GTI
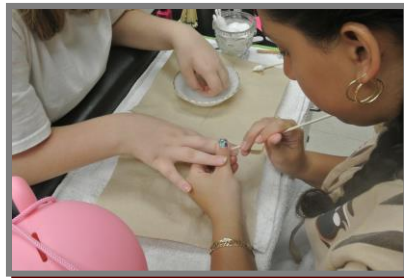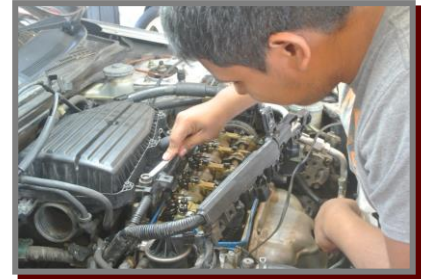
GADSDEN TECHNICAL INSTITUTE

2019–2020
COURSE CATALOG

201 MARTIN LUTHER KING, JR. BLVD.

QUINCY, FL 32351

850–875–8324

WWW. GADSDENTECH.ORG

This document is certified true and correct in content and policy.

Dr. Sylvia R. Jackson
Director, Adult Career and Technical Education
Gadsden Technical Institute

8/19/19

DATE

G T I

COE Accredited 2016

Gadsden Technical Institute

www.gadsdentech.org

Mission Statement

The mission of Gadsden Technical Institute is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The institute encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce   motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

Gadsden Technical Institute is approved for training by the following agencies: The Florida Department of Veteran Affairs, The State Board of Nursing, The Department of Highway Safety and Motor Vehicles, The State Board of Pharmacy, NATEF, EETC (Welding) and (Carpentry).

*   *Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.*

G T I

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201 Martin Luther King, Jr. Blvd.
Quincy, FL 32351

Gadsden County School District Superintendent
Roger P. Milton

Gadsden County Governing Board
Audrey Lewis, District 1
Steve Scott, District 2
Leroy McMillan., District 3
Charlie D. Frost, District 4
Tyrone D. Smith, District 5

Director, Career and Technical Education
Dr. Sylvia R. Jackson

General Information

Gadsden Technical Institute (GTI) has been a part of the Gadsden County Community for approximately 40 years. However, if you poll ten community members, one in ten is aware that we have an Adult Career and Technical Institute located at **201 Martin Luther King Jr. Boulevard** right here in Quincy, Florida. When Gadsden Technical first opened in August 1973 the bulk of its enrollment consisted of co-enrolled students from four comprehensive high school sites (Havana Northside, James A. Shanks, Greensboro and Chattahoochee). Today, the bulk of GTI's enrollment is students ages 18 to 65. Some of our students are seeking training for initial entry into the workforce but most are seeking to be retrained for new career paths. Gadsden Technical Institute offers training in the following areas: Automotive Service Technology, Automotive Service Technology 1, Barbering, Carpentry, Commercial Class B Driving, Cosmetology, Diesel Systems Technician 2, Facials Specialty, Nails Specialty, Pharmacy Technician, Practical Nursing, Power Equipment Technologies and Welding Technology. The school also has an adult education program that prepares students to past the GED and/or provides support for earning a traditional high school diploma.

The historical purpose of Career and Technical Education in Gadsden County has always been to train citizens to enter the workforce. From the 1920s through the 1970s many high school students earned vocational certifications, which allowed them to enter the workforce immediately upon becoming certified and many completers used their certifications to subsidize the cost of college degrees. Between the 1980s and early 2000s there was considerable focus on increasing the number of high school graduates enrolling directly into colleges and universities. As a result, the bulk of Gadsden Technical Institute's focus, like other vocational and technical institutions, consisted of adult education programs that allowed individuals to earn a high school diploma or its equivalent required for enrollment in junior college and eventually, a university setting. The current wisdom is that global economies and expanding technology require a workforce that is technologically savvy and has the skill set to immediately transition into the labor market without extensive on-the-job training. Hence, today's shift in Adult Career and Technical Education is now preparation for cutting-edge, rigorous and relevant career pathways.

GTI is attempting to rebrand who we are and what we hope to be not only to Gadsden County but also surrounding counties. Rebranding Gadsden Technical has multiple components: 1) Re-introducing our institution to the community via online, print, radio, and television media; 2) Remaining an active member of the **Gadsden County Development Council** so that we can provide training that supports local industry (potential employers); 3) Maintaining Career and Occupational Education Accreditation so that we are poised to accept Pell Grants that will allow potential students to fund their technical education; 4) Evaluating the effectiveness of current programs with respect to the number of completers, placements, and licensures; 5) Re-investing fees and capital back into Career and Technical Education to provide 21st Century instructional environments; 6) Increasing our dialog with Career and Technical Advisory Committees so that we are fully aware of the skills local employers are looking for; 7) Reaching out to local industry for support; and 8) Reaching out to local and other post-secondary institutions for continuing education partnerships.

Gadsden Technical Institute is striving to become the institution that Gadsden County's 46,000 residents explore first when seeking Career and Technical Education training.

<center>**"Make the call today to begin training for your future."**</center>

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2019-2020 Student Schedule

The school calendar operates on a semester system. Each semester is eighteen (18) weeks. The first semester begins in August and the second semester in January. Each Semester requires registration. Registration takes place prior to the term of enrollment. All fees are due at the time of registration unless a letter of intent to pay for tuition has been issued by a government agency or private business.

Five Day Week
Monday – Friday 8:00 a.m. - 2:00 p.m.

	A.M. Block	P.M. Block
1st Term	8:00 a.m. – 10:30 a.m. August 12, 2019 – January 13, 2020	11:30 a.m. – 2:00 p.m. August 12, 2019 – January 13, 2020
2nd Term	8:00 a.m. – 10:30 a.m. January 14, 2020 – May 29, 2020	11:30 a.m. – 2:00 p.m. January 14, 2020 – May 29, 2020

Winter Break
December 23, 2019 – January 6, 2020

Spring Break
March 16 – 20, 2020

Graduation Ceremony
TBA

Board Approved March 26, 2019

GADSDEN COUNTY SCHOOL DISTRICT
2019-2020 STUDENT CALENDAR (180 DAYS)

2019

August	12	First Day of School for Students
September	2	Students out of school (Labor Day)
October	14	Students out of school (Teacher Planning/Inservice Day)
November	11	Students out of school (Veterans Day Observed)
	22-29	Students out of school (Thanksgiving Holidays)
December	23-31	Students out of school (Christmas Holidays)

2020

January	1-3	Students out of school (Christmas & New Year's Holidays)
	6	Students return to school
	20	Students out of school (Martin L. King Day)
March	16-20	Students out of school (Spring Break)
	23	Students out of school (Teacher Planning Day)
April	10	Students out of school (Good Friday) Teacher Paid Holiday
May	25	Students out of school (Memorial Day)
	29	Last Day of school for students

Map & Directions

WE ARE HERE

Gadsden Technical Institute
201 Martin L. King Blvd.
Quincy, FL 32351

Phone: 850-875-8324
FAX: 850-875-7297
URL: http://www.gadsdentech.org/

From East Highway 90 (Tallahassee)

Traveling west on Highway 90, drive to the city of Quincy. At the 3rd traffic light, make a left turn (Adams Street). Drive approximately ¾ of a mile to Martin Luther King, Jr. Boulevard. Make right turn (Sunset Mart convenience store on the right). The Gadsden County School Board offices will be on your left. Gadsden Technical Institute is located next to the district offices at 201 Martin Luther King, Jr. Boulevard.

From West Highway 90 (Marianna)

Traveling east on Highway 90, drive to downtown Quincy. Make a right turn at the 3rd traffic light (Stewart Street). At 2nd traffic light, approximately ¾ of a mile turn left onto Martin Luther King, Jr. Boulevard. Gadsden Technical Institute is the first building on your right, next to the district offices at 201 Martin Luther King, Jr. Boulevard.

I-10 from the East (Tallahassee)

Travel I-10 west to Quincy exit #181, veer north onto Pat Thomas Parkway (State Road 267). Travel on Pat Thomas Parkway approximately 2 1/2 miles to traffic light, at the light turn right onto Martin Luther King, Jr. Boulevard. Gadsden Technical Institute will be on your right at 201 Martin Luther King, Jr. Boulevard.
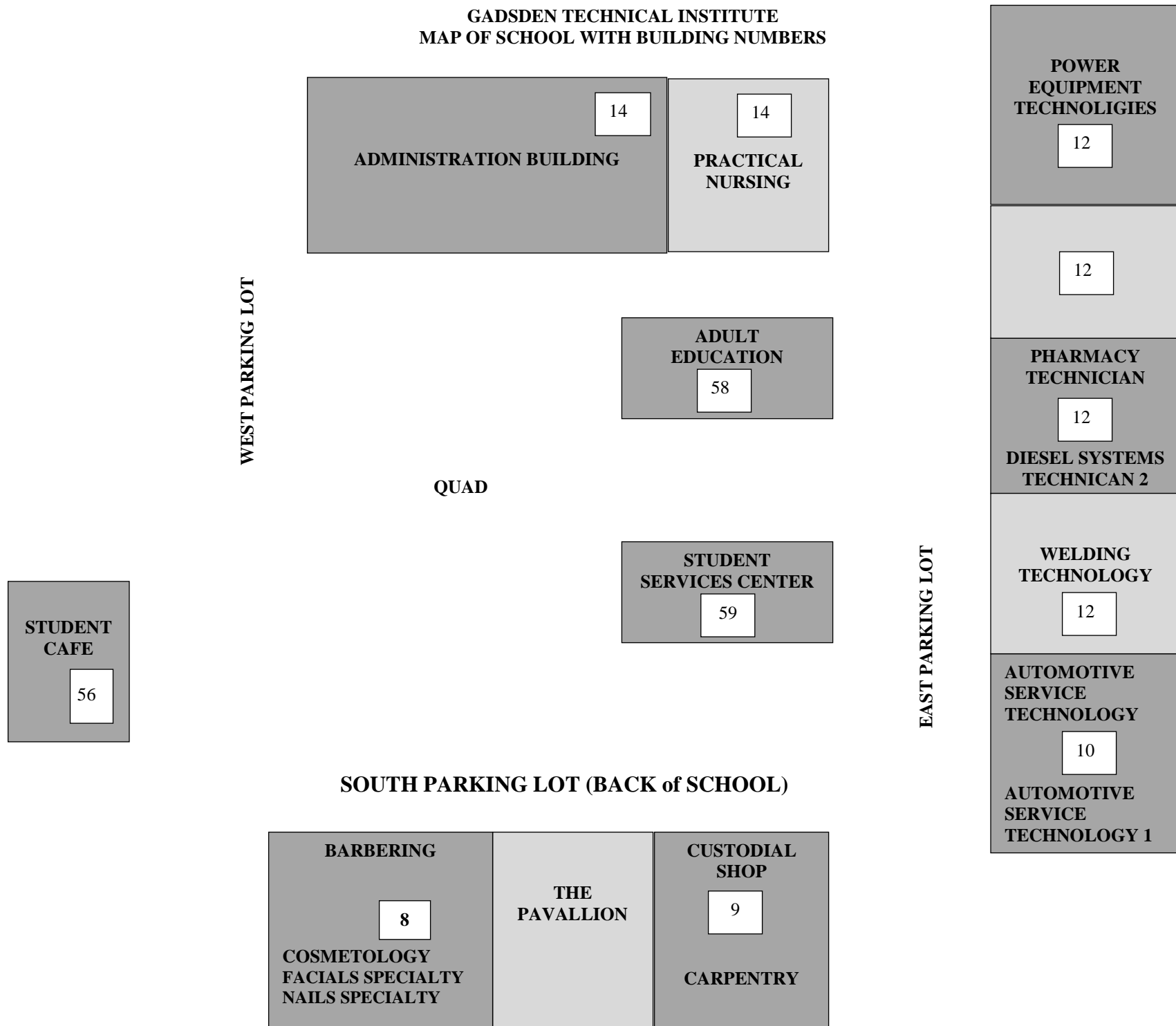
I-10 from the West (Marianna)

Travel I-10 east to Quincy exit #181, turn left onto Pat Thomas Parkway (State Road 267). Travel on Pat Thomas Parkway approximately 2 1/2 miles to traffic light, at the light turn right onto Martin Luther King, Jr. Boulevard. Gadsden Technical Institute will be on your right at 201 Martin Luther King, Jr. Boulevard.

GADSDEN TECHNICAL INSTITUTE
MAP OF SCHOOL WITH BUILDING NUMBERS

ADMINISTRATION BUILDING

14

PRACTICAL NURSING

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WEST PARKING LOT

ADULT EDUCATION

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QUAD

STUDENT SERVICES CENTER

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STUDENT CAFE

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EAST PARKING LOT

POWER EQUIPMENT TECHNOLIGIES

12

12

PHARMACY TECHNICIAN

12

DIESEL SYSTEMS TECHNICAN 2

WELDING TECHNOLOGY

12

AUTOMOTIVE SERVICE TECHNOLOGY

10

AUTOMOTIVE SERVICE TECHNOLOGY 1

SOUTH PARKING LOT (BACK of SCHOOL)

BARBERING

8

COSMETOLOGY FACIALS SPECIALTY NAILS SPECIALTY

THE PAVALLION

CUSTODIAL SHOP

9

CARPENTRY

Student Enrollment Checklist

Step One – Pre Enrollment

Obtain enrollment information and program availability by visiting Gadsden Technical Institute Student Services or at www.gadsdentech.org.

Step Two – Apply for Financial Aid

Apply for the Federal Pell Grant at www.fafasa.ed.gov. This application is free. Please wait seven business days before contacting GTI Financial Aid Department at 850-875-8324 to verify receipt. All school-awarded waivers, scholarships, and supplemental grants also require a successful completed FAFSA application for consideration. GTI welcomes our Veteran students and thanks you for your service. Please contact the Financial Aid office for more information regarding VA Benefits.

Step Three – Assessment Testing

Students who possess a college degree at the associate of applied sciences or higher are exempt from assessment testing, as well as any student who is serving as an active duty member of any branch of the United States Armed Services. All other students must complete the TABE (Test of Adult Basic Education) prior to enrollment; TABE testing is available in the Student Services Center on Tuesdays from 8:00 a.m. – 10:30 a.m. Students must present a valid picture I.D. Testing fee is $15.00 and due at time the time of testing. Students will be provided a copy of test scores upon completion. Transcripts may be faxed at an additional cost of $20.00 per institution. For more information contact the Data Entry/Records Clerk at 850-875-8324.

Step Four – Student Services

Visit Student Services in Building 59. Do not forget to bring proof of Florida residency (if applicable), valid TABE scores or transcript for exemption, high school diploma (if necessary), proof of background check for all Health Education programs and any financial aid information to complete your application.

Step Five – Financial Aid

If you did not apply for Financial Aid, please skip this step. Bring complete enrollment information from previous step. Additional documentation may be required by the Federal Government to complete your application. All Financial Aid applications must be verified by the Financial Aid officer who will inform you of any additional verification requirements. Students eligible for school deferment will be issued one at this time.

Step Six – Registration

CONGRATULATIONS! You are now ready to register! Bring complete enrollment information to Registration in Building 8. Payment for any fees not covered by scholarship, etc. are due at this time. GTI gladly accepts the following forms of payment: cash, Visa, MasterCard, money order and/or cashier's check.

Enrollment Information

Clock Hour School
Gadsden Technical Institute is a clock hour school. A clock hour is defined as a period of time consisting of a 50- to 60-minute class, lecture, recitation, faculty-supervised lab, shop training, or internship period.

Academic Year
Our Academic Year is classified as 900 clock hours and 30 weeks.

Cost of Attendance
Program enrollment costs are broken down by enrollment period. However, our Cost of Attendance (COA) is the estimated full and reasonable cost of completing a full year as a full-time student. Numbers below are based on 2019-20 rates.

<div align="center">

Cost of Attendance
(9 month estimate of expenses)

</div>

	Dependents	Independents
Tuition	$2628.00	$2628.00
Registration/Lab Fees	206.00	206.00
Books/Supplies	675.00	675.00
Room/Board	n/a	7580.00
Other (Pers/Transportation)	$2986.00	$2986.00

Adult Students
Adult students must obtain an enrollment packet and follow the steps indicated on the checklist. Students must provide a driver's license or photo ID and sign in with the receptionist in the Administration building. All currently enrolled students must wear their student ID while on campus.

Enrollment Requirements
Admission policies require that all applicants take the Test of Adult Basic Education (TABE), provide proof of acceptable forms of alternate assessment, or proof of exemption. These include scores from the TABE forms 9 and 10, complete battery.

TABE Exemptions
You may be EXEMPT from TABE testing if you:
• possess a college degree (associates or higher)
• have taken one of the following within the last two years:
  CPT, CLAS, CLAST, MAPS, ACT, SAT, PERT, FCAT (please verify score requirements in Student Services)
• are an active duty member of any branch in US Armed Services
• passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program which you are enrolled
You MUST provide an official high school transcript with graduation code at time of registration for exemption.

Florida Residency
A Florida "resident for tuition purposes" is an independent person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve (12) months. Residency in Florida must be for the purpose of establishing a permanent legal residence and not merely to just attend school at an institution of higher education. To qualify as Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve (12) month legal residence requirement may be classified as Florida residents for tuition purposes only, if they fall within one of the limited special categories authorized by the Florida Legislature and Florida Board of Education for exemption. All other persons are ineligible for classification as a "Florida Resident for Tuition Purposes."

Enrollment Information

Documents supporting the establishment of legal residence in Florida must be dated, issued, or filed 12 months prior to the first day of classes of the term for which an in-state classification is sought.

Who may be eligible to establish Florida residency for tuition purposes?
• U.S. citizens, permanent resident aliens, and certain Visa categories
• Independent persons (not claimed by anyone other than themselves for Federal Income Tax purposes), who have resided, and been employed in a permanent, full-time position, in Florida for the last 12 months or more.
   - Independent: 24 years of age or older; married (must provide marriage certificate if student is under 24); has children who receive more than half of their support from the student; has other dependents who live with and receive more than half their support; is a veteran of the U.S. Armed Forces or is currently serving on active duty (provide DD214); both of the student's parents are deceased (provide death certificates); student was (until age 18) a ward of the court.
   - Dependent: All students who do not meet the definition of an independent student shall be classified as dependent.
• Either parent or legal guardian of a dependent child. Federal Income Tax documents will be required to prove dependency. The term "dependent child" means any person, whether or not living with his/her parent or legal guardian, who is eligible to be claimed by his/her parent or legal guardian as a dependent under the Federal Income Tax and who receives more than 50% of the true cost of living expenses from his/her parent or legal guardian.

Who is not eligible to establish Florida residency for tuition purposes?
• Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form).
• Students who moved to the State of Florida for the sole purpose of attending an institution of higher education.
• Students who claim independence but cannot document independence.
• Certain Visa categories.

Who is exempt from establishing Florida residency for tuition purposes?
• Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f). Provide proof of exemption.
• Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)1. Provide copy of FL Prepaid card.
• New 7/1/2014: Out-of-state fee waiver for honorably discharged veterans of the U.S. Armed Forces, U.S. Reserve Forces, or the National Guard, who reside in the state while enrolled at a state university, FCS institution, career center operated by a school district under s. 1001.44, or charter technical center. F.S 1009.26. Provide copy of DD214.

Secondary Students (Dual-Enrolled)

Secondary students may elect to be dually enrolled at their high school and GTI. Dual-enrolled students will attend class part-time at their home school and enroll part-time in a workforce education program on the GTI campus Students must meet the following criteria:
• Have a minimum 2.0 GPA (Pharmacy Technician and Practical Nursing require a minimum 2.5 GPA)
• Have satisfactory attendance
• Have completed the 9th grade or be 16 years old
To apply, students must contact their high school guidance counselor or Student Services at 850-875-8324.

Student Services

Hours of Operation: 8:00 a.m. – 4:00 p.m. Monday - Friday. Summer and holiday hours may vary and will be posted. Gadsden Technical Institute's Student Services is comprised of multiple resources for students, including Testing, Guidance, Financial Aid, Learning Resource Services, and Placement Services.

Enrollment Information

Testing

Gadsden Technical Institute follows recommendations established by the Florida Department of Education and Division of Workforce Education for technical assistance on assessment. Students who are not exempt from TABE testing must test prior to enrollment. The basic skills requirements for career education programs are exit requirements, not entry or placement requirements. A student may enter the career education program before reaching the minimum basic skills levels, but may not receive a Career Certificate of Completion until basic skills requirements are met. Students exempted from the minimum basic skills test would need to meet the guidelines in accordance with Section 1004.91. F.S

Test of Adult Basic Education (TABE)

The Test of Adult Basic Education (TABE) measures basic skills in reading, mathematics and English / Language. Testing is available at Gadsden Technical Center Tuesday beginning at 8:00 A.M. Testing times may be extended during registration when necessary. These changes will be posted in Student Services and Testing. Please call 850-875-8324 for a complete schedule. Summer and holiday hours will vary.

No appointment is required. Test takers should allow two to three hours to complete the entire test and plan on an additional 15 minutes in order to register and pay a fee before the test begins. The fee for the TABE is $15.00 and is not refundable. A valid photo ID is required. Register in the Registration Office in Building 14. A copy of test scores will be provided upon completion of the examination. If a sealed transcript is required or you wish to have test scores faxed to another institution, a fee of $20.00 is required.

Florida CHOICES

Florida CHOICES is the state career delivery system. It provides career and education exploration and information. Florida CHOICES includes assessments for interests, aptitudes, skills and values. Counselors can use the results to help the student develop a career path. Florida CHOICES is available through the GTI Student Services Center on a regular basis. There is no fee for this test.

Career Counseling

The Student Services Department provides counseling services for prospective and currently enrolled students. Individual counseling sessions are available. In counseling sessions, test scores are explained and other information is provided to assist in decision-making. Student Services assists students exploring career options in order to make appropriate workforce training choices. The primary focus of counseling is to help individuals become more aware of their interests, abilities, personal and social behaviors, values and work preferences as they relate to career choices. Guidance will assist you in choosing realistic career goals. Students may see a career counselor and/or student services advisor on a walk-in basis or by appointment. Students are provided with information about GTI programs. Information is also provided concerning local job markets, pay scales and limitations (if any) imposed by working conditions.

Ability-to-Benefit

Public Law 112-74 amended HEA section 484(d) to eliminate Federal student aid eligibility for students without a "certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate." The law makes an exception for students who have completed a secondary school education in a home school setting that is treated as a home school or private school under State law. Therefore, students who do not have a high school diploma or a recognized equivalent (GED), or do not meet the home school requirements, and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV student aid. Students will qualify for Title IV student aid under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours or 225 clock hours of postsecondary education.

Enrollment Information

Federal Student Assistance Grant (FSAG)

The FSAG grant is a state funded grant and is utilized for fees, books and supplies. The FSAG grant is a "first come, first serve" grant based on need and availability of funds. All students must apply for the Federal Pell Grant, be a Florida resident and enrolled at full time status to be eligible to receive the FSAG grant. Eligible students will be offered FSAG application based on the outcome of Financial Aid Office verification and award process. Eligible students may receive a credit (amount determined by the Financial Aid Office and availability of funds) to be applied to their Gadsden Technical Institute student account.

CareerSource Florida

Training opportunities are available through programs funded through CareerSource Florida Capital Region, which serves Gadsden, Leon and Wakulla counties. These programs utilize numerous activities for transitioning a person from unemployment or low-wage employment to gainful, self-sufficient employment. Scholarships provide funding for tuition and books. CareerSource also provides job search assistance, plus various workshops to assist students back to the workforce. Contact CareerSource Florida at 850-617-4508 or online at www.careersourcecapitalregion.com/contact.

Veterans Affairs

Gadsden Technical Institute is approved for training of qualified veterans under the Veterans Readjustment Benefit Act of 1966. Training is also approved for most programs under Public Law 894 (Disabled Veterans) and Public Law 634 (War Orphans). Interested students should contact the Veterans Affairs official in Financial Aid. Any veteran or other eligible student who receives benefits under Chapter 30, Chapter 32 or Chapter 35 will be entitled to one deferment each academic year and an additional deferment each time there is a delay (documentation from VA required) in the receipt of benefits. Any veteran who receives benefits under Chapter 33 (Post 9/11). Effective July 1, 2012, the Veterans Retraining Assistance program is also accepted by Gadsden Technical Institute. Interested students should contact Veterans Affairs office in Student Services for more information.

Learning Resource Services

Learning Resource Services provides resources and services that support, facilitate and enhance the needs of the students and faculty of Gadsden Technical Institute, providing an atmosphere that fosters and promotes information, competency and intellectual independence. Internet-based professional training to further prepare students to meet the needs of potential employers is available. Students using the resources during class time must have a Learning Resource Services pass signed by the program instructor. All students wishing to use the Internet in the Learning Resource Services must fill out and follow the Gadsden County Public School District Acceptable Use Policy form. Use of the Internet is limited to school-related research and/or to access information that falls within the guidelines as established by Gadsden County Schools. Use of the resources and materials of the Learning Resource Services is a privilege. Failure to adhere to the policies and procedures in the use of these materials and resources may result in a loss of these privileges.

Registration

Upon completion of all enrollment requirements, students are to take all documentation to the Registration Office in the Administration Building. It is at this time that fees and tuition are paid. GTI accepts payment in cash, VISA, MasterCard, cashier's check or money order. Student schedule changes are permitted within the first five days of the semester only. This includes program changes and/or any changes to the student's schedule.

Enrollment Information

Tuition & Fees
The Gadsden County Public School District, within the guidelines set forth by the Florida legislature, approves tuition fee schedules. For Florida residents tuition fees for a Workforce Education Certificate Program are assessed at a rate of $2.92 per hour for Florida residents and assessed a rate of $11.77 per hour for Non-Florida residents. Continuing Workforce Education course at a rate of $5.90 per hour for Florida residents and assessed a rate of $23.48 per hour for Non-Florida residents. A tuition fee is assessed for all post-secondary (adult) students. Non-residents and most foreign students must pay out-of-state tuition fees. Additional costs include the purchase of all required texts, uniforms, shoes, license or certification fees, where appropriate, and certain personal materials, tools and equipment as determined by the area of training.

Fee Exemption Request
All fee exemptions must be submitted to Student Services for authorization prior to registration. Authorized exemptions must be presented at time of enrollment.

Late Registration
Late registration is held the first week of each semester. A late fee of $15.00 is assessed to students registering during the first week of the semester.

Student Accident Insurance
All students are offered the opportunity to purchase student accident insurance through a carrier approved by the Gadsden County Public School District. Students are encouraged to purchase the policy, especially those enrolling in shop courses that have exposure to potentially dangerous materials and equipment. Student insurance forms are available in Student Services.

Student ID
Student ID cards are issued after new student orientation each school year. There is a replacement fee of $10.00 for a student ID card. Student ID's are to be worn at all times while students are on Gadsden Technical Institute's campus. Parking in all lots other than designated visitor parking is by permit only. Unauthorized and improperly parked vehicles may be ticketed and/or towed at owner's expense.

Refund Policy
Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled.

Withdrawals
Add/Drop
Students who withdraw prior to or during the first week of classes for any Workforce Education Certificate Program will be refunded tuition and lab fees only. Students must withdraw through Student Services. It is the responsibility of the student to provide documentation to the Registration Office within the five business days of the last date of attendance. Upon approval, Gadsden Technical Institute will initiate refund.

Medical Withdrawal
In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, tuition refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, Gadsden Technical Institute will initiate refund.

Death
In the event of a death of the student, parent, child or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition refund will be pro-rated. Upon approval, Gadsden Technical Institute will initiate refund.

Continuing Education Courses Refund Policy
Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by Gadsden Technical Institute. Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled. Students will not be eligible for a refund or transferred to another class unless the student meets one of the following criteria:

Medical Withdrawal
In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, tuition refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, Gadsden Technical Institute will initiate refund

Death
In the event of a death of the student, parent, child, or spouse, notification must be provided with proper documentation to the Registration Office within five business days of the student's last date of attendance. Tuition refund will be pro-rated. Upon approval, Gadsden Technical Institute will initiate refund.

Transcripts
Transcript requests must be submitted to Data Clerk, along with a $5.00 service charge. Requests typically take 5-7 business days to complete.

Placement & Follow-Up Services
The GTI Student Service Center coordinates all follow-up activities pertaining to the successful placement of GTI Students. The GTI Student Services Center staff is directly responsible for gathering all appropriate information according to the Placement & Follow-Up Plan and utilizing it to for the benefit and promotion of all successful program completers in coordination with individual instructors. The Student Services Center will work closely with individual completers to promote their success in attaining beneficial employment in their designated field by utilizing contacts including but not limited to Occupation Advisory Committees, GTI Business Partners, Chamber of Commerce and local agencies. All eligible students who have met all aspects of program completion and have successfully met TABE exit score requirements who have not attained an employment position in their field may submit a resume and introduction letter including a copy of their transcript and/or certificate to be forwarded to potential employers who contact Gadsden Technical Institute.

General Education Development (GED) Prep
The GED program helps prepare students for academic and personal success through obtaining the necessary skills required to pass the GED test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a GED but also to utilize the acquired skills in the workforce and to achieve career and vocational training. This program is provided on the campus of Gadsden Technical Institute. For more information call 850-875-8324.

Enrollment Information

Graduation

Students who have earned sufficient Occupation Completion Point(s) are eligible to participate in the graduation ceremony. The ceremony is held annually and family and friends are invited. The graduation/completion requirements are outlined in each program. Information will be provided to eligible students.

Occupational Advisory Committees (OAC)

Each program at Gadsden Technical Institute maintains contact with private industry through its Occupational Advisory Committees. These committees are comprised of competent and respected business and industry leaders who are interested in GTI's efforts to produce quality graduates in their occupational field. Occupational Advisory Committees contribute significant input regarding current employer/industry needs. Gadsden Technical Institution has an established school-wide Occupational Advisory Committee which consists of representatives from each program OAC.

PART-TIME ENROLLMENT (Half Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology Automotive Service Technology 1	$2.92	$20.00	$20.00	225	$657.00	$30.00	$727.00
Barbering	$292	$20.00	$20.00	225	$657.00	$30.00	$727.00
Carpentry	$2.92	$20.00	$20.00	225	$657.00	$30.00	$727.00
Cosmetology	$2.92	$20.00	$20.00	225	$657.00	$30.00	$727.00
Power Equipment Technologies	$2.92	$20.00	$20.00	225	$657.00	$30.00	$727.00
Welding Technology	$2.92	$20.00	$20.00	225	$657.00	$390.00**	$1087.00

Clock Hours = # of Days/Semester x School Hrs./day = 82 x 2.5 hrs. (half day)=205 Clock Hours   **Welding Gear (if needed) is not included - $300.00*

FULL-TIME ENROLLMENT (Full Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology Automotive Service Technology 1	$2.92	$20.00	$20.00	450	$1314.00	$30.00	$1384.00
Barbering	$2.92	$20.00	$20.00	450	$1314.00	$30.00	$1384.00
Carpentry	$2.92	$20.00	$20.00	450	$1314.00	$30.00	$1384.00
Comercial Class B Driving	$2.92	$20.00	$5.00	150	$433.00	$70.25	$533.25
Cosmetology	$2.92	$20.00	$20.00	450	$1314.00	$30.00	$1384.00
Diesel Systems Technician 2	$2.92	$20.00	$20.00	450	$1314.00	$35.00	$1389.00
Facials Specialty (260 hrs.)	$2.92	$20.00	$20.00	260	$759.20	$90.00	$889.20
Nails Technology (240 hrs.)	$2.92	$20.00	$20.00	240	$700.80	$90.00	$830.80
Power Equipment Technologies	$2.92	$20.00	$20.00	450	$1314.00	$300.00	$1384.00
Welding Technology	$2.92	$20.00	$20.00	450	$1314.00	$390.00**	$1744.00

Clock Hours = # of Days/Semester x School Hours/day = 82 x 5 hrs. (full day)=410 Clock Hours   ** Welding Gear (if needed) is not included - $300.00*

PHARMACY TECHNICIAN FEE STRUCTURE

Clock Hours	Cost/Hour	Fee/Clock Hour	Admin Fee	Pharm. Mangmt. Software	Liability Insurance Fee	Books	Name Tag	Drug Screen/Background	AHA CPR First Aid	Lab Fee	Uniforms	Board of Pharmacy	National Cert. Exam	Total
1050	$2.92	$3066.00	$120.00	$120.00	$20.00	$250.00	$15.00	$120.00	$60.00	$250.00	$100.00	$105.00	$129.00	$4355.00

PRACTICAL NURSING FEE STRUCTURE

Clock Hours	Cost/Hour	Fee/Clock Hour	Admin Process Fee	ATI Fees	Professional Insurance Fee	Books	Name Tag	Drug Screen/Background	AHA CPR First Aid	Fee (Lab/Grad)	Comp Review	Pearson/Licensure	Level II/Licensure	Florida Board of Nursing	Total
1350	$2.92	$3942.00	$300.00	$1290.00	$55.00	$635.00	$10.00	$110.00	$70.00	$425.00	$425.00	$315.00	$60.00	$200.00	$7,837.00

*Drug screening fee also includes cost of background check. *Uniform cost will vary according to whether a student is male or female. *LPN fees are broken down into payments over 3 terms.*

PART-TIME ENROLLMENT (Half Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology Automotive Service Technology 1	$2.92	$20.00^	$20.00^	225	$657.00	$30.00^	$727.00
Barbering	$2.92	$20.00^	$20.00^	225	$657.00	$30.00^	$727.00
Carpentry	$2.92	$20.00^	$20.00^	225	$657.00	$30.00^	$727.00
Cosmetology		$20.00^	$20.00^	225	$657.00	$30.00^	$727.00
Power Equipment Technologies	$2.92	$20.00^	$20.00^	225	$657.00	$30.00^	$727.00
Welding Technology	$2.92	$20.00^	$20.00^	225	$657.00	$390.00**	$1087.00

Clock Hours = # of Days/Semester x School Hrs./day = 98 x 2.5 hrs. (Half day)=245 Clock Hours   ** *Welding Gear (if needed) is not included - $300.00*

** *Welding Gear (if needed) not included - $300.00*   ^

^ *NOT required for returning students..*

FULL-TIME ENROLLMENT (Full Day)

Program Name	Cost/Hr.	Administrative Fee	TABE/ID Badge	Clock Hours	Fee/Clock Hour	Other Program Cost	Total Cost
Automotive Service Technology Automotive Service Technology 1	$2.92	$20.00^	$20.00^	450	$1314.00	$30.00^	$1384.00
Barbering	$2.92	$20.00^	$20.00^	450	$1314.00	$30.00^	$1384.00
Carpentry	$2.92	$20.00^	$20.00^	450	$1314.00	$30.00^	$1384.00
Commercial Class B Driving	$2.292	$20.00	$5.00	150	$433.00	$70.25	$533.25
Cosmetology	$2.92	$20.00^	$20.00^	450	$1314.00	$30.00^	$1384.00
Diesel System Technician 2	$2.92	$20.00^	$20.00^	300	$876.00	$35.00^	$951.00
Facials Specialty	$2.92	$20.00^	$20.00^	260	$759.20	$90.00	$944.20
Nails Technology	$2.92	$20.00^	$20.00^	240	$700.80	$90.00	$885.80
Power Equipment Technologies	$2.92	$20.00^	$20.00^	450	$1314.00	$30.00^	$1384.00
Welding Technology (Formerly Applied Welding)	$2.92	$20.00^	$20.00^	450	$1314.00	$390.00**	$1744.00

Clock Hours = Semester x School Hrs./day = 98 x 2.5 hrs. (half day)=490 Clock Hours   ** *Welding Gear (if needed) is not included - $300.00*

Drug screening fee also includes cost of background check.
Uniform cost will vary according to whether a student is male or female. The average fee ranges from $175.00 (female) to $250.00 (male).   ^ *NOT required for returning students.*

GADSDEN TECHNICAL INSTITUTE

2019/20 Summary of Adult Student Fees

Students must pay tuition for each term enrolled (Effective July 2014) tuition rates are as follows:

Terms	Length of Term	Resident Rate	Non- Resident/ Out-of-State Rate
Term I	Aug 12 - Dec 20, 2019	$30.00	$30.00
Term II	Jan. 6 - May 29, 2020	$30.00	$30.00

Technical Programs

Automotive Service Technology

This program prepares students for entry-level careers in nine areas of specialization.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further   education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the   following elements of the Automotive industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

PROGRAM STRUCTURE:
The Automotive Service Assistor course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

OCP	Course #	Course Title	Length
A	AER0014	Automobile Services Assistor	300 hours

The Engine Repair Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general engine, cylinder heads, valve trains, engine block, lubrication, and cooling systems.

OCP	Course #	Course Title	Length
B	AER0110	Engine Repair Technician	150 hours

The Automatic Transmission and Transaxle Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics, repair, service, and operation of automatic transmission/transaxles.

OCP	Course #	Course Title	Length
C	AER0257	Automatic Transmission and Transaxle Technician	150 hours

The Manual Drivetrain and Axle Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of drive train, clutch, transmission, transaxle, half shaft universal, constant-velocity joint, rear axle, ring and pinion gears, differential case assemble, limited slip differential, drive shaft, and four wheel drive/all-wheel drive.

OCP	Course #	Course Title	Length
D	AER0274	Manual Drivetrain and Axel Technician	150 hours

Technical Programs

Automotive Service Technology

The Automotive Suspension and Steering Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

OCP	Course #	Course Title	Length
E	AER0453	Automobile Suspension and Steering Technician	150 hours

The Automotive Brake System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of brake systems, drum brakes, disc brakes, power assist units, electronic brakes, traction, and stability control.

OCP	Course #	Course Title	Length
F	AER0418	Automotive Brake System Technician	150 hours

The Automotive Electrical/Electronic System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of electrical/electronics, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

OCP	Course #	Course Title	Length
G	AER0360	Automotive Electrical/Electronic System Technician	300 hours

The Automotive Heating and Air Conditioning Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study the diagnosis, service and repair of heating and air conditioning, refrigeration, compressors, compressor clutches, evaporators, receiver driers, accumulators, condensers, heating and engine cooling, related control systems, refrigerant recovery, and recycling and handling.

OCP	Course #	Course Title	Length
H	AER0172	Automotive Heating and Air Conditioning Technician	150 hours

The Automotive Engine Performance Technician course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust, computer engine and emission control systems.

OCP	Course #	Course Title	Length
I	AER0503	Automotive Engine Performance Technician	300 hours

PROGRAM LENGTH:
This program is 1800 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required Automotive Industry Standards (AIS) or National Automotive Technicians Education Foundation (NATEF) certification exams.

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-10, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Automotive Service Technology 1

This program prepares students for entry-level careers in nine areas of specialization.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

PROGRAM STRUCTURE:
The Automotive Service Assistor course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.

OCP	Course #	Course Title	Length
A	AER0014	Automobile Services Assistor	300 hours

The Automotive Brake System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of brake systems, drum brakes, disc brakes, power assist units, electronic brakes, traction, and stability control.

OCP	Course #	Course Title	Length
B	AER0418	Automotive Brake System Technician	150 hours

The Automotive Suspension and Steering Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.

OCP	Course #	Course Title	Length
C	AER0453	Automatic Suspension and Steering Technician	150 hours

The Automotive Electrical/Electronic System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of electrical/electronics, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

OCP	Course #	Course Title	Length
D	AER0360	Electrical/Electronic System Technician	300 hours

Technical Programs

Automotive Service Technology 1

The Engine Repair Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general engine, cylinder heads, valve trains, engine block, lubrication, and cooling systems.

OCP	Course #	Course Title	Length
E	AER00110	Engine Repair Technician	150 hours

PROGRAM LENGTH:
This program is 1050 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required Automotive Industry Standards (AIS) or National Automotive Technicians Education Foundation (NATEF) certification exams.

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-10, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Barbering

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The purpose of this program is to prepare students for employment as restricted barbers (SOC 39-5011) or barbers (SOC 39-5011). Instruction is designed to qualify students for employment upon successfully passing the Florida Restricted Barber or Barber License Examination.

The content includes but is not limited to communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices; Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy and physiology; development of skill in performing the manipulative technique required in the practice of barbering.

PROGRAM STRUCTURE:
This program is a planned sequence of instruction consisting of two occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course #	Course Title	Length
	COS0150	Restricted Barber 1	333 hours
A	COS0151	Restricted Barber 2	333 hours
	COS0152	Restricted Barber 3	334 hours
B	COS0671	Barber	200 hours

PROGRAM LENGTH:
This program is 1200 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required Florida Restricted Barber or Barber License Examination.

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324

Technical Programs

Carpentry

The purpose of this program is to prepare students for employment in the carpentry industry with a stress on basic carpentry skills. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster. The content includes but is not limited to developing rough and finish carpentry skills.

PROGRAM STRUCTURE:
The student will be able to maintain a clean, orderly, and safe work area; transport, handle, and store materials safely; Operate a fire extinguisher; qualify in basic first-aid procedures; identify common safety hazards.; identify and explain the proper use of common personal protective equipment (hard hats, safety glasses, safety shoes; describe "Florida's Right-to-Know" Law, including the Material Safety Data Sheets; explain the purpose of the Occupational Safety and Health Administration (OSHA); identify healthrelated problems that may result from exposure to hazardous materials; describe the proper precautions for handling hazardous materials; explain eligibility and the procedures for obtaining worker's compensation.; explain the importance of complying with ADA requirements for handicapped accessibility.

OCP	Course #	Course Title	Length
A	BCV0107	Carpenter Helper	300 hours

The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, Fasten stock and joints; Assemble cabinet components; Demonstrate personal money-management concepts, procedures, and strategies; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment; use blueprints and specifications for trim and finish carpentry.

OCP	Course #	Course Title	Length
B	BCV0111	Trim and Finish Carpenter	300 hours

The student will be able to: use blueprints and specifications for frame and form carpentry; set up and use a transit and a builder's level; perform site-preparation and layout activities; comply with hurricane codes; lay out and construct an   exterior-stair system; install a window unit (wood and/or metal; install an exterior door (wood and/or metal).

OCP	Course #	Course Title	Length
C	BCV0122	Carpenter, Rough	450 hours

The student will be able to: identify structural timber; use blueprints and specifications for form carpentry; explain or identify various forms.

OCP	Course #	Course Title	Length
D	BCV0128	Carpenter	150 hours

Technical Programs

Carpentry

PROGRAM LENGTH:
This program is 1200 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required National Center for Construction Education and Research (NCCER) certification exams.

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Commercial Class "B" Driving

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The purpose of this program is to prepare students for a Class "B" Commercial Driver License.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving industry; planning, management, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to the following: Loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and keeping records.

PROGRAM STRUCTURE:
This program is a planned sequence of instruction consisting of one occupational completion point.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the PSAV program structure:

OCP	Course #	Course Title	Length
A	TRA0084	Truck Driver heavy Florida Class "B"	150 hours

The Truck Driver Heavy Florida Class "B" course prepares students for entry into the trucking and logistics industry. Students explore career opportunities and requirements of a professional class "B" truck driver. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, maneuvering, road and hazardous driving skills, and licensing requirements.

PROGRAM LENGTH:
This program is 260 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required Florida Class "B" Commercial Driver License Exam.

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Cosmetology

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012). Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

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

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

PROGRAM STRUCTURE:
This program consists of a 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.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course #	Course Title	Length
	COS0009	Grooming and Salon Services Core, Facials and Nails	225 hours
A	COS0002	Cosmetologist and Hairdresser 1	300 hours
	COS0003	Cosmetologist and Hairdresser 2	300 hours
	COS0671	Cosmetologist and Hairdresser 3	375 hours

Technical Programs

Cosmetology

PROGRAM LENGTH:
This program is 1200 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required Florida a Cosmetology License Examination.

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324

Technical Programs

Diesel Systems Technician 2

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

PROGRAM STRUCTURE:
This program is a planned sequence of instruction consisting of five occupational completion points.

The courses may be taken in any sequence. However, an individual must take the Diesel Engine Preventive Maintenance Technician course (DIM0103).

When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3) (b), F.S.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

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

PROGRAM LENGTH:
This program is 750 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required ASE Program Certification Standards for Medium/Heavy Truck Technician Training Program administered by National Automotive Technicians Education Foundation (NATEF).

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Facials Specialty

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and   problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

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

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

PROGRAM STRUCTURE:
The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, employ safe, sanitary and efficient work practices, locate, comprehend and evaluate key elements of oral and written information, draft, revise, and edit written documents using correct grammar, punctuation and vocabulary, present information formally and informally for specific purposes and audiences, discuss the role of creativity in constructing scientific questions, methods and explanations. formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings, identify science as it applies to decontamination and infection control, identify chemistry as it applies to products used in the salon, identify and describe the services and legal responsibilities of financial institutions, describe the effect of money management on personal and career goals, develop a personal budget and financial goals.

OCP	Course #	Course Title	Length
A	CSP0265	Facials/Skin Care Specialist	260 hours

PROGRAM LENGTH:
This program is 260 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required FLDOE Business and Professional Regulation licensure exams.
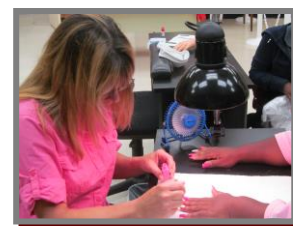
ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. There are no required basic skills grade levels for this program that must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Nails Specialty

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Nails Specialist program is prepared for employment as a licensed Nails Technician. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

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

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

PROGRAM STRUCTURE:
The student will be able to: demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance, employ safe, sanitary and efficient work practices, locate, comprehend and evaluate key elements of oral and written information, draft, revise, and edit written documents using correct grammar, punctuation and vocabulary, present information formally and informally for specific purposes and audiences, discuss the role of creativity in constructing scientific questions, methods and explanations. formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings, identify science as it applies to decontamination and infection control, identify chemistry as it applies to products used in the salon, identify and describe the services and legal responsibilities of financial institutions, describe the effect of money management on personal and career goals, develop a personal budget and financial goals.

OCP	Course #	Course Title	Length
A	CSP0015	Manicurist and Pedicurists	240 hours

PROGRAM LENGTH:
This program is 240 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required FLDOE Business and Professional Regulation licensure exams.

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. There are no required basic skills grade levels for this program that must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Pharmacy Technician

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR

PROGRAM STRUCTURE:

This program is a planned sequence of instruction consisting of 2 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course #	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	PTN0084	Pharmacy Technician 1	360 hours
	PTN0085	Pharmacy Technician 2	300 hours
	PTN0086	Pharmacy Technician 3	300 hours

SPECIAL NOTE:

Due to the clinical experiences students are engaged in through the program and to ensure the safety of both the students and the patients the recommended student to instructor ratio in the classroom is 20:1 and in the lab is 4:1.

This program meets the Department of Health HIV/AIDS Domestic Violence and Prevention of Medical Errors education requirements. Upon completion of this program, the instructor will provide a certificate to the student verifying that these requirements have been met.

Technical Programs

Pharmacy Technician

If students in this program are seeking a licensure, certificate or registration through the Department of Health, please refer to 456.0635 F.S. for more information on disqualification for a license, certificate, or registration through the Department of Health.

It is recommended that program completers take national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board, 2215 Constitution Ave. NW, Washington, DC 20037-2985, (202) 429-7576. This certification is offered all year round on a continual basis.

Outcomes 01-11 are referred to as the Health Science Core and do not have to be completed if the student has previously completed the Core in another health occupations program at any level. The Core should be taken first or concurrently with the first course in the program. Following the successful completion of the core, the student is eligible to take the **National Health Care Foundation Skill Standards Assessment** with instructor approval and the completion of a portfolio.

PROGRAM LENGTH:
This program is 1050 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required FLDOE Board of Nursing licensure exam(s).

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-10, Math-11, and Language-10 and must be met prior to program completions.
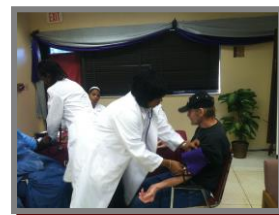
ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Practical Nursing

Program Content / Objectives
Practical Nursing is a competency-based program and is 11-12 months in length. Included is classroom instruction with concurrent clinical experiences in long-term care facilities as well as in the acute care settings. It is designed to prepare the student as a licensed practical nurse in order to, under the direction of a registered nurse, plan and provide nursing care to the patient with less complex needs and to assist the registered nurse in the care of the patient with complex nursing needs.

Program Requirements - Applicants seeking admission to the Practical Nursing Program must be at least 18 years of age; interview with Gadsden Technical Institute Practical Nursing Coordinator and nurses; make application to GTI Practical Nursing Education Department; have a high school diploma or equivalent; score successfully on the TABE and the TEAS tests; immunizations up to date as required and provide three references, attend a General Information Program Session.

Students must keep their CPR certification current for the duration of the program. Successful completion of the program is dependent on meeting all the requirements of the program. A criminal background check and drug screening is required (drug screening will be performed randomly). Students may be denied participation in the clinical practicum by the facility if the outcome of their background and drug screening is unsatisfactory.

Licensure Requirements - In Florida, to become a Licensed Practical Nurse an individual must be at least 18 years of age; possess a high school diploma or its equivalent; have successfully completed the Practical Nursing Program under rules established by the Florida Board of Nursing (FBN); submit application to the board and pay fees to the FBN and to take the NCLEX examination; submit information to the Board for a statewide criminal records correspondence check through FDLE; be in good mental and physical health; and be able to communicate in the English language (Florida Statutes 464.008).

PROGRAM STRUCTURE:

OCP	Course #	Course Title	Length
A	PRN0098	Practical Nursing Foundations 1	300 hours

OCP	Course #	Course Title	Length
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 Training Skills	150 hours

After successfully completing this program, the student will be able to perform the following:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Recognize and practice safety, security and emergency procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Perform patient and personal care as it pertains to the practical nurse.
- Provide patient-centered care for the geriatric population.
- Assist with restorative (rehabilitative) activities.

Technical Programs

Practical Nursing

- Demonstrate organizational functions, following the patient plan of care.
- Demonstrate computer literacy as related to nursing functions.
- Use appropriate verbal and written communications in the performance of nursing functions.
- Demonstrate legal and ethical responsibilities specific to the nursing profession.
- Apply the principles of infection control, utilizing nursing principles.
- Perform aseptic techniques.
- Describe the structure and function of the human body.
- Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.
- Describe human growth and development across the lifespan.
- Demonstrate the performance of nursing procedures.
- Demonstrate how to administer medication.
- Demonstrate how to provide bio-psycho-social support.
- Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- Implement education and resources for family wellness.
- Participate in Community Health Awareness Forums.
- Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.
- Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.
- Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- Demonstrate how to care for pediatric patients, utilizing nursing principles.
- Develop transitional skills.
- Demonstrate employability skills specific to practical nursing.

PROGRAM LENGTH:
This program is 1350 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required FLDOE Board of Nursing licensure exam(s).

ENTRANCE/EXIT REQUIREMENTS:
Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-11, Math-11, and Language-11 and must be met prior to program completions.

ENROLLMENT DATES:
Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Power Equipment Technologies

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to   prepare for further education and careers in the Transportation, Distribution and Logistics career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The purpose of this program is to prepare students for employment or advanced training in the power and equipment technology industry and for a career as a small gas engine mechanic.

The content includes but is not limited to all aspects of the gasoline engine services technology industry, and demonstrates such elements of the industry as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

PROGRAM STRUCTURE:

The Power Equipment Service Technician 1 course prepares students for entry into Power Equipment Service Technician 2. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of workplace safety and organization; pre-service maintenance and set-up procedures; industry related math, science, and communication skills; part inventory identification; basic fuel and exhaust systems; basic engine service; basic tune-up; transfer systems and engine controls; lubrication; electrical systems; cooling and exhaust systems; starting and ignition systems; and basic two-stroke and four-stroke engines.

OCP	Course #	Course Title	Length
A	SER0080	Power Equipment Service Technician 1	300 hours

The Power Equipment Service Technician 2 course prepares students for entry into Power Equipment Service Technician 3. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of two-stroke and four-stroke cycle engines; engine interior components; power transfer systems; industry-related power and equipment; employability skills; acceptable employee behavior; and entrepreneurship.

OCP	Course #	Course Title	Length
B	SER0081	Power Equipment Service Technician 2	300 hours

The Power Equipment Service Technician 3 course prepares students for entry into the outdoor and power equipment technology industry. Students will learn entry-level skills for entry into the outdoor power equipment and other small engine mechanical industries. Hands-on training combined with laboratory and classroom experiences gives the student a full understanding of portable generators; and basic principles of electronic fuel management systems.

OCP	Course #	Course Title	Length
C	SER0082	Power Equipment Service Technician 3	300 hours

PROGRAM LENGTH:

This program is 900 hours long. To complete this program, students must earn Occupation Completion Points (OCPs) for courses and pass required Engine Education Training Council (EETC) certification exams.

ENTRANCE/EXIT REQUIREMENTS:

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-8, Math-8, and Language-8 and must be met prior to program completions.

ENROLLMENT DATES:

Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Technical Programs

Welding Technology

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

PROGRAM STRUCTURE:

The Welder Assistant 1 course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

OCP	Course #	Course Title	Length
A	PMT0070	Welder Assistant	150 hours

The Welder Assistant 2 course is designed to build on the skills and knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW).

OCP	Course #	Course Title	Length
A	PMT0071	Welder Assistant 2	150 hours

The Welder SMAW 1 course prepares students for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding (SMAW), Carbon Arc Gouging (GAC) principles, and visual examination skills.

OCP	Course #	Course Title	Length
B	PMT0072	Welder, SMAW1	150 hours

The Welder SMAW 2 course is designed to build on the skills and knowledge students learned in Welder SMAW 1 for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate shielded metal arc welding (SMAW).

OCP	Course #	Course Title	Length
B	PMT0073	Welder, SMAW 1	150 hours

Technical Programs

Welding Technology

The Welder course builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic and intermediate Gas Metal Arc Welding (GMAW), basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW), and a basic understanding of pipe welding.

OCP	Course #	Course Title	Length
C	PMT0074	Welder	450 hours

PROGRAM LENGTH:

This program is 1050 hours long. To complete this program students must earn Occupation Completion Points (OCPs) for courses and pass required American Welding Society (AWS) certification exams.

ENTRANCE/EXIT REQUIREMENTS:

Reading, math, and language competencies are pre-assessed. The required basic skills grade levels for this program are Reading-9, Math-9, and Language-9 and must be met prior to program completions.

ENROLLMENT DATES:

Go to www.gadsdentech.org or call Student Services at (850) 875-8324.

Academic Programs

Adult Education

The purpose of this program is to provide basic literacy and life skills for adults who are performing at or below the eighth grade level. The content develops basic literacy in all areas of knowledge.

Comprehensive Adult Basic Education (ABE) is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Comprehensive Adult Basic Education prepares students to enroll in High School Equivalent Diploma (HSED) preparation courses. A student enrolled in the Comprehensive ABE program may be receiving instruction in one or more.

This program is divided into Literacy Completion Points (LCPs). Progress through levels (LCPs) may be measured by   approved standardized tests or by documentation of proficiency in each standard. It is the instructor's job to decide and   inform the student of the criteria for demonstrating proficiency in a benchmark. Though a student need not master 100% of the benchmarks to demonstrate proficiency in a standard, a student must demonstrate proficiency in 100% of the standards to earn a literacy completion point.

Mathematic - Course Number 9900001

Course #	Grade Equivalent	Hours
Beginning ABE Literacy	0.0 - 1.9	450 hours
Beginning Basic Education	2.0 - 3.9	450 hours
Low Intermediate Basic Education	4.0 - 5.9	300 hours
High Intermediate Basic Education	6.0 - 8.9	300 hours

Reading - Course Number 9900002

Course #	Grade Equivalent	Hours
Beginning ABE Literacy	0.0 - 1.9	450 hours
Beginning Basic Education	2.0 - 3.9	450 hours
Low Intermediate Basic Education	4.0 - 5.9	300 hours
High Intermediate Basic Education	6.0 - 8.9	300 hours

Language—Course Number 9900003

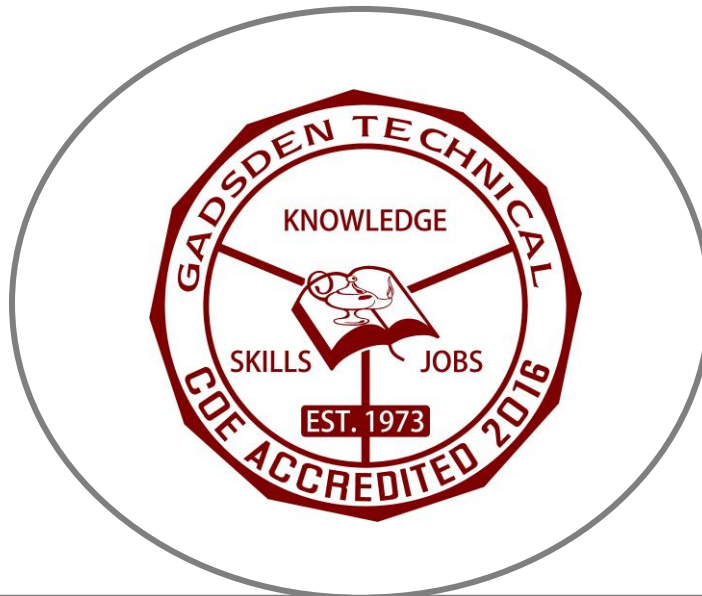| Course #	Grade Equivalent	Hours
Beginning ABE Literacy	0.0 - 1.9	450 hours
Beginning Basic Education	2.0 - 3.9	450 hours
Low Intermediate Basic Education	4.0 - 5.9	300 hours
High Intermediation Basic Education	6.0 - 8.9	300 hours

THE STANDARD LENGTH OF THIS PROGRAM IS 900 HOURS

Faculty & Staff

Telephone #: 850–875–8324
FAX #: 850–875–7297

Name	Position
Dr. Sylvia Jackson	Director
Mrs. Evonski Bulger	Assistant Principal
Ms. Angela Sapp	CTE Coordinator

Name	Program
TBA	Welding Technology
Mr. Tyrone Davis	Commercial Class "B" Driving
TBA	Practical Nursing
Mr. Garrett Dowdell	Barbering
Ms. Ga'Mocha Jones	Adult Education
Mrs. Cynthia Kimbrell-Lewis	Cosmetology, Facials Specialty & Nails Specialty
Mrs. Emma Lee	Practical Nursing
Mr. David McPhaul	Power Equipment Technologies
Mr. Gerard Moore	Diesel Systems Technician 2
Mr. Alfred "Jeff" Suber	Carpentry
Mr. James "Jimmy" Weeks	Automotive Service Technology Automotive Service Technology 1

Name	Position
Mrs. Gwendolyn Bradwell	Office Manager
Mrs. Natalie DuPont-Bradwell	Career Counselor, Financial Aid
Mr. Marshall Jones	Head Custodian
Ms. Keshanda Highman	Data Entry/Secretary
Ms. Alice Mitchell	Assistant Custodian
Mrs. Tatia Thomas	Career Counselor, Job Development

According to current adult students, GTI is the _BEST_ choice for career preparation because you……

- Work with a team of experienced & certified teachers.
- Learn job-ready skills through hands-on experiences.
- Meet potential employers through internships/externships.
- Prepare for licensure & certification examinations.