connect with the IRS to transfer information
   - Sign the FAFSA with the FSA ID and click SUBMIT
   - Keep a copy of your records
3. **Final Steps**
   - Review your Student Aid Report (SAR)
   - Make corrections if needed

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) FAFSA Processing System (FPS) 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/or 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 following page 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. The Financial Aid Office will process for review and ensure completeness within a timely manner of all submitted documentation. 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 FPS 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.

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 are not required to do so.

**Referral of Fraud Cases**
FCTC is required to notify the U.S. Office of Inspector General of suspected misreported information or altered documentation submitted for a student to fraudulently obtain federal funds by a student, employee or other individual.

**Verification Tracking Groups**
Students 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 FPS

**V5- Aggregate Verification Group**

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

**Procedures**

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

Parties Involved: Financial Aid Clerk / Financial Aid Specialist

**Financial Aid Clerk - When an ISIR is received**

1. 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 documents and instructions.
2. Student completes the required verification documents and submits the necessary completed and signed documents.
   - 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. Financial Aid Clerk will verify all necessary documents have been received and all forms requiring signatures are signed.
4. Financial Aid Clerk notifies the student of incomplete documents or documents needing attention.
5. Once the verification documents are 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 documents and confirm that the information selected for verification is complete and match the ISIR requirements. The Financial Aid Specialist will contact the student of documents needing clarification.
- Errors/Inconsistences
  - Inconsistences or verification items must be resolved prior to the student being awarded.
  - Correcting items will be handled by the Financial Aid Specialist via the Federal Government's FPS 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.
  - The completed verification filed is uploaded to the students digital file and is ready to be awarded.

## Financial Aid Refund Policy

**FCTC** is required by CFR 669.22 to determine the amount of Title IV grant assistance that 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 and program dean 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) absences.

**For students that miss class during a program session:**
An unofficial withdrawal occurs when a student is absent six (6) consecutive days or fails to attend at least 80% for non-licensures and 90% for licensures 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 student 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 for licensure programs or below 80% for non-licensure programs 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 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. 100% 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 83% - 250 scheduled hours / 300 payment period hours. 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 50% - 150 scheduled hours / 300 payment period hours. Since 50% is less than 60%, the student is eligible to receive only 50% of the originally scheduled award. 150 x $2,500/300 = $1,250.

This calculation is performed by the Financial Aid 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.

At a student withdrawal, the Business Office will apply the Institutional Refunds Policy and determine any current outstanding charges on the 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 who had Title IV funds applied to their account or disbursed directly more than the amount earned, have received an overpayment. Granting Agencies require these funds to be refunded. The student will be responsible to pay 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 hours' x 375 hours in the pay period) and $1,000 was remitted to the student by check. The Financial Aid Office 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 Disbursed Award $1,375 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 institutional charges x (100%-55% 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 the US Department of Education (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 G6.

## 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.

For example, if the initial amount of unearned aid owed by the student is $225 (= $1,125 unearned aid - $900 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.

Students who owe a repayment will be notified by FCTC 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 45th 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 the National Student Loan Data System (NSLDS). FCTC must be notified by those students that elect to enter into a repayment agreement directly with ED.

## Returned Check Policy

1. Upon notification from Envision of a returned check, the FCTC Bookkeeper will contact the student via email.
2. Students will have **10 business days** from the date of notification to repay the amount owed.
3. Students are subject to withdrawal from class for debts not resolved within the 10-day business window.
4. After **two (2) returned checks**, FCTC will no longer accept checks as a form of payment from the student. Alternative forms of payment will be required going forward.

Contact the Finance Office if you have any questions or require assistance regarding this policy.

## 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 ED 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 students in finding ways to pay for school. Various grants and scholarships are available, based on a student's financial need. On the FCTC website, click on "Future Students" then "Application Instructions". Contact information and additional guidance on loans, local agencies and scholarships are available.

The Financial Aid Office awards students for the amount of aid they are eligible to receive based on their Student Aid Index (SAI) that 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 grants students are eligible to receive, their chosen program and available funds.

Students who are in a program that is eligible for Title IV funding (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. The payment period will be provided within your award letter from your Financial Aid Specialist.

## 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. CASAS assessments require a three-month waiting period before retesting can occur without instruction.

Students who 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 the 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 until they have earned the required scores for their program. The adult education instructor will upload all forms into the student's account. The student will

be held to the same attendance requirements, 10-hour weekly minimum, no more than 9 days of consecutive online absences.

Students who do not meet the program's required approved Florida Department of Education assessment test score may continue their enrollment in Academic Coaching. The CTE instructor, College Dean and Adult Education instructor will monitor students in Academic Coaching. Students not enrolled will be monitored by CTE instructors and College Deans.

The Adult Education Instructor will submit a post-test request for those students that are ready to re-test. For students that meet the program minimum requirements, adult education will submit a Change of Status form, un-enrolling the student from Academic Coaching. 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 requirements.

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) (Rule 6A.060, F.A.C.) (The student provides the instructor with proof of passing the certification/licensure exam. The instructor will submit a Change of Status form 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 BSE 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 the students current student SCHEDULE record and remove the "BSE 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 provided 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 for 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 or contact the College Dean of Student Services at 904-547-3386 or Foundation@FCTC.edu.**

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

## 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 verify his or her attendance each month. Starting with the last day of the month, students may verify their attendance 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 policy. Veterans will receive a 30-day warning notification by email immediately following the month that 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. Attendance warnings remain in effect for the remainder of a student's program.

Veterans ***in licensure programs*** must maintain 90% attendance each calendar month andfollow the 3%, 6% and 10% attendance procedure below. Veterans will receive a 30-day warning notification by email immediately following the month that 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. Attendance warnings remain in effect for the remainder of a student's program.

**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. Veterans will receive a 30-day warning notification by email immediately following the month that their GPA falls below the minimum 2.0 requirement. The VA will be notified of those Veterans who do not meet the standard of progress for a second month and benefits will be terminated back to the date

the GPA fell below 2.0. 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 standard of progress during that review for benefits to be reinstated. Benefits will only be reinstated going forward. GPA warnings remain in effect for the remainder of the student's program.

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.

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.

**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.

**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 provide by the United State 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**.

## 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 within in-demand industries.

Whether your goal is to earn a high school diploma 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 laddering, entrepreneurship and much more! 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
- Test fees
- Books, supplies, uniforms assistance
- Academic assessment
- Childcare assistance
- Transportation assistance
- Incentives
- Work experience.
- And much, much more.

**Which programs do Career Navigators fund?**

Adult Education – High School Diploma
Applied Cybersecurity
Dental Assisting
Diesel Systems Technician 1&2
Emergency Medical Technician
Firefighter 1 & 2
Industrial Machinery Maintenance
Heating, Ventilation, Air-Conditioning /Refrigeration 1&2
Introduction to Aircraft Fabrication
Landscape and Turf Management
Master Automotive Service Technology 1&2
Paramedic
Practical Nursing
Professional Culinary Arts and Hospitality
Surgical Technology
Welding Technology
Welding Technology-Advanced

**What if I still need my High School Diploma?**

You can jumpstart your career-training program while working on your high school diploma! Our adult education programs 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. High school diploma 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 904-547-3477 or email 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 and refrain from public displays of affection. 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 and the St. Johns County School District Student Code of Conduct – School Services up to and including dismissal from the program or college and/or payment for damaged property.

## Standards of Conduct

The primary goal of FCTC is to provide an educational opportunity for all students. 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/classroom expectations.

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.

FCTC 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.

## 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. Completed forms should be submitted to the Director and will be forwarded to the district office. Completed Student Accident/Injury/Illness Reports will be uploaded into the student file. These forms will be kept confidential.

## Student Identification

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

## Cell Phone and Wireless Communications Devices

Cell phones and wireless communications devices should not be used in the classroom/lab setting unless explicitly permitted by the instructor. Refer to program specific contracts for additional details.

## 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 purposes. A Media Consent form will be available at Orientation and must be completed, signed and submitted to Student Services seven (7) days before beginning a program.

## Artificial Intelligence / Technology Guidelines

Reference the attached link regarding district technology use guidelines for students and instructors.
https://www.stjohns.k12.fl.us/media/technology/

## 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, future access may be denied, and appropriate disciplinary action applied. An Acceptable Use Procedures Form must be on file for each student prior to internet use.

## 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. Students are to wear industry professional attire at all times. Failure to do so will / can result in disciplinary action.

Laundering 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/utensil to deface their uniform. Students are responsible for replacing uniforms when they become permanently damaged.

School uniforms are mandatory and can be ordered and 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 must dress and groom themselves to meet professional and fair standards of safety and health and to not cause a substantial disruption of the educational process/setting. 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 clothing of any kind. 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. Form-fitting clothing items, like leggings, and cut-off sweats are not permitted. Students not adhering to the standards are subject to disciplinary action. Headgear and safety glasses or gloves may be required or authorized by the instructor to be worn in lab areas, such as head coverings/helmets and safety glasses in welding lab. Instructors will provide individual program specific dress codes.

School uniforms shall not be worn during off campus activities in a manner that will negatively reflect the program, profession, or college. 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 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. When commenting, keep the following in mind:

1. All comments should relate directly to the topic introduced by the District at the beginning of the thread.
2. 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.
3. Obscene, profane, abusive, defamatory or threatening language is not allowed.
4. Comments should not be used to cyberbully, bully or harass.
5. Comments should not promote illegal activity or violate copyright law. The District is not responsible for copyright infringement posted by an outside party.
6. Comments should not promote commercial products or services.
7. Comments should not contain racial, ethnic, religious or sex/gender-based slurs.
8. Comments should not promote or oppose any political candidate or cause.
9. While discussions are encouraged, contact Community Relations at 904-547-7517 for assistance with concerns or questions to ensure a timely resolution.
10. The District does not guarantee content on any externally linked site. Links and mentions are not endorsements.
11. These guidelines may be amended or modified at any time.

## Discipline

### Levels of Discipline

College staff should intervene to prevent or curtail misconduct. Faculty/staff will notify the program dean of a student being referred to the college administration for further disciplinary action. After hearing the student's explanation, consulting with staff members and doing any other investigation necessary, the administration will determine disciplinary action. Students are expected to be in compliance with the district Student Code of Conduct and FCTC's Student Handbook.

### 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 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 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 be subject to criminal proceedings.

### Level IV

Level IV infractions are the most serious acts of misconduct. All infractions must be reported to the Office of School Services. Sanctions will include suspension and may include dismissal and/or expulsion and may be subject to referral to mental health services pursuant to Florida Statute 1012.584(4). A student who commits a Level IV offense may also be subject to criminal proceedings.

### Responses and Disciplinary Action

Level III & IV infractions will be subject to a recommendation of dismissal via an Administrative Review Committee. The committee will include the instructor, college dean, other college administrators, and student advocates/advisors. The administrative review committee will communicate the recommendations to the Director for final approval. The College Dean will meet with the student to inform the student of the outcome.

1. The instructor will notify the program supervisor and initiate a student referral in the student information system.
2. The instructor will complete a Pro Social Academic Plan (PSAP) regarding the offense and will immediately work with the college dean to schedule an administrative review committee.
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.

## Tobacco/Alcohol/Illegal Substance Free Policy

All FCTC campuses are smoke 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 and vapes. The use of electronic cigarettes is prohibited.

FCTC has high school students attending 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 6:00am and midnight. Parent/guardian and law enforcement will be notified of students found to have violated this provision. Civil penalties may be imposed. (Florida Statute 569.11)

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.

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 up to and including dismissal from the program/college. The YRD/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.

Protecting people from the health hazards of tobacco, including secondhand tobacco smoke and 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.

**Violations**
Any high school or adult student in violation of the tobacco policy (considered a Level III in the District Student Code of Conduct) will be subject to progressive discipline up to and including dismissal from the program or college.

### Student Locker or Storage Area

F.S. 1006.09 – A student's locker or their storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. This subsection does not prohibit the use of metal detectors or specially trained animals during a search for illegally possessed substances or objects.

### 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 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 rules, 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.

**Identified Sexual Predator**

The Director will immediately notify any enrolled student that has been identified by local law enforcement as a sexual predator/offender of a meeting that is required to maintain enrollment.

## Zero Tolerance for Crimes and Victimization

FCTC operates under the auspices of the St. Johns County School District and the School Board rules. Chapter 5.13 of the School Board rules state the following:

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. Director Responsibility. College Director shall be responsible for ensuring that all staff/faculty 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 Director, the Assistant Director of Operations or the School Resource Officer and that the disposition of the incident is properly documented. The Director will 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 and School Board Rule 8.01, 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 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 immediately be removed from the classroom 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. The 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 Director or the Assistant Director of Operations 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 individual situation of the student's misconduct, subject to the procedures set forth in School Board rules and the Code of Conduct.
11. Students with Disabilities. The School District shall comply with the applicable State Board of Education Rules and other applicable regulations and requirements for a student with a disability that commits any of the offenses in this policy.
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

(1003.436 F.S.)

| Grade | Percentage | Work Ethic | Definition |
|---|---|---|---|
| A | 90% - 100% | 4 | **Outstanding Progress**<br>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 instructor and other students, and shows a positive attitude. |
| B | 80% - 89% | 3 | **Above Average Progress**<br>The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with instructor and other students, and shows a positive attitude. |
| C | 70% - 79% | 2 | **Average Progress**<br>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 | **Lowest Acceptable Progress**<br>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. |
| F | 0 – 59% | 0 | **Failure**<br>There are serious questions about the student's work attitudes and behaviors. The student should rethink their personal objectives and career goals. |
| I | 0 | 0 | **Incomplete**<br>Course in progress; not yet complete. |

Overall grades in programs are determined by averaging the program grade categories such as 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 per the student contract. Therefore, if a student's work is satisfactory, but are behind schedule in completing the program, the student must be referred to the designated college dean to correct this situation. A second referral for continued lack of progress will be referred to the Director or Assistant Director of Operations for their recommendations. Students dropped for ongoing lack of progress may not be re-enrolled for 90 school days unless approved by FCTC 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.

## Reports of Progress

Students can access their online gradebook at any time via the designated FCTC student information system.

## Academic Coaching

Students who need to attain basic skills score requirements for a program can enter Academic Skills Building (ASB). ASB classes are designed to assist students while increasing their knowledge in reading, math, or language. Enrollment in ASB 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 course will be placed on academic probation. The student will remain on academic probation until the end of the next course. Instructors will notify the College Dean and Student Advisor that the student is not showing academic satisfactory progress in their program. Additionally, the College Dean and Student Advisor will meet with the student to address the failure to achieve satisfactory progress. The student may be dismissed from the program based on the recommendation of the College Dean and final approval by the Director.

Students wishing to appeal a determination of unsatisfactory progress must follow established grievance procedures that are outlined in this handbook. Academic satisfactory progress procedures for licensure programs may differ from those outlined above and should be outlined in the program student contract. See program contracts for specifics regarding academic standards. The rigor of academic standards in program contracts may supersede these basic guidelines for academic progress.

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

Students may repeat failed competencies in competency based and individualized classes during the next offering of the course, pending space available. Students that receive an overall rating of satisfactory during the course will be 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 the FCTC website at the 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 offers electronic transcript services through FASTER Transcript System.
5. Your Original Transcript is 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 Completed Transcript Request Form:

- **In Person** – Complete and submit at the Reception Desk-Building A, St. Augustine Main Campus.
- **By Mail** – Complete and send to - **FCTC -** 2980 Collins Avenue, St. Augustine, FL 32084
- **By Email** – Complete and send to transcripts@FCTC.edu.

# Transcript Request Form

First Coast Technical College
Your Future Comes First

## 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
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)**

- ☐ CTE Program Transcript -$10 per copy # of copies _____
- ☐ Adult High School Completer Transcript
- ☐ Copy of OCP Certificates or Diplomas
- ☐ Enrollment Verification Letter
- ☐ Early Learning Coalition of SW FL
- ☐ Other _____

(Other Official Documents released by FCTC may involve a service fee.)

**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.**

| | | | |
|---|---|---|---|
| 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 | |

**FCTC does 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: _____

☐ Send via mail to: Attn: _____
Name of Institution _____
Address _____
City _____ ST ___ Zip _____
Phone # _____

☐ 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 a 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 and transcripts 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 diploma and transcript beginning two (2) weeks after the date of the ceremony.

## Graduation Requirements

CTE students are eligible for graduation on completion of the following criteria:

1. Completion of all Occupational Completion Points and/or courses.
2. Completion of all competencies as related to the Florida Department of Education Program Curriculum Framework.
3. Completion of state mandated exit requirements for basic skills applies only to students of programs that do not have a state or national industry certification or licensure related to their career certificate program and identified in the Basic Skills Licensure Exemption List pursuant to Rule 6A-10.040(8)(c), F.A.C.
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 program courses
- 90% or better attendance across ALL program courses
- Free of discipline referrals
- Completed all courses prior to graduation date

## 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 (Director or Superintendent, or their designee) 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 Student Advisor, Program Manager or Coordinator, and/or College Dean. Unsatisfactory, unresolved issues are regarded as a grievance.

**Grievance steps:**

1. Student must state and submit the grievance in writing to the Director's office.
2. Within five (5) school days, the Director 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, the student may appeal the outcome of that meeting. Students may appeal an unsatisfactory decision to the Superintendent 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.

## Discrimination/Harassment

**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 as follows: Present the complaint in writing to the Director and must include the precise nature of the complaint. Statements must be clearly identified and signed to require proper replies. In the event the allegations are against the Director, the complaint shall be presented to the St. Johns County School District Superintendent of Schools and the Chief of Secondary and Alternative 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 FCTC-Annual-Security-Report-2025-2026.pdf. Students wanting a copy of the Annual Security Report containing this information may 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. It also contains 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. All students at 18 years of age or entering a postsecondary institution at any age, will have their FERPA rights transferred from parent/guardian to student. 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

Parent/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 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.

## Consent to Release Form (FERPA)

First Coast Technical College
Your Future Comes First

**STUDENT FERPA CONSENT FORM FOR ACCESS TO EDUCATION RECORDS**

2980 Collins Avenue, St. Augustine, FL 32084

The Family Educational Rights and Privacy Act (FERPA), affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form allowing the release of their education records to specified third parties. This form authorizes First Coast Technical College to release education records to third parties; it does not obligate First Coast Technical College to do so. First Coast Technical College reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, reference the First Coast Technical College handbook at https://fctc.edu/students/handbook/ or visit the U.S. Department of Education's website https://studentprivacy.ed.gov/ferpa.

| NAME OF STUDENT: | STUDENT ID: | DATE OF BIRTH: |
|---|---|---|

**EDUCATION RECORDS TO BE RELEASED** (check all that apply):

- ☐ **ACADEMIC INFORMATION** (transcript, credit hours enrolled/earned, grades/GPA, class schedule, academic progress, enrollment status, etc.)
- ☐ **FINANCIAL AID INFORMATION** (awards, application data, disbursements, eligibility, financial aid academic progress status, etc.)
- ☐ **STUDENT ACCOUNT INFORMATION** (billing statements, charges, credits, payments, past due amounts, collection activity, financial hold, etc.)
- ☐ **OTHER** (please specify) _____
  (i.e. probation, suspension, disciplinary actions, delinquent/default loan, etc.)
- ☐ **ALL RECORDS LISTED ABOVE**
- ☐ **NO RECORDS**

**FCTC STAFF WITNESS SIGNATURE:** **DATE:**

**NAME AND ADDRESS OF PERSON(S) TO WHOM EDUCATION RECORDS MAY BE RELEASED:**

| Name | Mailing Address | Relationship to Student |
|---|---|---|
| Name | Mailing Address | Relationship to Student |

**DURATION OF RELEASE** - FERPA expires after one year unless otherwise noted below: All students at 18 years of age or entering a postsecondary institution at any age will have FERPA rights transferred from parent/guardian to student.

☐ **LIMITED USE:** Expire this authorization at the end of term/year indicated: _____

I understand that (1.) I have the right to not consent to the release of my education records, (2.) I have the right to inspect written records released pursuant of this consent, and (3.) I have the right to revoke this consent at any time by delivering a written revocation to the Registrar.

**STUDENT'S SIGNATURE:** _____ **DATE:** _____

Instructions for completing this form:

1. The form must be fully completed, signed and dated by the student. Records cannot be released if any section of this form is not complete.
2. Completed form and a copy of the student's photo ID should be submitted upon registration.

# Programs

## Adult Education

**Academic Skill Level Required to Complete**

| | | |
|---|---|---|
| **CASAS Goals** | Reading | 239 – 9th grade |
| **CASAS Goals 2** | Math | 236 – 9th grade |

**Program Length**:
**Prerequisites:** None
**Course Content:**

Adult Education classes are designed for persons 16 years of age or older, withdrawn from high school and who wish to enroll in a high school diploma preparation class, or Adult High School. Adult Education offers open-entry/open-exit enrollment and self-paced instruction. It is an expectation that Adult Education students must attend a minimum of 20 hours per week for full-time and 10 hours a week for part-time students. Multiple levels of instruction are 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 is recommended. Placement in a course is based on results of the CASAS Goals 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. It is an expectation that Adult Education students must attend a minimum of 20 hours per week.

**English for Speakers of Other Languages (ESOL)**
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.

**High School Diploma Courses (GED)**
This program features modified open entry and exit enrollment and self-paced instruction. It is an expectation that Adult Education students must attend a minimum of 20 hours per week for full-time and 10 hours a week for part-time students. It is available to non-high school graduates who are at least 16 years of age or older and who have achieved at least an NRS Level 5 on the CASAS exam. 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 a State of Florida High School Diploma.

**Adult Basic Education**
This program provides academic instruction to students below the postsecondary level to increase a student's ability to: read, write, and perform mathematics or other activities necessary for the attainment of a high school diploma, transition to postsecondary education and training, or obtain employment. It is an expectation that Adult Education students must attend a minimum of 20 hours per week for full-time and 10 hours a week for part-time students.

**Academic Skills Building (ASB)**
ASB is a non-graded course that provides academic tutoring, mentoring, and advising to FCTC's students. The role of the Academic Coaching program is to provide support to FCTC students who have tested at the equivalent of the 9th grade and above but lack the required level of basic skills for completion of their CTE program. It provides an additional layer of support to FCTC students who need assistance with the academics associated with their CTE program.

Coaches assist FCTC students obtain the skills necessary for completion of postsecondary education or training. This program supports FCTC's CTE educators with the integration of the Academic Skills Building frameworks into their curriculum.

**Attendance Policy**
**Classroom**
It is the policy and expectation of FCTC that Adult Education students attend and remain in their classroom during the regularly scheduled class times. Students should arrive and leave on time each day. New students will begin on Mondays or Wednesdays at 7:45am or 11:45am consistent with the class start times. Students will be withdrawn from enrollment after six (6) days of non-attendance. After the second withdrawal students are not eligible to return to the same class until the following term.

FCTC expects students in adult education programs to practice self-discipline while on campus. FCTC will not supervise students under 18 years of age who leave the classroom for any reason. FCTC is committed to protecting the privacy of our student's education records. To further that commitment, the College ensures that all faculty/staff are aware of state and federal laws, as well as College policies and procedures, that ensures the confidentiality of student records.

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. The FERPA form is available to all students at Registration. All students at 18 years of age or entering a postsecondary institution at any age, will have the FERPA rights transferred from parent/guardian to student. A new FERPA will need to be completed for each school year, as it is only valid for one school year.

**Action Steps:**
**Step 1)** Student will receive a verbal warning about disruptive behavior in class.
**Step 2)** The Program Manager will meet with students that repeatedly disrupt class or refuse to work.
**Step 3)** Student will be dismissed for the day. Students will be required to schedule a conference with Adult Education Administration before continuing enrollment.

We acknowledge that not all students are ready for an adult campus. Students who are continually connected to their phone, engaged in social media, watching videos, or playing games, are not engaged in learning. These students may be asked to leave class, and the above Action Steps will be followed.

**Cell Phone and Wireless Communications Devices** Cell phones and wireless communications devices will not be used in Adult Education classrooms.
**Online**
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. Online students must attend a minimum of 20 hours per week. A student will be withdrawn/dropped from their course after nine (9) consecutive absences.

In addition to maintaining satisfactory progress with the course pacing chart, it is expected that students maintain attendance/activity in the program that may be defined as logging into the course, turning in completed assignments and attending any scheduled classroom sessions when included as part of the program. The instructor will maintain documentation of attendance.

**Adult Education Programs Schedule**

| | | |
|---|---|---|
| Academic Coaching (ASB), ABE, GED Comp | Monday – Friday | 7:45am-11:00am |
| Lunch | Monday – Friday | 11:00am-11:45am |
| Academic Coaching (ASB), ABE, GED Comp | Monday – Friday | 11:45am-3:00pm |
| Adult ESOL | Monday – Friday | 9:00am-12:30pm<br>1:00pm-4:15pm |
| Adult ESOL | Monday – Thursday | 4:30-8:22pm |

**Campus Location**
904-547-3282 FAX 904-679-3551

Main Campus
2980 Collins Avenue, St Augustine, FL 32084

## Introduction to Aircraft Fabrication

The Introduction to Aircraft Fabrication course at FCTC is designed for individuals seeking hands-on training in the aircraft industry. The program spans 192 hours over 14 weeks, with classes scheduled on alternating evenings and some Saturdays. It focuses on skills such as working with aluminum components, maintaining and repairing aircraft airframes, and understanding aviation safety and ethics.

Enrollment requires a high school diploma or equivalent, and students must pass assessments like the Wonderlic or CASAS. Graduates can pursue careers in aircraft manufacturing, repair, and related fields.

For more details, visit the FCTC website.

## Applied Cybersecurity - Y100500

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** Yes

Adult and Dual Enrolled are available for this program.

**Program Length**: 750 hours

**Prerequisites:** None

**Course Content:** The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | CTS0010 | Cybersecurity Foundations | 300 hours |
| B | CTS0014 | Applied Cyber Defense | 300 hours |
| | CTS0019 | Information Security Manager | 150 hours |
| | CTS0021 | Data Security Specialist | 150 hours |
| C | CTS0060 | Software Security Specialist | 150 hours |
| | CTS0085 | Web Security Specialist | 150 hours |
| | CTS0089 | Information Security Administrator | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $79,330 SOC 15-1231

**Job Placement Rate** New program
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

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

**Industry Certification/Licensure:** This program will prepare students to take CompTIA Network+ and CompTIA Security+ Certifications.

**Articulation**: A statewide articulation agreement exists for qualified graduates based on industry certification providing credits towards AAS/AS degrees. See 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, refer to the website at** Applied Cybersecurity**.**

## Cosmetology - D500100

**Basic Skill Level** **Computation:** Math 8.0 **Communications:** Reading & Language Arts 8.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult and High School Secondary are 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.

**Program Structure - The following table illustrates the Career Certificate Program structure**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| | CSP0009 | Grooming and Salon Services Core, Facials and Nails | 225 hours |
| A | COS0002 | Cosmetologist and Hairstylist 1 | 300 hours |
| | COS0003 | Cosmetologist and Hairstylist 2 | 300 hours |
| | COS0009 | Cosmetologist and Hairstylist 3 | 375 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $36,210 SOC 39-5012

**Job Placement Rate** 97%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus
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, refer to the website at** Cosmetology**.**

## Dental Assisting Technology & Management- H170113

Applied Technology Diploma

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 10.0

Or met other basic skill requirements

**GED/HS Diploma Required** Yes

Adult and Dual Enrolled are available for this program.

**Program Length**: 1230 hours

**Prerequisites:** Prior to externships: CPR for health professionals, background check, immunizations, 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | DEA0725 | Introduction to Dental Assisting | 90 hours |
| B | DEA0726 | Dental Infection Control Assistant | 210 hours |
| C | DEA0727 | Dental Assisting 1 | 465 hours |
| | DEA0728 | Dental Assisting 2 | 465 hours |

**Average Mean Salary**

*Florida Bureau of Labor Statistics, May 2025.* $48,500 – SOC 31-9091

**Job Placement Rate** 86%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus

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

**Industry Certification/License:** After program completion, students are eligible to apply for a Registered Dental Assistant (RDA) certification exam issued by American Medical Technologists (AMT).

**Articulation**: None at this time.

**Program Cost and Book List - For a complete breakdown of tuition, payment schedule, required books and fees, refer to the website at** Dental Assisting Technology and Management (ATD)**.**

## Diesel System Technician 1 - T650100

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult and Dual Enrolled are available for this program.

**Program Length**: 1050 hours

**Course Content:** This program offers 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 and repairing diesel engine and electrical systems; reconditioning diesel fuel injection systems; overhaul of diesel engines; performing diesel engine preventive maintenance.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | DIM0101 | Diesel Engine Mechanic/Technician Helper | 150 hours |
| B | DIM0102 | Diesel Electrical and Electronics Technician | 300 hours |
| C | DIM0104 | Diesel Engine Technician | 300 hours |
| D | DIM0105 | Diesel Brakes Technician | 300 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $62,750 SOC 49-3031

**Job Placement Rate** 100%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**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
T2 – Diesel Engines
T3 – Drive Train
T4 – Brakes
T5 – Suspension and Steering
T6 – Electrical/Electronic Systems
T7 – Heating, Ventilation and Air Conditioning
T8 – Preventive Maintenance Inspection

**Master Certification Requirements**: Individuals certified in tests T2-T7 are recognized as an ASE-Certified Master Medium-Heavy Truck Technician. T1 and T8 are not required for this status. This program is 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. See 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, refer to the website at** Diesel System Technician 1**.**

## Diesel System Technician 2 - T650200

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult and Dual Enrolled are available for this program.

**Program Length**: 750 hours

**Course Content:** This program offers 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | DIM0103 | Diesel Engine Preventive Maintenance Technician | 150 hours |
| B | DIM0106 | Diesel Heating and Air Conditioning Technician | 150 hours |
| C | DIM0107 | Diesel Steering and Suspension Technician | 150 hours |
| D | DIM0108 | Diesel Drivetrain Technician | 150 hours |
| E | DIM0109 | Diesel Hydraulics Technician | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $62,750 SOC 49-3031

**Job Placement Rate** 100%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**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
T2 – Diesel Engines
T3 – Drive Train
T4 – Brakes
T5 – Suspension and Steering
T6 – Electrical/Electronic Systems
T7 – Heating, Ventilation and Air Conditioning
T8 – Preventive Maintenance Inspection

**Master Certification Requirements**: Individuals certified in tests T2-T7 are recognized as an ASE-Certified Master Medium-Heavy Truck Technician. T1 and T8 are not required for this status. This program is 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. See 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, refer to the website at** Diesel System Technician 2**.**

## Early Childhood Education - E300100

**Basic Skill Level** **Computation:** Math XX **Communications:** Reading & Language Arts XX
Or met other basic skill requirements
**GED/HS Diploma Required** No
Adult, Dual Enrolled and High School Secondary are available for this program.

**Program Length**: 600 hours 120 Classroom / 480 Lab

**Secondary Credits:** 4 credits (program number 8405100)

**Course Content:** The content includes but is not limited to competencies related to the following elements of the early childhood education 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | HEV0870 | Child Care Worker 1 | 150 hours |
| B | HEV0871 | Child Care Worker 2 | 150 hours |
| C | HEV0872 | Teacher Aide (Preschool) | 150 hours |
| D | HEV0873 | Preschool Teacher | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $35,830 SOC 39-9011, 25-2011

**Job Placement Rate** Not Applicable

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

**Industry Certification/License:** This program is approved by the Florida Department of Children and Families (DCF) as meeting the training requirements for childcare personnel/ preschool teachers, 65C-22.001(6), F.A.C. Students who complete all courses in this program and meet additional requirements, including the 480-hour work experience requirement, can be awarded the Florida Department of Education (FDOE), Early Childhood Professional Certificate (ECPC) and will be eligible for a DCF Staff Credential. The regulatory requirements that must be met to offer and teach this program are included in the Early Childhood Professional Certificate (ECPC) Program Guidelines. These Guidelines and more information regarding the requirements of this program can be found at http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/edu-training.stml. Students earning their ECPC will also be eligible to take The Child Development Associate® (CDA) Credential™, the most widely recognized credential in early childhood education (ECE).

**Articulation:** A statewide articulation agreement exists for qualified graduates based on industry certification and statewide career pathways providing credits towards AAS/AS degrees. See Industry Certification (fldoe.org) and Statewide Career Pathways (fldoe.org)

**Program Cost and Book List - For a complete breakdown of tuition, payment schedule, required books and fees, refer to the website at Early Childhood Education**

## Emergency Medical Technician – Basic - W170212

Applied Technology Diploma

**Basic Skill Level** **Computation:** Math N/A **Communications:** Reading & Language Arts N/A

**GED/HS Diploma Required** Yes

**Program Length**: 300 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | EMS0110 | Emergency Medical Technician | 300 hours |

**Average Mean Salary**

*Florida Bureau of Labor Statistics, May 2025.* $44,310 – SOC 29-2042

**Job Placement Rate** 73%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Public Safety Campus

904-547-3542 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. See 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, refer to the website at Emergency Medical Technician.**

## Facials Specialty - I120425

**Basic Skill Level** **Computation:** Math N/A **Communications:** Reading & Language Arts N/A

Adult and High School Secondary are available for this program.

**Program Length**: 220 hours

**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | CSP0266 | Facials Specialist | 220 hours |

**Average Mean Salary**

*Florida Bureau of Labor Statistics, May 2025.* $51,570 - SOC 39-5094

**Job Placement Rate** 74%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus

904-547-3282 Fax: 904-679-3551 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, refer to the website at Facials Specialty.**

## Firefighter - P430211

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 10.0
Or met other basic skill requirements

**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | FFP0030 | Firefighter I | 191 hours |
| B | FFP0031 | Firefighter II | 301 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $61,370 – SOC 33-2011

**Job Placement Rate** 94%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Public Safety Campus
904-547-3542 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. 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. See 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, refer to the website at Firefighter.**

## Firefighter / Emergency Medical Technician – Combined - P430217

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 10.0
Or met other basic skill requirements

**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | FFP0030 | Firefighter I | 191 hours |
| B | FFP0031 | Firefighter II | 301 hours |
| C | EMS0110 | Emergency Medical Technician | 300 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $61,370 – SOC 33-2011

**Job Placement Rate** 77%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Public Safety Campus
904-547-3542 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. See 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, refer to the website at** Firefighter / Emergency Medical Technician - Combined**.**

## Heating, Ventilation, Air-Conditioning/ Refrigeration Technology (HVAC/R) 1 - C400410

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult and Dual Enrolled are available for this program.

**Program Length**: 750 hours

**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | ACR0000 | Introduction to HVAC/R | 250 hours |
| B | ACR0001 | HVAC/R Fundamentals | 250 hours |
| C | ACR0012 | HVAC/R Service Practices | 250 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $57,310 - SOC 49-9021

**Job Placement Rate** 92%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**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. See 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, refer to the website at HVAC/R 1.**

## Heating, Ventilation, Air-Conditioning/ Refrigeration Technology (HVAC/R) 2 - C400420

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult and Dual Enrolled are available for this program.

**Program Length**: 600 hours

**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | ACR0013 | HVAC/R Intermediate Service Practices | 250 hours |
| | ACR0044 | HVAC/R Advanced Service Practices (formally Air-Conditioning, Refrigeration and Heating Technician) | |
| B | | **OR** | 350 hours |
| | OR ACR0045 | HVAC/R Advanced Commercial and Industrial Service Practices (formally Refrigeration Mechanic) | |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $57,310 - SOC 49-9021

**Job Placement Rate** 92%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location**
904-547-3282 Fax – 904-679-3551

Main Campus
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. See 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, refer to the website at HVAC/R 2.**

## Industrial Machinery Maintenance 1 - J590100

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements
Adult and Dual Enrolled are available for this program.

**Program Length**: 750 hours

**Course Content:** The content consists of the core and includes, but is not limited to, prepares students for entry into the Industrial Machinery Maintenance and Repair industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study workplace safety and organization, basics of electricity and electronics, mathematical calculations, proper use of hand and power tools, read and interpret plans and drawings, perform measuring and layout operations, industrial and manufacturing processes, benchwork skills, troubleshooting skills and techniques, lubrication processes, rigging, basic elements of physics, installation of drive components, troubleshoot pneumatic and fluid-drive systems, and maintaining air compressors.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | ETI0450 | Industrial Machinery Maintenance Assistant | 450 hours |
| B | ETI0456 | Machinery Maintenance Mechanic | 300 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $57,270 – SOC 49-9043

**Job Placement Rate** New Program

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

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

**Industry Certification/License**
Industrial Machinery Maintenance Assistant, Machinery Maintenance Mechanic, Machinery Maintenance Technician, Industrial Maintenance Specialist, and SACA Industry 4.0 Associate Certification.

**Articulation:** A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. See 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, refer to the website at** Industrial Machinery Maintenance 1

## Industrial Machinery Maintenance 2 - J590200

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements
Adult and Dual Enrolled are available for this program.

**Program Length**: 600 hours

**Course Content:** The content consists of the core and includes, but is not limited to, prepares students for entry into the Industrial Machinery Maintenance and Repair industry. Content emphasizes beginning skills and concepts as a recommended requisite. Students study elementary predictive-preventive-maintenance planning, maintain and troubleshoot hydraulic and robotic systems, and understand employability skills.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | ETI0457 | Machinery Maintenance Technician | 150 hours |
| B | ETI0458 | Industrial Maintenance Specialist | 450 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $57,270 – SOC 49-9043

**Job Placement Rate** New Program

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

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

**Industry Certification/License**
Industrial Machinery Maintenance Assistant, Machinery Maintenance Mechanic, Machinery Maintenance Technician, Industrial Maintenance Specialist, and SACA Industry 4.0 Associate Certification.

**Articulation:** A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. See 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, refer to the website at** Industrial Machinery Maintenance 2

## Landscape and Turf Management – A200100

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult, Dual Enrolled and High School Secondary are 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | ORH0862 | Nursery Workers | 300 hours |
| B | ORH0802 | Landscaping and Grounds Keeping | 450 hours |
| C | ORH0803 | Landscaping and Grounds Keeping Supervisors | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $58,870 – SOC 37-1012

**Job Placement Rate** 100%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus
904-547-3282 Fax – 904-679-3551 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. See 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, refer to the website at Landscape and Turf Management.**

## Master Automotive Service Technology 1 - T400700

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No

Adult and Dual Enrolled are available for this program.

**Program Length**: 1050 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | AER0014 | Automobile Services Assistor | 300 hours |
| B | AER0418 | Automotive Brake System Technician | 150 hours |
| C | AER0453 | Automobile Suspension and Steering Technician | 150 hours |
| D | AER0360 | Automotive Electrical/Electronic System Technician | 300 hours |
| E | AER0110 | Engine Repair Technician | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $53,740 - SOC 49-3023

**Job Placement Rate** 82%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus
904-547-3282 FAX 904-679-3551 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 A1- Engine Repair
ASE A2- Automatic Transmission/ Transaxle
ASE A3- Manual Drive Train and Axels
ASE A4- Suspension and Steering
ASE A5- Brakes
ASE A6- Electrical/ Electronic Systems
ASE A7- Heating and Air Conditioning
ASE A8- Engine Performance

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. See 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, refer to the website at** Master Automotive Service Technology 1**.**

## Master Automotive Service Technology 2 - T400800

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No

Adult and Dual Enrolled are available for this program.

**Program Length**: 750 hours
**Course Content:** This program focuses 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | AER0503 | Automotive Engine Performance Technician | 300 hours |
| B | AER0257 | Automatic Transmission and Transaxle Technician | 150 hours |
| C | AER0274 | Manual Drivetrain and Axle Technician | 150 hours |
| D | AER0172 | Automotive Heating and Air Conditioning Technician | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $53,740 - SOC 49-3023

**Job Placement Rate** 100%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus
904-547-3282 FAX 904-679-3551 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 A1- Engine Repair
ASE A2- Automatic Transmission/ Transaxle
ASE A3- Manual Drive Train and Axels
ASE A4- Suspension and Steering
ASE A5- Brakes
ASE A6- Electrical/ Electronic Systems
ASE A7- Heating and Air Conditioning
ASE A8- Engine Performance

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. See 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, refer to the website at Master Automotive Service Technology 2.**

## Nails Specialty - I120415

**Basic Skill Level** **Computation:** Math N/A **Communications:** Reading & Language Arts N/A

Adult and High School Secondary are available for this program.

**Program Length - Secondary**: 180 hours

**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | CSP0016 | Manicure and Pedicure Specialist | 180 hours |

**Average Mean Salary**

*Florida Bureau of Labor Statistics, May 2025.* $41,060 – SOC 39-5092

**Job Placement Rate** 77%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus

904-547-3282 Fax: 904-679-3551 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, refer to the website at Nails Specialty.**

## Nursery Management - A010616

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult, Dual Enrolled and High School Secondary are 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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | ORH0862 | Nursery Workers | 300 hours |
| B | ORH0863 | Nursery and Greenhouse Managers 1 | 450 hours |
| C | ORH0864 | Nursery and Greenhouse Managers 2 | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $56,870 – SOC 37-1012

**Job Placement Rate** 100%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location** Main Campus
904-547-3282 Fax – 904-679-3551 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. See 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, refer to the website at Nursery Management.**

## Paramedic - H170212

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 10.0
Or met other basic skill requirements

**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | EMS0210 | Paramedic I | 248 hours |
| | EMS0211 | Paramedic II | 426 hours |
| | EMS0212 | Paramedic III | 426 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $63,300 – SOC 29-2043

**Job Placement Rate** 86%

*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**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) 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. See 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, refer to the website at Paramedic.**

## Practical Nursing - H170607

**Basic Skill Level** **Computation:** Math 11.0 **Communications:** Reading & Language Arts 11.0
Or met other basic skill requirements

**GED/HS Diploma Required** Yes

**Program Length**: 1350 hours

**Prerequisites:** TEAS Assessment. Prior to clinical rotations: CPR for health professionals, 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, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | PRN0098 | Practical Nursing (PN) Foundations 1 | 300 hours |
| | PRN0099 | Practical Nursing (PN) Foundations 2 | 300 hours |
| B | PRN0290 | Practical Nursing (PN) Medical Surgical 1 | 300 hours |
| | PRN0291 | Practical Nursing (PN) Medical Surgical 2 | 300 hours |
| | PRN0690 | Practical Nursing (PN) Transition to Practice | 150 hours |

This program is approved by the Florida State Board of Nursing as defined in Section 464.003, F.S..

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $62,150 – SOC 29-2061

**Job Placement Rate** 97%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**Campus Location**
904-547-3282 FAX – 904-679-3551
904-354-7600 FAX – 904-679-3551

Main Campus
2980 Collins Avenue, St. Augustine, FL 32084
Brooks Campus
3599 University Blvd., Jacksonville, FL 32216

**Industry Certification/License:** After completion of this program, students will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) through the Florida Board of Nursing. NCLEX-PN is a nationwide examination for the licensing of nurses by the National Council of State Boards of Nursing (NCSBN).

**Articulation**: A statewide articulation agreement exists for qualified graduates based on industry certification and statewide career pathways providing credits towards AAS/AS degrees. See Industry Certification (fldoe.org) and Statewide Career Pathways (fldoe.org)

**Program Cost and Book List - For a complete breakdown of tuition, payment schedule, required books and fees, refer to the website at Practical Nursing.**

## Professional Culinary Arts and Hospitality – N100700

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No

Adult, Dual Enrolled and High School Secondary are available for this program.

**Program Length**: 1200

**Secondary:** 4 Credits (Culinary Arts, Program Number 8800500)

**Course Content:** The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | HMV0100 | Food Preparation | 300 hours |
| B | HMV0184 | Cook - Restaurant 1 | 150 hours |
| | HMV0185 | Cook - Restaurant 2 | 150 hours |
| C | HMV0171 | Head Cook/ Lead Cook | 300 hours |
| D | HMV0126 | Food Service Management | 300 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $61,720 - SOC 35-1011

**Job Placement Rate** 93%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

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

**Industry Certification/License:** During this program students will be able to earn Certified Food Protection Manager (ServSafe® - NRAEF003) through the National Restaurant Association

**Articulation:** A statewide articulation agreement exists for qualified graduates based on industry certification providing credits towards AAS/AS degrees. See 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, refer to the website at Professional Culinary Arts & Hospitality**

## Surgical Technology - H700200

**Basic Skill Level** **Computation:** Math 10.0 **Communications:** Reading & Language Arts 11.0
Or met other basic skill requirements

**GED/HS Diploma Required** Yes
Adult and Dual Enrolled are available for this program.

**Program Length**: 1440 hours

**Course Content:** The content includes but is not limited to; a planned sequence of instruction consisting of 2 occupational completion points. Upon completion of OCP: A, Sterile Processing Technician, students will be eligible to sit for the Healthcare Sterile Processing certification exam. The Practicum, which begins in Surgical Technologist 2, is a requirement for the completion of the Surgical Technology program. It is a supervised, unpaid experience totaling 343 hours, with at least 300 in a healthcare facility and up to 40 in a simulated lab. Students apply administrative and clinical skills under the supervision of licensed professionals. Experiences align with classroom instruction, reinforcing theoretical knowledge through hands-on practice. The Practicum assesses critical thinking, work ethics, and professionalism in a real-world healthcare setting.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | STS0016 | Sterile Processing Technician | 410 hours |
| | STS0010 | Surgical Technologist 1 | 343 hours |
| B | STS0011 | Surgical Technologist 2 | 343 hours |
| | STS0012 | Surgical Technologist 3 | 344 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $64,360 - SOC 29-2055

**Job Placement Rate** New Program
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

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

**Industry Certification/License:** After program completion, students will be eligible obtain their TS-C credential. NCCT is the National Center for Competency Testing.

**Articulation:** A statewide articulation agreement exists for qualified graduates based on industry certification providing credits towards AAS/AS degrees. See 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, refer to the website at Surgical Technology**

## Welding Technology - J400400

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult and Dual Enrolled are available for this program.

**Program Length**: 1050 hours
**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | PMT0070 | Welder Assistant 1 | 410 hours |
| | PMT0071 | Welder Assistant 2 | 343 hours |
| B | PMT0072 | Welder, SMAW 1 | 343 hours |
| | PMT0073 | Welder, SMAW 2 | 344 hours |
| C | PMT0074 | Welder | 450 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $54,030 – SOC 54-4121

**Job Placement Rate** 94%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

**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.

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

**Articulation:** A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. See 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, refer to the website at Welding Technology**

## Welding Technology – Advanced - J400410

**Basic Skill Level** **Computation:** Math 9.0 **Communications:** Reading & Language Arts 9.0
Or met other basic skill requirements

**GED/HS Diploma Required** No
Adult and Dual Enrolled are available for this program.

**Program Length**: 750 hours
**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.

**Program Structure - The following table illustrates the Career Certificate Program structure.**

| OCP | Course Number | Course Title | Length |
|---|---|---|---|
| A | PMT0070 | Advanced Welder | 600 hours |
| B | PMT0071 | Advanced Welder 2 | 150 hours |

**Average Mean Salary**
*Florida Bureau of Labor Statistics, May 2025.* $54,030 – SOC 54-4121

**Job Placement Rate** 100%
*Based upon the 2025 Council on Occupational Education Annual Report CPL data from 2023 – 2024.*

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

**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.

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

**Articulation:** A statewide articulation agreement exists for qualified graduates providing credits towards AAS/AS degrees. See 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, refer to the website at **Welding Technology Advanced**

## Telephone Directories

**Department Telephone Directory**

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

## Faculty and Staff Directory

| ADMINISTRATIVE STAFF | | | | |
|---|---|---|---|---|
| First Name | Last Name | Position | Education | Institution |
| George | Mastoridis | Director | Master's Degree | University of North Florida |
| Zaida | Roman | Executive Assistant | High School Diploma | Lincoln-West High School |
| Caitlyn | Stewart | Assistant Director of Operations | Master's Degree | University of North Florida |
| Ashley | Norris | Supervisor of FCTC Finance | Master's Degree | Liberty University |
| Steven | Sanzo | Dean, Student Services | Doctorate Degree | University of Rochester, NY |
| Kevin | Hayes | Dean, Industrial AgriScience and Cosmetology Programs | Master's Degree | University of Florida<br>American College of Education |
| Elaine | Smith | Dean, Adult Education, Health Sciences, Information Technology and Hospitality and Tourism Programs | Master's Degree | University of West Alabama |
| Scott | Bullard | Dean, Public Safety Programs | Bachelor's Degree<br>Paramedic, EMT Certificate | FL Community College<br>Columbia Southern University |
| Eric | Hellström | Program Manager, Public Safety Programs | Master's Degree | American Military University |
| Alicia | Lloyd | Program Coordinator, Health Sciences Programs | Bachelor's Degree | University of Rio Grande |
| Twila | Needham | Coordinator, BOOST Grant | Master's Degree | Walden University |
| Kelly | Walters | Program Manager, Adult Education | Master's Degree | University of Central Florida |
| Curemia | Dailey | Coordinator, Tech Tots | Bachelor's Degree | Jacksonville University |
| Shawnna | Young | Reporting Analyst | High School Diploma<br>FCTC Certificate | St. Augustine High School<br>FCTC |
| Yelena | Filippovich | Supervisor, Career Navigators | Master's Degree | State Pedagogical University |
| Tara | Mariani | Financial Aid Specialist | Master's Degree | John Jay College of Criminal Justice |
| Lilith | Reiger | Financial Aid Specialist | Master's Degree | Liberty University |
| Diamond | Nelson | Financial Aid Clerk | Bachelor's Degree | Florida State College Jacksonville |
| Sydney | Day | Admission Specialist | Master's Degree | Florida State University |
| Terese | Figliuolo | Admission Specialist | Associate's Degree | Pace University |
| Jillian | Patterson | Recruitment Specialist | Bachelor's Degree | Averett University |
| Deboleena | Sen | Recruitment Specialist | Bachelor's Degree | University of North Florida |
| JoJean | Ponce | Employment Specialist | High School Diploma | St. Augustine High School |
| TBA | | Employment Specialist | | |
| Kathye | Harber | College Registrar | Bachelor's Degree | University of Georgia |
| Martha | Fulford | College Registrar | Bachelor's Degree | Glassboro State College |
| Jim | Hart | System Analyst | Associate's Degree | Florida State College at Jacksonville |
| Alfredo | Acosta | IT Technology Specialist | Bachelor's Degree | Florida International University |

| FULL-TIME INSTRUCTIONAL STAFF | | | | |
|---|---|---|---|---|
| First Name | Last Name | Department | Education | Institution |
| Jordan | Artau-Garinger | HVAC | Vocational Certificate | |

| FULL-TIME INSTRUCTIONAL STAFF | | | | |
|---|---|---|---|---|
| First Name | Last Name | Department | Education | Institution |
| Wakilah | Augustus | Guidance Counselor | Bachelor's Degree | North Carolina Central University |
| Angela | Coleman | Culinary Arts | Vocational Certificate | |
| Theresa | Collis | Practical Nursing | Bachelor's Degree | Indiana University |
| Cindy | Conway | Practical Nursing | Bachelor's Degree | Old Dominion University |
| Dane | Dwyer | HVAC | Vocational Certificate | |
| Emily | Eason | Adult Education | Bachelor's Degree | Old Dominion University |
| James Jay | Elliott | Diesel Systems Technician 1&2 | Technical Certificate<br>Vocational Certificate | Lincoln Park Academy |
| Kyle | Forson | Culinary Arts | Vocational Certificate | |
| Antoinette | Gilkey | Adult Education | Master's Degree | Berry College |
| Emma | Golston | Cosmetology | Bachelor's Degree | Fashion Institute of Technology |
| Paulo | Gomes | Welding Technology & Advanced | Vocational Certificate | |
| Robert | Greenleaf | Applied Cybersecurity | Master's Degree | University of Phoenix |
| Samantha | Guldswog | Guidance Counselor | Master's Degree | University of Michigan |
| Blake | Ingram | Master Automotive Service Technology | Bachelor's Degree | University of North Florida |
| Megann | Jackoby | Cosmetology | Bachelor's Degree | Ohio University |
| Alex | Kassay | Industrial Machinery Maintenance | Bachelor's Degree | Syracuse University |
| Edward | Lambert | Agriscience | Vocational Certificate | |
| Katherine | Lent | ESE BOOST Program | Bachelor's Degree | Flagler College |
| Curtis | Mack | ESE BOOST Program | Bachelor's Degree | Wartburg College |
| Jessica | MacMillan | Adult Education | Bachelor's Degree | Southern New Hampshire University |
| Taylor | Richman | Nails & Facials Specialty | Technical Certification<br>Vocational Certificate | Spring Hill High International Academy |
| Terrence | Smith | Diesel Systems Technician 1&2 | Vocational Certificate | |
| Ronald | Story | Welding Technology & Advanced | Vocational Certificate | |
| Amy | Surita | Culinary Arts | Vocational Certificate | |
| Melissa | Taylor | Dental Assisting | Vocational Certificate | FCTC |
| Patrice | Theisen | Testing Coordinator | Master's Degree | City University |
| Susan | Thompson | Practical Nursing | Associate's Degree | Columbia State Community College |
| Richard | Wagenaar | Master Automotive Service Technology | Vocational Certificate | |

| PART-TIME INSTRUCTIONAL STAFF | | | | |
|---|---|---|---|---|
| First Name | Last Name | Department | Education | Institution |
| Alysia | Agnew | Practical Nursing | Master's Degree | Chamberlain University, Illinois |
| Jana | Akers | Practical Nursing | Associate's Degree | St. Johns River State College |
| Taylor | Anderson | Public Safety | Associate's Degree<br>Paramedic, Firefighter, EMT | Daytona State College |
| Amy | Arnow | ESE BOOST | Bachelor's Degree | Flagler College |
| Kevin | Blackburn | Public Safety | EMT, Paramedic Certificate | Florida State College<br>Heart Start |
| Stephen | Boudreau | Public Safety | Bachelor's Degree | Southern Illinois University |
| Kevin | Brunelle | Public Safety | Bachelor's Degree<br>Paramedic Certificate | University of Central Florida<br>Daytona State College |
| Jerod | Burghart | Public Safety | Bachelor's Degree | Southern New Hampshire University |
| Sean | Carlos | Public Safety | Associate's Degree<br>EMT Certificate<br>Paramedic Certificate | St Johns River State College |
| Christian | Carre | Public Safety | Associate's Degree | Daytona State College |
| Marilee | Churchill | Adult Education | Bachelor's Degree | Flagler College |
| Christine | Collica | Cosmetology | Bachelor's Degree<br>Cosmetology Certificate | Brooklyn College |
| Christopher | Conrad | Public Safety | Associate's Degree<br>EMT, Paramedic, Fire I/II Certificate | Daytona Beach Community College<br>FCTC |
| Brandon | Davis | Public Safety | EMT, Firefighter I/II Certificate | FCTC |
| Emily | Bright | Public Safety | Paramedic Certificate | FCTC |
| Joseph | Davis | Public Safety | Associate's Degree | St. Petersburg College |
| William | Dietz | Practical Nursing | | |
| Kwona | DeVoux | Practical Nursing | Master's Degree | South University |
| Theresa | Dombrowski | Practical Nursing | Master's Degree | Seth Hall University |
| Samantha | Ennis | Public Safety | Associate's Degree<br>EMT/Paramedic Certificate | Columbia Southern University<br>St Johns River State College |
| Jason | Feldman | Public Safety | Bachelor's Degree<br>Fire, EMT, Paramedic Certificate | Daytona State College<br>Florida State University |
| Terese | Figliuolo | | Associate's Degree | Pace University |
| Anthony | Forte | Public Safety | Associate's Degree | Daytona State College |
| John | Frailey | Public Safety | Master's Degree<br>EMS, Firefighter Certificate | Nova Southeastern University |
| Julie | Frailey | Public Safety | Master's Degree<br>Fire, EMT Certificate | Nova Southeastern University |
| Andrew | Fraley | Public Safety | Associate's Degree<br>EMS Paramedic EMT, Fire Certificate | St Johns River State College<br>FCTC |
| Lauren | Futch | Public Safety | Associate's Degree<br>Fire , EMT Certificate | St Johns River State College,<br>FCTC |
| Vincent | Garcia | Public Safety | Technical Certificate | United College<br>FCTC |

| PART-TIME INSTRUCTIONAL STAFF | | | | |
|---|---|---|---|---|
| First Name | Last Name | Department | Education | Institution |
| Andrew Nathaniel | Garman | Public Safety | | |
| Anthony | Gedris | Public Safety | Master's Degree<br>Fire, EMS Certificate | Barry University<br>St Johns River State College |
| Andrew | Gieselman | Public Safety | Firefighter Certificate | FCTC |
| Christopher | Goldapple | Public Safety | Associate's Degree<br>EMS, Paramedic, Firefighter I/II, EMT-B Certificate | Florida State College<br>Florida Medical Training Institute |
| Marc | Grabert | Public Safety | Associate's Degree<br>Fire Science, Paramedic Certificate | St Johns River State College<br>FCTC |
| Robert | Growick | Public Safety | Associate's Degree<br>EMT, Firefighter I/II Certificate | Miami Dade College |
| Raphael | Hernandez | Public Safety | Firefighter, EMT Certificate | St. Augustine Technical Center |
| Sara | Hetherington | Culinary/ECH | Bachelor's Degree | University of Virginia |
| Michael Chance | Hines | Public Safety | Firefighter I/II, Paramedic Certificate | Florida State Fire College<br>St. Augustine Fire Academy<br>FCTC |
| Lowery | Johnson | Public Safety | Bachelor's Degree<br>EMT, Paramedic, EMT | Flagler College<br>St Johns River State College – FCTC |
| Thomas | Johnson | Public Safety | EMT/Fire Certificate | Florida State College Jacksonville |
| William | Kerek | Public Safety | Bachelor's Degree<br>EMT, Paramedic Certificate | Flagler College<br>FCTC |
| Ella | Khliebchenko | Adult Education | Bachelor's Degree | Zaporizhzhya National University |
| Chandler | Kimberly | Practical Nursing | Master's Degree | West Coast University |
| Kevin | Kozel | Public Safety | Associate's Degree | Indian River Community College |
| Caitlin | Lanier | Public Safety | High School Diploma | First Coast Christian School |
| Tyler | Lee | Public Safety | EMT, Firefighter, Paramedic Certificate | FCTC |
| Joseph | Luther | Public Safety | EMT, Firefighter I/II, Paramedic Certificate | FCTC |
| Cory | Matthews | Public Safety | Bachelor's Degree | Flagler College |
| Robert | McCready | Public Safety | Associate's Degree | Florida Community College |
| Justin | McDonald | Public Safety | Associate's Degree<br>EMS Certificate | Palm Beach State College |
| James | McIntyre | Public Safety | Fire, EMT Certificate<br>Paramedic Certificate | FCTC<br>Camsen Career Institute |
| Rebecca | Melvin | Public Safety | Bachelor's Degree<br>First Responder, EMT, Paramedic Certificate | University of Pittsburgh<br>Florida State College |
| Dana | Mickler-Lavoie | Cosmetology | Cosmetology Certificate | FCTC |
| Gloria | Milan | Practical Nursing | Master's Degree | Jacksonville University |
| Robert | Mohr | Public Safety | EMT, Firefighter Certificate | FCTC |
| Andres | Moscoso | Public Safety | Associate's Degree | Daytona State College |
| Melissa | Mosher | Public Safety | Bachelor's Degree | Jacksonville University |

| PART-TIME INSTRUCTIONAL STAFF | | | | |
|---|---|---|---|---|
| First Name | Last Name | Department | Education | Institution |
| Robert | Murphy | Public Safety | EMT, Firefighter Certificate | FCTC |
| Ronald | Newbern | Public Safety | Firefighter Certificate | FCTC |
| Faith | Nicholas | Practical Nursing | Bachelor's Degree | University of Massachusetts |
| Susan | Noonan | Testing Center | High School Diploma | William Floyd High School |
| Hardus | Oberholzer | Public Safety | Bachelor's Degree<br>EMT, Firefighter I/II, Paramedic Certificate | University of NW Potchefstroom<br>FCTC |
| Brandon | O'Hara | Public Safety | EMT<br>Firefighter Certificate | Daytona State College<br>FCTC |
| Kelly | Orr | Public Safety | EMT, Firefighter Certificate | FCTC |
| Thomas | Orr | Public Safety | Firefighter I/II Certificate | FCTC |
| Joseph | Paci | Public Safety | Associate's Degree | Columbia Southern University |
| Courtney | Pamies | Practical Nursing | | |
| Doreen | Perez | Practical Nursing | Bachelor's Degree | University of North Florida |
| Michael | Pius | Public Safety | Associate's Degree<br>EMS, Firefighter, Paramedic Certificate | Braxton College<br>St Johns River State College - FCCJ, FCTC |
| Jeffrey | Poeira | Public Safety | Associate's Degree | Daytona State College |
| Trey | Poeira | Public Safety | Firefighter Certificate | FCTC |
| Gary | Potter | Public Safety | Bachelor's Degree<br>ATS Fire Administration | Barry University |
| Ryan | Powers | Public Safety | Associate's Degree | College of Central Florida |
| Morgan | Rainey | Public Safety | Bachelor's Degree | Daytona State College |
| Amy | Rednick | Testing Center | Bachelor's Degree | University of Florida |
| Duane | Reese | Public Safety | Firefighter, Paramedic Certificate | FCCJ |
| Brad | Rodgers | Public Safety | EMT, Firefighter Certificate | FCTC |
| Sheryl | Rodgers | Public Safety | Firefighter, EMT, Paramedic, EMS Management | Florida State College |
| Nora | Rowsey | Practical Nursing | Associate's Degree | Univ of State of NY |
| Kenneth | Rust | Public Safety | Firefighter, Paramedic Certificate | FCTC |
| Elena | Rutstein | Practical Nursing | Bachelor's Degree | Jacksonville University |
| Doug | Schenck | Public Safety | Paramedic, Firefighter I/II, EMT Certificate | Seminole Community College |
| Deanna | Sego | Cosmetology | Cosmetology Certificate | FCTC |
| Brandon | Seymour | Public Safety | Associate's Degree | Valencia College |
| Jason | Sheider | Public Safety | Associate's Degree<br>Fire Science Certificate | Florida State College<br>FL Community College |
| Jorge | Soldevilla | Testing Center | High School Diploma | New Smyme Beach HS |
| David | Squires | Public Safety | Associate's Degree<br>EMT, Firefighter Certificate | St Johns River State College<br>FCTC |
| William Greg | Stailey | Public Safety | Firefighter Certificate | Florida State Fire College |

| PART-TIME INSTRUCTIONAL STAFF | | | | |
|---|---|---|---|---|
| **First Name** | **Last Name** | **Department** | **Education** | **Institution** |
| Junelle | Steward | Public Safety | Bachelor's Degree | University of Central Florida |
| Dan | Talbert | Public Safety | Master's Degree | Liberty University |
| Danielle | Talbert | Public Safety | Associate's Degree<br>EMT, Paramedic Certificate | Vincennes University<br>FCTC |
| Anthony | Tester | Public Safety | Bachelor's Degree | Florida State University |
| Dane | Thornton | Public Safety | Associate's Degree | Florida State College |
| Daniel | Weaver | Public Safety | Bachelor's Degree<br>Firefighter, Paramedic Certificate | Columbia Southern University<br>St Johns River State College<br>FCTC |
| Monica | Weaver | Public Safety | Associate's Degree<br>Paramedic Certificate | Columbia Southern University<br>St Johns River State College |
| Brooke | Westerhoff | Public Safety | Associate's Degree | Tallahassee Community College |
| Joel | Westerhoff | Public Safety | EMT, Firefighter Certificate | FCTC |
| Samuel | Wick | Public Safety | Associate's Degree<br>EMT, Fire, Paramedic Certificate | Florida State College |
| Robert | Wiemann | Public Safety | EMT Certificate | Daytona State College |
| Zane | Willsey | Public Safety | Fire, EMT Certificate | Lake Technical College |
| Phillip | Worthington | Public Safety | Firefighter Certificate | FCTC |
| Christian | Vineyard | Public Safety | Firefighter, EMT, Paramedic Certificate | FCTC<br>Camsen Career Institute |

# Academic Calendars

## St Johns County School District

**MASTER CALENDAR**
**2026-2027 School Year**
***Board Approved 9/11/2025***

| | | |
|---|---|---|
| Monday | August 3, 2026 | Optional Teacher Planning Day |
| Tuesday-Friday | August 4,5,6,7,2026 | Teacher Pre-Planning |
| **Monday** | **August 10, 2026** | **Students Report to Class** |
| Monday | September 7, 2026 | Labor Day- Student/Teacher Holiday ✓ |
| Friday | September 25, 2026 | Teacher Inservice Day - Student Holiday ✓ |
| Friday | October 9, 2026 | First Quarter Ends |
| Monday | October 12, 2026 | Teacher Planning Day-Student Holiday ✓ |
| Wednesday | November 11, 2026 | Veterans Day - Student/Teacher Holiday |
| Monday-Friday | November 23-27, 2026 | Thanksgiving Break-Student/Teacher Holiday ✓ |
| Friday | December 18, 2026 | Second Quarter/First Semester Ends |
| Monday - Friday | Dec. 21, 2026-Jan. 1, 2027 | Winter Break - Student/Teacher Holiday |
| Monday | January 4, 2027 | Teacher Planning Day-Student Holiday ✓ |
| Tuesday | January 5, 2027 | Classes Resume for Students/Second Semester Begins |
| Monday | January 18, 2027 | Martin Luther King Jr Day - Student/Teacher Holiday |
| Friday | February 12, 2027 | Teacher Inservice Day - Student Holiday |
| Monday | February 15, 2027 | Presidents' Day- Student/Teacher Holiday |
| Thursday | March 11, 2027 | Third Quarter Ends |
| Friday | March 12, 2027 | Teacher Planning Day-Student Holiday |
| Monday-Friday | March 15-19, 2027 | Spring Break - Student/Teacher Holiday |
| Monday | March 22, 2027 | Classes Resume for Students |
| Friday | March 26, 2027 | Student/Teacher Holiday |
| Friday | May 28, 2027 | **Last Day for Students*Fourth Quarter Ends** |
| Monday | May 31, 2027 | **Memorial Day** |
| Tuesday | June 1, 2027 | Last Day for Teachers - Teacher Planning Day |
| | May - TBA | Graduations (Schools/Locations TBD) |

For testing schedules, please see the SJCSD Assessment calendar - stjohns.k12.fl.us/testing/

***ALL Schools** will be dismissed **1 hour** early on Dec 18, 2026 and May 28, 2027

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

| | |
|---|---|
| Interims Issued: September 9, 2026 | Report Cards: October 21, 2026 |
| Interims Issued: November 12, 2026 | Report Cards: January 13, 2027 |
| Interims Issued: February 10, 2027 | Report Cards: March 24, 2027 |
| Interims Issued: April 28, 2027 | Report Cards: May 28, 2027 - * 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)

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# 2026-2027 Master Calendar

| | | |
|---|---|---|
| Monday | August 3, 2026 | Optional Teacher Planning Day |
| Tuesday-Friday | August 4, 5, 6, 7, 2026 | Teacher Pre-Planning |
| **Monday** | **August 10, 2026** | **Students Report to Class** |
| Monday | September 7, 2026 | Labor Day- Student / Teacher Holiday ✓ |
| Friday | September 25, 2026 | Teacher Inservice Day- Student Holiday ✓ |
| Monday | October 12, 2026 | Teacher Planning Day – Student Holiday ✓ |
| Thursday | November 5, 2026 | FCTC Showcase |
| Wednesday | November 11, 2026 | Veterans Day- Student / Teacher Holiday |
| Monday - Friday | November 23-27, 2026 | Thanksgiving Break – Student / Teacher Holiday ✓ |
| Monday - Friday | Dec. 21, 2026-Jan. 1, 2027 | Winter Break – Student / Teacher Holiday |
| Monday | January 4, 2027 | Teacher Planning Day-Student Holiday ✓ |
| **Tuesday** | **January 5, 2027** | **Classes Resume for Students** |
| Monday | January 18, 2027 | Martin Luther King Jr. Day- Student/Teacher Holiday |
| Thursday | January 28, 2027 | FCTC Graduation |
| Friday | February 12, 2027 | Teacher Inservice Day - Student Holiday |
| Monday | February 15, 2027 | Presidents Day – Student - Teacher Holiday |
| Friday | March 12, 2027 | Teacher Planning Day - Student Holiday |
| Monday - Friday | March 15-19, 2027 | Spring Break - Student / Teacher Holiday |
| **Monday** | **March 22, 2027** | **Classes Resume for Students** |
| Friday | March 26, 2027 | Student/Teacher Holiday |
| Monday | May 31, 2027 | Memorial Day - Student/Teacher Holiday |
| Tuesday | June 1, 2027 | Teacher Planning Day / Student Holiday |
| Wednesday – Thursday | June 2-3, 2027 | Student / Teacher Holiday |
| Monday | June 7, 2027 | Summer classes begin |
| Thursday | June 24, 2027 | FCTC Graduation |
| Monday | July 5, 2027 | Holiday – Student / Teacher Holiday |
| Tuesday | July 27, 2027 | Last day of summer classes/End of Summer Hours |

✓Possible Hurricane Make-Up Days to be determined as needed.
Optional planning day may "FLEX" for any Planning Day or Post Planning as pre-approved by Director

| CHARACTER COUNTS! In St. Johns County Pillars of the Month | | |
|---|---|---|
| August - All Pillars | September – Fairness | October – Responsibility |
| November – Citizenship | December – All Pillars | January – Respect |
| February – Caring | March – Trustworthiness | April – All Pillars |
| May – Citizenship Emphasis on Patriotism | | |

*Dates are subject to change**

904-547-3282 ● 2980 Collins Avenue St. Augustine, Florida 32084 ● FCTC.edu

06/18/2026

First Coast Technical College
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**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**