



2016-2017 Post-Secondary Program Catalog

7825 Campus Drive
New Port Richey, FL 34653-1211
727.774.1700 or 813.794.1700
www.fkmtc.edu
Mr. Rob Aguis, Principal

Reinvent Yourself... We Did!



Accreditation: Marchman Technical College is part of Pasco County Schools and the Florida Department of Education. Pasco County Schools is Accredited by AdvancED. Marchman Technical College is accredited by the Commission of the Council on Occupational Education (COE.)

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Pasco County Schools
Fred K. Marchman Technical College

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MISSION STATEMENT

Marchman Technical College provides student centered learning guided by the needs of business to provide knowledge and skills necessary for today's workforce.

VISION STATEMENT

Marchman Technical College provides a skilled, professional, and competent workforce that contributes to an economically prosperous community.

INTRODUCTION

General Information

Fred K. Marchman Technical College (MTC) is a technical college offering students the opportunity to learn and improve skills for career readiness and advancement. MTC is located in New Port Richey, Florida. The school has over 170,000 square feet of classroom and workshop space distributed over 15 buildings, encompassing 25 acres. Information about the programs offered at MTC can be found in this program catalog, on our website at www.fkmtc.edu, or in our Office for Administration located at 7825 Campus Drive, New Port Richey, Florida 34653; Phone 727.774.1700. The Office for Administration is open for business as follows:

Monday, Wednesday, Friday	7:30 A.M. to 4:00 P.M.
Tuesday, Thursday	7:30 A.M. to 8:00 P.M.

Academic Advisement

The School Counselor, Career Specialist, and other staff members are available to help current and prospective students plan more effectively how to reach their academic, career, and personal goals.

Program Completion Requirements

Students must complete required program hours, maintain a GPA of 2.0, and demonstrate competencies in their program of study. Students must also attain the basic skills exit requirements as set by the Florida Department of Education, unless qualified for exemption (*See pg. 5*).

Hours for Technical Programs

Daytime Technical Programs (except noted below)	Session I - 7:50 A.M. to 10:20 A.M. Session II - 11:15 A.M. to 1:45 P.M.
Daytime Cosmetology and Patient Care Technician (full time)	7:30 A.M. to 2:50 P.M.
Evening Automotive Service Technology (part-time)	4:00 P.M. to 9:30 P.M.
Evening Cosmetology (part-time)	4:00 P.M. to 8:10 P.M.

Length of Programs

Program lengths range from 600 to 1800 hours. A standard full time academic year is 900 hours/36 weeks. See individual program listings for additional information.

School Year Calendar

A copy of the school year calendar can be found at the end of this catalog (Appendix I) or you can visit the Pasco County School website at www.pasco.k12.fl.us. Please note that the calendar is subject to change according to district policy.

Career Advisement

The School Counselor, Career Specialist, and CTE Placement Coordinator are available to provide assistance with career choices and transition services. For further information, you may call 727.774.1700.

ADMISSIONS and ENROLLMENT

Admission Requirements

Students are accepted into technical programs twice a year; at the start of the Fall term (August) and at the start of the Spring term (January). Students may enter the daytime Cosmetology Program every quarter. Please contact the Office for Administration for start dates at 727.774.1700. Students who have earned a standard high school diploma or GED may apply for enrollment in a technical program. A copy of the student's high school transcript or GED Certificate and transcript must be provided as part of the application. The diploma or GED must be issued from an accrediting association accepted by Pasco County Schools. A list of accrediting associations is available from the Office for Administration. Students who receive their diploma through homeschooling should contact the Office for Administration for instructions. Transcripts from international institutions will be reviewed for potential award of credit only if the official transcript in a language other than English is accompanied by a certified English translation and evaluation. Students without a standard diploma or GED may make an appointment with appropriate staff to discuss enrollment options.

Application Process

MTC accepts applications on a nondiscriminatory, space available basis for anyone having the interest, ability, and desire to profit from a job preparatory and/or adult technical program. Check with the Office for Administration for application deadlines. The following is the application process:

1. Complete the Adult Technical Program Application available on the MTC website, www.fkmtc.edu.
2. Submit required documentation (which includes, but is not limited to, high school or GED transcript, Residency Affidavit with supporting documents, and FERPA form if requested) and \$25.00 non-refundable application processing fee to the Office for Administration located in Building 1.
3. Accepted students will be required to attend a mandatory orientation during their first week of enrollment. The MTC Catalog and Handbook, as well as the Student Code of Conduct will be discussed at orientation and available online.
4. Students who wish to apply for and/or inquire about financial aid should contact the Office for Financial Aid at 727.774.1729 or 727.774.1777 for information concerning procedures, policies and application process.

Residency Requirement

In order to receive in-state tuition rates, students must complete a Residency Affidavit and submit appropriate documentation supporting residency in Florida for the year prior to enrollment. Students under the age of 24 must have their parents complete and sign a section of the affidavit and provide their residency documentation, unless otherwise exempt. The Residency Affidavit, a list of acceptable supporting documents, as well as exemption details can be obtained on our web page or in the Office for Administration office in Building 1.

Statement of Nondiscrimination

Pasco County Schools does not discriminate on the basis of race, color, sex, religion, national origin, marital status, disability, or age in its educational programs, services or activities, or in its hiring and employment practices. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Disability Disclosure

In order to receive disability accommodations, students must self-disclose the disability to the Teacher of Varying Exceptionalities and provide documentation that clearly shows evidence of a disability. The Teacher of Varying Exceptionalities will schedule a meeting with the student and the instructor to discuss the documented disability and

applicable accommodations. Students may request a meeting with the Teacher of Varying Exceptionalities at the Office for Administration located in Building 1. The post-secondary Assistant Principal of the school is the second point of contact.

MTC complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendment of 1973 in regard to students with disabilities. Reasonable accommodations are made for students with special needs.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), a student's educational records are confidential and can only be viewed and/or discussed with the student. Students may authorize MTC to discuss their educational records with another individual or agency by signing a FERPA Release Form in the Office for Administration in Building 1.

Basic Skills Exit Requirements

Before being awarded a Certificate of Completion, Florida Administrative Code 6A-10.040 requires students of most career and technical certificate programs to meet specific grade-level exit requirements. Students are required to complete an entry-level examination within the first six weeks after admission into the program. MTC uses the following exams for this purpose:

- Test of Adult Basic Education (TABE), which can be taken free of charge in our Pearson VUE Assessment Center.
- 2014 GED® Tests: Reasoning through Language Arts and Mathematics Reasoning where a minimum score of 150 has been attained on each test to meet this requirement.

If the required TABE test or GED test was taken within two years of admission into the current program, those test scores can be submitted to satisfy this requirement. The State does identify student exemptions from meeting the basic skills exit requirements. The exemptions are as follows:

- Students who possess a college degree at the associate or applied science level or higher.
- Students who graduated from a Florida public high school with a standard diploma in 2007, or any year thereafter. This does not apply to graduates who have a GED, a standard diploma from a private school, or an out-of-state standard diploma. However, a charter school graduate within the State of Florida is exempt as they are considered public schools within the district system.
- A student who is serving as an active duty member of any branch of the United States Armed Services.
- Students who pass a state or national industry certification or licensure exam identified in the state board rules, e.g. A-Plus Certification in computer tech, licensure in Cosmetology.
- Students enrolled in apprenticeship programs registered with the Florida Department of Education, e.g. Early Childhood Education Apprenticeship.
- Students with documented disabilities that have met all requirements of their career education program and have attended TABE remediation classes.

Students who have not met the basic skills exit requirement will be contacted by our School Counselor, Career Specialist, or other staff members to arrange for remediation provided through our General Adult Education classes. After remediation, the student will have the opportunity to post-test before the completion of their program. Students are responsible for paying the tuition for the remediation courses.

Students who have a documented disability and have a 504 Plan in place at MTC will be provided appropriate accommodations on the TABE test. Students with documented disabilities, if after remediation cannot pass the TABE test, may be exempt from the basic skills exit requirement for program completion. Students may contact the Teacher of Varying Exceptionalities for specific information regarding their situation.

English Language Learners (ELL) students may also be provided certain accommodations on the TABE test. Students may see the School Counselor or Career Specialist for specific information regarding their situation.

Students who do not qualify for exemption and do not achieve the minimum exit level of basic skills required for completion from his or her career education program will not be awarded a Career Certificate of Completion. Students may get additional information regarding their specific situation and meeting the basic skills requirement, from the School Counselor or Career Specialist.

Transfers

Transcripts from other schools, colleges, and accredited institutions will be evaluated and credit may be given for the appropriate units of instruction. Students who attend MTC as a secondary student will be issued credit for successfully completed coursework as evaluated by the post-secondary program instructor. Financial aid will be adjusted accordingly in approved programs.

Students who wish to change programs must be meeting satisfactory academic progress in their current program, have a recommendation from their current instructor, and must request the change in writing to the Office for Administration. Students granted permission to transfer to a new program of study will not be issued transfer hours.

Re-admission to Program of Study

Students who withdraw or are administratively withdrawn due to a violation of the Code of Conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the Principal of the school. Students who are administratively withdrawn and wish to be considered for re-admission into the same program of study, must write an appeal letter to the Principal of the school requesting re-admission within seven (7) days of notification of withdrawal. The letter should indicate the extenuating circumstances or mitigating reasons for the violation, and state how the circumstances will be different moving forward. If approved for re-admission, the Principal will be responsible for making the decision for the entry date. Students may be issued credit for hours earned as determined by the program instructor.

Attendance Policy

MTC strives to teach high standards for job preparation and employability skills. Regular attendance is an integral part of the skills learning process. Students with excessive absences miss classroom experiences, which often cannot be recaptured and may affect the student's grade and program completion. Students must maintain a minimum of 80% attendance each term to meet the requirements for attendance. It is the student's responsibility to monitor his or her attendance.

If a student's attendance is between 70% and 79.9% of the scheduled clock hours at the end of a 9 week period, they will be placed on academic probation for the subsequent 9 weeks. The student will have until the end of the 9 week probationary period to bring their attendance above 80%. If a student does not bring their attendance above the 80% threshold by the end of the 9 week probationary period, they will be dismissed from the program. Some programs with accelerated curriculum and/or licensure requirements, and those receiving VA benefits have a higher minimum attendance policy. Students who miss six (6) consecutive school days will be administratively withdrawn from the program.

Failure to meet the attendance requirements will result in a student being placed on probationary status, loss of financial support, and/or administrative withdrawal without entitlement to a refund.

Grade Point Average (GPA) Policy

A student's overall, cumulative GPA will be calculated by dividing the total number of grade points earned by the total number of courses attempted. Grades are weighted based on the number of clock hour in the course. MTC uses the following grading system:

Grade	Grade Points	Percentage
A	4.00	90-100%
B	3.00	80-89%
C	2.00	70-79%
D	1.00	60-69%
F	0.00	0-59%

If a student's GPA falls below a 2.0 at the end of a term they will be placed on academic probation for the next term. If a student does not bring their GPA above a 2.0 by the end of the subsequent term, they will be withdrawn from the program. If a student receives an F in a course they will be withdrawn from the program.

Dual Enrollment

The following programs are offered to secondary students as dual enrollment courses:

- Commercial Art Technology
- Commercial Foods and Culinary Arts
- Computer Systems and Information Technology
- Digital Cinema Production
- Electricity

To enroll in a dual enrollment program, students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program
- Have a 2.0 GPA
- Be on track with credits to graduate
- Have good attendance and minimal disciplinary referrals

Credits received in dual enrollment courses are weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Grades become a part of a student's permanent transcript. Students enrolled in these courses are considered adult students and must meet all the expectations of the program as an adult student.

ADDITIONAL INFORMATION

School Based Intervention Team

MTC has a School Based Intervention Team (SBIT) to assist students with academic, social, and other needs. If students need assistance, they can make contact with the School Counselor or Career Specialist. Students may also ask an instructor for assistance who will then submit a request form to the SBIT team.

Shop and Lab Safety

Safety and safe practices are of utmost importance at MTC. Students are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, dress appropriately, comply with safety regulations, and exercise prudent judgment with self and for the care of others. Failure to adhere to the shop safety guidelines and policies may result in disciplinary action, which may include withdrawal from the school.

Campus Safety and Security

MTC is provided a full-time Pasco County Sheriff School Resource Officer (SRO) by Pasco County Schools. While on duty, the school resource officer performs the following duties: investigates violations of civil law, criminal law, motor vehicle law, and makes arrests or criminal referrals, as necessary. The school resource officer acts as a resource person in the area of law enforcement education at the request of the administrators. The school resource officer shall provide school-based security and maintain safety on the school property.

Crime Report

A copy of the school's crime report can be found on the MTC webpage at www.fkmtc.edu.

Crisis Response Plan

In the event of an extreme, dangerous, or emergency situation a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or an administrator immediately. During the school day the School Resource Officer is on duty. If he is unavailable, the Pasco County Sheriff's Office can be called to campus. If an extreme circumstance prevents notification of an instructor or the SRO, call 911.

Media Release Form

MTC strives to celebrate the accomplishments students by sharing information with the community. To do this, we may directly, or thorough our district, submit press releases to newspapers, radio, television, online news blogs, etc., that may include student names, work, photographs, video and/or voice recordings. Students may choose not to have their information released when completing their application for enrollment or by completing a Media Release Non-Consent Form in the Office for Administration located in Building 1.

Student Time Clock Policy

Each student is responsible for clocking in and out each day to record only his or her clock hours attended in the class. This information is important as the number of hours a student attends class determines the pace of completion and can also impact financial aid distribution. Students who forget to clock in or out may not receive credit for their time in class. See the Student Handbook for policies regarding clocking in and clocking out for attendance.

Tardy Policy

It is important that a student be on time each day for class. If a student has excessive tardies, it will affect his or her program clock hour requirements for completion and may affect financial aid distribution.

Student Code of Conduct

Students are expected to comply with the legal and ethical standards of the institution. The school reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a Student Handbook that outlines specific information regarding student conduct. The Student Code of Conduct and the Student Handbook are also available online at www.fkmtc.edu.

On the Job Training

On the Job Training (OJT) is specific training provided in an actual work setting by an employer, related to the particular program for which a student is enrolled. On-the-Job Training (OJT) is available to MTC students that have met certain attendance and grade requirements as indicated by each individual program. An On-the-Job Training Contract must be completed and approved by the program instructor and CTE Placement Coordinator prior to the start of such training. Students will not receive credit for OJT hours completed prior to approval of the appropriate paperwork. Students are responsible for meeting all requirements of participating in the OJT program including, but not limited to, submitting time sheets weekly. If a student does not comply with the OJT Training Contract, they may be in jeopardy of having the OJT Contract terminated. All on the job training will be monitored by the instructor and the CTE Placement Coordinator. Please contact your instructor or the CTE Placement Coordinator for specific requirements and additional information.

Career Placement Center

MTC has a Career Placement Center designed to help students find employment in their field of study. Resume building, interview skills, and job search assistance are offered at the Career Placement Center located in Building 1.

Awards Ceremony

Every spring MTC holds a technical program awards ceremony to celebrate the accomplishments of our students. Any student who completes a program during the current school year is eligible and encouraged to participate. Students will be notified of the event during their exit interview and will receive an invitation in the mail prior to the event.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This national organization serves teachers, secondary-students, and post-secondary students who are preparing for careers in technical, skilled, and service occupations. Membership in the SkillsUSA organization is mandatory for students enrolled in participating programs.

Mission: SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education 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.

National Technical Honor Society

The National Technical Honor Society (NTHS) at Marchman Technical College includes both secondary and post-secondary students. The NTHS strives to bring well-deserved recognition, scholarship opportunities, and career opportunities to students who excel in their career and technical educational field as their profession. NTHS students should be good, honest, and responsible student citizens who have made a personal commitment to academic excellence and who agree to uphold the NTHS standards of conduct. Eligible adult students must maintain a minimum 3.8 GPA, 85% attendance, have character recommendations, and no disciplinary actions. Eligible high school students must maintain a minimum 3.5 un-weighted GPA, less than 4 absences in one term, have character recommendations, and no disciplinary actions. Students will be notified at the start of the term if they are eligible to participate.

Driving/Parking Privileges

Student parking is available on the MTC campus. A valid MTC student parking permit must be displayed on the vehicle to park on school property. See the 2016-2017 Tuition and Fee information section for current parking fee amount. Parking fees are assessed per term.

Identification Badges

Picture identification badges will be issued to all registered students. A fee will be charged for the identification badge. Students will be required to pay a replacement fee if the badge is re-issued. The identification badge is to be worn so that it is visible at all times while on school campus.

Complaint/Grievance Procedure

A student is encouraged to resolve an informal complaint/issue at the classroom level. If the student has a complaint that cannot be resolved at the classroom level, the student may first discuss the grievance informally with the Assistant Principal. In the event that the matter is not resolved, a formal grievance stated in writing may be submitted to the Principal within three (3) days of the occurrence. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days of the occurrence to Pasco County Schools, 7227 Land O'Lakes Blvd., Land O'Lakes, FL 34638. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350, 800.917.2081, www.council.org.

FINANCIAL INFORMATION

Tuition and Fees

Costs include a non-refundable registration fee for each program application. Program tuition is mandated by the State of Florida, Department of Education. The in-state clock hour rate for the 2016/2017 school year is \$2.78 per clock hour. The out-of-state tuition rate is \$11.17 per clock hour. Each program also has related fees, textbooks, uniforms, kits, etc. Tuition and fees vary according to type and length of program. A complete list of tuition and fees can be obtained in the Office for Administration.

Full time student tuition and fees are billed per term as follows:

0-74 Clock Hours:	Clock hour tuition for number of clock hours scheduled. No fees.
75-224 Clock Hours:	Clock hour tuition for number of clock hours scheduled. Half (½) of all fees.
225-450 Clock Hours:	Clock hour tuition for number of clock hours scheduled. 100% of fees.

Full time day Cosmetology and Patient Care Technician student tuition and fees are billed per term as follows:

0-99 Clock Hours:	Clock hour tuition for number of clock hours scheduled. No fees.
100-299 Clock Hours:	Clock hour tuition for number of clock hours scheduled. Half (½) of all fees.
300-600 Clock Hours:	Clock hour tuition for number of clock hours scheduled. 100% of fees.

Part time students pay 100% of scheduled clock hour tuition and fees each term.

Payment of Tuition and Fees

All tuition and fees are due on or before the first day of class unless there is a financial aid deferment in place.

Deferment of Fees

Clients of agencies such as the Veteran's Administration, Vocational Rehabilitation, CareerSource, etc., may have their fees deferred by presenting a letter or other documented proof from the agency authorizing payment for training.

Students who are eligible for a Federal Pell Grant during the billing cycle and are meeting satisfactory academic progress may qualify for a deferral, allowing for the postponement of payment until the disbursement of the Pell Grant or other grants or scholarships can be made. Students may defer payment of tuition, fees, books, and other costs associated with the program enrollment. Students must complete the financial aid verification process prior to the first day of class to qualify for deferment. Students will be given the opportunity to defer costs not to exceed the award amount.

Students who qualify for deferrals will be required to sign a Deferment Statement indicating that the student agrees that if he or she withdraws from school prior to the scheduled disbursement, he or she will be responsible for payment of any account balance in full.

Tuition and Fee Exemptions

According to Florida law, some students who were in DCF custody, adopted, in a relative's custody, or placed in court guardianship may be exempt from paying tuition and fees at Florida College System institutions.

According to Florida law, a student who is homeless may be exempt from paying tuition and fees at a Florida College System institution. For the purpose of the fee exemption, Florida law defines homelessness as, "A student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."

If you believe you qualify for any of these fee exemptions please contact the Office for Administration or the Office for Financial Aid. Students must provide proper documentation to receive these exemptions. Additional information may be found at <https://www.floridacollegesystem.com/students/faqs.aspx>.

Refund Policy

Full time and half time students qualify for a refund of tuition and fees if the student formally withdraws during the first five days of class. There will be no refund of tuition or fees beyond the first five (5) days of class. There will be no refund of fees for kits or books once they are distributed. Students withdrawing from a program within the first five days of class must notify the post-secondary Assistant Principal in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.

Refunds due to course cancellation will be issued at one hundred percent (100%). Refunds, when due, are made within thirty (30) days of the last day of attendance. The refund will be made payable to the student. The \$25 application fee is non-refundable.

Financial Aid

Financial aid, which consists of grants and scholarships, is available to eligible students and is used to help students meet their educational expenses. Information on available grants and scholarships and eligibility criteria is available in the Office for Financial Aid.

Ingrid Abernathy
Financial Aid Specialist
Telephone: 727.774.1729
iabernat@pasco.k12.fl.us

Tiffany Wells
Financial Aid Assistant
Telephone: 727.774.1777
twells@pasco.k12.fl.us

Verification

Student aid reports may be subject to verification of information, either as directed by the US Department of Education or the Office for Financial Aid. Students are responsible for providing requested documentation prior to financial aid being disbursed. Documentation required may be financial such as tax information, or personal such as social security cards or proof of selective service registration.

Satisfactory Academic Progress

All students who receive financial aid are required to maintain Satisfactory Academic Progress (SAP) at all times. Federal Pell Grant regulations require both Quantitative (pace of progress toward completion) and Qualitative (cumulate grade point average) measures of progress. The cumulative period of attendance, grades, and progress is from the beginning to the end of your program.

MTC requires students receiving financial aid to:

- Maintain 80% cumulative attendance; and
- Maintain a "C" cumulative grade or better (2.0).

MTC checks SAP several times throughout the enrollment period, generally at the end of each term. Progress will be checked using the attendance records and the GPA of the student. MTC reserves the right to delay or cancel a Federal Pell Grant if a student is not meeting SAP.

Pell eligible students who are not meeting appropriate attendance and/or grade requirements at the end of a term will be issued a Financial Aid Warning for the next period of enrollment. A warning is an indication that the student is not progressing satisfactorily. Students are permitted one warning term, and will remain Pell eligible during that term.

Students who receive a Financial Aid Warning and fail to meet satisfactory academic progress by the end of the subsequent term will be placed on Financial Aid Probation. Financial Aid Probation means the student is no longer Pell eligible and the Pell Grant will be terminated. Students will assume responsibility for repayment of future tuition and fees, and may be responsible for payment of past tuition and fees, based on the terms of their deferment agreement.

SAP Appeal Process

Students who receive notification that financial aid has been suspended due to unsatisfactory progress have the right to appeal. A student must file a written appeal with the Office for Financial Aid within two (2) weeks of the notice of denial. The letter should indicate the extenuating circumstances or mitigating reasons for the unsatisfactory progress, and state how the circumstances will be different moving forward. The financial aid committee will make the decision of the appeal. The students will be notified in writing of the appeal decision within ten (10) days of the receipt of the student's written appeal. All decisions made by financial aid committee are final.

Re-establishing Eligibility

If a student who was suspended from financial aid leaves the institution and then returns, that student will not be eligible to receive financial aid until such time that the student has re-established eligibility for one payment period by meeting all satisfactory academic progress requirements.

Return of Title IV Funds

Title IV funds (Federal Pell Grants) are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

If a recipient of Title IV grant funds withdraws from school prior to the end of a payment period for which financial aid was awarded, the amount of Title IV grant assistance earned must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student was otherwise eligible, a post-withdrawal disbursement of the earned aid will be requested. A complete copy of the Return of Title IV Funds Policy is available in the Office for Financial Aid and is posted on the MTC website.

Veterans Education Benefits

Most of the programs at MTC are approved for VA Educational Benefits. The student must apply for those benefits through the Veterans Administration and provide a Certificate of Eligibility to the Office for Financial Aid. Students must report all education and training. The school will evaluate and grant credit, if appropriate, with the training time shortened and the tuition reduced proportionately. The student and the Veterans Administration will be notified if prior training credit is awarded.

Veterans Out-of-State Fee Waiver

The "Congressman C.W. Bill Young Tuition Waiver Act" provides for an out-of-state fee waiver for honorably discharged veterans, veteran's spouse and dependents, and any other student who is entitled to and uses Veterans Education benefits. The student must physically reside in Florida while enrolled in a post-secondary adult vocation program.

Purple Heart Tuition Waiver

Chapter 2014-62 of Florida Law provides a tuition waiver for recipients of a Purple Heart or other combat decoration superior in precedence. The tuition waiver is provided to students that meet the following criteria:

- Enroll full time or part-time in a career certificate seeking program
- Is currently and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of the State of Florida

If you believe you qualify for any of these benefits or other veteran fee exemptions please contact the Office for Financial Aid in Building 1. Students must provide proper documentation to receive these exemptions. Additional information may be found at <http://floridavets.org/benefits-services/education>.

Veterans Attendance Policy

Veteran students must maintain a minimum of 85% attendance each billing period to remain in good standing. Students exceeding a 15% absenteeism rate in a billing period will be terminated from their VA benefits for unsatisfactory progress. A VA student terminated from VA educational benefits due to unsatisfactory attendance may petition the school to be re-certified after attaining satisfactory attendance for a one month period.

The veteran student's attendance record will be retained in the student's file for USDVA and SAA audit purpose.

Air-Conditioning, Refrigeration and Heating Technology (HVAC) - 1350 hours

Mr. Bob Gunkel
PCS Vocational Certification
40+ years in-field experience

Mr. Frank Hurlburt
PCS Vocational Certification
27+ years in-field experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	ACR0041	Air-Conditioning, Refrigeration and Heating Helper	250 Hours	49-9021
B	ACR0043	Air-Conditioning, Refrigeration and Heating Mechanic Assistant	250 Hours	49-9021
C	ACR0047	Air-Conditioning, Refrigeration and Heating Mechanic 1	250 Hours	49-9021
C	ACR0049	Air-Conditioning, Refrigeration and Heating Mechanic 2	250 Hours	49-9021
D	ACR0044	Air-Conditioning, Refrigeration and Heating Technician	350 Hours	49-9021

Program Description

The Air-Conditioning, Refrigeration and Heating Technology Program includes classroom and shop instruction in the basic principles of air conditioning and refrigeration that apply to commercial and residential systems. Students entering this program will develop the basic knowledge and skills for entry level employment as installers or mechanics in the air conditioning, refrigeration and heating industry or provide supplemental training for persons previously or currently employed in this occupation. Both classroom and laboratory work will be necessary for completion of the program. Students will become acquainted with the overall industry and learn the latest employability skills.

Certifications Available

EPA 608 Refrigerant, R410A Refrigerant, EPA 609 A/C Automotive, NCCER HVAC Level I

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or Guidance Counselor.

Career Information

Possible direct-entry careers after high school: Heating, air conditioning and refrigeration mechanic, air conditioning installer helper.

Possible careers after two years post-secondary training and two years field experience: Business owner, engineering technician.

Possible careers after four-year university degree: Engineer.

Basic Skills Exit Requirements

TABE Math Level 10

TABE Language Level 9

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

The uniform for this program consists of an MTC HVAC shirt and dark work-type pants. Orders for work shirts will be taken at the start of class. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear safety glasses and hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder student progress.

Tools

Basic hand tools and equipment are required for this program. Information regarding tools, brands, and discount prices will be discussed in detail during the first week of class.

Automotive Collision Repair and Refinishing Technology - 1400 hours

Mr. Christopher Polisen, Instructor
PCS Vocational Certification
15+ Years In-field Experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	ARR0210	Paint and Body Helper	250 Hours	49-3021
A	ARR0213	Paint and Body Assistant	250 Hours	49-3021
B	ARR0020	Auto Collision Estimator	100 Hours	49-3021
C	ARR0313	Frame and Body Repairman	150 Hours	49-3021
D	ARR0127	Automotive Refinishing	325 Hours	49-3021
E	ARR0240	Auto Body Repairer	325 Hours	49-3021

Program Description

The Automotive Collision Repair and Refinishing Technology program prepares students for employment in the auto body repair trade. Shop experiences include: repair cost estimation, removal and replacement of auto body parts, preparation and painting of vehicles using base coat and clear coat systems, frame and body straightening and repair. Instruction includes theory, laboratory, and classroom work as each relates to all phases of the auto body repair field.

Certification

Audatex Estimating Certification

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or the Guidance Counselor.

Career Information

Possible direct-entry careers after high school: Auto body painter technician's helper, auto body repair technician's helper.

Possible careers after two years post-secondary training: Business owner, parts clerk.

Possible careers after four-year university degree: Business owner, technical representative, engineer, insurance claims adjuster.

Basic Skills Exit Requirements

TABE Math Level 9

TABE Language Level 9

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

The uniform for this program consists of MTC work shirts with standard cut blue jeans or work-style pants (no baggy or multi-pocketed stylized "dress jeans" will be permitted). Orders for uniform work shirts will be taken once class begins. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear safety glasses, a personal respirator, solvent resistant gloves, dust mask and hard leather work shoes with non-skid, oil resistant soles (no tennis shoes). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress.

Tools

Basic hand tools are required for this program. Information regarding tools, brands, and discount prices will be discussed in detail during the first week of class.

Automotive Service Technology I and II - 1800 hours

Mr. John Herig, Jr., Instructor
PCS Vocational Certification
15+ Years In-field Experience
ASE and AYES Certified

Mr. James Lupinek, Instructor
AA-Religious Studies, Florida Beacon Bible College
PCS Vocational Certification
25+ Years In-field Experience
ASE Master Certified Mechanic

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automobile Services Assistor	300 Hours	49-3023
B	AER0110	Engine Repair Technician	150 Hours	49-3023
C	AER0257	Automatic Transmission and Transaxle Technician	150 Hours	49-3023
D	AER0274	Manual Drivetrain and Axle Technician	150 Hours	49-3023
E	AER0453	Automobile Suspension and Steering Technician	150 Hours	49-3023
F	AER0418	Automotive Brake System Technician	150 Hours	49-3023
G	AER0360	Automotive Electrical/Electronic System Technician	300 Hours	49-3023
H	AER0172	Automotive Heating and Air Conditioning	150 Hours	49-3023
I	AER0503	Automotive Engine Performance Technician	300 Hours	49-3023

Program Description

The Automotive Service Technology Program helps to prepare students for employment in the automotive industry. The program will include instruction in operation, diagnosis, and repair; as well as parts and service look-up, invoice completion, and basic maintenance principles and procedures for the modern automobile.

Certifications Available

ASE Certification Test

A \$36 registration fee is paid only once during a registration window—no matter how many tests you take. Tests are \$37 each, except L1, L2, and L3 which are \$74. MTC fees include the registration fee and one test per year. Additional tests can be purchased by the student. More information is available at www.ase.com.

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or Guidance Counselor.

Career Information

Possible direct entry careers after high school: Auto mechanic, auto tech assistant, automotive parts person.

Possible careers after two years of post-secondary and/or on-the-job training: Engineering technician, automotive service supervisor, automotive technician, business owner.

Possible careers after a four-year university degree: Engineer, technical representative

Basic Skills Exit Requirements

TABE Math Level 10

TABE Language Level 9

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

The uniform for this program consists of the program work shirt and jeans. Orders for work shirts will be taken at the start of class. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear safety glasses and hard leather work shoes with non-skid, oil resistant soles (no tennis shoes). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder student progress.

Tools

Basic hand tools are required for this program. Information regarding tools, brands, and discount prices will be discussed in detail during the first week of training.

Commercial Art Technology - 1500 hours

Mr. Orlando Saavedra, Instructor
Associate of Science Degree in Advertising, Art Institute of Fort Lauderdale
25+ Years In-field Experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	GRA0036	Graphic Designer	450 Hours	27-1024
B	GRA0037	Digital Designer	450 Hours	27-1029
C	GRA0038	Print Media Artist	300 Hours	27-1014
D	GRA0039	Web Designer	300 Hours	27-1024

Program Description

Commercial Art Technology is designed to assist students in acquiring the skills and knowledge for employment in the vast field of commercial art. Many commercial artists are employed by the advertising and publishing industries. Additionally, organizations such as retail stores, computer graphic departments, and government agencies employ commercial artists for in-house advertising and related activities.

Certification

Adobe Photoshop Certified Associate Test

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or Guidance Counselor.

Career Information

Possible direct entry careers after high school: Commercial artist assistant, newspaper, print shop

Possible careers after two years of post-secondary and/or on-the-job training: Commercial artist, supervisor, business owner, computer graphic artist, layout and mechanical artist, animator, book designer

Possible careers after a four-year university degree: Commercial art teacher, business owner, engineering technician, digital art, video game designer

Basic Skills Exit Requirements

TABE Math Level 9

TABE Language Level 9

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

Business attire that is typical of this trade will be required. Uniform shirts are included in the fees and will be ordered after class begins. Clothing will be in compliance with the Pasco County Schools dress code and will be strictly enforced.

Supplies

Information regarding supplies required for this program will be discussed in detail during the first week of class.

Commercial Foods & Culinary Arts- 1200 hours

Chef Raymond Webb
Johnson and Wales University; Miami, FL
20 years in-field experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	HMV0100	Food Preparation	300 Hours	352021
B	HMV0170	Cook, Restaurant	300 Hours	352014
C	HMV0171	Chef/Head Cook	300 Hours	351011
D	HMV0126	Food Service Management	300 Hours	119051

Program Description

The purpose of this program is to prepare students for employment in the culinary arts industry. Students receive instruction on a broad range of culinary theory and practical experiences. Training includes education in sanitation, food service production, nutrition, cost control, and dining room management, hands-on lessons in stocks and sauces, knife skills, meat cutting, baking, and pastry, while developing professionalism and proficiency in the culinary arts field.

Certifications Available

ServSafe® Certified Professional Food Service Handler

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or Guidance Counselor.

Career Information

Possible direct entry careers after high school: Restaurant cook, specialty cook, cook's helper, meat cutter, food preparation worker, baker, bread and pastry cook.

Possible careers after two years of post-secondary and/or on-the-job training: Restaurant chef, business owner, wholesale representative.

Possible careers after a four-year university degree: Restaurant chef, commercial foods instructor

Basic Skills Exit Requirements

TABE Math Level 9

TABE Language Level 9

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

The required chef coat and hat are included in the fees. The chef coat is to be worn with all black pants (no jeans), and the pants are the responsibility of the student. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear rubber-soled, non-slip, closed toe shoes (work-type preferred). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress.

Computer Systems & Information Technology - 900 hours

Mr. Robert Dalles, Instructor
PCS Vocational Certification
30+ Years In-field Experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	CTS0082	Computer Systems Technician	300 Hours	15-1152
B	CTS0083	Computer Network Technician	150 Hours	15-1142
C	CTS0084	Computer Networking Specialist	150 Hours	15-1142
D	CTS0069	Computer Security Technician	300 Hours	15-1122

Program Description

The Computer Systems and Information Technology Program enables students to acquire skills and technical knowledge for entry-level employment as computer electronics technicians, or in related fields. The program content includes:

- Knowledge of computer operations
- Knowledge of operating systems
- Computer assembly
- Installation and configuration of different operating systems
- Installation and configuration of network devices
- Preparation for the A+ Certification Exams
- Basic networking theory
- Basic security practices
- Basic business practices
- Customer service
- Troubleshooting and repair of computer hardware and software

Certification Available

A+ Certification; *provides a foundation for additional certifications in networking and security*

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or Guidance Counselor.

Career Information

Possible direct entry careers after high school: Computer repair technician, computer parts tester.

Possible careers after two years of post-secondary and/or on-the-job training: Computer service technician.

Possible careers after a four-year university degree: Network engineer, programmer, teacher, computer security analyst, network and computer system administrator.

Basic Skills Exit Requirements

TABE Math Level 10

TABE Language Level 9

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

Business attire typical of this trade is required and will consist of long pants (no jeans), shirts with collars, and closed toe shoes. Clothing will be in compliance with Pasco County Schools dress code and will be strictly enforced.

Tools and Supplies

Information regarding supplies required for this program will be discussed in detail during the first week of class. Estimated cost for these items is approximately \$100.00.

Cosmetology - 1200 hours

Mrs. Dana Hitt-Johnson, Instructor
PCS Vocational Certification
Redken and Vidal Sassoon Training
25+ Years In-field Experience

Mr. Michael Morrison, Instructor
PCS Vocational Certification
Pittsburgh Beauty College
20+ Years In-field Experience

Ms. Kellyann Haudricourt, Instructor
PCS Vocational Certification
AA-Business, St. Petersburg College
20+ Years In-field Experience

Ms. Jonica Teague, Instructor
PCS Vocational Certification
MTC; American Institute of Beauty
10+ years In-field experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	CSP0009	Grooming and Salon Services, Facials and Nails	225 Hours	39-5012
A	COS0002	Cosmetologist and Hairdresser 1	300 Hours	39-5012
A	COS0003	Cosmetologist and Hairdresser 2	300 hours	39-5012
A	COS0009	Cosmetologist and Hairdresser 3	375 hours	39-5012

Program Description

The Cosmetology Program enables students to acquire technical knowledge and skills necessary to qualify for the Florida Board of Cosmetology License Exam. Instruction includes a combination of class theory and practical experiences through practice with mannequins and patrons. Attendance is crucial to the successful completion of this program. Students take the Florida Board of Cosmetology License Exam upon completion of the program.

Certifications Available

Florida Board of Cosmetology License

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Office for Adult Technical Education.

Career Information

Possible direct entry careers after high school: Hair stylist, nail technician, skin care specialist

Possible careers after additional training: Salon owner/manager, massage therapist, esthetician

Basic Skills Exit Requirements

TABE Math Level 8

TABE Language Level 8

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

This program requires a uniform be worn daily. The program level will determine the type of the uniform, which may consist of black scrubs, an apron, and/or black professional style, salon appropriate clothing with black professional shoes, socks or hose. More specific information will be provided by the instructor at the start of class. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness.

Licensure

In order to sit for the Florida Board of Cosmetology Exam, you must be at least 16 years of age, have completed 1,200 school hours in a cosmetology program, and must submit the initial HIV/AIDS course completion certificate.

Digital Cinema Production - 1050 hours

Mr. Robert Mateja, Instructor
Bachelor of Arts in Fine Arts
New Jersey City University
15+ Years In-field Experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	FIL0085	Video Production Manager	300 Hours	27-2012
B	FIL0086	Grip and Lighting Technician	150 Hours	27-4011
C	FIL0087	Motion Picture Projectionist/ Digital Cinematographer	300 Hours	27-4031
D	FIL0088	Digital Video Editor	150 Hours	27-4032
E	FIL0089	Visual Effects Artist	150 Hours	27-2012

Program Description

Digital Cinema Production is an introductory course designed to provide students with basic instruction in Digital and HD video systems, technical theories, design, creative thinking, pre-production, production, and post-production. Students will develop their skills through a combination of reading, writing, lectures, workshops, media presentations, and assigned productions. Students will work in both crews and independently to produce original content and quality productions comparable to industry standards using Final Cut Pro with the option of receiving industry certification from Apple.

Certification

Adobe Certified Associate (ACA)

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or Guidance Counselor.

Career Information

Possible direct entry careers after high school: Production assistant, assistant camera operator, assistant editor

Possible careers after two years of postsecondary training: Assistant producer/videographer, video assistant operator, sole proprietor of video services, video editor, technical director, CG operator

Possible careers after a four-year university degree: Video producer, Video editor, camera operator, director, scriptwriter

Basic Skills Exit Requirements

TABE Math Level 9 TABE Language Level 9 TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

Digital Cinema program shirts are included with the fees; shirt orders will be taken once class begins. Shirts must be worn with casual business-style pants or skirts, typical of this trade. Clothing will be in compliance with the Pasco County Schools dress code and will be strictly enforced.

Supplies

A kit is included with fees consisting of basic necessary supplies for this program. A list of additional supplies, if necessary, will be discussed in detail during the first week of class.

Early Childhood Education Apprenticeship

Ms. Kathy Byrne, Instructor
Bachelor of Science in Elementary
and Early Childhood Education
Florida State University
20 + Years In-field Experience
Building A, 14-007

Ms. Katie Chefero, Instructor
Bachelor of Science in Elementary Education
University of Central Florida
20 + Years In-field Experience
Building A, 14-007

Program Description

This is a training program that combines weekly evening classroom instruction with on-the-job training and support. The related classroom instruction uses the *Caring for Preschool Children* curriculum. This is a comprehensive, child development-based curriculum that shows teachers how to plan and implement a developmentally appropriate program. Students receive a Child Care Apprenticeship Certificate upon full completion of all program components. The program is tuition free. Students are responsible to pay a materials fee of \$50.00 for the year and the required textbooks necessary for this program. It is open to applicants who are at least 18 years of age, currently employed in a childcare center facility, and have their high school diploma or GED. Apprentices may receive up to half credit for program hours based on desired prerequisites and a credit assessment.

Desired Prerequisites

30 Hour DCF Child Care Facility Certificate
10 Hour DCF Preschool Appropriate Practices Certificate
5 Hour DCF Online Early Literacy Training

Length of Program

Total program hours are 4288 which consists of a combination of classroom instruction and on-the-job training.

Certification

ECPC Early Childhood Professional Certificate
CCAC Child Care Apprenticeship Certificate
Childcare Development Staff Credential

Uniforms

Attire typical of this trade will be required. Clothing will be in compliance with Pasco County Schools Dress Code and will be strictly enforced.

Additional Information

Additional information regarding enrollment requirements and application process can be obtained by contacting the Office for Administration at 727.774.1700, or the program instructors at 727.774.1711.

Electricity - 1200 hours

Mr. Donald Blake, Instructor
Bachelor of Science in Technical Education, University of South Florida
30+ Years In-field Experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	BCV0603	Electrician Helper	300 Hours	47-3013
B	BCV0640	Residential Electrician	450 Hours	47-2111
C	BCV0562	Commercial Electrician	450 Hours	47-2111

Program Description

The Electricity Program enables students to acquire skills and technical knowledge in planning, installing, troubleshooting, maintaining, repairing, and remodeling residential and commercial electrical systems. It provides basic pre-apprenticeship training through journeyman license preparation. This program of instruction includes blueprint symbols, notations, National Electric Code, basic electrical theory, renewable energy systems in solar, wind, and biofuels, and field experiences.

Certifications Available

Your Role in the Green Environment; Green Build Certification NCCER

Electrical 1 NCCER Certification

Electrical 2 NCCER Certification

Electrical 3 NCCER Certification

Electrical 4 NCCER Certification

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or the Guidance Counselor.

Career Information

Possible direct entry careers after high school: Apprenticeship electrician, residential electrician's helper

Possible careers after two years of postsecondary and/or on-the-job training: Business owner, engineering technician

Possible careers after a four-year university degree: Electrical engineer, teacher

Basic Exit Requirements

TABE Math Level 8

TABE Language Level 8

TABE Reading Level 8

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

Electricity program shirts will be ordered after the start of class. The required uniform consists of the Electricity program shirt and long pants (no jeans), and closed-toe shoes. Clothing will be in compliance with the Pasco County Schools dress code and will be strictly enforced.

Supplies

Information regarding supplies required for this program will be discussed in detail during the first week of class.

Marine Service Technologies - 1350 hours

Mr. Richard Ojeda, Instructor
PCS Vocational Certification
30+ Years In-field Experience

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	MTE0003	Marine Rigger	300 Hours	49-3051
B	MTE0090	Outboard Engine Technician	300 Hours	49-3051
C	MTE0074	Outboard Engine Diagnostics Technician	150 Hours	49-3051
D	MTE0092	Inboard Gas Engine Technician	300 Hours	49-3051
E	MTE0093	Drive Train Technician	150 Hours	49-3051
F	MTE0056	Inboard Diesel Technician	150 Hours	49-3051

Program Description

The Marine Service Technologies program prepares students for employment in the marine service repair trade. Students learn to diagnose malfunctions, prepare repair estimates and work orders, and repair or replace parts as specified by manufacturers. Shop experiences include hands-on training in stern-drive and outboard mechanics, gasoline inboard engines, diesel engines and generator sets, powerheads, electrical systems, fuel systems, lubrication systems, and boat and trailer rigging.

Certifications Available

Bombardier 1 (required), Bombardier 2 (required), Bombardier 3 (optional), Bombardier 4 (optional)

Essentials- Outboard System

Function & Service Level 1, 2, 3, 4

College Credit Award

Program completers may receive articulated credit toward an aligned certificate, A.A.S. or A.S. degree program at participating institutions in the Tampa Bay Career Pathways Consortium. Details may be obtained from the Career Specialist and/or Guidance Counselor.

Career Information

Possible direct entry careers after high school: Marine engine mechanic, marine engine mechanic helper or boat rigger.

Possible careers after two years of postsecondary and/or on-the-job training: Business owner, parts clerk, marine engine mechanic supervisor or service writer

Possible careers after a four-year university degree: Technical representative, engineer, boat designer, boat sales

Basic Skills Exit Requirements

TABE Math Level 9

TABE Language Level 9

TABE Reading Level 9

In order to be a program completer, some students must meet minimum math, language, and reading achievement level exit standards on the TABE, unless otherwise exempt, as established by the Florida Department of Education. Additional information can be found on Page 5 of the MTC Catalog and/or obtained from the Office for Adult Technical Education.

Uniforms

The uniform for this program consists of the Marine Service program work shirt and dark blue work pants. Shirt orders will be taken once class begins. A minimum of two complete uniforms is required to maintain proper hygiene and cleanliness. For safety reasons, it will be necessary to purchase and wear safety glasses and hard leather work shoes with non-skid, oil resistant soles (no tennis shoes). Proper uniform and safety equipment must be worn every day for participation in program activities. Failure to be in proper uniform will hinder normal student progress.

Tools

Basic hand tools are required for this program. Information regarding tools, brands, and discount prices will be discussed in detail during the first week of training.

Patient Care Technician Program – 600 hours

Ms. Gail Swiderski, RN, Instructor
Associate of Science Degree in Registered Nursing, Northern Essex Community College

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1012
C	HCP0332	Advanced Home Health Aide	50 hours	31-1011
D	HCP0020	Patient Care Assistant	75 hours	31-9099
E	HSC0016	Allied Health Assistant	150 hours	31-9099
F	MEA0580	Advanced Allied Health Assistant	100 hours	31-9099
G	PRN0094	Patient Care Technician	60 hours	29-2099

Program Description

This program is designed to prepare students for employment as advanced cross-trained nursing assistants (patient care technicians), expanding the traditional role of the nursing assistant. The PCT program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge. Graduates attain the skills needed to prepare for further education and careers in the Health Science career cluster. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Program Admission Requirements:

- 18 years old
- High School Diploma or GED
- Basic physical exam including negative TB skin test or negative chest x-ray to start class
- Complete PCS fingerprinting
- Basic Skills Exit Requirements: TABE Math Level 10, Language Level 10, and Reading Level 10, as established by the Florida Department of Education unless otherwise exempt. Additional information on Page 5.

Certifications Available

Florida CNA License
Phlebotomy Tech

Medical Administrative Assistant
National Certified Patient Care Technician

ECG Aide/Monitor Tech

Career Information

Possible direct entry positions after successful completion include CNA in acute and long-term care facilities, advanced home health aide in the home care industry, patient care assistant in the hospital setting, allied and advanced allied health assistant in labs, hospitals, physician offices, walk-in and urgent care facilities, and patient care technician in any of the above settings.

Uniforms/Supplies

Student is responsible to purchase any personal medical instruments (i.e., stethoscope, etc.) that are necessary for this program. Attire that is typical of this trade will be required. Clothing will be in compliance with the Pasco County Schools dress code and will be strictly enforced. Additional scrubs can be purchased through the program.

Additional Information

Students who currently hold a CNA license from the Florida Board of Nursing may be issued credit for prior successful completion of coursework as evaluated by the Patient Care Technician instructor. Please contact the Office for Administration for additional information regarding enrollment requirements and application process.

**ROSTER OF FULL TIME TECHNICAL PROGRAM INSTRUCTORS
2016-1017**

Name	Program	Degree/Certification	Institute	Experience in field
Blake, Donald	Electricity	B.S. Technical Education	University of South Florida	31+ years
Byrne, Kathleen	Early Childhood Apprenticeship	B.S. Elementary Education	Florida State University	21+ years
Chefero, Katrin	Early Childhood Apprenticeship	B.S. Elementary Education	University of Central Florida	21+ years
Dalles, Robert	Computer Systems and Information Technology	PCS Vocational Certification; Professional Computer Services	Pasco County Schools	31+ years
Gunkel, Robert	HVAC	PCS Vocational Certification	Pasco County Schools	40+ years
Haudricourt, Kellyann	Cosmetology	PCS Vocational Certification; AA Business	St. Petersburg College	21+ years
Herig, John	Automotive Service Technology	PCS Vocational Certification	Pasco County Schools	16+ years
Hitt-Johnson, Dana	Cosmetology	PCS Vocational Certification	Pasco County Schools	24+ years
Hurlburt, Frank	HVAC	PCS Vocational Certification	Pasco County Schools	27+ years
Lupinek, James	Automotive Service Technology	PCS Vocational Certification; A.A. Religious Studies	Florida Beacon Bible College	26+ years
Mateja, Robert	Digital Cinema Production	B.A. Fine Arts	New Jersey City University	11+ years
Morrison, Michael	Cosmetology	PCS Vocational Certification	Pasco County Schools; Pittsburg Beauty School	21+ years
Ojeda, Richard	Marine Service Technology	PCS Vocational Certification	Pasco County Schools	31+ years
Poliseno, Christopher	Automotive Collision Repair and Refinishing Technology	PCS Vocational Certification	Pasco County Schools	16+ years
Saavedra, Orlando	Commercial Art Technology	A.S. Advertising	Art Institute of Fort Lauderdale	26+ years
Swiderski, Gail	Certified Nursing Assistant; Patient Care Technology	A.S. Registered Nursing	Northern Essex College	31+ years
Teague, Jonica	Cosmetology (P/T)	PCS Vocational Certification	Pasco County Schools	10+ years
Webb, Raymond	Culinary Arts	Associates Degree	Johnson & Wales University	20+ years

2016-2017 Student/Teacher Calendar-Revised 4/25/16

Board Approved 5/3/16

NOTE: This calendar is for Students and Teachers ONLY. Work calendars will be provided at a later date.

July-16				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Holiday
11-15 FTE Survey Week
EOC Exams-TBD
Summer EOCs-TBD

August-16				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8-12 Teacher Planning Days
9 Secondary Orientation
11 Elementary Orientation
15 STUDENTS' FIRST DAY
23/25 Adult Ed Graduation

September-16				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5 NO SCHOOL-Labor Day
16 Progress Reports

October-16				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Fall EOCs TBD
10-14 FTE Survey Week
14 End of 1st Quarter
17 Teacher Planning Day
24 Report Cards

November-16				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11 Veterans Day
18 Progress Reports
19-27 NO SCHOOL - Thanksgiving Break
21-22 Possible Hurricane Makeup Days
Winter EOCs-TBD

December-16				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Winter EOCs-TBD
22 End of 2nd Quarter & Semester
23 Teacher Planning Day
24-31 NO SCHOOL-Winter Break

January-17				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

1-8 NO SCHOOL-Winter Break
16 NO SCHOOL - M. L. King Day
17 Report Cards
24/26 Adult Ed Graduation

February-17				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

6-10 FTE Survey Week
10 Progress Reports
FSA ELA Writing Component-TBD

March-17				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FSA ELA Writing Component-TBD
16 End of 3rd Quarter
17 Teacher Planning Day
18-26 NO SCHOOL-Spring Break
Spring FSAs-TBD

April-17				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Spring FSAs-TBD
3 Report Cards
Spring EOCs-TBD
28 Progress Reports

May-17				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Spring FSAs-TBD
Spring EOCs-TBD
25-28 Graduation
26 STUDENTS' LAST DAY
29 NO SCHOOL - Memorial Day
30-31 Teacher Planning Days

June-17				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Report Cards-TBD
12-16 FTE Survey Week

NOTE:  = Non-school day for students & teachers
 = Non-school day for students
Work day for Teachers
Ⓡ = Report Cards
★ = First and Last Days
Ⓟ = Progress Reports

1st qtr	44	
2nd qtr	43	87
3rd qtr	48	
4th qtr	45	93 180