



HILLSBOROUGH TECHNICAL COLLEGES

2026-2027

STUDENT HANDBOOK



HILLSBOROUGH COUNTY PUBLIC SCHOOLS

www.hillsboroughschools.org

Aparicio-Levy Technical College

<https://www.hillsboroughschools.org/altc>

Brewster Technical College

<https://www.hillsboroughschools.org/brewster>

Erwin Technical College

<https://www.hillsboroughschools.org/erwin>

Lott Technical College

<https://www.hillsboroughschools.org/rltc>

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Welcome to Hillsborough Technical Colleges (HTC)!

On behalf of Hillsborough County Public Schools Technical Colleges, it is my pleasure to welcome you as you take this important step toward achieving your career goals. At HTC, we are proud to offer more than 35 Career Certificate programs across our four technical colleges, along with additional extended campuses and flexible daytime and evening options designed to meet your needs.

Each year, approximately 9200 (+) adult education students join our campuses to begin or advance their careers through affordable, high-quality workforce training. Whether your interests lie in Agribusiness, Early Childhood Education, Hospitality, Human Services, Information Technology, Public Services, Health Science, Transportation, Industrial Trades, or Manufacturing Technology, HTC provides diverse pathways that lead to high-demand, high-wage careers right here in the Tampa Bay area.

This student handbook is an important resource created to support your success. It outlines the policies, procedures, and expectations that help maintain a safe, respectful, and productive learning environment. By clearly defining academic standards, attendance requirements, student conduct, and available support services, the handbook serves as a guide to help you stay on track, make informed decisions, and fully engage in technical and adult programs.

We encourage you to become familiar with the information in this handbook and refer to it throughout your time at HTC. Understanding these guidelines will help you navigate your educational experience, access available resources, and achieve your personal and professional goals.

Our commitment is to provide you with an exceptional educational experience. You will learn in highly regarded, state-of-the-art environments that include industry-quality classrooms, medical labs, learning labs, and hands-on work-based shops. Our dedicated faculty and staff are here to support you every step of the way.

Thank you for trusting Hillsborough Technical Colleges to be your partner in achieving your professional goals. We are honored to be part of your journey and look forward to helping you succeed.

Respectfully,

Darrell R. Faber

Darrell R. Faber

Director of Workforce and Continuing Education

Hillsborough County Public Schools

SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

(November 2025 – November 2026)

Jessica Vaughn, Chair
Karen Perez, Vice Chair
Nadia Combs
Lynn Gray

Stacy A. Hahn, Ph.D.
Patricia “Patti” Rendon
Henry “Shake” Washington

HILLSBOROUGH COUNTY PUBLIC SCHOOLS MISSION & VISION STATEMENTS

Mission: To provide an education and support that enable each student to excel as a successful and responsible citizen.

Vision: Preparing students for life.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS DISTRICT ADMINISTRATION

Superintendent of Schools
Van Ayres

Chief of Innovation
Marcos Murillo

Executive Director Career, Technical and Adult Education
Warren S. Brooks

Director of Workforce and Continuing Education
Darrell R. Faber

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

District Office
901 E. Kennedy Boulevard
Tampa, FL 33602
813.272.4000
www.hillsboroughschools.org

HILLSBOROUGH TECHNICAL COLLEGE ADMINISTRATION AND CAMPUS LOCATIONS

Adult & Career Service Center-District Office
5410 N. 20th Street
Tampa, FL 33610
813.231.1907
<https://www.hillsboroughschools.org/hcps/page/workforce-and-continuing-education>

Aparicio-Levy Technical College

Jesse Salters, Principal
10119 E. Ellicott Street
Tampa, FL 33610
813.740.4884
<https://www.hillsboroughschools.org/alto>

Brewster Technical College

Neil Risher, Principal
2222 N. Tampa Street
Tampa, FL 33602
813.276.5448
<https://www.hillsboroughschools.org/brewster>

Erwin Technical College

Sharon Tumicki, Principal
2010 E Hillsborough Avenue
Tampa, FL 33610
813.768.5180
<https://www.hillsboroughschools.org/erwin>

Lott Technical College

Gary Graham, Principal
1690 E. Park Road
Plant City, FL 33563
813.704.6000
<https://www.hillsboroughschools.org/rltc>

ACCREDITATION

Hillsborough Technical Colleges are accredited by the following:



Hillsborough Technical Colleges are accredited by the Commission of the Council on Occupational Education. (Rick Lott Technical College application pending.)

Requests for additional information on the policies, standards, or procedures for institutional accreditation through COE should be addressed to:

Dr. Kirk Nooks, President/CEO, Council on Occupational Education, 7840 Roswell Rd. Building 300, Ste 325, Atlanta, GA 30350. Telephone: 770-396-3898 / Fax: 770-396-3790
www.council.org



Hillsborough County Public Schools is accredited by Cognia, and Hillsborough Technical Colleges also operate under this accreditation. Cognia 9115 Westside Parkway, Alpharetta, Georgia 30009, 888-413-3669, www.cognia.org.

Requests for additional information on Hillsborough County Public Schools Cognia Accreditation should be addressed to:

Marcos Murillo, Chief of Innovation & Strategic Planning

Additional Approval & Recognitions

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

All programs offered at the campuses are part of Hillsborough Technical Colleges are approved by the Florida Department of Education Division of Career and Adult Education, the Bureau of State Approving for Veterans Training, Florida Department of Veterans Affairs, and for individuals with VA Education Assistance benefits.

Hillsborough Technical Colleges are approved for training by:
Florida Department of Veterans Affairs, State Approving Agency
Individual program accreditations are listed in the appendix for individual college.

Disclaimer: The announcements, information, policies, rules, regulations, and procedures set forth in this Student Handbook/Catalog are for information only and are subject to review and change without notice. Every effort was made to ensure accuracy at the time of printing. Any policies not addressed in this Student Handbook/Catalog would follow standard procedures set forth by Hillsborough County Public Schools, found at: <https://web.hillsboroughschools.org/policymanual/policy/6>

Hillsborough County Public Schools Continuous Notification of Nondiscrimination

Pursuant to Title VI, Title IX, Section 504/Title II and other civil rights regulations, the School District of Hillsborough County does not discriminate nor tolerate harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy in its educational programs, services or activities, or in its hiring or employment practices; and it will take immediate action to eliminate such harassment, prevent its recurrence, and address its effects. 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.

The district will investigate all allegations of unlawful harassment and, in those cases where legally prohibited (as mentioned above) harassment is substantiated, the district will take immediate steps to end the harassment. Employees or students who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Everyone is expected to work together to prevent harassment. Should you believe you or another individual has been subjected to harassment on the basis of race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, age, disability, marital status, genetic information or pregnancy, you should report harassment to your school or to:

Dr. Pansy Houghton, Executive Officer of Compliance
Hillsborough County Public Schools
901 East Kennedy Boulevard
Tampa, FL 33602
(813) 272-4000
pansy.houghton@hcps.net

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, as described in the Non-Discrimination Statement at:
www.hillsboroughschools.org/notices.

WELCOME TO HILLSBOROUGH TECHNICAL COLLEGES

Hillsborough Technical Colleges (HTC), a postsecondary extension of Hillsborough County Public Schools, dedicated to providing career-focused education and workforce training for adult learners. Adult students are those not enrolled in a secondary education program. Some programs, due to licensure, certification, and/or clinical requirements may require students to be 18 years of age or older and/or hold a standard high school diploma or GED to enroll.

HTC offers Career Certificate programs and continuing education opportunities designed to prepare students for entry-level employment, career advancement, and skill enhancement in today's workforce.

HTC follows the Hillsborough County Public Schools academic calendar from August through May, with a modified schedule during June and July. Students should review the 2026–2027 CTAE Student Calendar included in this handbook along with any program-specific schedule adjustments provided by instructors. Certain program requirements, including clinicals, internships/externships, and severe weather conditions, may require schedule modifications.

Each HTC Campus has an OFFICE OF STUDENT SERVICES which is available to assist prospective and current students in reaching their academic, career and professional goals. Student Services on each campus will assist with application, admissions, enrollment, career counseling, assessments, student accounts, and job placement resources. Your school counselor/program advisor will support you throughout your educational journey and help you achieve your academic and career goals.

ACADEMIC, APPLICATIONS, ADMISSION, ENROLLMENT AND REGISTRATION POLICIES, AND PROCEDURES

Academics

Students are encouraged to pursue career education programs that align with their career goals and to develop the foundational skills needed for success in their chosen field. Before enrolling, students should meet with a school counselor/program advisor to discuss program interests, skill readiness, and any specific program requirements.

Hillsborough Technical Colleges are committed to preparing students for workforce success. Strong work habits, professionalism, and consistent attendance and engagement are essential components of academic achievement.

Each certificate program provides a syllabus that outlines each state course outcomes, grading criteria, assignments, assessments, and any required projects or skill demonstrations that contribute to the final grade. Students are expected to review and follow all course requirements to maintain satisfactory academic progress.

Academic Affairs Committee (AAC)

Students may be referred to or petition for review by the Academic Affairs Committee (AAC) for matters including, but not limited to:

- Withdrawal due to unsatisfactory academic progress
- Withdrawal due to unsatisfactory attendance
- Requests for re-enrollment or re-entry
- Conflict resolution concerns
- Unprofessional conduct at school or at a clinical, internship, or externship site
- Violations of the Student Code of Conduct

The site administrator will convene a committee that may include the program instructor, school counselor/program advisor, social worker, and/or other additional administration/personnel.

Students requesting an AAC review should contact the school counselor/program advisor to initiate the AAC process. If the AAC approves a student's re-entry, enrollment will occur when the applicable course is offered again at that Hillsborough Technical College campus and space is available. Approval for re-entry does not guarantee immediate placement.

Academic Program Delivery, Modality, and Scheduling

All programs are delivered in English and are primarily offered in a traditional, on-campus instructional format. The total number of required program clock hours is established in accordance with the Florida Department of Education Curriculum Frameworks. Students are expected to meet all scheduled hours and attendance requirements to ensure satisfactory academic progress and program completion.

Academic Schedule and Length of Study

The length of time required to complete a program is determined by the program's approved schedule of instruction.

Day Programs: Generally scheduled between 8:00 a.m. and 2:00 p.m., unless otherwise specified in program materials.

Evening Programs: Schedules vary by campus and program offering. Students must refer to the official campus website or program information for specific days and times.

Academic Instructional Delivery Methods

In addition to in-person instruction, programs may incorporate supplemental or extended learning opportunities through approved online platforms. Instructional activities may include:

- Learning management systems (e.g., CANVAS)
- Student information systems (e.g., FOCUS)
- Program-specific digital platforms.

Portions of instruction, assignments, assessments, and instructional resources may be delivered through these platforms to support program outcomes. Students are responsible for securing and maintaining reliable access to a computer and internet service to complete required coursework outside of scheduled on-campus hours. Failure to meet technology requirements may impact a student's ability to successfully complete assigned learning activities.

Academic Basic Skills Requirement

Based on Florida Statutes (F.S.), Section (s.) 1004.91, the State of Florida Department of Education (FLDOE) requires demonstration of basic academic skills levels in all Career Certificate (CC) or Applied Technology Diploma (ATD) programs of 450 or more clock hours by the end of their training program in order to receive a CC or ATD. (Some exemptions may apply to the Basic Skills Requirement.) Note, if not exempt, students must be assessed within 6 weeks of enrollment. Most students elect to take the CASAS Goals Basic Skills Assessment while they wait for their CC or ATD program to begin.

The purpose of a basic skills assessment is to determine whether the student has the basic skills fluency in the computation and communication content domains necessary to be successful in the chosen CTE program and occupation.

Any student found to lack the required level of basic skills is counseled and offered appropriate adult general education for additional academic support. A student may not receive a CC or ATD without first demonstrating the level of basic skills required in the state curriculum frameworks.

Academic Basic Skills Exemptions

Section 1004.91, F.S., provides the statutory framework for student exemptions from the basic skills exit requirements. A student who qualifies for one or more of the following exemptions is exempt from the basic skills exit requirements when the student presents documentation of one of the following:

- Documentation of a Florida standard high school diploma awarded in 2007, or after.
- Documentation of GED obtained after 2014;
- Possession of a college degree at the associate in applied science level or higher;
- Active member of any branch of the United States Armed Services;
- Passing a state, national or industry certification or licensure examination aligned to their CC or ATD program and identified in the Basic Skills Licensure Exemption List.

A student **may** be exempt if:

- The student who possesses a high school diploma from a private school that is in compliance with S. 1002.42, F.S.
- The student completed a home education program or a personalized education program.
- The student who self-identifies as special needs, provides record of the disability, and discusses accommodation or exemption with the postsecondary institution according to district policy.

Academic Accessibility, Disability, and Disclosure

All HTC sites comply with the American with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendment of 1973 regarding students with disabilities. In order to receive accessibility accommodations, an adult student must self-disclose their disability to their School Counselor/Program Advisor and provide documentation that clearly indicates evidence of a disability. Staff will schedule a meeting with the student to discuss the documented disability and applicable accommodation. Reasonable accommodation is made possible to assist and meet student needs.

ACADEMIC CALENDAR 2026-2027 SCHOOL YEAR

August through May, HTC follows the HCPS calendar, including Early Release, Non-Student Days for daytime courses and Campus Closures days. June and July have extended daytime hours Monday – Thursday with the campuses closed on most Fridays. Refer to your individual program guide and instructor for specific calendar and possible schedule changes.

Career, Technical, & Adult Education

2026-2027

School Year

Student Calendar

July 26

Su M Tu W Th F Sa

1 2 C 4

5 6 7 8 9 C 11

12 13 14 15 16 C 18

19 20 21 22 23 C 25

26 27 28 29 30 31

August 26

Su M Tu W Th F Sa

1 N 1

2 N N N N N 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

September 26

Su M Tu W Th F Sa

1 2 3 4 5

6 C 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30

October 26

Su M Tu W Th F Sa

1 2 3

4 5 6 7 8 9 10

11 N 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

November 26

Su M Tu W Th F Sa

1 2 3 4 5 6 7

8 9 10 N 12 13 14

15 16 17 18 19 20 21

22 C C C C C 28

29 30

December 26

Su M Tu W Th F Sa

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 C C C C C 26

27 C C C C C

January 27

Su M Tu W Th F Sa

1 C 2

3 N 5 6 7 8 9

10 11 12 13 14 15 16

17 C 19 20 21 22 23

24 25 26 27 28 29 30

31

February 27

Su M Tu W Th F Sa

1 2 3 4 5 6

7 8 9 10 11 N 13

14 N 16 17 18 19 20

21 22 23 24 25 26 27

28

March 27

Su M Tu W Th F Sa

1 2 3 4 5 6

7 N 9 10 11 12 13

14 15 16 17 18 19 20

21 C C C C C 27

28 N 30 31

April 27

Su M Tu W Th F Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 N 17

18 19 20 21 22 23 24

25 26 27 28 29 30

May 27

Su M Tu W Th F Sa

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 C

June 27

Su M Tu W Th F Sa

1 2 3 4 5

6 7 8 9 10 C 12

13 14 15 16 17 C 19

20 21 22 23 24 C 26

27 28 29 30

31

Jul Tentative 2027-2028 Calendar 27

Su M Tu W Th F Sa

1 2 3 4 5 N 7

8 N N N N N 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

WDIS - F 7/1/2026 - 7/31/2026

WDIS - W 8/1/2026 - 12/31/2026

WDIS - S 1/1/2027 - 6/30/2027

Calendar Year: July 1 - June 30

Campuses Closed

July 3 - Independence Day 4th

September 7 - Labor Day

November 23-27 - Fall Break

December 21-January 1 - Winter Break

January 18- Dr. Martin Luther King Jr. Day

March 22-26 - Spring Break

May 31 - Memorial Day

Energy Conservation Fridays

July 2026 - 3, 10, 17, 24

June 2027 - 11, 17, 25

(Some daily class hours extended during these weeks)



Hillsborough County
PUBLIC SCHOOLS

Preparing Students for Life

Subject to change v 6/11/2026

Academic Resources, Records & Student Accounts

CANVAS is the day-to-day learning management hub for instructional and learning resources. Teachers can post assignments, quizzes, and class discussions while integrating curriculum resources and academic tools. Teachers may provide valuable assignment feedback that is viewable by students. Students can also respond to feedback directly in Canvas.

NOTE: The Workforce Education Canvas site is accessed via <https://hcpsworkforce.instructure.com/login> and is NOT the same as the K-12 HCPS canvas site.

Student Expectations for CANVAS LMS

- Log in regularly to review assignments, announcements, and course materials.
- Submit assignments and assessments by the course deadlines.
- Monitor grades and academic progress throughout the school year.
- Use the platform responsibly and in accordance with the school's technology-use policies.
- Communicate respectfully and appropriately in all online discussions and messages.

FOCUS is used by schools for enrollment, scheduling, attendance, transcripts, final grade reporting, billing, and financial account, as well as other student information. Students will be able to view report cards, attendance, class schedules, course history, test history, and some student information as appropriate.

Basically, Canvas is the day-to-day hub for instruction. Teachers can post assignments, quizzes, and class discussions while integrating curriculum resources and academic tools. Teachers may provide valuable assignment feedback that is viewable by students. Students can also respond to feedback directly in Canvas.

Focus is used by schools for enrollment, scheduling, attendance, transcripts, final grade reporting, and certain other student information. Students will be able to view report cards, attendance, class schedules, course history, test history, and some student information.

Both systems are available 24 hours a day from any internet-connected device, helping students stay organized and engaged in their learning. Students will create separate accounts in each system. Students are responsible for checking CANVAS & FOCUS frequently and staying informed about course requirements, deadlines, and school communications.

Academic Integrity and Misconduct Policy

The school is committed to maintaining the highest standards of academic integrity, honesty, and ethical conduct. Students are expected to complete all academic work in a manner that accurately reflects their own knowledge, skills, and effort. Any act that compromises academic integrity is considered serious student misconduct and may result in disciplinary action.

Definitions of Academic Misconduct

Cheating is any act that provides or attempts to provide an unfair academic advantage. Examples include, but are not limited to:

- Copying from another student's work during an examination/test/assessment, quiz, or assignment.
- Using unauthorized materials, devices, notes, or resources during an assessment.
- Receiving or providing answers, assistance, or information when such collaboration is not permitted.
- Submitting work completed by another person as one's own.
- Accessing, obtaining, or distributing examination materials without authorization.

Plagiarism is the presentation of another person's words, ideas, research, data, creative work, or intellectual property as one's own without proper acknowledgment or citation. Examples include:

- Copying text from books, articles, websites, or other sources without appropriate citation.
- Paraphrasing another person's work without giving credit.

- Submitting work purchased, downloaded, or obtained from another individual or service.
- Reusing previously submitted work without authorization when original work is required.

Forgery is the creation, alteration, falsification, or misuse of any document, record, signature, credential, or communication for the purpose of deception. Examples include:

- Falsifying academic records, transcripts, grades, attendance records, or official forms.
- Altering instructor comments, evaluations, or institutional documents.
- Forging signatures of faculty, staff, administrators, parents, guardians, or other individuals.
- Submitting fabricated documentation, including medical notes, verification letters, or supporting records.

Improper Use of Artificial Intelligence (AI)

Artificial Intelligence tools may only be used when expressly permitted by the instructor or institution and in accordance with assignment requirements. Improper use of AI includes, but is not limited to:

- Submitting AI-generated content as one's own original work without authorization.
- Using AI tools to complete assignments, examinations, projects, discussions, or assessments when such use is prohibited.
- Using AI-generated content without proper disclosure when disclosure is required.
- Using AI to circumvent learning objectives, academic requirements, or assessment conditions.
- Misrepresenting AI-assisted work as entirely self-produced.

Authorized use of AI does not relieve students of responsibility for the accuracy, originality, and integrity of submitted work.

Forgery and Fraudulent Conduct

Because forgery involves intentional deception and may constitute unlawful conduct, any student suspected of forgery will be subject to immediate review and may be withdrawn from the program pending the outcome of the investigation. Confirmed acts of forgery may result in permanent withdrawal from the institution and may be referred to appropriate law enforcement authorities. Such conduct may also expose the student to criminal prosecution and other legal consequences.

Institutional Authority

The institution reserves the right to investigate allegations of academic misconduct and determine appropriate disciplinary action. Students are expected to cooperate fully with any investigation. Failure to comply with an investigation or providing false or misleading information during an investigation may constitute a separate violation of institutional policy.

Academic Disciplinary Actions

Violations of academic policies constitute serious student misconduct. Depending on the nature, severity, and frequency of the violation, disciplinary actions may include one or more of the following:

- A warning or reprimand.
- A requirement to resubmit work.
- A grade reduction.
- A score of zero for the assignment, examination, project, or academic task.
- Failure of a course or program requirement.
- Withdrawal from the program or institution.
- Any other disciplinary action deemed appropriate by the institution.

ACADEMIC GRADES AND PROGRESS

At Hillsborough Technical Colleges, we believe every student has the potential to succeed and achieve their career goals. Maintaining steady progress, seeking support when needed, and staying committed to learning are key steps toward earning a Career Certificate or Applied Technology Diploma (ATD).

Students are awarded a grade at the completion of each state course based on an average of work completed during the course as indicated on the course syllabus or program guide distributed by the instructor. Students are able to view their grades in FOCUS.

To remain in good standing a student must maintain an overall average of 2.0 or higher in each state course. To be eligible for a Career Certificate or ATD, students must maintain a minimum cumulative Grade Point Average (GPA) of 2.0 on a 4.0 scale and achieve an overall program GPA of 2.0 or higher. A student's cumulative GPA is calculated by multiplying the number of hours in the state course by the weight of the letter grade earned, adding the result of all state courses completed, and dividing by the total hours completed. Cumulative GPA will be posted on the student's transcript.

Academic Grading Scale

Grade	Weight	Remarks	Percentage &/or Comments
A	4.0	Superior	90-100
B	3.0	Above Average	80-89
C	2.0	Average	70-79
D	1.0	Below Average	60-69
F	0.00	Failing	0-59
WP	N/A	Withdrawn Passing	Withdrawn before end of course and passing
WF	N/A	Withdrawn Failing	Withdrawn before end of course and failing
X	N/A	Transfer Credit	Used to indicate credit for a course transferred from another institution or HTC program.

Students are encouraged to monitor their academic progress regularly and take advantage of available resources, including instructors, advisors, and student support services. With dedication, perseverance, and a commitment to excellence, every student can build the skills and knowledge needed for a successful future.

Academic Probation

A student will be placed on academic probation if the student's GPA falls below 2.0 and the student has been determined to be eligible to remain in the program for the duration of the state course/OCP. To clear academic probation status the student must raise their GPA to a 2.0 or higher by the end of the course.

Academic Failure

A student may be withdrawn if they fail to raise their cumulative GPA to a 2.0 or higher by the end of the course.

Academic Honors Designation

Students who complete their program with a GPA of 3.5 or higher overall, cumulative GPA will be eligible to receive an honors designation on their certificate/diploma.

ACADEMIC GRADUATION REQUIREMENTS

Demonstration of proficiency of the entire program's standards and benchmarks, completion of clock hours along with meeting the basic skills assessment is required in order to receive a CC or ATD.

In select programs the successful completion of the designated industry certification may be required to be considered a program completer. (Refer to individual program guides).

Per the Florida Department of Education, each CC or ATD program 450 clock hours or longer has associated grade level equivalents of basic computation (mathematics) and communications skills (reading and language arts) that are required for completion unless a student is considered exempt.

A Career Certificate or Applied Technology Diploma from a training program at each HTC will be issued only when a student has:

- Achieved required scores on the Basic Skills Assessment or met a state-approved exemption, **and**
- Satisfactorily completed all courses required in their training program, **and**
- Achieved an overall, cumulative GPA of 2.0 or better at the end of their training, **and**
- Cleared all financial obligations incurred at the college.

To receive a Career Certificate or Applied Technology Diploma, a student must complete an exit process and obtain all applicable signatures on an Application for Graduation. The students will be notified about procedures and deadlines. The name on the certificate must be the same as the name on official student records.

ADMISSIONS POLICY & PROCEDURES

An individual interested in attending an HTC program should visit the main campus and discuss the program of interest with the appropriate school counselor/program advisor. The school counselor/program advisor will provide a program summary and information related to any special program requirements. Once perspective students have completed an application, submitted required admission documents for their program of interest, and paid the start-up fees the student will be marked "enrolled" in the school.

Admission of Florida Resident Applicants is defined as a person whose official residence has been in the State of Florida for one full year plus one month prior to enrollment. To receive in-state tuition rates, students must complete a Residency Statement 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 the statement and provide their residency documentation, unless otherwise exempt.

Admission of Foreign/International Applicants are not accepted currently. HTC is permitted to accept non-citizens who hold valid Alien Registration cards or who have received a current INS form I-797C, Notice of Action, noting that they have been fingerprinted and have passed a background screening. Contact Student Services for more information.

Admission Request of Former HTC Student

Students previously enrolled must be withdrawn a minimum of sixty (60) calendar days before submitting a new application. Students who wish to re-apply within two years of previous withdrawal for the same program at an HTC site should contact the School Counselor/Program Advisor to request an Academic Affairs Committee (AAC) review of the application. A student may be conditionally approved to re-enroll and asked to sign academic success plan/agreement. Final determination of re-admission, credit acceptance, entry point, and program placement rests with the receiving program instructor and school administration.

A student who was administratively withdrawn due to a violation of the Student or Program Code of Conduct will not be re-admitted without approval of the AAC and school administrator.

Generally, if approved for re-admission, the student may be approved for a one-time re-entry and be re-enrolled at the beginning of the state course or Occupational Completion Point in which the student was withdrawn when such course is offered. In some situations, the AAC or administrator may determine the best opportunity for success is to re-take certain courses the student has already completed with a passing grade if the instructor determines the content has changed or the re-enforcement of content will assist with future success in the program.

Admission Request for Transfer of Clock Hour Credits Between HTC Programs (Internal Programs) **Academic Clock Hour/Credit Hours**

Career Certificate programs are offered in clock hour program vs semesters or credit hours. Transfer credit awarded to students who wish to matriculate to other postsecondary institutions is made at the sole discretion of the receiving institution. HTC does not convert clock hours to credit hours; however, most colleges and universities follow the federal guidelines of thirty (30) clock hours equals one (1) credit hour.

A currently enrolled student who wishes to move to a different program should make an appointment with their school counselor/program advisor. Career goals will be discussed, and the student will be encouraged to utilize the Florida Shines resources at www.floridashines.org. If the student then desires more information about a different program, they should make an appointment with the school counselor/program advisor for the new program to discuss the application and admission process. An AAC meeting/review may be completed to access and provide an opportunity to support student success in the new program. In some situations, the AAC or administrator may determine student eligibility to change programs and when the transfer takes place. Additional application fee, along with any other program fees may be assessed to the student.

Admission Request for Transfer of Clock Hours Between HTC Programs

Students who want to request a transfer of clock hour credits should contact the School Counselor/Program Advisor of the desired program. The School Counselor/Program Advisor will generate a request with the appropriate program instructor to create a "Transfer of Credit" form. The instructor will determine available credit and where in the program schedule the student would enter and which cohort the student would be enrolled in if a transfer of credit is approved.

Clock Hour credits with a passing grade of a previously earned state course and/or successfully completed OCP at an HTC campus may be accepted for transfer into another HTC program if:

- State Course Numbers are identical (example: Basic Health Care work, HSC 0003, 90 clock hours), **and**
- State Course was successfully completed within the past 24 months, **and**
- The instructor of the course has determined that the content of the course has not significantly changed.

Admission Request for Transfer of Credit from Other Institutions (External Transfer)

Students may request analysis of transcripts from successful attendance at other institutions for potential credit at HTC if:

- The transferring credit is from an institution is fully accredited by a regional or national accrediting agency recognized by the U.S. Department of Labor/Department of Education, **and**
- The transferring institution participates in the Florida Statewide Course Numbering System (SCNS)*, **and**
- The credit was earned within the two years previous to HTC enrollment into the selected program.

* Visit <http://flscns.fldoe.org> The statewide course numbering system (SCNS) is a common numbering system used by all public postsecondary institutions in Florida to facilitate the transfer of courses between participating institutions.

A student requesting a transfer of credit must submit an official transcript prior to registration/enrollment. This will ensure sufficient time to review the transcripts, determine the course alignment, course credit, and determine appropriate enrollment start date. Students must complete a minimum of 50 percent of a Hillsborough Technical College (HTC) program. Consequently, no more than 50 percent of the required clock hours courses for a program completion will be accepted as transfer clock hour credit toward program completion/graduation from an HTC.

Admission Request for Experiential Learning/Advanced Placement

All students are expected to be enrolled for all clock hours within their program and successfully complete all state courses and occupational completion points in order to be considered a full program completer and be awarded a certificate or diploma. Credit is not offered for experiential learning and placement into advanced courses is not provided.

Admission Transfers of Credit Regarding Financial Aid

Students receiving financial assistance, including but not limited to Pell Grant, Veterans Affairs (VA) benefits, or Vocational Rehabilitation, are responsible for consulting the Office of Financial Aid and/or the appropriate certifying agency to determine the impact of any internal or external transfer of credits on funding eligibility.

Students will need to contact and communicate with the Office of Financial Aid to determine their financial aid eligibility for the transfer of credit to a new program and any potential student financial obligations. Students who transfer or change programs may remain eligible for financial assistance provided they continue to meet all requirements outlined in the **Financial Aid** and **Satisfactory Academic Progress (SAP)** policies, including minimum academic performance and attendance standards. There will be a new calculation of monies to be awarded based upon the length (clock hours) of the new program and the enrollment date. Students are responsible for any resulting financial obligations.

APPLICATIONS AND ENROLLMENT

HTC accepts applications on a nondiscriminatory, space-available, first come, first enrolled basis for anyone having an interest, ability, and desire to seek employment and/or enhance their professional skills. All applications are submitted through each HTC school website under “APPLY NOW.” Students may seek application support by contacting the institution’s school counselor/program advisor. After the application is submitted, the appropriate school counselor/program advisor will contact students with next steps.

Articulation Agreements

Hillsborough Technical Colleges are public institutions under the direction of the Florida Department of Education. The colleges are accredited, under Hillsborough County Public Schools and Cognia as well as the Commission on Occupational Education. As such, certain courses successfully completed at an HTC Campus may be accepted as transfer credit to Florida Community and State Colleges toward an associate degree in certain college programs. The receiving school ultimately has the final decision regarding credit acceptance and students are responsible for initiating the request with the college they wish to attend. Official transcripts will be forwarded to the appropriate institution upon receipt of a formal transcript request through the HTC campus website.

ATTENDANCE POLICY

All Hillsborough Technical Colleges encourage and expect students enrolled in programs to attend all classes, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline, and responsibility. Students are expected to telephone the instructor when absent according to program policy noted in the program guide.

Career Certificate programs are workforce training programs with integrated job-prep employability skills designed to replicate industry work expectations. In general, there are no “excused” absences or tardies. It is the student's responsibility to know and follow the attendance policies of the program. Attendance policies may vary based on licensure/registration/certification requirements for the individual programs. Each program guide stipulates the attendance requirements.

The following are general guidelines for attendance at HTC campuses.

- There are no excused absences or tardies. A student who exceeds the allotted absences and tardies stated in the program guide may be withdrawn.
- Students must contact their instructor prior to the start of class and/or clinicals/internship/externship if they intend to be absent.
- Students must satisfactorily complete at least 90% of the enrolled clock hours for each state course. A student who is absent or tardy for more than 10% of the clock hours may be administratively withdrawn at the end of the state course/OCP.
- A student will be administratively withdrawn at the end of the third day of no show, no contact.
- Students who receive a Jury Duty summons must submit official documentation of duty days, which will count toward allotted absences.
- **Individual programs may implement more stringent attendance policies. Refer to your program guide.**

Attendance - Observance of Religious holidays

It is the policy of the School Board that absences from school for observance of a religious holiday or because the tenets of a student's religion forbid secular activity during a school day or portion thereof shall not impact the student's attendance.

The following are religious holidays determined by the school board for which student may request a religious observance:

1. Rosh Hashanah
2. Yom Kippur
3. Passover
4. Eid al-Fitr
5. Eid al-Adha
6. Ramadan
7. Good Friday
8. Orthodox Good Friday
9. Diwali

The absence due to an observance of one of the above religious observances will be noted in the student record, however not included in total of allocated absences. Any student who believes that they have been unreasonably denied an educational benefit due to their religious belief or practice may seek redress with the AAC through the grievance procedure.

Bereavement

In the unfortunate circumstances that a student experiences a personal loss, such as a death in the family, we ask that you, or someone close to you, notify your instructor. Your school counselor/program advisor is available for assistance and to help you access support resources in the local community if there is a need.

Upon returning to campus, please arrange to meet with the school site administrator and your instructor to discuss absences, missed time and assignments.

COPYRIGHT COMPLIANCE OF FEDERAL POLICY

The institution is committed to complying with all applicable federal copyright laws and promoting respect for intellectual property rights. Students are expected to use copyrighted materials responsibly and legally in all academic, educational, and extracurricular activities. Failure to comply with copyright laws may result in institutional disciplinary action and may also expose individuals to civil and criminal liability under federal law.

Enrollment at the institution constitutes acknowledgment of and agreement to comply with this Copyright Compliance Policy. Students are responsible for understanding and adhering to all requirements related to the lawful use of copyrighted materials.

Copyright Protection

Copyright law protects original works of authorship, including but not limited to:

- Books, articles, and written materials
- Computer software and applications
- Music, recordings, and audio content
- Movies, videos, and multimedia content
- Photographs, artwork, and graphic designs
- Websites and digital content
- Educational materials and instructional resources

Copyright protection exists regardless of whether a work contains a copyright notice.

Copyright Student Responsibilities

Students must:

- Respect the intellectual property rights of authors, creators, publishers, and owners of copyrighted works.
- Obtain permission when required before reproducing, distributing, displaying, performing, or modifying copyrighted materials.
- Properly cite and attribute copyrighted materials used in academic work.
- Comply with licensing agreements for software, digital resources, databases, and subscription services.
- Use copyrighted materials only in accordance with applicable laws, licenses, and institutional policies.

Prohibited Conduct

Students may not:

- Copy, reproduce, distribute, upload, download, share, or transmit copyrighted materials without authorization.
- Engage in unauthorized peer-to-peer file sharing of copyrighted content.
- Download, stream, or distribute pirated movies, television programs, music, software, games, textbooks, or other copyrighted works.
- Circumvent technological protection measures or digital rights management (DRM) systems.
- Use institutional technology resources to facilitate copyright infringement.
- Sell, distribute, or profit from copyrighted materials without authorization from the copyright owner.

Fair Use

Certain limited uses of copyrighted materials may be permitted under the federal doctrine of Fair Use. Fair Use determinations depend on the specific facts and circumstances of each situation, including:

- The purpose and character of the use.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used.
- The effect of the use on the potential market for the copyrighted work.

Students should not assume that educational use automatically qualifies as Fair Use. When in doubt, students should seek guidance before using copyrighted materials.

Copyright of Digital Resources and Software

Students must comply with all software licensing agreements, subscription terms, and usage restrictions associated with institutional technology resources. Unauthorized copying, installation, distribution, or use of licensed software is prohibited.

Copyright Infringement Complaints

The institution reserves the right to investigate allegations of copyright infringement involving its students, technology systems, networks, or resources. Students may be required to remove infringing content and cooperate with any investigation.

Copyright Disciplinary Action

Violations of this policy constitute student misconduct and may result in disciplinary action, including but not limited to:

- Written warning or reprimand
- Loss of technology or network privileges
- Educational sanctions or training
- Academic penalties when infringement is connected to coursework
- Probation, suspension, or withdrawal from the institution
- Referral to appropriate authorities when warranted

Copyright Federal Civil and Criminal Penalties

Copyright infringement may subject an individual to significant legal consequences under federal law. Penalties may include:

- Civil liability, including statutory damages, actual damages, court costs, and attorney's fees.
- Criminal penalties for willful infringement, including fines and imprisonment as provided by federal law.

Students are solely responsible for ensuring that their use of copyrighted materials complies with applicable laws and regulations.

Employment Guarantee Disclaimer

Hillsborough Technical Colleges make no guarantee and provides no warranty in reference to securing employment upon completion of a Career Certificate program. To support employment potential, and successful completion of CC/ATD program, HTC campuses provide students with the education necessary for an entry-level position in their chosen field. Employability skills/work habits are a component of the curriculum frameworks within each program. Students will complete interviewing skills, resume development and job opportunities are posted in program areas.

Employment Placement Assistance

As employment opportunities become available through employers, the information about potential openings will be provided and posted with program instructors and school counselor/program advisor in student services. In addition, instructors often contact recent graduates with potential employment opportunities.

CAMPUS LIFE

CAMPUS BADGE REQUIREMENTS FOR STUDENT IDENTIFICATION

- Students will be issued an ID badge on their first day of class.
- ID badges must be worn **at all times** while on campus and must be clearly displayed on the front of the shirt or blouse, at or above the waist.
- Students without a properly displayed ID badge **will not be permitted to enter class**.
- Students who arrive on campus without an ID badge must immediately report to the main office to obtain a paper badge that must be worn for the day.
- Lost, stolen, or damaged badges must be replaced promptly at the student's expense.

CAMPUS SAFETY, SECURITY AND EMERGENCY PREPAREDNESS MONTHLY DRILLS

In accordance with federal policy, a Campus Safety and Security brochure is published each year that lists campus crime statistics for the previous three years. Also included in the brochure are safety policies and procedures and safety tips. These brochures are provided to new students and are available on campus. Students, staff, and guests are invited to provide input and suggestions on safety and security processes and procedures.

Jeanne Clery Disclosure of Campus Security

Critical to the success of our students is creating a sense of awareness and cooperation within our campus community. Each college campus provides the community members who work, study, and visit HTC campuses with a safe and secure environment. To comply with the Clery Act, each HTC Campus publishes an Annual Security Report (ASR) each year and posts the information on campus. The ASR provides the most recent crime statistics, campus safety information, education & prevention programs, and other information under federal law.

To ensure a safe and secure learning environment, all students, faculty, and staff are required to comply with Hillsborough County Public Schools and State of Florida safety policies and procedures at all times. Each campus is staffed with a Security Officer during student hours to monitor activity and support campus safety. All fencing, gates, and doors must remain closed and secured. Visitors must report to the main office immediately upon arrival to sign in and receive authorization.

- Doors and gates must **never be propped open**.
- Individuals must **not permit entry** to anyone who is not displaying proper school identification.
- All individuals on campus are required to visibly display a valid, school-issued identification (ID) badge at all times.

SAFETY ACCIDENT AND INJURIES

First Aid kits are available in each CC/ATD program, and an Automated External Defibrillator (AED) is available in the main office (or as otherwise indicated in each institution's appendix). In case of emergency, emergency medical services are available by calling 911. Students and visitors must immediately report accidents and injuries to the school administration and complete a written accident report.

Instructors are required to report all accidents and/or injuries immediately after they occur. An accident report must be completed with administration. Should there be a need for an investigation of an accident, the investigation will be handled by the Principal and the Risk Management Division of the school district.

CAMPUS SAFETY DRILLS

HTC is committed to maintaining a safe learning environment and complying with state and local safety mandates, each campus conducts monthly emergency drills. Monthly safety drills ensure all students and staff are prepared to respond effectively in emergencies, support compliance with required safety standards, and help maintain a secure campus environment. These drills include fire evacuation, lockdown, and shelter-in-place.

Monthly drills are conducted to:

- Prepare students and staff to respond quickly and appropriately in an emergency.
- Reinforce safety procedures so that responses become familiar and consistent.
- Minimize risk and confusion during real incidents by practicing clear, structured actions.
- Meet state, district, and regulatory safety mandates requiring regular emergency preparedness activities.

Expectations for Students

All students are expected to:

- Participate fully and promptly in every scheduled drill.
- Follow instructor and staff directions at all times.
- Remain calm, attentive, and respectful during drills.
- Report to designated areas or follow assigned procedures as instructed.
- Treat all drills as real situations to ensure readiness and effectiveness.

Types of Drills

- Fire Drills: Practice safe evacuation from classrooms and buildings.
- Lockdown Drills: Prepare for situations requiring secured classrooms and restricted movement.
- Shelter-in-Place Drills: Practice protective actions during environmental, weather, or external hazards.
- Evacuation Drills: Simulate orderly relocation to a designated safe location if remaining on campus is not safe.

Compliance and Accountability

Participation in safety drills is required. These activities support the institution's commitment to:

- Providing a safe and secure learning environment.
- Maintaining compliance with state safety regulations and accrediting expectations.
- Ensuring students are informed, prepared, and protected.

Failure to follow directions during drills may be addressed in accordance with the student code of conduct, as it compromises overall campus safety.

WEAPONS SAFETY

Weapons of any kind are forbidden anywhere on campus, including parking lots. Students are not to possess, handle or transport weapons of any kind on school grounds or up to 500 yards from the school grounds or at any school-related activity. Students violating this policy are subject to expulsion and/or arrest.

Weapons include, but are not limited to, box cutters, guns, knives, dirks, razor blades, ice picks, explosives, chains, pipes, brass knuckles, mace, tear gas, or any mixture of chemicals intended for use as a weapon. This also includes dangerous instruments, toy guns or anything that resembles or could be considered a weapon. If a weapon is seen or reported, law enforcement personnel will be called immediately, and the student will be subject to arrest and withdrawal from the school. Individuals with concealed weapons permits are reminded that it is illegal to have a gun on school grounds, including locked in a vehicle parked in a school parking lot.

“See Something, Say Something.”

Immediately report any suspicious activity or persons to the Administrative Office or the nearest staff member. Please make your instructor and Administrators aware of any potential domestic problems you may be experiencing in case someone comes to campus looking for you.

Be advised no information is given to callers or visitors regarding student’s status, enrollment, or whereabouts.

ALCOHOL AND DRUG ABUSE PREVENTION PLAN

Smoke Free & Drug Free

All Hillsborough County Public Schools are smoke-free and drug-free campuses. It is unlawful to manufacture, distribution, dispensation, possession, or use of illegal drugs on HCPS sites or as part of any of its activities. Any student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class, clinical, externship/internship or any school activity while under the influence of drugs or alcohol. Penalties for those who violate school standards on campus or at school-sponsored events are in place and consistently enforced.

Violation of these policies by a student will be a reason for disciplinary action up to and including termination/expulsion and/ or referral for prosecution consistent with local, state, and federal law.

The use of medical marijuana could prohibit the continuation in a Career Certificate program requiring clinicals, internships, externships, and work-related experiences required for program completion.

Numerous Alcohol/Other Drug Assistance Programs are available in the Hillsborough County area to help students and employees deal with substance abuse related issues. Federal laws insure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner.

Hotlines and Information Lines: 211 Tampa Bay: <https://www.crisiscenter.com>

- Florida Substance Abuse and Mental Health Services Hotline: (800) 662-4357
- Cove Behavioral Health: (813) 384-4000
- The Life Center (grief counseling): (813) 237-3114 www.thelifecenterofthesuncoast.com

Drug Policies: Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities, is a violation of Hillsborough County School Board Policy (Section C-4, 7 and 8). Students found violating this policy are subject to withdrawal and the involvement of the appropriate law enforcement agency.

Use of Medical Marijuana: School Board policies regarding “Medical Marijuana Low THC Cannabis Use” (policy 5330.02) can be found at: <https://web.hillsboroughschools.org/policymanual/detail/533>. That policy addresses use on campus. Due to the safety of all students must not be impaired during class hours. Students enrolled in programs that require off-campus on-the-job training, clinicals, ride-along, training at a fire academy facility, etc., will be required to follow the policies set forth by the training facility or agency, and the training facility’s or agency’s policies are final.

Drug Testing: A random drug screening test will be done (at the student's expense) in certain Allied Health and other programs. If the first test (done near the beginning of the program) shows positive, the student will be required to re-test (at the student’s expense). If the results for the second screening are positive, the student will be withdrawn. Students failing the second screening must wait at least one year (from the date of screening) before applying and request an AAC review for re-entry approval.

When drug screening is required in a specific program, drug screening test results must be negative and remain negative for the student to continue in their program. In addition, clinical agencies may impose routine/random drug toxicology screening requirements (at the student’s expense) as a condition of a student’s participation in clinical experiences in their facilities. If such testing is imposed, the student must

submit the results to the program instructor prior to beginning or continuing the clinical rotation, and the clinical facility's decision on whether or not a student may enter their facility is final.

Chemically Impaired or Mental/Physical Illness: Based upon behavior or reasonable suspicion indicative of chemical abuse, emotional illness, and/or any other conditions (including contagious diseases) that affect the student's suitability or ability to complete the program, the student will be referred for intervention or evaluation (at the student's expense).

This intervention or evaluation is to be made by a qualified health professional, and a written recommendation must be submitted to Student Services who will coordinate with school administration to review documents and determine as to the safety and suitability of the continuance of the student in his/her HTC program.

CIVILITY POLICY/STATEMENT

Civility Statement: In order to provide a safe, caring, and orderly environment, Hillsborough County Public Schools and Hillsborough Technical Colleges expect civility from ALL who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruption, harassment, bullying, and aggressive actions.

Unacceptable Behavior: Behaviors which interfere with or threaten to interfere with school activities, including but not limited to: (a) using loud offensive language or profanity; (b) intimidating, harassing, bullying and inappropriate display of temper; (c) threatening verbal or physical harm; (d) threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail.

Student Recourse: Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a school employee who will follow established procedures for review and resolution of the reported incident.

Civility Agreement: All students enrolled in Career Certificate programs will be given a copy of the **Civility Agreement** during registration to sign which states: "My signature below signifies that I have read the Hillsborough County Public School Civility Statement and agree to abide by the rules."

Harassment: It is the policy of the School Board of Hillsborough County Public Schools to maintain an education environment which is free from all forms of bullying and unlawful harassment, including sexual harassment. Individuals who are found to have engaged in bullying or unlawful harassment will be subject to appropriate disciplinary action. For additional information, see School Board policy 1362 – Anti-Harassment at: <http://web.hillsboroughschools.org/policymanual/detail/251>.

HCPS INTERNET USE, ELECTRONIC DEVICES AND CELL PHONES

Internet and Technology Acceptable Use

Hillsborough County Public Schools (HCPS) provides internet access and technology resources to support teaching, learning, research, and communication. Access to the District's network and internet services is a privilege and must be used in accordance with District policies, administrative guidelines, and the Code of Conduct.

All computers require a student or staff log in to access wifi/HCPS internet. Students may use District-approved technology resources and may access the network using District-owned or personal devices, as authorized. All use of District technology resources is subject to monitoring, filtering, and review. Users should have no expectation of privacy when using the District's network, devices, software, or internet services.

HCPS employs technology protection measures to block or filter access to content that is obscene, pornographic, harmful, or otherwise inconsistent with educational purposes. However, no filtering system can guarantee that all inappropriate content will be blocked.

The instructor has the responsibility to determine the appropriate use of technology, software, and platforms in the classroom.

Students are expected to use technology resources responsibly, ethically, and for educational purposes. Prohibited activities include attempting to bypass security measures or filters, accessing inappropriate content, engaging in illegal activities, disrupting network operations, or using technology resources in a manner that violates District policy.

Recording of a class session must have prior approval by the instructor and any peers who may be in the recording. Any recording is for individual student private study and the recording or information from the recording may not be made available to other individuals not enrolled in the course. Recording at clinical/internship/externship sites is strictly prohibited.

Violations of this policy may result in the loss of technology privileges, disciplinary action, and/or legal consequences, as appropriate. For complete information regarding technology use and personal devices, students should refer to applicable [HCPS School Board policies and administrative procedures](#).

Computer Use: Computers with Internet accessibility are available in every program, as well as other areas throughout the school. Secure-access wireless Internet is available throughout each campus for students to use the school's computers or their own Internet-compatible devices.

Electronic Research: Most students conduct research electronically. By using online resources rather than hard copy reference books (which can be out of date before publishing is complete) in a physical library, the virtual library provides cutting edge information. In order to provide students with the most up-to-date resources, many virtual libraries are made available through the school district's website.

Virtual Libraries: The school district offers many virtual resources and links available for Career and Technical research through their website: www.hillsboroughschools.org. Click the "Students" tab, then the "Library Media Services" link, then the "Virtual Library and Catalog" link or for direct access, go to: www.galepages.com.

Additional information about each college's specific resources, if applicable, can be found in the Appendix for each individual technical college.

INDUSTRY CERTIFICATIONS

Industry certification(s)/licensure may be available upon successful completion of many of the Career Certificate programs described in this catalog. Some certifying agencies may require students to document work experience prior to attaining certifications. While the school counselor/program advisor along with the program instructor will support students with information related to industry certifications, students are responsible for the decision to initiate the certification/licensure assessment process and for any costs incurred, where applicable, which may vary by program.

INSTITUTIONAL AND OCCUPATIONAL/PROGRAM ADVISORY COMMITTEES

Each HTC campus maintains Institutional and Program Advisory Committees composed of industry representatives and community stakeholders to ensure programs remain current, relevant, and aligned with workforce needs.

In accordance with Council on Occupational Education (COE) standards, advisory committees support program quality, accountability, and continuous improvement. Advisory committees review each program at least annually and provide recommendations related to curriculum, instructional practices, equipment, and student outcomes. The committees also provide input on current industry trends and employment expectations to support alignment between training and workforce requirements. The institution maintains documentation of advisory committee activities, including membership, agendas, attendance, and meeting minutes, as required for accreditation compliance. Advisory committee input is reviewed and considered as part of the institution's ongoing planning, evaluation, and program improvement processes.

JOB PLACEMENT AND FOLLOW-UP SERVICES

Placement services are available to all students at the campuses. Instructors and staff support students to find jobs as they prepare to complete their programs. Job listings are posted in classrooms on bulletin boards and in the Office of Student Services. Each campus has services available to assist students individually with resumes, interview techniques, and job searches.

MARKETING AND MEDIA RELEASE

Hillsborough Technical Colleges and Hillsborough County Public Schools may share student achievements and school activities through publications, social media, and other media outlets (e.g., newspapers, television, radio, and online platforms). This may include student names, photos, videos, and/or voice recordings. Students are asked to sign a media release form during registration, which is kept in their student file. Participation is voluntary. Students who prefer not to be included in media releases may decline to sign the form and should notify their instructor of their decision.

PARKING

Each campus provides parking spaces designated for visitors, staff, students, and disabled/handicapped individuals. Each vehicle must have a valid State of Florida Department of Motor Vehicles tag and current school-issued parking hang tag. Additional parking information is provided by each campus during orientation or the first days of class.

PERSONAL PROPERTY

Students are responsible for keeping up with their personal property and textbooks:

- Do not leave books or personal property lying around.
- Report all missing items to the Administration office.
- Check with the Administration office for missing items that have been turned in.
- If you observe anyone taking items that do not belong to them, report it immediately.
- Do not carry large sums of cash.
- Do not bring unnecessary electronic devices to school.
- Personal property is subject to search.

PROFESSIONAL DRESS

As workforce/job prep training programs, it is the expectation that students maintain professional appearance. Students are expected to abide by program standards which include personal cleanliness, proper hygiene, and hair grooming. Students are required to wear clothing appropriate to the program and the industry for which they are being trained. Some programs require specific uniforms. Information can be found in the Appendix for each individual technical college.

All students and visitors entering our building must abide by these policies set forth by Hillsborough County Public Schools and Hillsborough Technical Colleges (HTC):

- Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and are not allowed. Lace-up shoes shall be tied.

- Clothing exposing the torso or the midriff, (front, back, or sides) shall not be worn. (This includes see-through or mesh garments.)
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt over it.
- Undergarments shall not be visible.
- Clothing shall not expose the mid-chest area.
- Clothing not properly fastened or with tears that are indecent shall not be worn.
- Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- All pants shall be secured at the waist.
- Men's shirts shall have sleeves.
- Shorts are not permitted per specific program of study dress requirements. Women may wear mid-calf length capris, if acceptable in the student's program of study.
- Mini-skirts or mini-dresses are not permitted.
- Hemlines shall be no shorter than fingertip length.
- Additional safety apparel may be required based on the individual program, industry standards, and regulatory requirements.
- Hair shall be clean and neatly groomed. Head coverings (hats, caps, do-rags, etc.) shall not be worn in the building unless required for religious observance, health-related reasons or required for program safety.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in school shall not be worn.
- Wallet chains (or spiked or other potentially threatening belts or jewelry) shall not be worn.

Uniforms are required in most programs, and specific policies are in place. (See the Appendix for information regarding individual technical college programs information.)

Students are notified of the uniform style and color requirements during the admission process.

PROFESSIONAL STUDENT CONDUCT AND EXPECTATIONS

Hillsborough Technical College (HTC) programs are designed to prepare students for entry-level employment. As part of this preparation, work ethics and employability skills are integrated into all programs. Students are expected to demonstrate professional conduct, follow all policies, and adhere to program-specific standards to support a safe, respectful, and career-focused learning environment.

While on campus or representing the college at clinicals, internships/externships, field trips, or other school-related activities, students must maintain professional behavior and adhere to all standards of conduct.

The HCPS/HTC Professional Code of Student Conduct applies to all students, regardless of program or campus. This includes maintaining appropriate dress and grooming, which supports health and safety, promotes a positive learning environment, and does not disrupt educational activities. Some programs have specific dress requirements, which are outlined in the program guide.

Enrollment is voluntary; however, once admitted, students are responsible for complying with all institutional expectations, provided these do not conflict with their legal rights. Students are expected to conduct themselves in a manner consistent with the mission of a public educational institution.

SCHOOL PROPERTY AND PROGRAM EQUIPMENT

Destruction and abuse of school property and program equipment/tools can result in a financial obligation and may result in a student's withdrawal from school. Hillsborough County Public Schools policy

determines that any misuse of licensed software, the computer network, or the Internet will be grounds for student withdrawal.

STUDENT INSURANCE

All Career Certificate students must purchase accident insurance through either the technical college campus or home high school, which covers them while in school-related activities.

STUDENT ORGANIZATIONS

National Technical Honor Society (NTHS)

The National Technical Honor Society is an honor organization for outstanding students enrolled in occupational, or career and technical programs. Qualification for membership shall be based upon demonstration of the following characteristics which must be regularly exhibited by the candidate and observed by the instructor(s): a desire to pursue a career in his/her course of study, scholastic achievement, honesty, dependability, pride in work performed, responsibility, cooperation, and ability to work well with others, interest in learning, initiative, leadership, and citizenship. At least 50 percent, or two fee periods, of the program must have been completed with competency/grade point average of not less than 3.5 and an attendance record of at least 85 percent.

SCHOOL PROPERTY

Destruction and abuse of school property can result in a financial obligation and will result in a student's dismissal from school. Hillsborough County Public Schools policy determines that any misuse of licensed software, the computer network, or the Internet will be grounds for student dismissal.

STUDENT RECORDS AND TRANSCRIPTS

Student records will be kept secure and confidential. Records may be obtained only with the written permission on a signed **Permission to Release Student Information** form.

HTC are required to take precautions to prevent the misuse of student data. Therefore, any request for student information is accomplished through the **Authorization to Release Information** form signed by the student with proper identification. Student information is only released in accordance with the HPCS policies and procedures.

All personal information concerning a student is considered confidential by student personnel. However, with discretion, the principal or designee may give personal information about a student to law enforcement agencies. No information is given to callers or visitors regarding student's status, enrollment, or whereabouts.

STUDENT RIGHTS AND RESPONSIBILITIES

Grievance Procedures

Open communication with the instructor, review of handbook policies and procedures as well as following the program guidelines supports successful communication and program progression for students. Students are encouraged to direct concerns/issues to their instructor and school counselor/program advisor. If there is not sufficient resolution, the student is able to elevate their concerns to the next level.

Definition of Grievance

A grievance is a concern, complaint, or situation arising from the operation of the school that causes a student to believe they have been treated unfairly, improperly, or that their rights have been violated. Most concerns can be resolved through open communication and informal discussions with school personnel. Students are encouraged to address issues as soon as they arise.

Steps for Filing a Grievance

Step 1: School-Level Resolution

Students should first discuss the concern with the appropriate instructor, staff member, or school administrator. Most grievances can be resolved through informal conferences at the school level.

If the issue is not resolved, the student should submit the concern in writing to the principal or designated school administrator for review and resolution.

Step 2: District-Level Review

If the student is dissatisfied with the school's response, they may contact the Director of Workforce and Continuing Education at the Career & Technical Education Workforce Education office for further investigation.

If efforts to resolve the complaint through Director of Workforce Education are unsuccessful, the next level of elevation would be through the Regional Superintendent. If the concern is still unsuccessfully resolved, and the student wishes to pursue a formal grievance, the student must complete and submit the **HCPS Formal Grievance Form (SB60801)** to the principal and provide a copy to the Office of Employee Relations.

Step 3: State and Accrediting Agency Review

If all available school and district grievance procedures have been exhausted and the issue remains unresolved, the student may submit a complaint to the appropriate state agency and accrediting organization.

Florida Department of Education

Career and Technical Education
325 West Gaines Street, Suite 1514
Tallahassee, FL 32399
Phone: (850) 245-0446
Website: <http://www.fldoe.org/academics/career-adult-edu>

Council on Occupational Education (COE)

Attn: Kirk Nooks, President/Executive Director
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (800) 917-2081
Fax: (770) 396-3790
Website: www.council.org

Important Notice

Students are expected to follow the grievance process in the order outlined above. Complaints should first be addressed at the school level before being escalated to district officials, state agencies, or accrediting bodies.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA applies to educational institutions that receive funding from programs administered by the U.S. Department of Education.

Additional information about FERPA is available through the U.S. Department of Education's Student Privacy Policy Office at <https://studentprivacy.ed.gov>.

Student and Parent Rights Under FERPA

No information is ever given to callers or visitors regarding a student without the student's signed written consent. FERPA provides parents with certain rights regarding their children's education records if the adult student has signed a consent form for information to be provided to the individual. These rights transfer to the student when the student reaches age 18 or attends a postsecondary institution at any age. Once rights have transferred, the student becomes an "eligible student."

Inspect and Review Education Records

Eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of submitting a request. Schools are not required to provide copies of records unless circumstances prevent the parent or eligible student from reviewing the records in person. Schools may charge a reasonable fee for copies.

Request for Amendment of Records

Eligible students have the right to request correction of education records they believe are inaccurate, misleading, or otherwise violate the student's privacy rights.

If the school decides not to amend the record, the parent or eligible student has the right to request a formal hearing. If, after the hearing, the school still decides not to amend the record, the parent or eligible student may place a written statement in the record explaining their disagreement with the contested information.

Consent to Disclosure of Records

Generally, schools must obtain written consent from the eligible student before disclosing personally identifiable information from education records. However, FERPA permits disclosure without consent under certain circumstances, including:

- School officials with legitimate educational interests;
- Officials of another school where the student seeks or intends to enroll or transfer;
- Authorized federal, state, or local officials for audit or evaluation purposes;
- Appropriate parties in connection with a student's financial aid;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Parties acting pursuant to a judicial order or lawfully issued subpoena;
- Appropriate officials in health or safety emergencies; and
- State and local authorities as specifically authorized by law.

Directory Information

FERPA permits schools to designate certain information as "directory information," which may be disclosed without prior consent unless a parent or eligible student opts out. Directory information may include:

- Student name
- Address
- Telephone number
- Date and place of birth
- Honors and awards received
- Dates of attendance
- Other information designated by the school as directory information

The school will provide annual notice of directory information and the process for requesting that such information not be disclosed.

Annual Notification

FERPA requires schools to notify eligible students annually of their rights under the law. Hillsborough Technical Colleges (HTC) provides this annual notification through this Student Handbook.

Filing a FERPA Complaint

Eligible students who believe their FERPA rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Website: <https://studentprivacy.ed.gov>

Telephone: 1-800-USA-LEARN (1-800-872-5327)

For individuals using TDD/TTY, please use the Federal Relay Service.

Questions may also be submitted through the U.S. Department of Education website at <https://www.ed.gov>.

Termination or Cancellation of a Program Policy and Procedure

The institution's intention is to offer programs as scheduled, however in the event that a campus finds it necessary to cancel or terminate a course or program, currently enrolled students, as well as those who have applied to the course/program, will be notified as soon as possible. Every effort will be made to continue the program for a sufficient period of time (known as a "Teach Out") so that currently enrolled students may have an opportunity to complete the program. When a "Teach Out" is not viable, students will be counseled and assisted with enrollment into other programs available at any HTC campus.

VISITORS

Only registered students and people on official school business are allowed on campus. All visitors must sign in at the information desk in the administrative area and receive a visitor's pass to be worn in a visible place while on campus. Students may not bring visitors or pets to campus.

WITHDRAWAL

The withdrawal of a student within a fee period does not excuse the student from being accountable for the number of hours for which he/she is enrolled. If the student self withdraws or was withdrawn due to unsatisfactory progress and/or excessive absences/tardies, he/she will not be eligible to re-enter until all previous financial obligations are cleared.

OFFICE OF FINANCIAL AID APPENDIX

FINANCIAL INFORMATION, STUDENT ACCOUNTS, FEES, TUITION, GRANTS, & SCHOLARSHIPS

Financial Information

Hillsborough Technical Colleges strive to offer an affordable education to meet the needs of those seeking to enter the workforce. Tuition and fees are set by HCPS and approved by the School Board of Hillsborough County. HTC campuses do not offer loans.

Hillsborough Technical Colleges (HTC) offer a variety of financial aid to full-time students who qualify. Financial Aid advisors are available to assist in exploring those options. Information is available at each individual technical college.

Financial Aid is defined as any grant or scholarship offered for the purpose of assisting a student in meeting education or training-related expenses. Such aid is usually provided by federal, state, district, institutional or private agency funds. Many financial programs require that students demonstrate financial need in order to qualify. Eligibility is determined by the standards set by the U. S. Department of Labor/Department of Education, or sponsoring agency. It may also be dependent upon satisfactory progress as determined by the school grading policies and procedures.

Ability-to-Benefit: Hillsborough Technical Colleges do not participate in the Ability-to-Benefit Program.

Fees and Program Cost Categories

Students enrolling in a Career Certificate program are charged a non-refundable **\$20 application**.

Additional program-specific costs and fees may apply and can include, but are not limited to:

- Accident insurance
- Liability insurance
- Fingerprinting
- Drug screening
- Lab fees
- Textbooks
- Supplies
- Uniforms and shoes
- Physical examinations
- Professional tools and equipment
- Other personal tools and materials required by the training program.

At the time of registration, students will receive a fee sheet outlining the estimated costs associated with their program, including required textbooks, ISBN numbers, and supply information.

All fees and costs are estimates at the time of registration and are subject to change without notice.

Students are responsible for all required program-related expenses.

Refund of Tuition Policy

A student who withdraws from Career Certificate/Applied Technology Diplomas programs will receive a refund of prorated tuition if the student withdraws on or before 10 percent of the scheduled course hours have commenced. After 10 percent of the scheduled course hours have commenced, no refund will be provided.

Tuition charges will be reviewed within **30 days** of the student's withdrawal. If the student is eligible for a refund, it will be issued as follows:

- **Cash, check, or money order payments:** A refund check will be mailed to the student.
- **Credit card payments:** The refund will be credited back to the credit card used for payment.

Eligible refunds will be processed within **45 days** of the student's withdrawal date.

Refund of Program Costs and Fees Policy

The following fees are refundable at **100%** if the funds have not already been disbursed to the applicable outside agency or provider:

- Fingerprinting fees
- Licensing fees
- Industry certification examination fees
- Accident insurance
- Liability insurance
- CPR/First Aid certification fees

Once these fees have been paid to an outside agency or provider, they are no longer refundable.

All other program fees are **non-refundable**. In addition, **textbooks, supplies, materials, uniforms, tools, and equipment** purchased for program participation are non-refundable.

Should the institution find it necessary to cancel a Career Certificate or community education class prior to the start date, students will be refunded 100 percent of the monies paid. A check will be issued within 45 days of the cancellation. A student who cancels registration from a community education course will receive a 100% refund provided the student notifies the school at least one school day prior to the start of the class.

Financial Assistance Eligibility

As eligible institutions of higher education, **three** Hillsborough County Technical College campuses are currently approved to participate in the Federal Pell Grant program (Rick Lott Technical College is in the process of seeking approval.)

Eligibility for financial aid is determined by the Federal Government. Pell recipients can only receive Pell for no more than the length of the program as approved by the Accrediting Commission of the Council on Occupational Education with a maximum of 900 clock hours in an academic year. The Federal Pell Grant requires no repayment of funds that are properly distributed by the school if the student completes the academic, attendance, and clock hour requirements.

Financial Aid eligibility is established based on the number of clock hours specified in each training program. For Pell grant awards, tuition and other fees are usually deducted from award payments, based on approval. (If a student does not wish to deduct tuition, the student will sign a Tuition Deferred Payment form indicating how and when the tuition will be paid). Students will be provided with a yearly award letter that outlines the financial assistance they are eligible to receive and the approximate disbursement day of their first check. Checks are dispersed at the school site.

Most financial aid programs have very specific and strict requirements for grades and attendance. If a student receives financial aid but does not complete the program, he/she may have to re-pay a pro-rated amount of aid received. Any absences the student has accrued will count against attendance in calculating the unearned portion of financial aid to be repaid.

If the student **does not meet the required 60%** of attended clock hours per payment period, then the school is required to process a Return of Title IV Funds calculation. If there are any outstanding fees owed to the school or Federal Government, the **student will be responsible for paying those outstanding fees.**

Criteria for receiving the Federal Pell Grant are:

- Complete a Free Application for Federal Student Aid (FAFSA),
- Not be in default of a federal education student loan or owe federal funds,
- Enroll in an approved Career Certificate program (minimum 450 clock hours),
- Be a U.S. citizen or an eligible non-citizen of the U.S. with a valid Social Security number,

- Have a high school diploma or GED from accredited school,
- Demonstrate financial need,
- Maintain satisfactory academic progress, and
- Maintain satisfactory attendance.

Financial Aid is available to all prospective and currently enrolled students who qualify and enroll in an approved career training program. Students who wish to apply for financial aid must go online and complete the Free Application for Federal Student Aid (FAFSA) application at **www.studentaid.gov/h/apply-for-aid/fafsa**. It is recommended that the completed application be submitted at the time of application.

HOW TO APPLY FOR FINANCIAL AID

Any student applying for any type of financial assistance at Hillsborough Technical Colleges must complete the screening document (FAFSA) online at: www.studentaid.gov.

For details on eligibility and application, contact the Financial Aid office at (813) 231-1907, ext.2.

Please list all **three** HTC federal codes on your application, regardless of the college you plan to attend.

Campus	Federal Codes
Aparicio-Levi Technical College	041942
Brewster Technical College	015158
Erwin Technical College	005594
Rick Lott Technical College	PENDING

Payments Periods of Enrollment

Students will receive the balance of their Pell award (after tuition, books and fees have been deducted, if applicable), for one or two payments periods in each award year, based on the starting date of their current enrollment. A driver's license or State-issued photo ID must be shown when picking up a disbursement check.

Students receive two emails prior to PELL check pick up.

1. Students are notified via email by the Office of Financial Aid when the check is requested for issuing by HCPS.
2. When the check is delivered to the school site and is ready for pick up in the main office after school.

The student must attend class the day their Pell disbursement is picked up in the main office after class.

On-Going Grading Periods of Enrollment

An overall, cumulative Grade Point Average of 2.0 or more is considered Satisfactory Academic Progress (SAP) for future Pell payments. An overall Grade Point Average (GPA) below 2.0 at the end of the first payment period will place the student on Automatic Financial Aid Warning (See more information in "Standards of Academic Disbursement of Financial Aid" section).

TYPES OF FINANCIAL ASSISTANCE

Federally Funded Title IV Grants: Students must have a standard high school diploma or GED from a regionally accredited school.

- Federal Pell Grant (600 hrs. and above)
- Federal Workforce Pell 150-599 hours (Pending)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)

State Funded Grants:

- HTC Financial Aid

- FSAG – Florida Student Assistance Grant
- FWEP – Florida Work Experience Program
- Florida Bright Futures
- FFRS - Florida First Responder Scholarship
- Open Door Grant

Indian Affairs: Please call (800) 246-8101 or (202) 2086123 for information.

Workforce Investment Opportunity Act: (new title: Career Source Tampa Bay): Person residing within Hillsborough County should call (813) 930-7400 for information. Pasco-Hernando County should call One Stop Centers in New Port Richey (727) 484-3400, Dade City (813) 377-1300, or Brooksville/Spring Hill (352) 200-3020. Polk County residents should call (863) 508 1100.

Veterans Administration: All three Hillsborough Technical Colleges are approved for Veterans training. When the applicant has completed the enrollment procedures and submitted required documentation. HTC's VA Certifying Official will notify the VA by forwarding appropriate forms.

Vocational Rehabilitation: The Department of Health and Rehabilitation Services (HRS) sponsors eligible adults with disabilities who need training or retraining to secure suitable employment. For detailed information assistance finding the office nearest to you, call (813) 233-3600.

Other Sources of Assistance: Other agencies and programs that have provided financial assistance to Hillsborough Technical College students are Lutheran Services, CARIBE, Florida Prepaid College Fund, Project Opportunity, Tampa Housing Authority, INVEST scholarships, Hillsborough County Social Services, and employers' scholarships. See each college's website or contact the Financial Aid Office for additional information on these programs.

Loans – Not Available: No loans are processed through any Hillsborough Technical College. Each HTC reports enrollment to the National Loan Data Base System to defer previous student loans.

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DISBURSEMENT OF FINANCIAL AID

A student is considered making satisfactory academic progress if he/she successfully completes course hours (clock hours), achieves a specific cumulative grade point average (GPA), and does not exceed the maximum time limits to complete his/her course of study. Students' satisfactory Academic Progress (SAP) will be checked prior to each financial aid disbursement. (No SAP is required for first financial aid disbursement in a program.)

- Students must maintain an overall, cumulative GPA of 2.0 on a 4.0 scale.
- Students are allowed up to 150 percent of the scheduled hours to complete their program, but they only receive financial aid for 100 percent of the program hours. Thereafter, the student must self-pay for any additional hours he/she needs to finish the coursework and complete their program.
- Students must complete the required number of competencies within the time frame as defined by the individual's program guidelines for the evaluation period.

Students Rights & Responsibilities with SAP

All students are responsible for maintaining Satisfactory Academic Progress (SAP) in their course of study. Students who fail to maintain SAP will need to abide by the following guidelines to regain their Federal Student Financial Aid eligibility:

Proof of SAP: Documentation of the above guidelines will be collected from instructors or other authorized individuals on a Satisfactory Academic Progress Form, or by other official form of communication. Documentation will include the student's name, program, and confirmation of progress toward meeting above guidelines.

SAP – Financial Aid Warning: Satisfactory progress is checked before the second and successive disbursements are made. Students who are below a 2.0 cumulative GPA will be placed on Financial Aid Warning. A school may do this without appeal or any other action from the student. Warning status lasts for one payment period, during which the student may continue to receive FSA funds.

SAP – Financial Aid Probation: Students who are still failing to make satisfactory progress after the Financial Aid Warning period will lose their financial aid eligibility unless they successfully appeal and are placed on Financial Aid Probation.

Appeals, Financial Aid Probation and Academic Plans: When a student is in danger of losing FSA eligibility because he/she failed to make satisfactory progress, he/she may appeal the result to the **SAP Committee (which consists of a site administrator, teacher, school counselor/program advisor along with a Financial Aid Advisory)** on the basis on injury or illness, the death of a relative, other special circumstances. The appeal must explain why him/her failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory progress at the next evaluation. The school determines whether he/she should be able to meet the standards after the subsequent payment period or if an academic plan has been developed that, when followed, will ensure that he/she will meet the standards by a specific time. Students who fail the satisfactory progress check after the end of the probatory payment period may only continue to receive aid if they successfully appeal, or there is a developed academic plan, and they are meeting its requirements. For specific instructions, contact a Financial Aid Advisor in the Financial Aid Office and consult the Consumer Information section at each individual college website.

Academic Probation Status, Denial Status, and Reinstatement of Financial Aid: Probation status will not prevent an student from receiving financial Aid. The probatory period (one payment period) is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the Satisfactory Academic Progress standards after the probatory period, denial status will be imposed. Denial Status will prevent the student from receiving any Federal Title IV, State or Institutional Financial assistance from that point forward, until such time as the student meets all Satisfactory Academic Progress standards. A student's financial aid will be reinstated once he/she meets all the Satisfactory Academic Progress standards.

Forfeiture of Aid: A student will forfeit his/her financial aid on the day of their second consecutive "unsatisfactory" Academic Progress Report. Example: a student received the first payment for 450 clock hours, before receiving the second disbursement, the student receives an "unsatisfactory" report. The student will receive the second disbursement, but he/she will be placed on "Financial Aid Warning" status. If the student receives second "unsatisfactory" SAP report, he/she would lose the next payment disbursement, subject to the terms and conditions explained above and in the Consumer information document.

Each Term of Enrollment: If a student meets the above guidelines, they are in compliance with the Satisfactory Academic Progress Policy.

Reinstatement of Financial Aid Eligibility: Students must achieve a Satisfactory Academic Progress Report, as defined above, for the payment period following the forfeiture of aid.

PELL GRANTS

Maximum Eligibility: Since the 2012-2013 school year, a student may receive a total lifetime maximum of 6 years of Pell grants (known as 600 percent) combining all postsecondary institutions the student has attended. The Financial Aid Department will monitor each Pell student's status and will notify any students who are nearing the maximum lifetime allotment.

Students can monitor their status by logging into the National Student Loan Database (NSLDS) student edition.

If students reach 600 percent Pell eligibility no further Pell disbursement can be made through HTC or any other postsecondary institution. Students are obligated to self-pay for all tuition, fees, books, or equipment not covered by the Title IV (Pell) funds.

Policies for Return to Title IV: Federal Financial Aid (Title VI funds) is awarded to the student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grants withdraws after beginning a program, the amount of Title IV grant assistance earned by the student (based on the amount of time the student has been physically present in class) must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be repaid. If the student received less Federal Student Aid than the amount earned a post-withdrawal disbursement will be made.

When a Title IV eligible student withdraws prior to the completion of the payment period, a calculation is made using the Return to Title IV form provided by the U. S. Department of Education for clock hour institutions. The calculation determines the amount of Title IV funds the student has earned based on his/her attendance and academic progress to date. The form calculating the amount of student of Title IV aid is kept in the student's financial aid file. Calculations are based on scheduled hours for withdrawals. The calculation includes the amount of funds that are to be returned to the Federal Program within 45 days from the date of withdrawal determination.

Three different results may occur from the Return to Title IV calculations:

- a) The student has earned more than already received: The student may be eligible for an additional Title IV disbursement (post-withdrawal disbursement). The student will be notified of the amount owed to him/her and the date the post-withdrawal disbursement check will be available, in accordance with federal guidelines.
- b) The student has earned exactly what he/she has already received: When the calculation determines that the student has already been paid the exact amount earned, no further action on the Federal Government Disbursement system is required. A calculation is done at the Financial Aid Office to determine if there is a tuition credit balance in the student's account. If a credit balance exists, a refund check will be processed, and the student will be notified of the day it will be available.
- c) The student has earned less than already received: When this situation arises, the Financial Aid Office determines the unearned aid that must be returned to the Title IV Program (PELL). The Financial Aid Office notifies the student of the overpayment amount and gives the student the opportunity to repay the amount to the Technical College to whom it owes.

Two types of repayment may be necessary: (1) The amount that the student owes to the Technical College, and/or (2) the amount the student owes to the Federal Government (U.S. DOE). If the student is unwilling or unable to return the funds that are owed, the Financial Aids Office will forward to the U. S. DOE the student name, Social Security number and other relevant information. The student is then notified that the matter has been turned over to the government. Then it is the institution's responsibility to notify the National Student Loan Data Services for Students (NSLDS) of the overpayment that the student received but did not earn, and this may impact the student's ability to receive financial assistance at other colleges and universities. For complete policies, please refer to the Consumer information section of the individual college website.

SCHOLARSHIPS

Scholarships information is available in each college's Students Services office. When scholarships are available, a notice will be sent to classrooms and will be posted at the college.

Students may also wish to visit www.fastweb.com.

The website provides free information on scholarships that match each student's personalized profile (Beware of scams. If you have to pay a fee to get money or apply for a scholarship, it is probably a scam).

SPONSORING AGENCIES

There are many agencies that may sponsor students who wish to attend Hillsborough Technical Colleges. Students are encouraged to check with individual agencies to determine the criteria for qualifying.

- Hillsborough County Social Services Some of those agencies are listed below. All agencies require a current, active FAFSA on file for review. (813) 301-7341
- Farmworkers Career Development Program (813) 757-9480
- Indian Affairs (800) 246-8101 or (202) 208-6123
- Lutheran Services (Formerly CARIBE) (813) 341-9103
- Vocational Rehab (813) 233-3600
- Veterans Administration (888) 442-4551
- WIA (Career Source of Tampa Bay) – Hillsborough County (813) 930-7400
- WIA (Career Source of Tampa Bay) – Pasco- Hernando County (727) 484-3400
- WIA (Career Source of Tampa Bay) – Polk County (863) 508-1100

VETERANS INFORMATION AND POLICIES

Each HTC is approved for the training of qualified veterans and their dependents. Veterans and other students will be responsible for initiating all documentation for Veterans Administration (VA) education benefits. The student will need to submit the required VA documentation at the time of program registration. Evaluation of prior postsecondary training, experience, or education is required. Transcripts must be provided at the time of the registration. The school's application process and registration must be completed before a student can be certified and start receiving benefits.

Veterans are expected to adhere to the same attendance, academic progress, and conduct policies and procedures as stated in the HTC Students Handbook. Every 30 days attendance and grades are reviewed by the VA School Official. If a student does not maintain satisfactory attendance and/or grade point average, their VA education benefits will be terminated.

Veterans Payment Deferral Policy: If approved VA financial aid is delayed in being transmitted to the student through circumstances beyond the control of the student, HTC will defer tuition and fees until the funds arrive, provided the student contacts the VA Certifying Official in the HTC Financial Office at (813) 231-1636. This policy applies to students receiving benefits under Chapter 30 – 35 of Title 38, U.S.C., or Chapter 106 of the Title 10, U.S.C.

Veterans Tuition Policy Compliance:

For post 9/11 GI Bill (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679 (e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and Vocational Rehabilitation student must provide a VAF 28-1905 form. Please see 38 USC 3679 (e) for complete details.

GI Bill is a registered trademark of U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill. All the veterans are charged state tuition.

Veterans Attendance Policy: Students who, for any reason, miss more than 10 percent of the scheduled course hours in their program will be in violation of the attendance policy, and their VA education benefits will be terminated for poor attendance. Hours missed due to full-or part-day absences plus time missed due to tardies (late arrival or early departures, etc.) will be added together when calculating the total time missed.

Any returning VA student must establish satisfactory attendance and grades from a minimum of 60 days before the school can submit a recertification of enrollment. The Veterans Administration will be notified promptly as to the last date of attendance for a veteran. The student's attendance record will be retained in the student veteran's file for USDVA and SAA audit purposes.

Veterans Satisfactory Academic Progress: To remain in good standing, the VA student must be making satisfactory academic progress as indicated by maintaining an overall cumulative GPA of 2.0 (see additional information under Satisfactory Academic Progress section).

Chapter 32 – 35, sections 901 and 903 are sent a certification of attendance form at the end of each month for which payment is due. This form must be signed and returned to VA before payments are released.

Chapter 30, 1606 & 1607 starting the last day of each month, may verify enrollment for that month via Web Automated Verification of Enrollment (WAVE) at www.GIBILL.va.gov

Interactive Voice Response (IVR) at 1-877-823-2378, or by calling GI Bil representative at 1-888-442-4551.

Beginning with terms on or after August 1, 2021, students using their Post 9/11 G Bill (Chapter 33) benefits at a non-college degree (NCD) facility will be required to verify their enrollment at the beginning of each month to receive their Monthly Housing Allowance (MHA). To streamline the verification process, VA is encouraging students to sign up for text messaging. To do so, the students can contact the Education Call Center (ECC) at 1-888-GIBILL-1 (1-888-442-4551) to ensure VA has their mobile phone number.

The VA Work Study Program is not available in any Hillsborough Technical College.

The policies stated also apply to dependents eligible for benefits related to their parent (s) or spouse.

CONSTITUTION DAY

U.S. Public Law 108-447 is a statutory requirement mandating that educational institutions receiving Federal Funds implement a program annually commemorating the signing of the U.S. Constitution on a day designated as "Constitution Day and Citizenship Day". Section 111(b) states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution."

VOTERS REGISTRATION INFORMATION

Hillsborough Technical Colleges (HTC) must provide voter registration information to all students to remain compliant with Title IV Federal students aid assistance programs.

The voters registration requirement was included in the National Voter Registration Act of 1993. In essence, if a participating school is in located in a state that requires voter registration, prior to Election Day and/or does not allow the ability to register at the time of voting, then the school must make a good faith effort to distribute voter registration information/registration forms to its students.

The following website offers information on Florida Voter Registration requirements and Florida Voter Registration forms: <https://registertovoteflorida.gov/home>

LENGTH OF PROGRAM AND TUITION CHARGES

The length of individual program is based on clock hours. Tuition and fees are set by the district's School Board. A Program Summary Information chart listing full time Career Certificate program offered at each individual technical college, clock hours, and approximate months to complete each program can be found in the individual technical college's Appendix, online at each individual campus website.

Tuition Rates: The 2026-2027 tuition rate for full-time postsecondary adult Career Certificate (CC) programs are \$2.92 per clock/clinical hour for Florida residents* (Proof of residency is required). Non-Florida residents pay \$11.31 per clock/clinical hour for Career Certificate programs. All students must pay for the total number of clock hours in their program prior to graduation.

Full-time students will receive a Fee Sheet that indicates when their State Courses of OCPs begin, and the tuition that will be due on that date. The School Counselor/Program Advisor will give the students information about where to pay the tuition. If necessary, students may make arrangements to pay in installments by signing a Tuition Deferred Payment Form.

Students who expect their tuition will be paid through an agency, scholarship or financial assistance must work closely with the Financial Aid department throughout their training. If the expected scholarship/grant does not come through, the student is responsible for paying his/her tuition and other charges prior to graduation. Tuition rates vary for part-time Continuing Education (CE) classes. Contact the appropriate HTC campus for details.

Florida Residents: *A Florida resident is defined as a person whose official residence has been in the State of Florida for one full year and a month prior to enrollment. At registration, all Career Certificate students must complete a Florida Residence affidavit and provide documents that prove that residency.

STUDENTS TUITION ACCOUNTS AND TUITION PAYMENTS

Student tuition accounts are classified as either sponsored or self-pay.

Sponsored: There are many sponsoring agencies. The list below includes some of the common sponsors for students who meet their agency's qualifications. Please ask your Financial Aid advisor for more information. Students are responsible to "self-pay" all charges that their sponsoring agency does not pay.

- Federal Title IV (PELL)
- Vocational Rehabilitation (VR)
- Veteran's Administration (VA)
- Hillsborough County Social Services (HCSS)
- Workforce Innovation and Opportunity Act (WIOA)
- Career Source Tampa Bay (CSTB)
- Open Door Grant
- Florida Pre-Paid Tuition (FPT)
- Florida First Responder Scholarship – (FFRS)

Student Money Back Guarantee Program Florida House Bill 1507.

Self-Pay Students who enroll and complete any of the Money-Back Guarantee programs and are not employed within six months after graduation, are eligible to receive 100% of their paid tuition back. Hillsborough Technical College expresses full confidence in its students and their ability to smoothly transition into demanding professional environments. We believe in your potential to succeed, to the extent that we are prepared to refund your tuition fees if you are unable to secure employment in your chosen field of study for the eligible program listed. Refund Request Form can be obtained from your School Counselor/Program Advisor.

Eligible programs for Money Back Guarantee:

- Emergency Medical Technician
- Dental Assisting
- Medical Assisting
- HVAC

Under the guarantee, eligible Self-Pay students will receive a reimbursement of their tuition fees, calculated as the total amount paid minus any institutional scholarships or grants received. Please note

that this guarantee only covers tuition expenses, and does not include fees, other expenses, or additional charges.

Qualifying Criteria

To qualify for the HTC Employment Guarantee, graduates must meet the following criteria:

- Successfully complete the entire program with a minimum grade point average of 2.50.
- Maintain good financial standing with HTC,
- Be legally eligible for employment in the United States,
- Meet minimum attendance requirements, a 90% attendance rate, unless an excused absence is approved due to circumstances such as family bereavement or significant illness,
- Possess no criminal background that would hinder employment within the chosen career field,
- Be open to traveling or relocating to a new market in order to secure employment within the field,
- Demonstrate a documented job search, including a minimum of 20 applications submitted to companies related to the program of study,
- Seek resume and employment assistance from Career Source within three months of completing the program of study,
- Pass all embedded credential exams.

Hillsborough Technical Colleges

VA Disclosure Information under VA Section 1018

For Information About	See these resources school's
VA General information	2026-2027 Student Handbook on the website
College Comparison Information	Federal NCES website information https://nces.ed.gov/collegenavigator
Costs: Estimated Total Program Costs and amount of costs covered by VA	Fee Sheet for your program See your School Counselor/Program Advisor
Costs: Estimated cost of living expenses	Cost of attendance Chart On the school website
Financial Aid: Financial Aid available and other types of Federal FA offered	2026-2027 Student Handbook on the website
Loans: Student Loan Debt	N/A - loans are not available Student Handbook
Program Information Attendance and Deployment Guidelines and accommodation for short absences.	2026-2027 Student Handbook and Program Info in Appendix. The school will review the length of deployment when determining if student can finish the program with the cohort
Program Information: Graduation requirements and timeline	2026-2027 Student Handbook on the school's website. Program pages in Appendix
Program Information: Program requirements and how to obtain licensure	2026-2027 Student Handbook on the school's website. Program pages in Appendix
Registration:	Students register for the full program upon entry. Students complete and sign an Adult Student Information Form (registration form)
School Information: Accreditation Information	2026-2027 Student Handbook on website Programs are approved by school district, FL Dept. of Ed., and accrediting agency (COE)
School Information: Designated employees for assistance	Academic Counseling: School Counselor/Program Advisor Financial Counseling: VA Certifying Official and Financial Aid Office (813-231-1636) Disability Counseling: School Counselor Program Info: School Counselor and Instructor
Statistics: Graduation & Job Placement rates	Completion, Placement & Licensure Chart See your School Counselor/Program Advisor
Transfer Credits: Transfer of credit information	2026-2027 Student Handbook on the school's website

Financial Waivers and Exemptions

Death Benefits for First Responder Beneficiaries: Florida Statute SB 7098 creates s. 112.1912, F.S. and S. 295.061, F.S., that require the state to waive the cost of tuition and certain fees of the child or spouse of a deceased first responder or deceased active-duty service member of the United Armed Forces incurs at a career center, Florida College System (FCS) institution or state university.

- The amount waived must be in an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours.
- The child or spouse may attend a state career center, an FCS institution, or a state university on either a full-time or part-time basis.
- The benefits provided to a child under this subsection must continue until the child's 25th birthday.
- The benefits provided to a spouse under this subsection must commence within five years after the first responder's death and may continue until the 10th anniversary of that death.
- If any child or spouse who receives a waiver in accordance with this subsection fails to comply with the ordinary and minimum requirements regarding discipline and scholarship of the institution attended, such benefits must be withdrawn so long as such delinquency continues. Only a student in good standing in their respective institution may receive the benefits provided in this subsection.
- A child or spouse receiving benefits under this subsection must be enrolled according to the customary rules and requirements of the institution attended.

This provision applies to members of the United State Armed Force, law enforcement officers, correctional officers, correctional probation officers, firefighters, emergency medical technicians or paramedics who are accidentally killed or intentionally and unlawfully killed while performing official duties on or after July 1, 2019.

Child Welfare Exemptions: HB 7099 amends s. 1009.25, F.S., to include individuals classified under s. 39.6225, F.S. (Guardianship Assistance Program) in the exemption of tuition and fees, including lab fees, at a school district that provides workforce education program, or at FCS institutions or state universities. Please contact the HTC Financial Aid department for the required documentation.



Hillsborough Technical Colleges

The Office of Financial Aid is Virtual

2026-2027 Financial Aid Available



FREE APPLICATION

PLEASE ADD FEDERAL CODES TO YOUR FAFSA

Aparicio-Levy
041942

Brewster
015158

Erwin
005594

Lott
Use 041942 code

FREE APPLICATION

Who is Eligible?

- ❖ U.S. Citizens
- ❖ Eligible Non-Citizens with resident card
- ❖ High School Diploma, GED, Homeschooled

What You Will Need

- ❖ FSA ID
- ❖ **Consent** to the IRS Direct Data Exchange-Student, Parents', or Spouse (**NO Consent NO Aid**)
- ❖ Invite -Parents' or Spouse to contribute to FAFSA
- ❖ Copy of High School Transcript or diploma
- Under 24 years old/Dependent:
- ❖ Need parents' information Invite and Consent to Contribute to FAFSA

FAFSA HELP DESK

1-800-433-3243

Mon 8 AM- 9 PM

Tue-Weds 8AM -8PM

Thurs-Fri 8AM 6PM

How to Apply

Create FSA ID (Everyone)

www.studentaid.gov

An FSA ID must be created.

Student and parent will need an FSA ID if student is dependent or Married Spouse will need an FSA ID

ID# _____

Password: _____

Email _____

Complete the FAFSA

www.studentaid.gov

Use your FSA ID and complete the 26-27 FAFSA.

What to do next:

After the FAFSA clears the

Federal system you will get an email from FAFSA

Once you are listed as registered our office will reach out to you and review your FAFSA Funding

Student may be required to provide taxes if selected for verification or other documents on request:

Tax Filers

- ❖ Need 2024 Tax Transcript
 - Go to IRS.gov/transcript to download or have mailed to you. OR
 - Call 1-800-908-9946

Non-Tax Filers

- ❖ 2024 Wage and Income Transcript
- ❖ 2024 Verification of non-filers letter or transcript
- ❖ WWW.IRS.GOV

IRS Consent required for all Tax filers & Non-tax filers – NO CONSENT NO AID

Markeia Jackson
Financial Aid Advisor
Markeia.Jackson@hcps.net
813-231-1633

Terrylynn Muniz
Financial Aid Advisor
Terrylynn.muniz@hcps.net
813-231-1637

Tammy Alexander
813-231-1636
Tammy.Alexander@hcps.net
VA Questions/Concerns
Scholarship/Vouchers/Sponsors

Janine Ayende-Morales
813-231-1635
Janine.Ayende-Morales@hcps.net
General Questions

FAX: (813) 231-1670
Try for FREE – Federal Student Estimator Tool FREE



WELCOME TO ERWIN TECHNICAL COLLEGE

Main Campus

2010 E. Hillsborough 2010 East Hillsborough Avenue

Tampa, FL 33610

(813) 769-5180

Fax: (813) 769-5181

Extension Campus (Encore)

615 East Oak Avenue

Tampa, FL 33602

(813) 231-1929

website: <https://www.hillsboroughschools.org/erwin>

Erwin's Vision, Mission, and Leadership Message

Our Vision

Students Today, Industry Professionals Tomorrow.

Our Mission

Erwin Technical College ensures students receive a high-quality education, leading them to become outstanding industry professionals.

A Message from our Principal

Dear Students,

Welcome to Erwin Technical College! On behalf of our faculty and staff, I am proud to welcome you to a community dedicated to education, skill development, and lifelong success.

At Erwin Technical College, we are committed to providing high-quality career and adult education programs that prepare students for today's workforce and tomorrow's opportunities. Whether you are advancing your education through GED or ESOL, earning industry certifications, or developing hands-on technical skills, you are taking an important step toward achieving your goals—and we are honored to be part of your journey.

Our instructors and staff are dedicated professionals who are passionate about teaching, mentoring, and supporting students. We believe in creating a learning environment that is respectful, inclusive, and focused on real-world applications. Your success matters to us, and we encourage you to take advantage of the resources, guidance, and opportunities available to you.

As you begin or continue your time at Erwin Technical College, I encourage you to stay engaged, remain committed to your goals, and communicate openly with your instructors, counselors and administrators. With determination, hard work, and support, you can accomplish great things.

Thank you for choosing Erwin Technical College. We look forward to supporting you and celebrating your achievements.

Wishing you a successful and rewarding experience.

Sharon Tumicki

Sharon Tumicki
Principal



The History of Erwin

Erwin Technical College is a public postsecondary technical school that is part of the School District of Hillsborough County.

Erwin Technical College can be traced back to 1925, when Dr. and Mrs. Henry W. Brewster played a major role in opening a school which received their name. Brewster School operated as a vocational school under various names until July 1, 1979, when the Erwin Center officially came into being. All programs at Brewster were transferred to the Erwin Center. Many adult programs were transferred from Tampa Bay Vocational-Technical Center, and several new programs were originated to form Hillsborough County's first Adult Area Vocational-Technical Center. The center was named after David G. Erwin, who for many years contributed to the development of vocational education in Hillsborough County and Florida as a teacher, principal-director and assistant superintendent.

Currently, Erwin Technical College is home to 24 Career Certificate Programs and additional Adult Education Programs. The campus is comprised of two buildings with a total area of approximately 50,000 square feet. An elevator services the second floor of the main building, and public areas are handicapped accessible. Instructional areas include classrooms and laboratories/shops with equipment and supplies necessary for training students in their vocational fields.

ERWIN TECHNICAL COLLEGE CAMPUS POLICIES AND PROCEDURES

Academic Performance and Success

At Erwin Technical College, academic success is a shared responsibility between students and the school. Students are supported through structured instruction, hands-on learning, and clear expectations that promote consistent attendance, full participation, and strong academic performance. Through this partnership, students are empowered to build the knowledge, skills, and professional behaviors necessary to successfully complete their programs and transition into employment or continued education.

Class Schedules

Most Erwin classes (schedules vary by program) are held during the regular school year from 8:00 a.m. to 2:00 p.m., Monday through Friday. Evening classes are typically scheduled from 5:00 p.m. to 10:00 p.m., Monday through Thursday.

During the summer session (late May through mid-July) day classes are generally scheduled Monday through Thursday from 8:00 a.m. to 2:45 p.m.

Lost and Found

All articles found on campus are to be turned in at the Administration office. Lost articles not claimed may be disposed of after 30 days.

Lunch Information

Food, beverages, and snacks are to be consumed in the cafeteria or in the outside patio area. All students are responsible for cleaning their eating area. Vending machines are available in the cafeteria and in some hallways. Students may leave campus during their lunch break and are expected to return to class on time.

Campus Security and Safety

The 1990 Federal Campus Security Act requires that all postsecondary institutions make available crime statistics and security measures. The statistics for Erwin Technical College’s campus for the past three school years are as follows:

Crime	2023-2024	2024-2025	2025-2026
Murder	0	0	0
Sex Offenses, Forcible	0	0	0
Sex Offenses, Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Arson	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0
Manslaughter	0	0	0

Telephone Messages

Due to student privacy laws, confirmation of a student attending the school is not permitted. Students should inform all relatives and friends that they should not be contacted at school unless an emergency arises. In case of emergency, they may call the Administrative Office: (813) 769-5180. The main office will notify students to return their emergency call.

Campus Bookstore

Students may make payments and pick up ordered supplies from the bookstore during school hours.

Campus Visitors

All visitors must sign in at the Main Office upon arrival on campus and obtain a visitor pass.

Dress Code/Uniforms

Erwin Technical College expects student attire to support a safe, respectful, and professional learning environment. As a job-prep program and for safety purposes, students are expected to dress to industry standards for each program. Additional program uniform requirements can be found in the Program Guides.

Affordable Services Available

The following programs offer limited services for Erwin students, school district staff, and the public:

- | | |
|--|-----------------------------------|
| • Automotive Repair (813) 769-5180, ext. 253 | Call during school hours |
| • Barbering (813) 769-5180 | Call after 5:00 p.m., Mon - Thurs |
| • Cosmetology (813) 769-5180 | Call Wed, Thurs, or Friday |
| • Dental Clinic (813) 238-7725 | Call during school hours |

The Learning Center

The Learning Center provides tutoring and support services for Erwin's Career Certificate training programs. Individualized remediation plans are made to assist students who are studying to improve scores prior to or during their enrollment in Career Certificate programs at Erwin.

The Learning Center staff is available to provide continuing support once students are enrolled in technical training. All instruction is individualized and self-paced. Enrollment is open entry, open exit. Day and evening classes are offered.

These services are provided:

- Tutorial remediation
- Basic skills re-testing
- Continued academic support
- Internet access

Tuition Fees for The Learning Center: Tuition for The Learning Center is \$45 per block and is paid at the time of registration.

National Technical Honor Society

To be considered for nomination to the Honor Society, a student must have a cumulative grade point average (GPA) of at least 3.5 out of a possible 4.0. Candidates must have completed at least 30% of his/her program, and a minimum of two state courses. Students must also demonstrate leadership skills, service to others, above-average interpersonal relationships, and good attendance, and be recommended by their instructor. A student could not have been on attendance or academic probation, suspended for any reason, or withdrawn for academic reasons within the past two years.

SKILLS USA (Student Organization)

Students enrolled in specific programs are encouraged to participate in SkillsUSA. Regional competitions among postsecondary students in other vocational schools are held in Hillsborough, or in a surrounding county, in February. Winners are eligible to compete at the state level. First place state winners are eligible to compete at the national level in June.

GENERAL EDUCATION PROGRAMS

The following programs are offered each semester:

Adult Basic Education (ABE)

The Adult Basic Education (ABE) program is an educational program for adults who need to build or upgrade the foundational academic skills necessary for everyday life, work, and further education.

Students enrolled in ABE work toward:

- Improved literacy and math proficiency
- Increased confidence in learning
- Readiness for GED®, diploma programs, or training
- Improved employment opportunities and life skills

After initial basic skills testing, students are enrolled in classes which offer individualized instruction in reading, math, and language skills. Books and material are generally provided in the classroom for student use; however, students may choose to purchase their own books.

Adult English for Speakers of Other Languages (ESOL)

It refers to educational programs designed to help adult learners improve their English language skill needed for everyday life, work and to further their education. Adult ESOL programs teach practical English needed for everyday life, work, and further education, including:

- Speaking and listening (conversations, workplace communication)
- Reading (signs, forms, instructions, emails)
- Writing (applications, basic paragraphs, workplace documents)
- Grammar and vocabulary in real-world contexts

Adult ESOL helps learners:

- Communicate more confidently in English
- Gain or advance employment
- Enter career and technical education programs
- Participate more fully in their community
- Prepare for U.S. citizenship or further academic study

Placement into ESOL levels is determined through testing using the CASA. Students enrolled in ESOL classes pay block tuition based on Florida residency. Books and material are generally provided in the classroom for student use; however, students may choose to purchase their own books.

General Educational Development (GED®)

General Educational Development (GED®) is a credential designed for people who did not complete a traditional high school diploma. A GED diploma is recognized by colleges, universities, and employers, as well as the military. The GED is a series of four subject exams that measure high school–level knowledge and skills:

- Reasoning Through Language Arts (RLA) – reading, writing, comprehension
- Mathematical Reasoning – algebra, problem-solving, basic math

- Science – life, physical, and earth science concepts
- Social Studies – U.S. history, civics, economics, geography

After initial basic skills testing, students are enrolled in classes which offer individualized instruction in reading, math, and language skills.

Students receive individualized and small group instruction as well as have online resources and practice content. Exams are taken one subject area at a time. Students enrolled in GED classes pay block tuition based on Florida residency.

PROGRAMS OF STUDY COURSE CATALOG

Erwin Technical College offers career certificate programs that help students prepare for entry-level jobs in their chosen career field. Programs are divided into Occupational Completion Points (OCPs), which are smaller milestones that students complete as they move through the program. Each OCP includes a set of state-approved courses that teach the skills needed for today's workforce. All programs are offered on campus and taught by certified instructors in English. Program length varies and is outlined in each Program of Study, curriculum framework, and program guide.

Tuition

- Florida Residents: \$2.92 per clock hour
- Non-Residents: \$11.31 per clock hour

Program Completion Requirements

A Certificate of Completion is awarded to students who:

- Successfully complete all required program competencies, OCPs and clock hour requirements
- Satisfy the Basic Skills Assessment requirement as outlined in Florida Administrative Code 1004.91 FS unless exempt

Florida's Career Readiness Skills for CTE Programs:

Florida's Career Readiness framework is comprised of 17 standards and is a component of every career certificate program and is designed to transform students with technical skills into professionals in the workplace. The first phase of this framework focuses on day-to-day on-the-job success. It teaches how to apply academic knowledge and modern technology to solve complex industry problems, manage resources, budgets, and analyze data. Equal emphasis is placed on strong communication and leading with absolute professionalism and integrity.

The second phase serves as a strategic playbook for a chosen field and launching a career. Students will learn how to efficiently hunt for positions, analyze job benefits, and market their value through a resume, a work portfolio, and confident interview practice. By also teaching students how to build professional networks, secure recommendations, and maintain a clean digital footprint, this framework ensures students won't just graduate with a certificate, they will graduate ready to land the job and immediately thrive.

Program of Study

Advanced Esthetics

Program Number: D500200

Clock Hours: 600

Length: 6-7 months

Estimated Cost: \$4000

This program is a planned sequence of instruction consisting of one occupational completion point, and an advanced program within the Human Services career cluster offering a rigorous, competency-based curriculum designed for registered Facials/Skin Care Specialists looking to master the latest trends, technologies, and therapeutic treatments in skincare. It blends high-level technical skills with essential career competencies—such as communication, leadership, and human relations while ensuring strict adherence to safe work practices and Florida cosmetology laws. The advanced curriculum covers specialized topics including esthetics chemistry, nutrition and its effects on appearance, medical terminology, and first aid. Students will gain practical, hands-on proficiency with microdermabrasion equipment, chemical peels, exfoliators, and advanced European spa therapies. Upon completion, graduates are fully prepared for highly demanded, specialized positions as licensed Facials/Skin Care Specialists in traditional spas, dermatology and plastic surgery offices, and evolving medical-spa environments.

Occupational Completion Point A:

CSP0105	Advanced Skin Care I	150 hours
CSP0106	Advanced Skin Care II	150 hours
CSP0264	Facial Treatments	150 hours
CSP0930	Specialty Topics	60 hours
CSP0505	Ethical Business Practices	30 hours
CSP0940	Internship	60 hours

The CSP0105 course establishes the medical and scientific foundation for advanced esthetics. Students will master advanced bacteriology and strict decontamination procedures (meeting Florida Administrative Code and State Board standards for pathogens like Staph and MRSA). The curriculum bridges the gap between skincare and medicine by covering medical terminology, the effects of prescription or illegal drugs on skin cell health, and lifestyle/nutrition factors. Students will also learn the legalities of medical esthetics, including what a facial specialist can legally do under a physician's supervision, wound care, patient recovery protocols, and the background of popular medical injectables like Botox® and dermal fillers.

The CSP0106 course transitions students into highly specialized clinical treatments. Students will dive deep into advanced skin physiology, histology, hormone impacts, and the chemistry of professional-grade

products (such as keratolytic agents and medical chemical peels) under FDA guidelines. Extensive hands-on training is provided in advanced technologies and machines, including electrical equipment, microdermabrasion, chemical peels, and advanced mask applications.

CSP0264 focuses on customizable client care. This course teaches students how to build comprehensive, machine-free treatment plans tailored to individual skin types, conditions, and demographics.

Students will master specific step-by-step facial protocols for normal, dry, oily, combination, acne-prone, and mature/aging skin. Additionally, students will learn specialized treatments for complex dermatological conditions like rosacea and coupe rose skin, as well as distinct protocols tailored for male clients and ethnic skin types.

The CSP0930 course expands the students' artistic and therapeutic repertoire by introducing trending, high-demand industry specialties. Students will study the legal, safety, and economic implications of permanent makeup while gaining practical technical competence in airbrush makeup, spray tanning, body wraps, aromatherapy oils, and advanced holistic spa techniques.

CSP0505 is designed to build the students' professional and corporate acumen; this module focuses on the business side of the beauty and wellness industry. Students will learn the principles of spa and Medi-spa management, product inventory control, sales techniques, business promotion, and marketing strategies. The curriculum also introduces fundamental entrepreneurship concepts, outlining the risks, rewards, and essential management skills required to successfully launch and operate a small business or independent clinical practice.

This CSP0940 course allows students to demonstrate high-level workplace readiness, professional ethics, and active listening skills directly to potential employers. Students will practice consulting with clients to determine advanced treatment strategies, adapt to a fast-paced professional environment, and prove their readiness for immediate placement in advanced Medi-spa or traditional spa roles.

Program of Study

Baking and Pastry Arts

Program Number: N100600

Clock Hours: 600

Length: 6-7 months

Estimated Cost : \$4,000

This program is a planned sequence of instruction consisting of two occupational completion points, and it offers a competency-based curriculum designed to prepare students for advanced education and professional careers within the Hospitality & Tourism sector. By integrating academic standards with hands-on technical training, the coursework focuses on the expert preparation, presentation, and service of a diverse range of baked goods and desserts. The program emphasizes problem-solving, leadership, and essential employability skills, ensuring students develop the professional work attitudes and safe practices required in the culinary industry.

Occupational Completion Point A:

FSS0090	Pastry Cook/Baker	300 hours
This phase of the program establishes a dual foundation in organizational management and technical pastry arts. Students begin by mastering industry-standard safety and sanitation protocols, specifically focusing on HACCP procedures and the attainment of a Food handler Training Certificate. The curriculum introduces students to the "Kitchen Brigade" system and the global economic factors influencing the hospitality industry. While in the program, students apply culinary mathematics to perform recipe conversions, calculate yields, and estimate costs effectively, ensuring a grasp of the financial realities of a commercial bakery. In this phase, students develop a broad repertoire of preparation skills, spanning from artisanal and specialty yeast breads to complex laminated doughs like Danish pastries. The coursework requires proficiency in various mixing methods to produce high-ratio cakes, custards, and delicate fruit components such as coulis and poached fruits. Also, this section concludes in the development of a professional career portfolio, including a resume and a long-term career plan, positioning students for immediate employability or further advancement in the baking and pastry arts.		

Occupational Completion Point B:

FSS0091	Pastry Chef/Head Baker	300 hours
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In this phase students undergo foundational baking to advanced pastry arts and confectionery mastery. The curriculum focuses on techniques, including the tempering of chocolate, the preparation of desserts like soufflés and mousses, and gateaux and entremets. Students move into edible artistry by practicing centerpiece construction using pulled sugar, Isomalt, marzipan, and pastillage. Here students adapt recipes for specialized dietary needs, such as allergen substitutions. Additionally, students utilize information technology and PIM applications to manage workflows, while simultaneously mastering the "math of the bake", calculating labor costs, break-even points, and tax implications. This technical training is paired with a strong emphasis on leadership and communication to manage a modern, professional pastry department or entrepreneurial venture.

Program of Study

Barbering

Program Number: I120403

Clock Hours: 900

Length: 12-13 months

Estimated Cost: \$3,800

This program is a planned sequence of instruction consisting of one occupational completion point, and it offers a competency-based curriculum designed to prepare students for professional licensure and employment within the Human Services career cluster. The program helps students qualify for the Florida Barber License Examination through a blend of technical proficiency and academic knowledge. The coursework encompasses a broad range of subjects, including chemistry, bacteriology, and anatomy, which are essential to the trade. The program also provides opportunities for students to develop specific manipulative techniques. Beyond technical skills, the program emphasizes leadership, communication, and safe work practices, ensuring students develop reasoning and employability skills necessary for a successful career in the barbering industry.

Occupational Completion Point A:

COS0160	Barber 1A	320 hours
COS0161	Barber 2A	150 hours
COS0162	Barber 3A	300 hours
COS0163	Barber 4A	130 hours

The Barbering program is a comprehensive curriculum divided into four progressive stages designed to move students from foundational safety to advanced chemical artistry. The initial phases focus on the histology of hair and skin, where students master scalp analysis, professional shampooing, and the primary manipulative skills of hair cutting utilizing shears, clippers, and razors alongside mustache and beard design. In this program, the coursework integrates the science of barbering, covering pH scale analysis, molecular reactions during chemical changes, and the strict regulatory requirements of Florida Law and universal HIV-AIDS precautions.

The advanced portion of the program prepares students for salon services, including chemical relaxing, permanent waving, and complex color/bleach applications. Students also gain specialized training in measuring and styling hairpieces and wigs. Beyond technical proficiency, the curriculum emphasizes entrepreneurship and employability, requiring students to develop math skills for business, understand the federal "Right-To-Know" laws, and analyze the advantages of business ownership. This dual focus ensures that graduates are not only skilled practitioners ready for the Florida Barber License Examination but also informed professionals capable of navigating the modern job market or launching their own enterprises.

Program of Study

Building Trades and Construction Design Technology

Program Number: C100100

Clock Hours: 900

Length: 10-11 months

Estimated Cost: \$5,300

This program is designed for students to launch a career in the building construction industry by blending academic standards with hand on technical training. This program consists of four Occupational Completion Points with a sequence of rigorous courses. The student will understand the architecture and construction field while mastering specific skills needed for modern job sites. The curriculum provides a comprehensive foundation in essential trades including carpentry and masonry, system installation, and blueprint literacy. This program can assist the students with workforce entry or the pursuit of advanced architectural education.

Occupational Completion Point A:

BCV0080	Building Construction Assistant	450 hours
In this part of the comprehensive program, students will gain hands-on proficiency in rough and finished carpentry, masonry, and professional painting. Students learn to use everything from basic hand tools to advanced power equipment. A heavy emphasis is placed on OSHA safety standards, where students learn to manage hazardous materials, use fall arrest systems, and develop emergency response plans. Beyond the job site, students' progress by mastering construction mathematics, including calculating labor costs, volume, and complex framing layouts—and learning to interpret professional blueprints and building codes.		

Also, students explore the future of sustainable green building, energy efficiency, and LEED standards. To ensure your long-term success, the program provides dedicated training in employability and entrepreneurship, helping you build a professional portfolio, understand licensing requirements, and navigate diverse career paths in trade crafts, project management, or engineering.

Occupational Completion Point B:

BCV0081	Carpentry and Masonry Technician	150 hours
This section of the program goes beyond the job site to analyze how federal and Florida state statutes impact building projects, while researching the critical roles of the Construction Industry Licensing Board and the Department of Business and Professional Regulation. Students learn to navigate the business side of construction, from understanding zoning requirements and building permit applications to comparing the unique advantages of union versus non-union employment and apprenticeship pathways. Additionally, you will learn the language of construction by developing experience in contracts, blueprints, and technical documentation. You will learn to interpret a full set of architectural, structural, and mechanical, plumbing, and electrical drawings, utilizing industry standard symbols, and scales		

Program of Study

Cloud Computing & Virtualization

Program Number: Y100400

Clock Hours: 900

Length: 10-11 months

Estimated Cost: \$3,800

This program consists of five Occupation Completion Points and provides rigorous hands-on training needed to success in the Information Technology cluster. The curriculum is designed to bridge the gap between classroom theory and industry reality, preparing students for high demand roles such as Computer Support Assistant, Network Support Technician, and Cloud Specialist.

The program covers a comprehensive range of IT domains that include System & Hardware, Networking & Cloud, Software & Operations, and professionalism. Overall, the program equips students with the full spectrum of knowledge needed to thrive in the evolving field of tech.

Occupational Completion Point A:

OTA0040	Information Technology Assistant	150 hours
This program provides a comprehensive foundation in Information Technology, transforming students from basic computer users into tech-savvy professionals. You will sue the full suite of business applications including word processing, advanced spreadsheets, databases, and multimedia presentations while gaining understanding of computer architecture, networking, and cloud computing. Additionally, students will learn to navigate the digital world safely and		

ethically, covering topics like cybersecurity, HTML web design, and the impact of emerging technologies on the global marketplace.

This curriculum places a strong emphasis on professional development and workplace essentials. Students will engage in career planning, communication and ethics, and identity within the professional standards required in the modern business environment.

Occupational Completion Point B:

EEV0504	Computer Support Assistant	150 hours
In this stage of the program, students transition from a computer user to a high-level IT Systems and Network Technician. Students dive into the heart of the machine, learning to assemble, configure, and upgrade both desktop and server hardware. This includes mastering the complexities of CPUs, various RAM types (from SDRAM to VRAM), motherboard architectures, and RAID storage configurations. Students also become proficient in installing and customizing operating systems and managing the environmental health of server rooms to prevent issues like power surges or overheating. Additionally, Students develop trouble shooting and networking expertise including but not limited to diagnose & repair, master networking, ensure security & recovery, and provide expert support. Overall, the curriculum integrates applied academics and professional ethics		

Occupational Completion Point C:

CTS0026	Network Support Technician	150 hours
In this part of the program, students move beyond simple setups to perform high-level installation and configuration tasks, such as deploying operating systems via remote servers, configuring web servers, and ensuring seamless interoperability between network services. Through work-based learning experiences, students apply these skills in real-world network support settings, mastering the diplomatic communication and "first response" troubleshooting needed to support end-users via remote access or direct contact. Students develop expertise, such as performance optimization, advance network connectivity, storage & data management, and system security.		

Occupational Completion Point D:

CTS0054	Cloud Analyst	150 hours
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In this phase of the program, students engage in the principles of Cloud Computing, moving beyond local hardware to manage the digital infrastructure of the future. You will explore the evolution of the cloud and gain a deep understanding of its core service models SaaS, PaaS, and IaaS, and deployment strategies, including public, private, and hybrid environments. This curriculum helps students develop analytical skills to evaluate costs & performance, optimize operations, manage risk and compliance, and architect secure infrastructure. Lastly, students design, deploy and defend cloud-based solutions, ensuring that an organization's network is functioning, cost effective, and secure.

Occupational Completion Point E:

CTS0056	Cloud Virtualization Specialist	300 hours
In this program, students manage sophisticated virtual infrastructure, learn how hypervisors partition CPU, memory, and storage resources to increase efficiency and reduce costs. In this program, students develop skills such as infrastructure management, storage expertise, optimization & migration, and security and continuity. During this program, students perform advanced tasks such as peripheral redirection, integrate active directory into virtual networks, and optimize CPU and memory usage to ensure high availability and enterprise-grade security.		

Program of Study

Computer Systems & Information Technology (CSIT)

Program Number: Y100200

Clock Hours: 900

Length: 10-11 months

Estimated Cost: \$4,800

The Computer Systems & Information Technology program is designed with four Occupational Completion Points that build skills from the ground up. By following the recommended path, students should be fully prepared to earn three industry credentials: CompTIA A+, Network+, and Security+. Sufficient coverage of

advanced networking concepts and competencies may also lead to Cisco's CCENT and CCNA industry certifications. At the end of any of the four steps, students can jump straight into the workforce as a qualified completer, master the next level of expertise.

Occupational Completion Point A:

CTS0082	Computer Systems Technician	300 hours
Students on this program start by working with computer hardware, learning how to build, configure, and optimize everything from high-performance desktops to mobile devices and printers. Students also work with operating systems and networking and gaining the skills to set up secure office networks and manage Windows environments. This program involves troubleshooting and security; students learn the logic needed to diagnose complex tech issues and defend systems against malware and security threats. Additionally, the program introduces essential professional soft skills, covering workplace communication, technical writing, and business ethics.		

Occupational Completion Point B:

CTS0083	Computer Network Technician	150 hours
This program assists students in learning to build and manage data networks by mastering Cisco's IOS. Students go hands-on with the physical side of networking—building and testing Ethernet and fiber-optic cables while also using the digital language of the internet through IPv4 and IPv6 addressing. The curriculum includes how data travels, covering everything from the physical layers of hardware to the application layers used for web browsing and email. Students learn to solve connectivity issues using professional tools like Ping and Traceroute, implement device hardening to stop security threats, and manage reliable data transfers using TCP/IP protocols. Key learning pillars in this program include but are not limited to device configuration, addressing & subnetting, network maintenance and career strategy.		

Occupational Completion Point C:

CTS0084	Computer Networking Specialist	150 hours
In this part of the program, students manage converged networks, configure and troubleshoot VLANs, and learn how to harden switch ports to keep unauthorized users out of the physical network. This phase of the program involves advanced routing and traffic control. Therefore, students learn about routers, how to use access control lists and hands on practice with DNS, DHCP and FTP.		
This part of the program lends itself to skill development in switched environments, routing protocols, network security and core services.		

Occupational Completion Point D:

CTS0069	Computer Security Technician	300 hours
In this program, students learn to recognize modern threats like DDoS attacks, brute-force password guessing, and social engineering. Students learn how to neutralize these attacks by using cryptography, digital signatures, and advanced authentication protocols like RADIUS and 802.1x. The curriculum provides opportunities for students to practice securing servers, managing certificate lifecycles, and implementing strict Access Control Model such as MAC, DAC, and RBAC.		

Program of Study

Cosmetology

Program Number: N500100

Clock Hours: 1200

Length: 13-14 months

Estimated Cost: \$5,300

This program consists of one occupational completion point. Students must complete the core or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

With this understanding, the program provides the students with a rigorous, competency-based curriculum designed to prepare them for professional licensure and careers within the Cosmetology industry. By aligning academic standards with technical proficiency, the coursework covers the essential sciences of chemistry, bacteriology, anatomy, and physiology, alongside the practical mastery of hair, nail, and facial specialist techniques. In addition to manipulative skills, the program emphasizes the art of make-up, electrical beauty treatments, and the regulatory requirements of Florida Cosmetology Law. Students graduate with a broad foundation in industry management, safety, and employability, ensuring they possess the higher-order reasoning and professional work attitudes necessary to succeed as licensed hairdressers and stylists.

Occupational Completion Point A:

CSP0009	Grooming and Salon Services Core, Facials and Nails	225 hours
COS0002	Cosmetologist and Hairstylist 1	300 hours
COS0003	Cosmetologist and Hairstylist 2	300 hours
COS0009	Cosmetologist and Hairstylist 3	375 hours

The Cosmetology program is an intensive, multi-phase curriculum designed to transition students from foundational safety to advanced chemical and artistic mastery. The initial 300-hour block establishes a rigorous baseline in universal precautions and sanitation, requiring students to grasp EPA-approved decontamination procedures and Florida Law. Students begin by studying the histology and physiology of hair, skin, and nails, providing a scientific basis for the performance of manicures, pedicures, and basic facial treatments, including lash application and hair removal.

As students progress into the second and third 300-hour segments, the focus shifts to the physics and geometry of hair design. Students learn to analyze dimensional shapes and spheres to implement haircuts using scissors, razors, and clippers. This technical training is paired with the study of trichology, where students evaluate the chemical composition and structure of the hair to perform thermal styling, braiding, and the integration of artificial hairpieces. Proficiency of angles and planes is critical here, as students must visualize and combine geometric shapes to fulfill complex client design requests.

The advanced portion of the curriculum is heavily rooted in applied chemistry and thermodynamics. Students are trained to identify, measure, and predict molecular reactions during permanent waving, chemical relaxing, and advanced color applications. This includes

performing FDA-mandated patch tests and strand tests to ensure client safety. Here students understand pH levels, oxidation, and bond-building repair treatments.

In this part of the program, students are integrated into a strong business and employability core. Students develop a digital career portfolio and a comprehensive personal budget while studying entrepreneurship and the economic impact of small businesses.

The curriculum emphasizes soft skills such as active listening, conflict resolution, and cultural awareness. Furthermore, students become proficient in salon services and are also prepared to manage financial records, interpret Right-to-Know laws, and grow a sustainable business through strategic client re-booking.

Program of Study

Dental Assisting Technology and Management , ATD Program Number: H170113

Clock Hours: 1230

Length: 13-14 months

Estimated Cost: \$5,500

The Dental Assisting Technology & Management program is a planned sequence of instruction consisting of three occupational completion points. This Applied Technology Diploma (ATD) program provides a rigorous, competency-based curriculum designed to prepare students for immediate employment as dental assistants, educators, or managers. Aligned with both the Dental Assisting National Board and the Florida Board of Dentistry, the coursework covers a comprehensive range of topics, including chairside assisting, dental radiography, pharmacology, and office management. By blending academic standards with hands-on technical training in areas like laboratory procedures and operator asepsis, the program equips students with the problem-solving and employability skills necessary for the Health Science cluster. Additionally, the program is structured to facilitate career advancement, allowing students to transition from clock-hour training to college credit upon articulation.

Occupational Completion Point A:

DEA0725	Introduction to Dental Assisting	90 hours
This foundational phase of the Dental Assisting program establishes the essential professional and regulatory framework required for a career in oral healthcare. Students gain a comprehensive understanding of the historical, socioeconomic, and bioethical factors that shape modern practice. A significant emphasis is placed on legal and ethical responsibilities, specifically Florida Statutes, HIPAA compliance, and risk management, alongside the development of culturally adaptive communication skills. Furthermore, the curriculum prioritizes safety and emergency preparedness, requiring students to learn OSHA/CDC infection control protocols and obtain certifications in Basic Life Support and CPR. This section ensures that students are not only technically prepared but also ethically grounded and ready to function as effective members of a collaborative healthcare team.		

Occupational Completion Point B:

DEA0726	Dental Infection Control Assistant	210 hours
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This segment of the program shifts from general theory to specialized clinical and anatomical expertise. Students grasp the complex anatomy of the head and neck including muscles, nerves, and vascular systems while learning to identify tooth morphology, embryonic development, and oral pathologies. A major focus is placed on clinical safety and asepsis; students are trained to implement rigorous CDC and OSHA infection control protocols, manage hazardous biomedical waste, and differentiate between pathogenic and non-pathogenic microorganisms. Additionally, the curriculum provides hands-on training in four-handed dentistry, where students learn to maintain a sterile operator, perform ergonomic instrument transfers, and manage dental equipment across various specialties such as orthodontics and endodontics.

Occupational Completion Point C:

DEA0727	Dental Assisting 1	465 hours
DEA0728	Dental Assisting 2	465 hours
This third segment of the program focuses on the technical integration of diagnostic data, pharmacology, and clinical chairside skills. Students learn the protocols for recording comprehensive patient assessments including medical histories, intraoral photography, and treatment plans while distinguishing between subjective and objective findings. The curriculum provides a deep dive into dental pharmacology and radiology, where students become proficient in dosage calculations, the monitoring of nitrous oxide sedation, and the safe exposure and processing of digital and traditional radiographs. Furthermore, students develop laboratory and chairside proficiency by manipulating advanced dental materials to fabricate custom trays and temporary restorations, assembling tray set-ups for various specialties, and utilizing digital dentistry tools like CAD/CAM technology. This concluding phase of the course focuses on preventive dentistry, office management, and clinical professionalism. Students learn the science of oral biofilm management and nutritional counseling, gaining the skills to provide comprehensive oral hygiene instruction and apply preventive treatments such as coronal polishing, sealants, and desensitizing agents. The curriculum also covers administrative business procedures, including appointment scheduling, insurance coding, financial record-keeping, and inventory control. The program concludes in a clinical setting where students perform expanded functions and radiographic procedures under direct supervision. This integration of clinical expertise and business office proficiency ensures that graduates are prepared to contribute to the overall success of the dental team while maintaining high standards of patient care and professional etiquette.		

Program of Study

Drafting

Program Number: C100200

Clock Hours: 1500

Length: 15-16 months

Estimated Cost: \$6,100

This drafting program offers a rigorous, seven-step sequence consisting of 7 Occupational Completion Points, designed to prepare students for careers within the Architecture and Construction cluster. By blending academic standards with hands-on technical training including freehand sketching, manual drafting, and 3D modeling, the curriculum develops essential problem-solving and employability skills. The flexible structure allows students to exit for immediate employment at various completion points or continue toward advanced certification.

Occupational Completion Point A:

TDR0070	Introduction to Drafting	150 hours
This foundational segment of the program focuses on equipping students with essential technical proficiency and mathematical literacy required for the drafting industry. The curriculum transitions from basic manual techniques such as freehand sketching, geometric construction, and architectural lettering to advanced visualization skills, including multi-view, sectional, and pictorial drawings. Students integrate algebra and geometry to perform precise calculations, ultimately applying these concepts through Computer-Aided Drafting software.		

The course concludes in the practical application of 3D modeling, ensuring students can accurately translate two-dimensional designs into physical three-dimensional representations.

Occupational Completion Point B:

TDR0370	Drafting Assistant	450 hours
This section of the program advances students into specialized industry applications, focusing on the creation and interpretation of architectural, civil, and electrical drawings. Students apply advanced Computer-Aided Drafting functions and right-angle trigonometry to develop complex site plans, floor layouts, and digital 3D models. In addition to technical drafting, the curriculum integrates essential business mathematics such as material cost estimation and tax computation alongside strong professional development strategies. This ensures students are proficient in tolerance dimensioning and schematic design and are also career-ready through resume building, portfolio maintenance, and an understanding of entrepreneurship and workplace safety regulations.		

Occupational Completion Point C:

TDR0775	Drafting Detailer 1	150 Hours
TDR0776	Drafting Detailer 2	150 Hours
In this phase, students transition from 2D drafting to comprehensive residential design and digital fabrication. The curriculum focuses on the development of multi-level residential plans, encompassing detailed floor layouts, framing plans, and specialized stair details. Students learn site planning by incorporating legal descriptions, utility lines, and easements, as well as designing complete landscape plans with specialized symbol schedules. This stage concludes with the high-tech integration of computer-aided 3D modeling, where students generate isometric and perspective views and ultimately convert their digital architectural designs into physical prototypes using 3D printing technology. This second portion of the program focuses on the integration of complex mechanical and residential systems into the drafting workflow. Students develop advanced mechanical working drawings and utilize 3D printing technology to convert digital models into functional rapid prototypes. The curriculum also covers the essential technical systems of residential construction, requiring students to draft detailed foundation plans, wall sections, and comprehensive layouts for electrical, HVAC, and plumbing systems. In this part of the course, students translate 2D technical specifications into fully realized digital 3D models and physical mechanical devices.		

Occupational Completion Point D:

TDR0570	Architectural Drafter	150 hours
This segment of the program focuses on the complexities of commercial architecture and project management. Students learn to interpret industrial codes, ordinances, and technical specifications to produce comprehensive drawing sets, including structural foundations, specialized roof drainage systems, and building utility plans (electrical, plumbing, and HVAC). The curriculum emphasizes presentation skills such as dynamic walk-throughs and color pictorials, alongside the use of Building Information Modeling to generate 3D-printed prototypes. Furthermore, the course integrates essential business logic, teaching students how to manage stakeholders, budgets, and project timelines to ensure the successful delivery of professional architectural portfolios.		

Occupational Completion Point E:

TDR0874	Civil Drafter	150 hours
This part of the program focuses on advanced civil drafting and geospatial mapping, preparing students to handle large-scale infrastructure projects. Students master the technical requirements for creating detailed maps using bearings, coordinates, and aerial photogrammetry, while also interpreting complex legal descriptions and leveling procedures. The curriculum covers a broad range of civil engineering deliverables, including topographic drawings, highway layouts, and essential utility and drainage plans. Additionally, students engage in project planning activities where they learn to manage stakeholder expectations, navigate project phasing, and meet strict deadlines and budget requirements for public and private civil works.		

Occupational Completion Point F:

TDR0777	Mechanical Drafter	150 hours
This phase of the program focuses on advanced mechanical engineering and manufacturing design, providing students with the technical experience required for high-precision production environments. Students master Geometric Dimensioning and Tolerancing and descriptive geometry to design complex mechanical components such as gears, cams, and springs. The curriculum extends into specialized industrial processes, including the creation of detailed 3D drawings for casting, welding, stamping, and tool design. Additionally, students gain proficiency in preparing pneumatic and hydraulic piping diagrams and managing comprehensive Bills of Materials. The unit concludes with project management training, ensuring students can coordinate with stakeholders to meet production deadlines and budget requirements within the mechanical drafting sector.		

Occupational Completion Point G:

TDR0875	Structural Drafter	150 hours
This section of the program focuses on structural drafting and detailing, providing students with the technical skills to design and document the skeletons of modern buildings. Students learn to interpret complex structural manuals, codes, and engineering data to create precise drawings for steel, reinforced concrete, and timber construction. The curriculum emphasizes the physics of building addressing reactions, stresses, and shear diagrams while training students to detail critical bolted and welded connections. By learning erection plans, material billing, and advanced 3D structural modeling, students ensure they can accurately communicate the requirements for safe and efficient building assembly across multiple material types.		

Program of Study

Electricity 1

Clock Hours: 750

Program Number: I460312

Length: 8-9 Months

Estimated Cost: \$7,400

The Electricity program is a planned sequence of instruction consisting of three occupational completion points. This program provides a rigorous, competency-based curriculum designed to prepare students for careers or advanced training within the electrical construction and architecture industries. By blending academic standards with hands-on technical proficiency, the coursework covers essential industry elements including but not limited to planning, safety, and problem-solving, to ensure students develop the well-rounded employability skills necessary for the modern workforce.

Occupational Completion Point A:

BCV0603	Electrician Helper	300 hours
This phase of the program establishes a foundational safety-first culture by training students in OSHA regulations, emergency response, and hazardous material handling. Students transition from safety theory to hands-on technical applications, where they learn to install core electrical components such as conductors, switch boxes, and lighting circuits within strict accordance with National Electric Codes. The curriculum integrates rigorous applied mathematics and electrical theory, challenging students to analyze circuit behavior. By mastering the use of industry standard diagnostic tools and troubleshooting techniques for overcurrent and arc fault conditions, students develop the analytical skills necessary for safe, professional electrical installation and licensure preparation.		

Occupational Completion Point B:

BCV0640	Residential Electrician	450 hours
This section of the program focuses on the practical application of advanced electrical theory and professional readiness. Students learn complex logistical calculations such as conduit fill, voltage drop, and wiring costs while gaining proficiency in Alternating Current (AC) systems, including the testing and connection of transformers. The curriculum culminates in comprehensive residential installation, where students interpret construction blueprints to wire main service panels, HVAC systems, and specialized safety circuits like GFCIs and AFCIs. This part of the program emphasizes career development, requiring students to build professional portfolios, explore entrepreneurship, and research licensure requirements to ensure a transition into the workforce.		

Program of Study

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)

Program Number: C40040 Clock Hours: 1350 Length: 14-15 months

Estimated Cost: \$7,100

This program is a planned sequence of instruction consisting of five occupational completion points within the Architecture and Construction career cluster. This program is designed to prepare students for direct employment or advanced training in the HVAC/R industry. By combining rigorous academic standards with hands-on, competency-based learning, the program teaches students how to design, test, and repair heating, ventilation, air-conditioning, and refrigeration systems.

Beyond the core technical and production skills, students will gain a broad understanding of the business side of the industry including planning, management, and finance, alongside vital training in health, safety, and environmental issues. A key milestone of the program is earning your EPA certification, which is required to work with refrigerants and is essential for securing a job in the field upon graduation.

Occupational Completion Point A:

ACR0000	Introduction to HVAC/R	250 hours
This course is a comprehensive course designed to launch the students' career in the heating, ventilation, air-conditioning, and refrigeration industry. This hands-on introduction blends essential safety training, including the opportunity to earn your OSHA 10 or 30 certification—with critical employability and soft skills to prepare students for the modern workforce. Students will master applied mathematics, the core scientific principles of matter and heat behavior, and the mechanics of the compression-refrigeration cycle. From day one, students will get comfortable working with industry-standard tools as students learn to safely fabricate, braze, and leak-test piping and tubing. Additionally, the course deepens students' technical knowledge of system components, oils, and environmental standards, giving students the practical experience needed to safely handle, recover, and charge refrigerants in compliance with EPA rules and regulations.		

Occupational Completion Point B:

ACR0001	HVAC/R Fundamentals	250 hours
HVAC/R Fundamentals is a course that dives deep into the electrical backbone of the industry, teaching students how to safely navigate, test, and troubleshoot the electrical systems powering modern climate control equipment. Students will build a strong practical foundation in electrical theory, mastering single- and three-phase power distribution, circuits, and the use of precise diagnostic meters—before moving on to reading and drawing complex wiring schematics for air conditioners, heat pumps, and various furnaces. The course gives students extensive, hands-on experience diagnosing electrical control systems, components like contactors and circuit boards, and advanced digital thermostats (including Wi-Fi and smart communicating models). Additionally, students will learn to select commercial wiring sizes, calculate voltage drops, and test or maintain a wide range of industry motors, including advanced electronically commutated motors (ECM) and variable-speed motors, giving you the critical troubleshooting skills that employers value most.		

Occupational Completion Point C:

ACR0012	HVAC/R Service Practices	250 hours
This is a course that bridges the gap between foundational knowledge and field-ready field service, focusing on the practical installation, diagnostics, and design of residential climate control systems. Students will learn to read blueprint construction documents, execute precise heating and cooling load calculations, and physically install various ductwork systems using proper sizing tables, insulation, and vapor barriers. Hands-on training takes center stage as students assist in full equipment installations, troubleshoot solid-state circuit boards and modern inverter technology, and master manufacturer-recommended start-up and check-out procedures for diverse systems including advanced air-to-air, water-to-air, and geothermal heat pumps. Additionally, students will gain critical expertise in combustion theory to safely test and troubleshoot gas furnaces, valves, and regulators using specialized testing equipment, all while learning to interpret corporate dispatch orders and write professional field service reports.		

Occupational Completion Point D:

ACR0013	HVAC/R Intermediate Service Practices	250 hours
HVAC/R Intermediate Service Practices is a course that elevates students' training into the commercial sector, focusing on the complex systems, piping design, and cutting-edge technologies used in large-scale facilities. Students will master the mechanical operations, internal lubrication, and capacity controls of heavy-duty commercial compressors including open and semi-hermetic models while learning to maintain and repair water-cooled condensers, evaporative cooling systems, and advanced water		

treatment processes. The curriculum provides deep technical insight into commercial fluid piping size calculations, temperature drop analysis, and the deployment of emerging industry technologies, such as Variable Refrigerant Volume/Flow (VRV/VRF) systems, desiccant systems, and heat-recovery units. By learning to interpret complex mechanical construction plans, cross-reference blueprints with real-world installations, and physical layout typical split commercial heating and cooling configurations, students will gain the advanced diagnostics, code compliance, and maintenance skills required for high-level commercial service roles.

Occupational Completion Point E:

ACR0044	HVAC/R Advanced Service Practices	350 hours
This course is designed to polish the students' technical expertise and prepare them for high-level field service and system optimization. This comprehensive final phase focuses heavily on the precision tuning of complex commercial equipment, advanced diagnostics, and the systematic troubleshooting of mechanical, electrical, and electronic failures. Students will master the art of air and water balancing, learn to perform energy audits, and implement indoor air quality (IAQ) testing procedures to ensure maximum system efficiency and code compliance. Additionally, the course emphasizes project management skills including estimating job costs, coordinating field logistics, managing customer relations, and maintaining meticulous compliance documentation, providing students with real-world mastery needed to graduate as a highly competitive, top-tier technician ready for immediate industry leadership		

Program of Study

Massage Therapy

Program Number: H120406

Clock Hours: 750

Length: 9-10 months

Estimated Cost: \$5,000

This program provides the sequence of courses needed to prepare for a career in Massage Therapy. The course consists of two Occupational Completion Points and various courses. By combining rigorous academic content with applied learning, students develop technical skills and big picture industry knowledge required by employers. The curriculum covers the theory and practice of massage and hydrotherapy, human anatomy, hygiene, and safety, including CPR. You will also learn about the legal aspects of the profession and develop the leadership and employability skills needed to thrive in the service industry.

Occupational Completion Point A:

MSS0204	Massage Therapy 1	375 hours
In this program, you will develop the essential clinical and professional skills required to excel as a massage therapist. You will gain a deep understanding of human anatomy, kinesiology, and pathology, learning exactly how massage manipulations affect the body's systems. In addition to hands-on techniques, the curriculum emphasizes professional communication and ethics, training you to conduct client interviews, maintain proper documentation, and uphold HIPAA and Patient Bill of Rights standards. You will also master critical safety and hygiene protocols—including infection control and proper body mechanics to ensure healthy, effective, and compliant practice for both you and your clients.		

Occupational Completion Point B:

MSS0209	Massage Therapy 2	375 hours
In this phase of the program, you will expand your clinical skills by mastering hydrotherapy and allied modalities, learning to safely apply thermal and cryotherapy treatments while educating clients on self-care techniques like stretching and joint movement. You will also engage in the legal and ethical framework of the profession, gaining a comprehensive understanding of the Florida Massage Practice Act, licensure requirements, and your mandatory responsibilities regarding medical documentation and reporting. Finally, the curriculum prepares you for the professional world by covering essential business practices, helping you navigate the roles of the healthcare team and evaluate career paths ranging from independent contracting to business ownership. By the end of these modules, you will not only be a skilled practitioner but also a legally compliant and business-savvy professional ready for the Florida workforce.		

Program of Study

Master Automotive Service Technology

Program Number: I470608

Clock Hours: 1800

Length: 20-21 months

Estimated Cost: \$15,000

The program is structured around nine Occupational Completion Points (OCPs), ensuring students gain expert-level proficiency in every critical automotive subsystem: which include but is not limited to preparing vehicle for routine pre/post maintenance; **service and repair of engines**; service and repair of front and rear suspensions systems; service and repair of drum\disc brake, stability control systems and miscellaneous systems; service and repair of electrical/electronic system components, and accessory systems; service and repair of heating and air conditioning; and service and repair of emission control systems. This program blends rigorous academic standards with hands-on competency-based learning to develop technical expertise and essential soft skills. Ultimately, this program equips students with transferable skills and specialized knowledge for entry into the automotive industry or continuing education.

Occupational Completion Point A:

AER0014	Automobile Services Assistor	300 hours
The Automotive Service Assistor course serves to equip the students with the essential knowledge and skills needed for entry-level success. Students explore various career pathways while examining professional requirements. The curriculum emphasizes practical readiness with equipment mastery, rigorous safety regulations, routine vehicle maintenance and customer service communication skills.		

Occupational Completion Point B:

AER0110	Engine Repair Technician	150 hours
The Engine Repair Technician course provides a specialized pathway for students who are entering the automotive service industry by combining professional exploration and advanced mechanical training. In this course, students engage in the study of internal combustion systems. The curriculum focuses on the precision diagnostics and repair of general engine components, cylinder head, and valve trains, as well as the critical maintenance of engine block, lubrication system, and cooling systems to ensure vehicular performance and longevity.		

Occupational Completion Point C:

AER0257	Automatic Transmission and Transaxle Technician	150 hours
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The Automatic Transmission and Transaxle Technician course prepares students with professional development and high-level mechanical training for the automotive industry. Throughout this course, students examine the evolving career landscape while gaining a deep technical understanding of drivetrain systems. The curriculum encompasses the complex operation, diagnostics, service, and repair of both automatic transmissions and transaxles. Students are prepared to effectively manage the sophisticated hydraulic and electronic components that define vehicle propulsion.

Occupational Completion Point D:

AER0274	Manual Drivetrain and Axle Technician	150 hours
The Manual Drivetrain and Axle Technician course prepares students for entry into the automotive service industry by examining the standard requirements and opportunities available to professional mechanics. While on this course, students will have the opportunity to engage in comprehensive study of manual propulsion systems. The curriculum emphasizes the diagnostics and repair of universal and constant-velocity joints, rear axles, differential assemblies, and the complex mechanics of four-wheel and all-wheel drive systems.		

Occupational Completion Point E:

AER0453	Automobile Suspension and Steering Technician	150 hours
The Automotive Suspension and Steering Technician course prepares students for the automotive industry by investigating the various career paths and professional standards expected of modern mechanics. In this course, students learn the diagnostics and repair of essential handling and safety systems. The curriculum provides comprehensive instruction on general steering and suspension configurations, including both front and rear assemblies, as well as the precision science of wheel alignment and tire service.		

Occupational Completion Point F:

AER0418	Automotive Brake System Technician	150 hours
The Automotive Brake System Technician course facilitates the student's entry into the automotive service industry by integrating career exploration with technical mastery. While analyzing the professional standards and roles available to modern mechanics, students undergo training in the diagnostics and repair of critical safety systems. The curriculum covers a comprehensive range of technologies, including traditional drum and disc brakes, power assist units, and sophisticated modern enhancements such as electronic braking, traction control, and stability control systems.		

Occupational Completion Point G:

AER0360	Automotive Electrical/Electronic System Technician	300 hours
The Automotive Electrical/Electronic System Technician course prepares students for entry into the automotive service industry by taking a deep dive into modern vehicle circuitry. As students		

investigate professional career opportunities, they gain specialized expertise in the diagnostics and repair of complex electrical architectures. The curriculum covers a vast array of essential components, including battery, starting and charging systems, as well as lighting, gauges, warning devices, and driver information displays. Additionally, students master the maintenance of vital accessory systems such as horns, wipers, washers, and other integrated electronic features that define the modern driving experience.

Occupational Completion Point H:

AER0172	Automotive Heating and Air Conditioning Technician	150 hours
The Automotive Heating and Air Conditioning Technician course prepares students with specialized environmental control expertise for their entry into the automotive service industry. In this course, students engage in a comprehensive study of the diagnosis, service, and repair of climate control systems. The curriculum provides deep technical instruction on refrigeration cycle and components including compressors, clutches, evaporators, and condensers, as well as heating and engine cooling systems. Furthermore, students master the operation of related control handling, ensuring compliance with environmental standards.		

Occupational Completion Point I:

AER0503	Automotive Engine Performance Technician	300 hours
The Automotive Engine Performance Technician course prepares students for the automotive industry by having students study the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust, computer, engine and emission control systems. Additionally, students research vehicle service information, retrieve and record diagnostic trouble codes, verify idle control operation, diagnose emission and drive-ability concerns, diagnose emission and drive-ability concerns, and other specialized expertise services.		

Program of Study

Medical Assisting

Program Number: H70300

Clock Hours: 900

Length: 11-12 Months

The Medical Assisting program is a planned sequence of instruction consisting of 6 occupational completion points. This provides a comprehensive, competency-based curriculum designed to prepare students for immediate entry into the Health Science career cluster. The coursework integrates rigorous academic standards with essential technical training in areas such as medical terminology, anatomy, and physiology, alongside critical administrative and clinical duties. In addition to technical proficiency, the program emphasizes higher-order problem-solving skills, legal and ethical responsibilities, and emergency preparedness including CPR and first aid certification. By fostering professional work attitudes and transcultural communication skills, the program ensures graduates are equipped with the diverse expertise needed for successful employment and continued education in the healthcare field.

Occupational Completion Point A:

MEA0003	Introduction to Medical Assisting and Pharmacology	250 hours
MEA0502	Introduction to Medical Office Procedures	100 hours

This MEA0003 serves as the foundational clinical building block for the medical assisting program, merging the study of the human body with safe pharmaceutical practices. Students begin by mastering medical terminology and the anatomical structures, pathologies, and lifespans of the body's 11 major organ systems, while also exploring patient psychological responses and defense mechanisms during illness. The pharmacology component provides comprehensive training in drug classifications, uses, and effects across all body systems, alongside the regulations governing controlled substances and approved Joint Commission abbreviations. Moving from theory to practice, students learn to safely calculate exact

dosages and administer pharmaceuticals via both non-parenteral and parenteral routes. Hands-on laboratory benchmarks train students to reconstitute powdered medications, draw solutions from ampules and vials, apply the rigid "Rights of Drug Administration," manage potential risks or complications, and respond effectively to emergencies with first-aid medications.

The MEA0502 focuses on the vital administrative and frontline operational side of healthcare, this course prepares students to manage a professional medical office environment smoothly and ethically. Students develop essential clerical skills, such as executing data management through Electronic Medical/Health Records (EMR/EHR) for patient registration, scheduling, billing, diagnostic coding, and processing insurance claims. The curriculum places an emphasis on professional communication, interpersonal relations across diverse demographics, and maintaining strict facility security in compliance with HIPAA and the Patient Care Partnership. Additionally, students examine the legalities and codes of ethics of their profession, drawing clear lines between provider and staff liability while studying the prevention of malpractice, negligence, and fraud under the Florida Statutes scope of practice. Finally, the course equips students with executive business skills including payroll, office inventory control, personnel management, conflict resolution, and labor laws alongside essential employability skills to ensure long-term career success.

Occupational Completion Point B:

MEA0521	Phlebotomist	75 hours
This course is a specialized program that trains students in the precise medical art and science of blood and specimen collection. Students master the anatomy of the circulatory system, focusing on superficial vein selection and the physiological differences between serum and plasma, while gaining hands-on proficiency with evacuated tubes, syringes, and butterfly systems. The curriculum emphasizes strict patient identification, the vacuum tube color-code system, and the correct order of draw alongside techniques for capillary punctures, blood cultures, and non-blood specimen processing (urine, sputum, and stool). Integrated throughout the course is a heavy focus on clinical safety including OSHA and Joint Commission standards, DOT packaging laws, and transmission-based infection control as well as the compassionate management of age-specific patients and potential adverse reactions like syncope or nerve involvement.		

Occupational Completion Point C:

MEA0574	Laboratory Procedures	80 hours
This course is a module that trains students in the essential regulatory, clinical, and safety protocols required to perform diagnostic testing in a medical setting. Students learn to safely execute and interpret FDA-classified, CLIA-waived diagnostic tests across critical categories including urinalysis, occult blood, pregnancy, hematology, chemistry, and infectious disease testing. The curriculum emphasizes laboratory quality control, teaching students how to collect specimens properly, read safety		

data sheets (SDS), identify unacceptable control results, and implement corrective actions. Additionally, the course integrates comprehensive emergency preparedness and protective practices; students learn office evacuation logistics, maintain emergency equipment, and obtain certifications in CPR, AED, first aid, and airway obstruction responses. Finally, the training equips students with vital community-care skills to identify and formally report signs of abuse, neglect, domestic violence, and suspected human trafficking.

Occupational Completion Point D:

MEA0543	EKG Aide	75 hours
This is a specialized module that trains students in the essential concepts and technical skills required to perform diagnostic cardiac monitoring. Students master the anatomy of the cardiovascular system by tracing cardiopulmonary blood flow and mapping out the heart's internal electrical conduction pathways. The curriculum provides hands-on training with advanced medical instrumentation, teaching students how to calibrate equipment, eliminate artifact interference, and physically prepare diverse patient populations for diagnostic testing. Students learn to accurately perform 3-, 5-, and 12-lead EKGs and telemetry rhythm strips by applying the principles of Einthoven's triangle, while also learning how to hook up ambulatory Holter monitors and provide crucial patient education. Finally, the training emphasizes rapid-response clinical care, enabling students to differentiate normal sinus rhythm from life-threatening dysrhythmias, recognize clinical signs of poor tissue perfusion or low cardiac output, and strictly adhere to legal, ethical, and emergency documentation protocols.		

Occupational Completion Point E:

MEA0584	Clinical Assisting	130 hours
This module is designed to equip students with the comprehensive hands-on skills required to assist healthcare providers with routine office examinations, minor surgeries, and localized patient treatments. Students learn to prepare patients for diverse physical evaluations including prenatal, pediatric, male and female reproductive, PAP, and rectal exams while actively educating patients on diagnostic prep, structural self-examinations, and nutritional counseling using the USDA "MyPlate" guidelines. The curriculum places an emphasis on strict microbial control and surgical asepsis, training students to properly identify, wrap, and sterilize instruments using an autoclave, remove sutures or staples, and establish flawless sterile fields for dressings and minor in-office operations. Additionally, the course covers vital diagnostic and rehabilitative therapies, including executing vision and hearing screenings, performing spirometry, conducting eye and ear irrigations, managing hot and cold therapy modalities, applying diverse roller bandages, and measuring and instructing patients in the safe use of assistive orthopedic devices like crutches, canes, walkers, and wheelchairs.		

Occupational Completion Point F:

MEA0943	Practicum Experience	190 hours
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The course is a concluding part that transitions students from the classroom to a live healthcare environment, allowing them to apply and refine their clinical, administrative, and general medical assisting skills. On the administrative front, students manage patient reception, coordinate routine scheduling alongside inpatient or outpatient procedures, and execute precise manual and electronic documentation while maintaining strict HIPAA privacy standards. Clinically, students take an active role in patient care by staging individuals, gathering detailed medical histories, obtaining vital signs, preparing specialized treatment areas, and directly assisting providers with physical examinations and minor office surgeries. This immersive experience heavily emphasizes professional workforce integration; students are expected to model stellar time management, adapt to shifting organizational dynamics, utilize critical thinking for real-time decision-making, and collaborate with diverse healthcare teams. By merging safety-conscious habits such as aseptic handwashing, standard precautions, and biohazardous waste disposal with updated patient education, this practicum ensures students possess the professional demeanor, social sensitivity, and technical confidence required for immediate career entry.

Program of Study

Medical Clinical Laboratory Technician, ATD

Program Number: H170600

Clock Hours: 1515

Length: 13-14 months

Estimated Cost: \$ 7,600

The Medical Clinical Laboratory Technician program is a planned sequence of instruction consisting of three occupational completion points. This Applied Technology Diploma program provides a rigorous, competency-based curriculum designed to prepare students for careers within the Health Science cluster. The coursework integrates academic standards with hands-on laboratory training in essential disciplines such as hematology, microbiology, and clinical chemistry. To ensure professional readiness, the program includes a mandatory clinical component and focuses on developing higher-order problem-solving skills and technical proficiency. Structured as a streamlined path to employment, this program articulates into technical degree tracks, allowing students to transition from clock-hour training to college credit.

Occupational Completion Point A:

HSC0003	Basic Healthcare Worker	90 hours
This introductory phase of the program focuses on establishing a foundation of safety, sanitation, and professional standards essential for the food service industry. Students are required to master state-mandated guidelines including HACCP procedures, allergen control, and cross-contamination prevention concluding in the attainment of a Florida-recognized food handler training certificate. The curriculum balances these rigorous safety protocols with		

technical culinary fundamentals, such as conversions and recipe yields, professional knife skills, and the proper operation of commercial equipment. Additionally, students develop critical employability skills, including the kitchen brigade system, organizational techniques, and the creation of professional resumes to prepare them for immediate entry into the hospitality workforce.

Occupational Completion Point B:

MEA0520	Phlebotomist	75 hours
This phase of the program provides students with the comprehensive clinical and interpersonal skills required for professional phlebotomy. The curriculum covers the essential anatomy of the circulatory system, the identification of superficial veins, and the mastery of venipuncture and capillary collection techniques across adult and pediatric populations. Students gain technical proficiency in using specialized equipment, understanding the critical order of draw for vacuum tubes, and managing specimen integrity through proper transport and accessioning. Additionally, the program emphasizes patient safety and quality assurance, training students to follow OSHA and Joint Commission guidelines, practice strict infection control, and respond effectively to adverse patient reactions. This ensures students are prepared to operate as vital links between patients and the clinical laboratory while maintaining the highest standards of professional ethics and competency.		

Occupational Completion Point C:

MLT0009	Introduction to Medical laboratory Technology	90 hours
MLT0220	Urinalysis and Body Fluids	135 hours
MLT0335	Hematology and Hemostasis	280 hours
MLT0505	Immunology	60 hours
MLT0640	Clinical Chemistry	255 hours
MLT0520	Immunochemistry	255 hours
MLT0450	Microbiology and Parasitology	275 hours
This segment of the program focuses on core laboratory operations and advanced diagnostic methodologies, preparing students for the technical demands of a medical laboratory environment. Students develop proficiency in using fundamental equipment such as microscopes, centrifuges, and analytical pipettes while applying laboratory mathematics. A significant portion of this course is dedicated to Point of Care Testing, where students perform waived tests across microbiology and chemistry, manage instrument maintenance, and identify critical values that signal urgent patient needs. Additionally, the curriculum introduces molecular diagnostics, covering the principles of DNA/RNA structure and PCR technology.		

Additionally, students are trained in laboratory information systems (LIS) for data management, CLIA '88 testing classifications, and rigorous quality assurance protocols that align with OSHA safety standards.

This second section of the program focuses on the clinical analysis of urine and other body fluids, providing students with the essential skills to assist in diagnosing renal and systemic diseases. The curriculum covers the anatomy and physiology of the urinary system, alongside the standardized protocols for collecting, transporting, and storing various specimen types. Students perform physical and chemical examinations using both manual dipstick techniques and automated analyzers, as well as the calibration of precision instruments like the refractometer. A critical component involves the microscopic identification of formed elements in urine sediment and the evaluation of miscellaneous fluids such as cerebrospinal, serous, and joint fluids to differentiate between various pathological states. By the end of this unit, students will be able to accurately correlate abnormal laboratory findings with specific clinical conditions and renal function tests.

This third unit focuses on hematology and hemostasis, providing students with a deep understanding of blood physiology and the mechanics of coagulation. The curriculum covers hematopoiesis, the molecular structure of hemoglobin, and the classification of various anemias and leukocytic disorders. Students develop technical skills in performing manual blood smear evaluations, calculating red blood cell indices, and interpreting automated data such as histograms and scatterplots. Furthermore, the training delves into hemostasis, and students learn to perform routine coagulation testing and identify various coagulopathies. In this unit of the course, students ensure high-quality diagnostic accuracy while accounting for preanalytical and analytical variables in a clinical setting.

This fourth section of the course focuses on immunology and serology, equipping students with a foundational understanding of the body's immune response and the laboratory techniques used to detect it. The curriculum explores the biological functions of immune cells, cytokines, and the properties of antigens and antibodies. Students develop technical proficiency in performing and comparing essential serological procedures, including agglutination, flocculation, and precipitation.

Additionally, the training covers diagnostic principles such as serum protein electrophoresis and various immunoassays.

Furthermore, students learn to correlate laboratory findings with their clinical significance, ensuring they can accurately support the diagnosis of infectious diseases and immune system disorders.

This fifth segment of the course focuses on clinical chemistry, training students to analyze biochemical markers that indicate the health and function of major organ systems. The curriculum covers the metabolism of carbohydrates, proteins, and lipids, as well as the physiological balance of electrolytes and enzymes. Students gain hands-on proficiency in

performing critical diagnostic tests for renal, liver, cardiac, and endocrine functions, while also exploring the laboratory's role in toxicology and therapeutic drug monitoring. Students learn techniques such as electrophoresis and the calibration of automated instrumentation and learn to correlate chemical analytes with both normal and abnormal physiology.

This sixth section of the course focuses on immunohematology, or blood banking, where students learn the life-saving protocols for blood donation and transfusion. The curriculum covers the entire process from donor selection and blood processing to the preparation and storage of specific blood components. Students learn the genetics of the ABO and Rh systems, along with advanced antibody identification for complex groups like Kell, Duffy, and Kidd. Technical training includes crossmatching, identifying transfusion reactions, and conducting direct antiglobulin tests for hemolytic disorders. By emphasizing regulatory compliance with the FDA and AABB, the program ensures students can maintain rigorous quality control over reagents and safely determine the compatibility of blood products for diverse patient needs, including specialized cases like hemolytic disease of the fetus and newborn.

This last segment of the course focuses on clinical microbiology, providing students with the skills to identify and combat infectious pathogens. The curriculum covers microbial taxonomy, bacterial metabolism, and the human pathogenesis of various microorganisms. Students develop technical proficiency in culturing specimens from diverse sources including blood, respiratory, and body fluids while mastering sterilization and inoculation techniques. Significant emphasis is placed on diagnostic procedures, such as performing and interpreting Gram stains, isolating aerobic and anaerobic organisms, and identifying parasites and ova. Furthermore, students learn to conduct antimicrobial susceptibility tests to determine effective treatments, ensuring they can provide the critical data necessary for managing infectious diseases and maintaining public health standards.

Program of Study

Patient Care Technician

Program Number: H700600

Clock Hours: 600

Length: 6-7 months

Estimated Cost: \$3,500

The Patient Care Technician program is a planned sequence of instruction consisting of **6** occupational completion points. This program provides a rigorous, competency-based curriculum designed to bridge academic knowledge with practical technical expertise within the Health Science career cluster. Through a focus on advanced cross-training and transferable skills applicable to both acute and long-term care settings, students are prepared for diverse roles such as Patient Care Technicians, Nursing Assistants, and Home Health Aides. In addition to clinical proficiency, the coursework emphasizes higher order reasoning and a comprehensive understanding of the healthcare industry, including its management, safety standards, and community impact.

Occupational Completion Point A:

HCP0124	Nurse Assistant	165 hours
This course is a comprehensive module designed to prepare students for immediate entry into the healthcare workforce by combining foundational science with hands-on, empathetic clinical skills. Students explore human anatomy and physiology, basic healthcare mathematics, and data conversion to accurately monitor fluid balance (I&O) and measure vital signs, including the apical pulse. The clinical training covers essential personal care techniques such as bed baths, grooming, perineal care, and ostomy maintenance alongside complex restorative activities, proper body mechanics for patient transfers, and the collection of various diagnostic specimens. Rooted in strict regulatory compliance, the curriculum integrates OSHA, CDC, and Joint Commission safety guidelines, emphasizing transmission-based infection control, the correct use of PPE, and emergency interventions like CPR and AED certification. Furthermore, the course places an emphasis on legal and ethical accountability under Florida Statutes and HIPAA, training students to protect patient rights, handle advanced directives, and fulfill mandated reporting duties for vulnerable populations, domestic violence, and human trafficking. Modules in geriatric care, equip students to manage cognitive impairments like Alzheimer's, practice validation therapy, and provide dignified end-of-life care, while a final focus on professional communication, electronic health records, and career readiness ensures graduates possess the employability skills and compassionate demeanor required of a certified nursing assistant.		

Occupational Completion Point B:

HCP0333	Accelerated Home Health Aide	25 hours
This specialized module is tailored for students who have already completed a Nursing Assistant program, bridging their clinical skills into the home care setting to achieve the dual Home Health Aide occupational completion point. Meeting the minimum standards of Florida Department of Health regulations and federal clinical requirements (42 CFR § 484), this curriculum focuses on adapting medical care to autonomous home environments. Students learn to safely execute an established family work plan, manage patient-related light housekeeping and laundry, and navigate home-specific equipment and emergency evacuation adaptations. The course emphasizes home health safety and logistics including standard and blood-borne isolation precautions, factors for grocery purchasing and food storage, and proper methods for medication storage. Finally, students are trained to assist patients with self-administered prescribed medications in accordance with Florida Statutes, gaining the vital communication and critical thinking skills needed to recognize cultural family differences, monitor for adverse drug reactions, and implement rapid home emergency procedures.		

Occupational Completion Point C:

HCP0021	Patient Care Assistant	45 hours
This course is designed for students who have already satisfied the credentials for Nursing Assistant and Home Health Aide, expanding their skillset to qualify for employment in acute care and hospital settings. The curriculum bridges the gap between long-term home care and the fast-paced hospital environment, requiring a minimum of 20 clinical hours to achieve the full Patient Care Assistant occupational completion point. Students gain hands-on proficiency in managing advanced hospital equipment and supplies, executing precise patient transfers to stretchers or wheelchairs, and safely assisting with comprehensive physical examinations. Training heavily emphasizes acute adult care, teaching students how to manage preoperative and postoperative protocols, care for patients in complex skin or skeletal traction, change unsterile dressings, and prepare hot and cold applications for nursing staff. Furthermore, students master critical clinical tracking and monitoring skills, including the correct measurement of apical and pedal pulses, the care of patients receiving oxygen therapy, and the use of pulse oximetry to identify and rapidly report dropping oxygen saturation levels.		

Occupational Completion Point D:

HSC0012	Allied Health Assistant	100 hours
In this course students develop aide-level, non-invasive proficiency in one to three major allied health specialties while strictly adhering to the scope of practice for unlicensed assistive personnel. The flexible curriculum features dedicated tracks for Physical Therapy, covering musculoskeletal function, assistive mobility devices, and therapeutic modalities like ultrasound and E-STEM; Occupational Therapy, focusing on adaptive feeding, dressing, and functional life-skills training; and Respiratory Care, where students master gas-regulating hardware, incentive spirometers, oxygen-delivery devices, and postural drainage. Additionally, students can train in Medical Administrative Assisting to learn healthcare billing, scheduling logistics, and financial tracking; Radiology, covering automatic film processing, anatomical positioning, and X-ray table patient transfers; EKG/Telemetry, focused on monitoring cardiac rhythms, stress testing, and pacemakers; Phlebotomy, emphasizing venipuncture, specimen processing, and laboratory quality assurance; or Geriatric Care, highlighting dementia management, validation therapy, and dignified end-of-life care.		

Occupational Completion Point E:

MEA0585	Advanced Allied Health Assistant	200 hours
This course is an extensive mastery module designed for students who have completed Patient Care Assistant and Allied Health Assistant competencies, allowing them to further diversify their capabilities as multi-skilled healthcare workers. This advanced curriculum provides deeper laboratory training and intensive, supervised clinical rotations in one to three chosen allied health specialties based on local market demands. Students expand their aide-level technical skills across core medical disciplines including physical therapy, emergency medicine, radiation, laboratory medicine, respiratory medicine, and occupational therapy while strictly staying within the legal scope of practice for unlicensed assistive personnel. Under the direct supervision of licensed healthcare professionals, students improve their practical execution, validate advanced task competencies, and cultivate the professional ethics required across multi-disciplinary clinical environments for career advancement.		

Occupational Completion Point F:

PRN0094	Patient Care Technician	65 hours
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This course is capstone module designed for students who have successfully completed all prior foundational and advanced modules in the program, serving as the final step to becoming a fully cross-trained, multi-skilled healthcare worker.

This culminating course shifts focus toward professional integration and clinical workflow management, preparing graduates for the multifaceted demands of the Patient Care Technician industry role. Students master organizational and time management strategies necessary to handle complex, fast-paced care environments, while gaining a deep understanding of institutional chains of command and team dynamics. Through immersive clinical practice, the curriculum emphasizes conflict resolution, supportive peer communication, and the execution of giving and receiving end-of-shift reports. Ultimately, this module polishes the students' employability skills and self-evaluation practices, ensuring they enter the healthcare workforce as highly efficient, collaborative, and adaptable members of the interdisciplinary medical team.

Program of Study

Plumbing

Program Number: C500500

Clock Hours: 1080

Length: 14-15 months

Estimated Cost: \$6,700

This program consists of 4 Occupational Completion Points and is specifically designed to provide professional skills in the pipe trades. Essential technical skills include reading construction blueprints, navigating building codes, and the hands-on practices of cutting, joining, and laying out plumbing systems.

The curriculum allows individuals to develop problem solving and professional habits needed to succeed on the job site. Lastly, the program provides a career ready essential that assists with employment in the plumbing industry.

Occupational Completion Point A:

BCV0508	Helper, Plumber, Pipefitter	360 hours
The curriculum focuses on four key pillars: Career Orientation, Technical Literacy, Regulatory Compliance, and Applied Academics. A significant portion of the instruction is dedicated to high-stakes operational safety and rigorous technical standards. Students demonstrate mastery of safety & health, applied mathematics & science and document interpretation. In addition, this foundational stage of the program emphasizes selection and maintenance of professional tools, and the analytical skills required to interpret building codes that govern drainage, waste and vent sizing.		

Occupational Completion Point B:

BCV0540	Residential Plumber	240 hours
This phase of the program focuses on the practical application of plumbing theory, moving from foundational skills to full-scale job site execution. The curriculum is structured around the three critical phases of construction: First Rough (Underground), Second Rough (Above Ground), and Trim Out. Students will gain hands-on proficiency in cutting and joining a diverse range of materials including PVC, copper, and cast iron using various professional methods such as soldering, threading, and solvent welding. The course emphasizes on code implementation, blueprint & layout mastery, full-cycle installation and business & career strategy to be capable of managing a job from initial to the final testing and inspection of high-end fixtures and appliances.		

Occupational Completion Point C:

BCV0562	Commercial Plumber	240 hours
This part of the program focuses on specialized system design and public health safety. The curriculum is centered on the theory, sizing, and simulation of water heating, storm drainage, and environmental protection systems. Some technical competencies include water heating and circulation, environmental interceptors, storm drainage management, and cross-connection control. Students are exposed to the management of critical intersections, environmental regulation, and public safety requirements.		

Occupational Completion Point D:

BCV0596	Plumbing Applications	240 hours
This segment of the program focuses on high specialty systems, service maintenance, and sustainable energy solutions. The curriculum balances the rigorous demands of gas and medical systems with the practical, daily requirements of service and repair, so that students can build new systems and maintain existing ones to code. This program covers several key technical parts: specialized gas systems, comprehensive service & maintenance, solar thermal technology, and sustainable infrastructure.		

Program of Study

Practical Nursing

Program Number: H170607

Clock Hours: 1350

Length: 14-15 months

Estimated Cost: \$8,700

The Practical Nursing program is a planned sequence of instruction consisting of **2** occupational completion points. This program provides a rigorous, competency-based curriculum designed to prepare students for employment as Licensed Practical Nurses through a blend of theoretical instruction and clinical experience. Approved by the Florida State Board of Nursing, the coursework aligns with high academic standards and covers essential nursing specialties including medical-surgical, obstetric, pediatric, and geriatric care across acute and long-term settings. The comprehensive content spans the human life span, addressing nutrition, body structure, pharmacology, and mental health, while fostering higher-order reasoning, legal accountability, and professional interpersonal skills.

Occupational Completion Point A:

PRN0098	Practical Nursing Foundations 1	300 hours
This foundational stage of the Practical Nursing program focuses on the core clinical, legal, and interpersonal competencies required to provide safe, patient-centered care. Students develop proficiency in basic nursing skills, including the accurate measurement of vital signs, patient hygiene, and assistance with activities of daily living, while prioritizing proper body mechanics and infection control. A significant portion of the curriculum is dedicated to geriatric nursing, where students learn to manage complex co-morbidities and geriatric syndromes while navigating the ethical nuances of end-of-life care and advance directives. This training also emphasizes the nursing process, requiring students to apply knowledge of human anatomy and nutrition to create effective plans of care, manage electronic health records under HIPAA guidelines, and execute aseptic techniques.		

Occupational Completion Point B:

PRN0099	Practical Nursing Foundation 2	300 hours
PRN0290	Medical Surgical Nursing 1	300 hours
PRN0291	Medical Surgical Nursing 2	300 hours
PRN0690	Comprehensive Nursing and Transitional Skills	150 hours

The first phase of the course moves beyond basic care into complex clinical interventions and lifespan development. Students grasp advanced procedures such as tracheostomy care, nasogastric tube management, and indwelling catheterization, while learning to support patients from conception through end-of-life. A heavy emphasis is placed on pharmacology and medication administration, requiring students to demonstrate precision in dosage calculations and the "six rights" across various routes, including intramuscular and intradermal injections. Additionally, the curriculum integrates bio-psycho-social support, training students to recognize mental health disorders, utilize verbal de-escalation techniques, and provide crisis intervention. The second and third parts of the course are Medical-Surgical units that help prepare students to care for patients with acute and chronic disorders across all major body systems, including cardiovascular, respiratory, gastrointestinal, and oncologic conditions. Students learn to identify diagnostic markers, manage specialized nutritional needs, and administer system-specific medications.

This section also covers the full perioperative cycle, where students assist with pre-operative teaching, surgical preparations, and post-operative recovery care.

The fourth component focuses on the specialized needs of maternal-newborn and pediatric populations, covering everything from fetal heart rate monitoring and Apgar scoring to pediatric safety and developmental adaptations. Here, the program shifts toward transitional leadership and employability. Students analyze the Florida Nurse Practice Act, explore the LPN's role in delegating to unlicensed personnel, and complete professional portfolios. This preparation ensures graduates understand their legal scope of practice and are equipped with the interview skills and licensure readiness required to transition successfully from student to professional nurse.

Additionally, this course consists of an IV Therapy module which is a specialized track designed specifically for graduate Practical Nurses to meet Florida's regulatory requirements for intravenous administration. This advanced training covers the legalities of the LPN scope of practice under RN supervision, peripheral vein anatomy, and the technical performance of venipuncture. Here students gain mastery in calculating infusion rates, managing central lines, and identifying local or systemic complications such as sepsis or CLABSI. By adhering to strict aseptic techniques and institutional protocols for blood components and parenteral nutrition, students become proficient in delivering life-sustaining intravenous care safely and effectively.

Program of Study

Professional Culinary Arts & Hospitality

Program Number: N100700

Clock Hours: 1200

Length: 13-14 months

Estimated Cost: \$8300

This Professional Culinary Arts & Hospitality program is a planned sequence of instruction consisting of **4** occupational completion points. This program provides a rigorous sequence of instruction designed to prepare students for careers and further education within the Hospitality and Tourism sector. The curriculum focuses on professional food preparation, presentation, and service, while developing essential soft skills such as leadership, communication, and safe work practices. Ultimately, the coursework equips students with the technical proficiency and problem-solving abilities required for immediate employment in the food service and hospitality industry.

Occupational Completion Point A:

HMV0100	Food Preparation	300 hours
This introductory phase of the program focuses on establishing a foundation of safety, sanitation, and professional standards essential for the food service industry. Students are required to master state-mandated guidelines including HACCP procedures, allergen control, and cross-contamination prevention concluding in the attainment of a Florida-recognized food handler training certificate. The curriculum balances these rigorous safety protocols with technical culinary fundamentals, such as conversions and recipe yields, professional knife skills, and the proper operation of commercial		

equipment. Additionally, students develop critical employability skills, including the kitchen brigade system, organizational techniques, and the creation of professional resumes to prepare them for immediate entry into the hospitality workforce.

Occupational Completion Point B:

HMV0184	Cook – Restaurant 1	150 hours
HMV0185	Cook – Restaurant 2	150 hours

This phase of the program bridges the gap between culinary execution and the scientific principles of food science. Students move beyond basic recipes to explore the chemistry of cooking, including the mechanics of leavening agents, fermentation, pH levels, and the physical properties of emulsions and thickening agents. The curriculum places a heavy emphasis on nutritional management, requiring students to interpret USDA guidelines and create specialized menus that address diverse dietary needs and allergens. In addition, students rotate through comprehensive front-of-the-house and back-of-the-house responsibilities from guest relations and conflict resolution to clever inventory control and costing procedures. Furthermore, by researching professional career pathways, students develop the coordination and technical expertise necessary for leadership roles in the hospitality industry.

Occupational Completion Point C:

HMV0171	Head Cook/Lead Cook	300 hours
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This phase of the program focuses on mastery of professional culinary production across all kitchen stations. Students develop proficiency in the preparation of proteins, including the grading and butchery of meats, poultry, and seafood, while applying the chemical principles of heat to achieve optimal results. The curriculum covers the sauces and stocks, the complexities of Garde Manger such as charcuterie, hors d'oeuvres, and buffet planning—and the precise techniques required for dairy and egg-based dishes like soufflés. Additionally, students undergo intensive training in professional baking and pastry, mastering yeast breads, puff pastries, and dessert components from custards to complex tortes. By the conclusion of this phase, students will have the technical skill set required to produce quality and creative cuisine in a fast-paced commercial environment.

Occupational Completion Point D:

HMV0126	Food Service Management	300 hours
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This phase of the program shifts the focus from the kitchen to hospitality management and business operations. Students develop the executive skills required to lead a food service establishment, including the creation of comprehensive business plans, marketing strategies, and the interpretation of profit and loss statements. The curriculum emphasizes precise cost-control techniques, such as specialized accounting software, inventory management, and waste reduction, to ensure operational profitability. In this phase, students must demonstrate mastery of industry specific legalities including OSHA, ADA, and alcohol-handling laws while designing menus that balance Truth-in-Menu transparency with complex nutritional requirements like heart-healthy, vegetarian, and allergen-safe preparations. Overall, students are prepared to function as effective managers who can oversee both staff productivity and the fiscal health of a diverse culinary establishment.

Program of Study

Specialized Career Education, Comprehensive

Program Number: S990007 Clock Hours: 900 Length: 10 months

Estimated Cost: \$4,000

This program is a planned sequence of instruction consisting of two occupational completion points and is an individualized job preparatory course within the Instructional Support Services cluster that provides specialized career education for students with significant cognitive or learning disabilities. The course utilizes a custom-tailored approach where each student receives a personalized Individualized Plan of Study (IPS), pulling specific standards, benchmarks, and modifications from various CTE programs to match their unique interests, abilities, and learning needs. Combining integrated academics, technical knowledge, and problem-solving skills, this competency-based course focuses heavily on building professional work attitudes and general employability. The goal of the curriculum is to build on previously mastered skills to guide students directly toward achieving integrated competitive employment in their chosen occupation.

Occupational Completion Point A:

SLS0460	Specialized Career Education, Basic 1	150 hours
SLS0461	Specialized Career Education, Basic 2	150 hours

SLS0462	Specialized Career Education, Basic 3	150 hours
The SLS0460 is an introductory course focusing on self-discovery, self-advocacy, and foundational workplace behavior. Students explore their personal strengths and disability-related needs. They learn about their legal rights and analyze the advantages, disadvantages, and protections associated with disclosing a disability in the workplace. Additionally, students utilize resources to match their personal interests and physical/cognitive abilities with realistic local employment goals, culminating in a short- and long-term career and education plan. This core training covers foundational professional habits, such as following multi-step directions, working cooperatively within a team, completing tasks efficiently, and responding positively to constructive criticism. Lastly, in this course, students begin mastering specific, entry-level job benchmarks and safety standards via integrated Career and Technical Education (CTE) pathways, which may include hands-on job shadowing or internships. The SLS0461 is an intermediate course that shifts focus toward active job hunting, personal productivity, and workplace safety. Students learn how to navigate job search engines, compile critical employment documentation (ID, Social Security cards, etc.), understand the implications of background checks/drug screenings, and draft professional resumes, cover letters, and resignation letters. In addition, there is practical training that includes mock interviewing, professional grooming, mastering time management, and learning how to access public or alternative modes of transportation to get to work. Furthermore, students practice maintaining positive relationships with both peers and supervisors, understanding employee benefits (e.g., workers' comp, Social Security, leave time), and studying major protection acts like the Americans with Disabilities Act (ADA) and Fair Labor Standards Act (FLSA). Finally, there are dedicated modules instructing students on how to inspect Personal Protective Equipment (PPE), safely operate task-specific tools, maintain equipment, and properly clean and organize a work area. The SLS0462 is the final course in the series, which focuses on advanced workplace communication, customer service, independence, and functional professional literacy to prepare students for long-term career success. Students elevate their self-advocacy skills by learning how to research local and federal resources and formally request reasonable job accommodations from prospective employers. The curriculum places a heavy emphasis on customer relations and conflict resolution, teaching students how to manage workplace stress, resolve internal or external issues, and de-escalate complex customer complaints. Additionally, extensive training in applied workplace communication builds fluency in professional vocabulary, telephone etiquette, active listening, and interpreting nonverbal cues within multicultural settings. Finally, the course integrates vital functional skills, including applied business math for budgeting and computing net vs. gross pay, alongside language arts training to help students draft professional documents and accurately interpret trade manuals, charts, and schedules.		

Occupational Completion Point B:

SLS0463	Specialized Career Education, Advanced 1	150 hours
SLS0464	Specialized Career Education, Advanced 2	150 hours

SLS0944	Specialized Career Education Internship	150 hours
This SLS04630 course prepares students for the transition into professional environments by combining strategic career planning with critical legal and technical literacy. Students explore diverse career pathways, including a comparison of traditional employment versus entrepreneurship, while completing essential workforce components like resumes, W-4 forms, and mock classified ads. A major focus is placed on workplace rights, teaching students how to safely navigate labor laws such as the Americans with Disabilities Act (ADA) and Equal Employment Opportunity Commission (EEOC) guidelines and manage illegal interview inquiries. Furthermore, students build operational tech skills in word processing, spreadsheets, data security, and presentation software, all while refining professional customer service communication and field-specific safety procedures. SLS0464 focuses on organizational dynamics and corporate culture. This course teaches students how individuals fit into larger corporate hierarchies and operational teams. Students learn to interpret company vision and mission statements and analyze how their personal workplace habits directly affect the broader organization. The curriculum places heavy emphasis on leadership development and positive human relations, challenging students to practice core values like integrity, respect, and emotional regulation through interactive role-playing. Additionally, students learn to independently gather data to solve workplace conflicts, explore data-processing technology like OCR scanners and point-of-sale registers, and learn how to draft disaster and emergency response plans to maintain safe occupational environments. The SLS0944 course serves as the hands-on concluding part of the program, the internship module immerses students into real-world business settings through On-the-Job Training (OJT). Students actively manage their daily workflow by tracking tasks with collaborative applications, digital calendars, and email, while organizing their physical spaces to maximize productivity. The curriculum emphasizes professional accountability and leadership; students practice conducting meetings, mentoring peers, and using formal employer evaluations to improve their performance.		

Program of Study

Surgical Technology

Program Number: H700200

Clock Hours: 1440

Length: 15-16 months

Estimated Cost: \$6,700

The Surgical Technology program is a planned sequence of instruction consisting of two occupational completion points. This program offers a rigorous, competency-based curriculum designed to prepare students for careers as surgical technologists within the Health Science cluster by integrating challenging academic standards with hands-on technical proficiency. The coursework provides a comprehensive foundation in anatomy, physiology, microbiology, and pathophysiology, while emphasizing essential clinical skills such as aseptic techniques, surgical procedures, and patient safety. In addition to the technical training, which includes the use of specialized equipment, CPR, and basic computer literacy, the program fosters higher-order reasoning, professional communication, and ethical responsibility to ensure students are fully equipped for the operating room. Furthermore, the curriculum is structured to support both new students and nursing graduates seeking specialized skills for employability in surgical environments.

Occupational Completion Point A:

STS0016	Sterile Processing Technician	410 hours
Sterile Processing Technician is a foundational course that transitions the students' concentration into the medical field, preparing them for a vital role behind the scenes of healthcare delivery and surgical safety. Students will begin by learning the structure of healthcare teams and mastering the strict principles of medical and surgical asepsis, including the proper attire, environmental controls, and traffic patterns needed to manage dirty, clean, and sterile hospital zones. Following CDC and OSHA guidelines, they will gain hands-on expertise in infection control and decontamination techniques, learning how to safely identify, inspect, clean, and prepare surgical instruments and equipment. The curriculum emphasizes the mechanics of high-level disinfection and sterilization, the use of chemical and biological process monitors, safe transportation and storage practices, and surgical case cart management using patient preference cards. Additionally, the course ensures they are emergency ready by requiring training or certification in CPR, AED, first aid, and airway obstruction responses, giving them the comprehensive skills required to protect patient safety in surgical environments.		

Occupational Completion Point B:

STS0010	Surgical Technologist 1	343 hours
STS0011	Surgical Technologist 2	343 hours
STS0012	Surgical Technologist 3	344 hours
This segment of the course establishes the scientific and technical foundation required for the surgical technologist, focusing on the intersection of microbiology, pharmacology, and high-stakes communication. Students explore the "chain of infection," learning to correlate wound classifications with healing principles and applying CDC and OSHA guidelines to maintain a sterile environment. The curriculum places heavy emphasis on surgical pharmacology, where students must master complex dosage calculations, the "six rights" of medication administration, and the precise techniques for transferring and labeling medications within the sterile field. Furthermore, the training covers safety protocols, including fire prevention, electrical safety for laser and electrosurgical units, and the surgical technologist's specific role in emergency and disaster response. The second section of this course focuses on the intraoperative role and clinical proficiency of the surgical technologist, emphasizing the transition from preparation to active participation in the surgical suite. Students gain hands-on experience in assisting the RN circulator with patient transport, surgical positioning, and the application of electrosurgical grounding devices. The curriculum requires the understanding of the sterile setup, including the surgical scrub, gowning and gloving (self and surgeon), and the organization of the Mayo stand and instrument tables according to specific surgeon preference cards. During the procedure, students develop the skills to function as a second assistant, maintaining retraction, cutting sutures, and monitoring the sterile field for aseptic breaks. This training reinforces patient safety through meticulous fluid monitoring and the performance of complete surgical counts with the nursing staff. The third part of this course focuses on the advanced integration of surgical theory and professional ethics, preparing students to anticipate the needs of the surgical team with precision. Students learn to correlate preoperative diagnoses and pathology with specific surgical interventions, mastering the standard		

sequence of procedures—from initial incision and anatomical dissection to complex wound closure. The curriculum emphasizes clinical efficiency and cost-effectiveness, requiring students to demonstrate the ability to select the exact instruments and supplies needed for each surgical step while managing "hold" items to reduce waste. Furthermore, the training reinforces the legal and ethical framework unique to the operating room, ensuring that students can interpret professional standards and provide care that aligns with healthcare regulations.

Program of Study

Welding Technology

Program Number: J400400

Clock Hours: 1050

Length: 11-12 months

Estimated Cost: \$6,400

This program is structured with three occupational completion points to ensure student development in professional attitudes and occupational expertise as required for immediate employment or advanced technical training. The program provides a rigorous foundation designed to prepare students for the manufacturing and welding industries. The curriculum provides technical proficiency, problem-solving, hands-on skills, technological principles, and essential workplace safety and labor issues.

Occupational Completion Point A:

PMT0070	Welder Assistant 1	150 hours
PMT0071	Welder Assistant 2	150 hours

The Welder Assistant 1 (PMT0070) course is designed to establish rigorous safety and technical benchmarks. As the first stage, this course centers on high-stakes workplace safety, requiring students to master OSHA and EPA standards, Lock Out/Tag Out procedures, and emergency response protocols, including the management of hazardous materials and fire suppression. This course ensures students are shop ready through a curriculum that covers metallurgical literacy, technical communication, manufacturing processes and operational skills. The course concludes with a performance-based project where students produce a product by following strict specifications, culminating in a professional presentation of their results.

The Welder Assistant 2 (PMT0071) course is designed to transition students from basic shop safety into high-precision thermal cutting and foundational arc welding. The curriculum focuses on advancing manual dexterity and technical control, introducing students to automated machinery and specialized metal removal techniques that are essential for industrial efficiency. This part of the program consists of three major technical competencies: advanced oxy-fuel operation, plasma arc cutting, and shielded metal arc welding. The course ends with a comprehensive fabrication project. The students design a project, translate that design into a professional working drawing, and then physically fabricate the product using a combination of thermal cutting and arc welding.

Occupational Completion Point B:

PMT0072	Welder, SMAW 1	150 hours
PMT0073	Welder, SMAW 2	150 hours
The Welder SMAW 1 (PMT0072) course is an intensive module that transitions students from assistant-level tasks to primary operator status in Shielded Metal Arc Welding (SMAW). The curriculum is designed to move students through the full spectrum of structural welding, requiring them to demonstrate mastery of complex joints—including pad, fillet, and groove welds—across all physical positions. This part of the program introduces critical industrial repair and prep technologies and quality control standards such as advanced SMAW proficiency, carbon arc gouging, visual examination, and integrating fabrication. In this part of the course, students move from simply assisting to executing structural grade welds that can pass visual examination. The Welder SMAW 2 (PMT0073) course is designed to transition students from proficient operators to certified, "industry-ready" professionals. This phase focuses on the intersection of high-level technical certification and professional soft skills. This course ensures students meet specific quality and career standards such as certification readiness, technical documentation, professional development, strategic career planning, and advance fabrication & repair. The final project requires students to design and fabricate a product from a self-generated blueprint and demonstrate the ability to repair existing products made of ferrous and non-ferrous metals.		

Occupational Completion Point C:

PMT0074	Welder	450 hours
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The Welder (PMT0074) course is a comprehensive module that elevates students from basic welding to mastery of the three most versatile and high-demand industrial welding processes: Gas Metal Arc Welding, Flux-Cored Arc Welding, and Gas Tungsten Arc Welding. This course validates the students' ability to work with a diverse range of metals beyond carbon steel, specifically focusing on aluminum and stainless steel. The technical targets include: GMAW mastery, FCAW proficiency, precision GTAW and pipe welding introduction.

ERWIN ADMINISTRATION

Sharon Tumicki, Principal

Master's Degree, Educational Leadership, University of Southern Mississippi, MS
Bachelor's Degree, Special Education, University of South Florida, FL
Administrator and teacher certifications issued by State of Florida

Kesha Sims, Community School Administrator

Master's Degree, Educational Leadership, Grand Canyon University, AZ

Bachelor's Degree, Special Education, University of South Florida, FL
Administrator and teacher certifications issued by State of Florida

Jose Espinosa, Assistant Principal

Master's Degree, Counseling Education, Oneonta State College, NY
Bachelor's Degree, Applied Social Sciences, Binghamton University, NY
Certificate of Advanced Studies in Advanced School Counseling, Oneonta State College
Certificate of Advanced Studies in Educational Administration, Cortland State College
Administrator and School Counseling certifications issued by State of Florida

Mark Liverio, Assistant Principal

Master's Degree - Educational Leadership, Saint Leo University, FL
Bachelor's Degree – English, University of South Florida, FL
Administrator and teacher certifications issued by State of Florida

FULL- TIME INSTRUCTIONAL STAFF

Baking and Pastry Arts

Alana Romero

Career Certificate, Culinary Arts and Hospitality, Virginia College of Port St. Lucie, FL
SERV Safe and NRSFP Manager
Teacher certification issued by Hillsborough County Public School

Barbering

Larry Troupe

Career Certificate, Barbering, Erwin Technical College, FL

Licensed Barber, Florida Department of Business and Professional Regulations

Teacher certification issued by Hillsborough County Public Schools

Building Trades and Construction Design Technology

Kyle Thompson

Master's Degree, Education, Endicott College, MA

Bachelor's Degree, Psychology, University of Wisconsin, WI

Associate's Degree, Mass Communication, Hillsborough Community College, FL

Carpentry Certification issued by Hillsborough County

Teacher certification issued by the Florida Department of Education

Cloud Computing & Virtualization

Frank Traina

Master's Degree, Instructional Design, Capella University, MN

Bachelor's Degree, Communications, Florida Gulf Coast University, FL

Teacher certification issued by Hillsborough County Public Schools

Computer Systems & Information Technology

Eric Isaac

Master's Degree, Education Leadership, University of Florida

Master's Degree, Telecommunications, Bonch- Bruyevich Institute, Russia

CompTIA A+, CompTIA Network+

Teacher certification issued by Hillsborough County Public Schools

Cosmetology

Traci Garrett – Studio Lead

Career Certificate, Cosmetology, Erwin Technical College, FL

Licensed Cosmetologist Florida Department of Business and Professional Regulations

Teacher certification issued by Hillsborough County Public Schools

Sherocka Jones

Career Certificate, Cosmetology, Erwin Technical College, FL

Licensed Cosmetologist, Florida Department of Business and Professional Regulations

Teacher certification issued by Hillsborough County Public Schools

Patricia Williams

Bachelor's Degree, Business, State University College, NY

Licensed, Cosmetologist, Florida Department of Business and Professional Regulations

Licensed Cosmetologist, State of New York Board of Cosmetology

Teacher certification issued by Hillsborough County Public Schools

Dental Assisting Technology and Management – ATD

Danielle Bourdeau, Department Head

Career Certificate, Dental Assisting, Erwin Technical College, FL
Bachelor of Science Degree Health Administration, University of Phoenix
Master's Degree, Adult Education & Training, University of Phoenix
Teacher certification issued by State of Florida

Dr. Ziad Abou-Assi (DDS)

Doctor of Dental Surgery, Marquette University, WI
Licensed Dentist, State of Florida Department of Health
Division of Medical Quality Assurance
Teacher certification issued by Hillsborough County Public Schools

Vincente Jaimes

Career Certificate, Dental Assisting, Erwin Technical College, FL
Teacher certification issued by Hillsborough County Public Schools

Drafting

Earl Moore

Career Certificate, Drafting, Erwin Technical College, FL
Teacher certification issued by Hillsborough County Public Schools

Electricity 1

Sigurd Brocks

Bachelor's Degree, Architecture, University of Applied Science Dortmund, Germany
Building Construction Instructor, National Center for Construction Education & Research
Solar Photovoltaic – Entry Level, North American Board of Certified Energy Practitioners
Teacher certification issued by Hillsborough County Public Schools

Robert McGuire

Career Certificate, Electricity Certification, CHI Institute, PA
Certified Master Electrician
Teacher certification issued by Hillsborough County Public Schools

Heating, Ventilation, Air Conditioning/ Refrigeration (HVAC/R)

Raul Gonzalez

Career Certificate, Commercial A/C and Heating Technology, Erwin Technical College, FL
Career Certificate, Refrigeration Technology, Erwin Technical College, FL
Certified A/C Contractor, State of Florida
Teacher certification issued by Hillsborough County Public Schools

Massage Therapy

Miriam Albrecht

Master's Degree, Education, American College of Education Chicago, IL
Bachelor's Degree, Biology, University of Tampa, FL
Licensed Massage Therapist, FL
Teacher certification issued by State of Florida

Master Automotive Service Technology

Edward Perez III, Department Head

Advanced Vocational Certificate – University of South Florida, FL
ASE (Automotive Service Excellence) Master Automobile Technician
Advanced Engine Performance Specialist, Auto Maintenance and Light Repair
Teacher certification issued by Hillsborough County Public Schools

John Mitchell

Advanced Vocational Certificate, University of South Florida, FL
ASE (Automotive Service Excellence) Master Automobile Technician
Advanced Engine Performance Specialist, Auto Maintenance and Light Repair
Teacher certification issued by Hillsborough County Public Schools

Thomas Shindel

ASE (Automotive Service Excellence) Master Automobile Technician
Advanced Engine Performance Specialist, Auto Maintenance and Light Repair
Teacher certification issued by Hillsborough County Public Schools

Dennis Tozier

Career Certificate, Automotive Service Technology, Erwin Technical College, FL
ASE (Automotive Service Excellence) Master Automobile Technician
Teacher certification issued by Hillsborough County Public Schools

Medical Assisting

Tandy Chillura

Career Certificate, Medical Assisting, Erwin Technical College, FL
Career Certificate, Practical Nursing, Erwin Technical College, FL
Licensed Practical Nurse w/ State of Florida and Certification in Medical Assisting (AAMA)
Teacher certification issued by Hillsborough County Public Schools

Kyra McDonald

Career Certificate, Medical Assisting, Erwin Technical College, FL
Certified Medical Assistant (AAMA)
Certified Phlebotomist (NHACPT)
Teacher certification issued by Hillsborough County Public Schools

Patient Care Technician

Tamara Radar

Bachelor's Degree, Nursing, Jacksonville University, FL
Registered Nurse, State of Florida Department of Health
Teacher certification issued by Hillsborough County Public Schools

Plumbing

John Vidal

High School Diploma, Christopher Columbus High School, New York
Certified Plumbing Contractor
Plumbing Instructor, National Center for Construction Education & Research
Teacher certification issued by Hillsborough County Public Schools

Practical Nursing

Rhonda Schultz, Director of Nursing

Bachelor's Degree, Nursing, Polk State College, FL

Associate's Degree, Nursing, Polk State College, FL

Registered Nurse, State of Florida Department of Health

Teacher certification issued by Hillsborough County Public Schools

Elizabeth Ahrens

Bachelor's Degree, Nursing, Advent Health University, FL

Registered Nurse, State of Florida Department of Health

Teacher certification issued by Hillsborough County Public Schools

Edliv Bazile

Bachelor's Degree, Nursing, St. Petersburg College, FL

Associate's Degree, Nursing, Hillsborough Community College, FL

Licensed Practical Nursing, Erwin Technical College, FL

Diabetes Educator PEER Trainer, Florida DEEP Peer Trainer/HSAG

Registered Nurse, State of Florida Department of Health

Teacher certification issued by Hillsborough County Public Schools

Mary Brady

Master's Degree, ED (Special Education), MS Ed (Administration), MSN

Mansfield University, University of South Carolina, Loyola University

Professional, RN, RN BLS, NE-BC (Nurse Executive certification), a-IPC (Infection control certification),

ELCS (end of life care certification)

Teacher certification issued by Hillsborough County Public Schools

Cristine Kreplick

Bachelor's Degree, Nursing, South University, FL

Registered Nurse, State of Florida Department of Health

Teacher certification issued by Hillsborough County Public Schools

Diane Fox

Associate's Degree, Hillsborough Community College, FL

Registered Nurse, State of Florida Department of Health

Teacher certification issued by Hillsborough County Public Schools

Patricia Mallory

Bachelor's Degree, Nursing, Florida Southern College, FL

Associate's Degree, Nursing, Polk State College, FL

Registered Nurse, State of Florida Department of Health

Teacher certification issued by Hillsborough County Public Schools

Laura Norrie

Associate's Degree, Nursing, Hillsborough Community College, FL

Registered Nurse, State of Florida Department of Health

Teacher certification issued by Hillsborough County Public Schools

Professional Culinary Arts & Hospitality

Erik Youngs, CPFM, Department Head

Associate's Degree, Associate of Arts, Hillsborough Community College, FL

Honorary Alumnus, Johnson & Wales University

SERV Safe Instructor/Proctor, National Restaurant Association

Teacher certification issued by Hillsborough County Public Schools

Patrick Artz, CANVAS Lead

Bachelor's Degree, Culinary Management, The Art Institute of Tampa, FL

Certified Executive Chef, American Culinary Federation

Teacher certification issued by Hillsborough County Public School

Matthew Bartholomay

Associate's Degree, Culinary Arts, Johnson and Wales University, FL

Teacher certification issued by Hillsborough County Public School

Michael Beadles

Associate's Degree, Culinary Arts, Culinary Institute of America, NY

Food Safety Manager, National Registry of Food Safety Professionals

Food Protection Manager/Proctor, National Restaurant Association

Teacher certification issued by Hillsborough County Public Schools

Humberto DelCampo, CPFM

SERV Safe Instructor-National Restaurant Association

Teacher Certification issued by Hillsborough County Public Schools

Specialized Career Education, Comprehensive

Laurie Woolever

Bachelor's Degree, Florida State University

Master's Degree, Teacher Leadership, American College of Education

National Board-Certified Teacher, Exceptional Needs Specialist (Mild to Moderate)

Teacher certification issued by the state of Florida

Surgical Technology

Kirsten Antala

Associate's Degree, Hillsborough Community College, FL

Career Certificate, Surgical Technology, Erwin Technical College, FL

Certified Surgical Technologist NBSTSA

Teacher certification issued by Hillsborough County Public Schools

LaQuina Reaves

Associate's Degree, Midlands Technical College, SC

Certified Surgical Technologist, Midlands Technical College, SC

Certified Surgical Technologist NBSTSA
Teacher certification issued by Hillsborough County Public Schools

Welding Technology

Jonathan Gasparovich

Career Certificate, Welding Technology, Erwin Technical College, FL
Associate's Degree, Engineering, Hillsborough Community College, FL
AWS Certified Welder
AWS Certified Welding Inspector
Teacher Certification issued by Hillsborough County Public Schools

Raymond Laferrier

AWS Certified Welder, Iron Workers
Teacher certification issued by Hillsborough County Public Schools

PART-TIME INSTRUCTIONAL STAFF

Advanced Esthetics

Jessica Lee

Associate of Occupational Studies, Heritage Institute, FL
Licensed Full Specialist, State of Florida Board of Cosmetology
Teacher certification issued by Hillsborough County Public Schools

Dental Assisting Technology and Management – ATD

Dr. Alejandra Cartagena (DDS)

Doctor of Dental Surgery, University of Detroit, Mercy School of Dentistry, MI
Licensed Dentist, State of Florida Department of Health
Teacher certification issued by Hillsborough County Public Schools

Medical Clinical Laboratory Technician – ATD

Anna Cantelmo

Career Certificate, Medical Clinical Laboratory Technician, ATD, Erwin Technical College, FL
Florida License, Clinical Lab Technician
AAB Certification – MLT, Generalist
Teacher certification issued by Hillsborough County Public Schools

Samira Loayza

Career Certificate, Medical Clinical Laboratory Technician, ATD, Erwin Technical College, FL
Florida License, Clinical Lab Technician
Teacher certification issued by Hillsborough County Public Schools

Practical Nursing

Rosie Fajaro

Bachelor's Degree, Nursing, St. Petersburg College, FL
Registered Nurse, State of Florida Department of Health
Teacher certification issued by Hillsborough County Public Schools

Patricia Mallory

Bachelor's Degree, Nursing, Polk State College, FL
Associate's Degree, Nursing, Polk State College, FL
Registered Nurse, State of Florida Department of Health
Teacher certification issued by Hillsborough County Public Schools

Dimonica McClain

Registered Nurse, State of Florida Department of Health
Teacher certification issued by Hillsborough County Public Schools

Surgical Technology

Pedro Torain

Certified Surgical Technologist, Concord, FL

Certified Surgical Technologist NBSTSA

Teacher certification issued by Hillsborough County Public Schools

FULL- TIME STUDENT SERVICES FACULTY

Lauren Gonzalez - Department Head

Master's Degree, School Counseling, Argosy University, FL
Bachelor's Degree, Early Childhood Education, University of South Florida, FL
Teacher certification issued by the State of Florida

Tammy Alva

Master's Degree, Counselor Education, University of South Florida, FL
Graduate Certificate, Career Counseling, University of South Florida, FL
Bachelor's Degree, History, University of South Florida, FL
Bachelor's Degree, Social Science Education, University of South Florida, FL
Teacher certification issued by the State of Florida

Alisha Beard

Master's Degree, Social Work, University of South Florida, FL
Bachelor's Degree, Social Work, University of South Florida, FL
Licensed Clinical Social Worker by the State of Florida
Teacher certification issued by the State of Florida

Debra Mora

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Bachelor's Degree, Physical Education, University of South Florida, FL
Teacher certification issued by the State of Florida

Farah Remarias

Master's Degree, Counselor Education, University of South Florida, FL
Bachelor's Degree, Special Education, University of South Florida, FL
Teacher certification issued by State of Florida

PART- TIME STUDENT SERVICES FACULTY

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