



## **CATALOG/HANDBOOK**

**2019 - 2020**

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757 Hoyt Street, Chipley, Florida 32428

Telephone 850.638.1180

1.855.345.9482

<http://fptc.edu>

A public institution of the Washington County School District  
Certified by the Florida Department of Education

Accredited by

The Accrediting Commission of the Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30346

Telephone: 800-917-2081 or 770-396-3898

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and

Southern Association of Colleges and Schools

1866 Southern Lane, Decatur, GA 30033

### **Martha Compton**

Director

ED. S, FSU

### **Bryan Lee**

Assistant Director

MS, UWF

Board Approved: June 10, 2019

Revised: July 22, 2019

## MISSION STATEMENT

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The mission of the Florida Panhandle Technical College is to provide students with instruction in academic and technical training at competency levels required for employment and advancement in existing or potential occupational fields.

## GOVERNANCE / ACCREDITATION

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Florida Panhandle Technical College is governed by five (5) elected officials who constitute the Washington County School Board. The elected district superintendent is the chief administrative officer of all schools in the district. The Technical College's director has the primary responsibility for the operation of the school.

Florida Panhandle Technical College, as an integral part of the Washington County Public School System, is subject to certification standards for its faculty that are equivalent to those required in other public supported schools. Instructors are experienced in their respective fields and maintain high standards of instruction. The Technical College's faculty members are certified by the Florida Department of Education and/or the Washington County School Board on the basis of their technical qualification, actual work experience in the occupation they teach, and professional training as teachers. Thus, they must have technical competence as well as professional teacher training.

The Technical College is served by a general advisory committee whose function is to advise and make recommendations to the director concerning the curriculum, equipment, operation, and goals of the Technical College. Committee members are selected for their interest, experience, and other qualities which enable them to make worthwhile contributions to the community. In addition, each program is served by a craft advisory committee which is composed of men and women who are employed in the field or trade represented by the program. These people are of invaluable service in evaluating programs, keeping instructors abreast of current industrial needs and technological needs as they pertain to job skills and job placement.

The Florida Panhandle Technical College is a public institution of the Washington County School Board, certified by the Florida State Department of Education and accredited by the Southern Association of Colleges and Schools Commission on Colleges. Florida Panhandle Technical College is accredited by the Commission of the Council on Occupational Education.

### Contact information:

Council on Occupational Education  
7840 Roswell Road, Building 300  
Suite 325  
Atlanta, GA 30346

Southern Association of Colleges and  
Schools Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033



## MESSAGE FROM THE DIRECTOR

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**Florida Panhandle Technical College (FPTC)**, established in 1967 as



Washington-Holmes Area Vocational Technical Center, continues to promote "A Career in a Year". We are proud of our past and look forward to a successful future. It is time again to continue with the excellence expected by our panhandle communities. FPTC has been busy preparing for another amazing year. Our goals are to promote and expect QUALITY from our programs and to challenge our students intellectually and technically, grow them socially, and guide them towards successful workforce employment and college readiness.

We are proud to have been part of the panhandle community for over 50 years, providing career training. We are here to serve you as you work towards your goals. We will also hold you to high expectations and will always celebrate your success.

We offer a wide variety of programs and support services in an effort to ensure that you meet your goals. Please take the time to study the catalog carefully and if you need additional information please feel free to visit our website at <http://fptc.edu>, contact Student Affairs at 850.638.1180 ext. 317, or stop by my office for assistance.

We are proud of the outstanding job our faculty and staff are doing to serve our community and train a skilled workforce. We look forward to serving you and helping you achieve your career and technical goals. Thank you for choosing FPTC.

*Martha B. Compton*  
*Director*



Any concerns or issues that you may have at Florida Panhandle Technical College should be addressed to:

Martha Compton, Director  
Florida Panhandle Technical College  
757 Hoyt Street  
Chipley, Florida 32428  
Telephone: 638-1180 ext. 301





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# GENERAL INFORMATION

## HISTORY

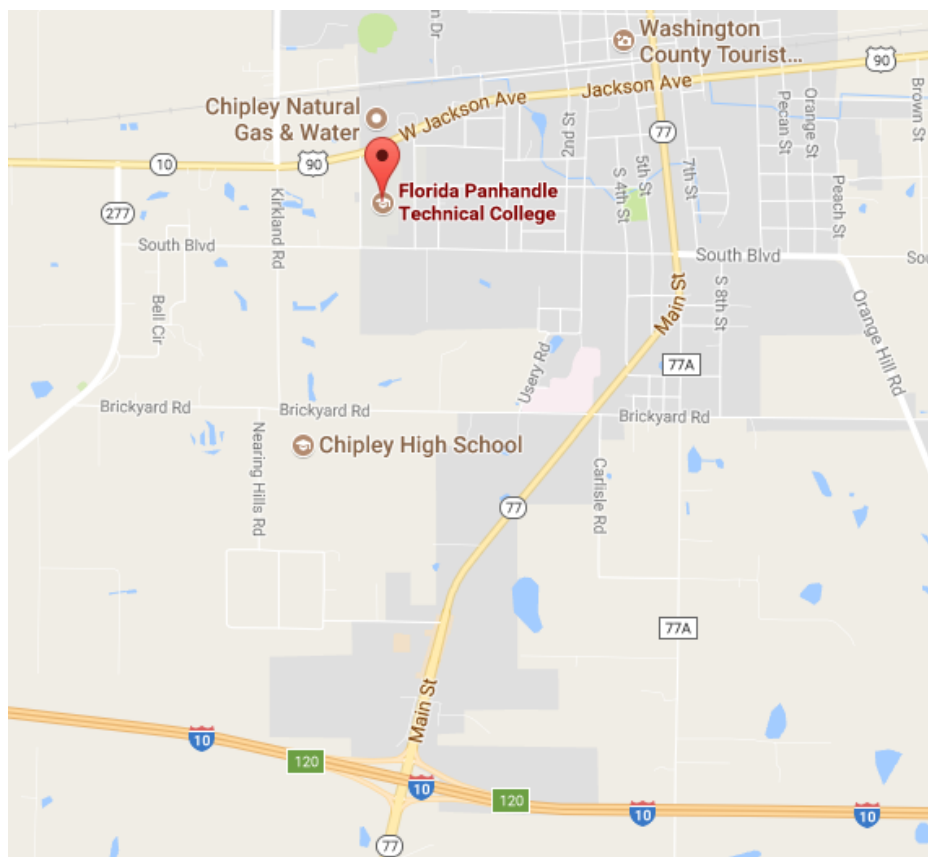
Florida Panhandle Technical College (FPTC) was established in 1967 as Washington-Holmes Area Vocational Technical Center, to meet the vocational education needs of Washington, Holmes and surrounding counties. The Center began classes in August 1967, and has grown from nine (9) programs of study to the present thirty plus (30+) programs. Today, as vocational education has evolved into career and technical training, we celebrate a rebrand into a technical college providing workforce training to support the Florida Panhandle.

## CAMPUS AND FACILITIES

MAIN CAMPUS  
757 Hoyt Street  
Chipley, FL 32428

<b>MAIN CAMPUS:</b> <b>FPTC</b> <b>757 Hoyt Street</b> <b>Chipley, FL 32428</b>	<b>EXTENSION CAMPUS:</b> <b>Commercial Vehicle Driving</b> <b>661 Rustin Drive</b> <b>Chipley, FL 32428</b>	<b>EXTENSION CAMPUS:</b> <b>Interior Décor Fabrication</b> <b>Training Center</b> <b>680 Second Street</b> <b>Chipley, FL 32428</b>	<b>INSTRUCTIONAL SERVICE CENTER:</b> <b>Public Safety Firing Range</b> <b>2238 Mud Hill Road</b> <b>Wausau, FL 32462</b> <b>.....</b> <b>Florida Panhandle Technical College</b> <b>Northwest Florida Reception Center</b> <b>4455 Sam Mitchell Drive</b> <b>Chipley, FL 32428</b>
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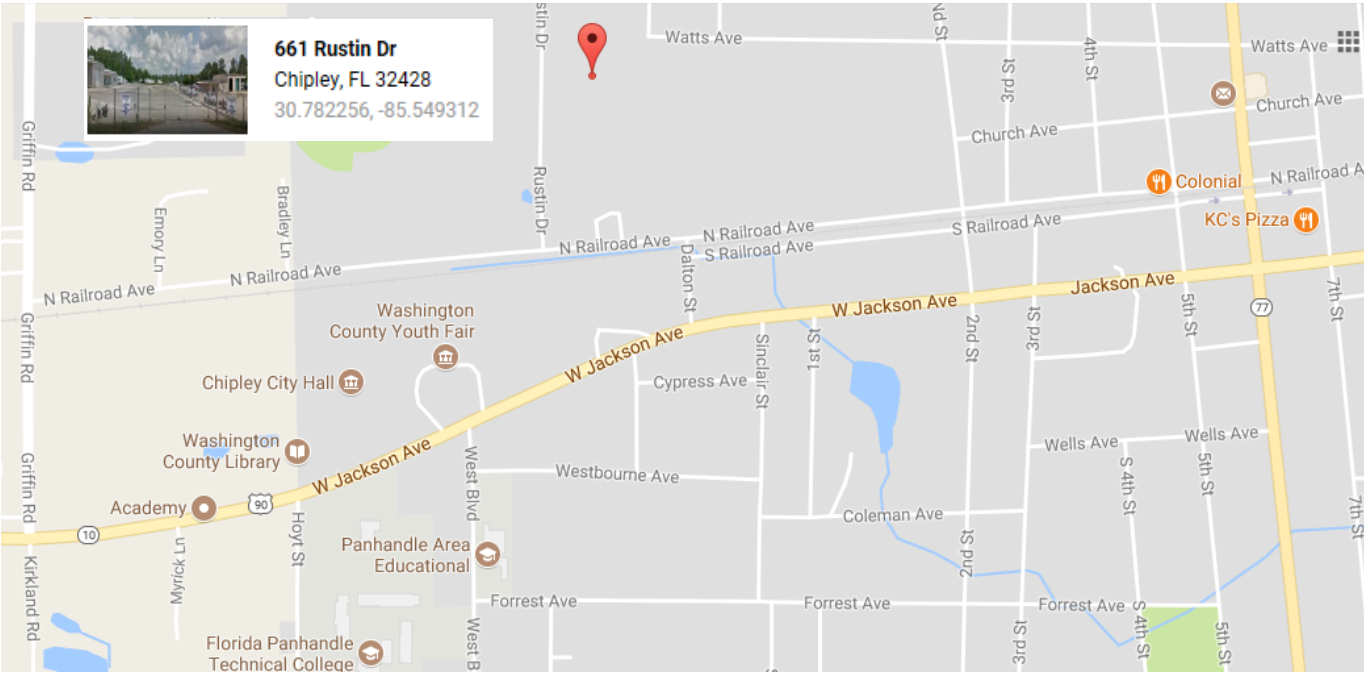
The main campus of Florida Panhandle Technical College is located on the west side of the city limits of Chipley, Florida. It is accessible from U.S. Highway 90, State Highway 77 and Interstate 10. The campus consists of 26 acres and 116,164 square feet of buildings.



The Commercial Vehicle Driving Training Program is located one (1) mile north of the main campus at 661 Rustin Drive, Chipley,



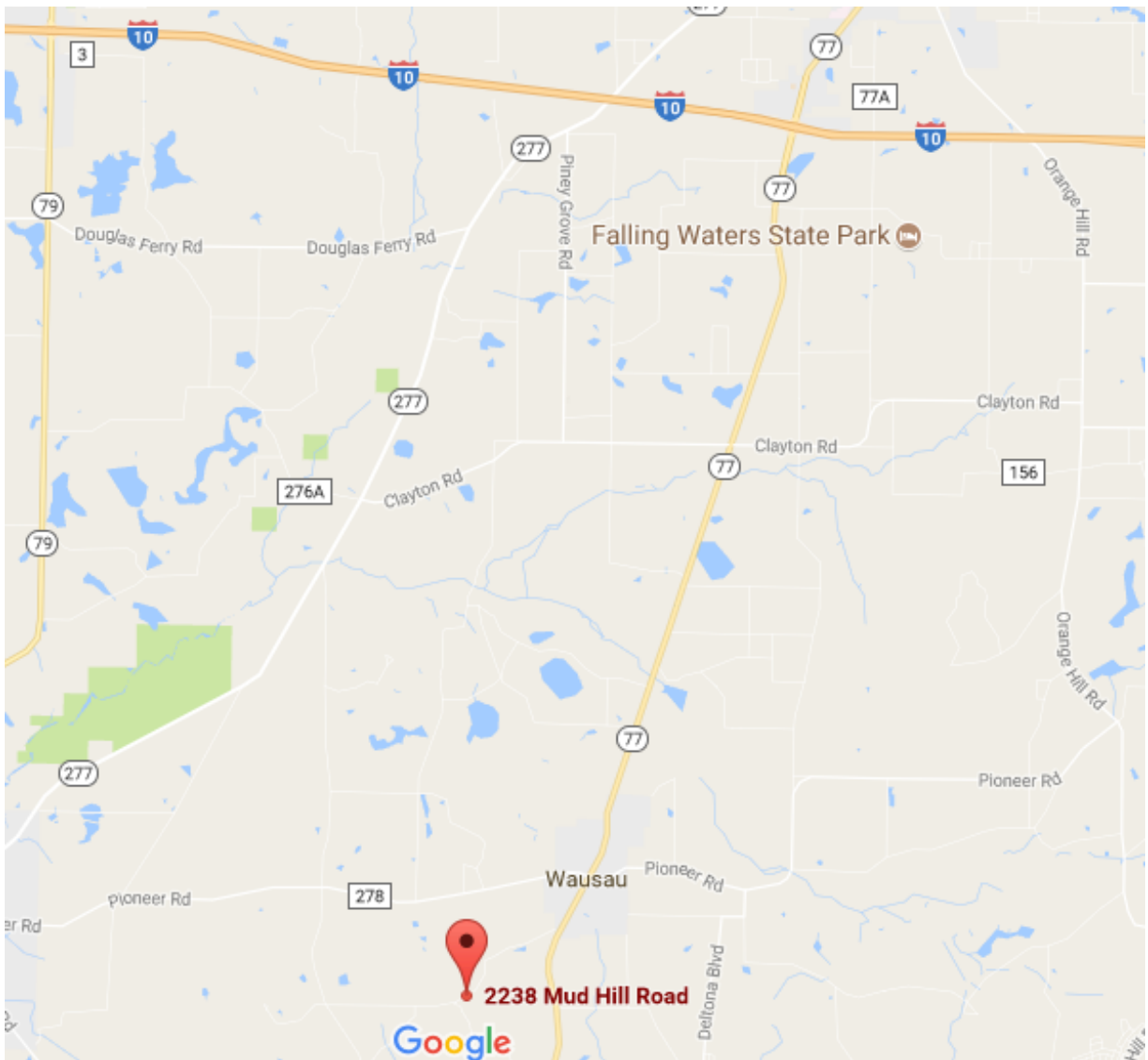
Florida, and consists of two (2) classrooms, offices and maintenance area.



The Interior Decor Fabrication Training Center is located approximately one (1) mile north at 680 Second Street, Chipley, Florida.



The Public Safety Firing Range is located approximately eleven (11) miles south at 2238 Mud Hill Road in Wausau, Florida. All instructional programs have spacious classrooms, laboratories and well-equipped shops to provide safe and orderly instruction.



## STUDENT AFFAIRS

A well-staffed Student Affairs Department is available to provide many types of services and resources to students. The staff is available for personal and individual counseling and will aid students in deciding upon a program in light of their desires and abilities. The staff will assist students in obtaining a realistic understanding of their strengths and weaknesses, so they may make proper program choices and assist students with their financial needs. The Student Affairs Department works closely with federal, state, and local service agencies to assist students.

## TESTING CENTER / PEARSON VUE TESTING CENTER

A testing center has been established and is maintained to fulfill various assessment and enrollment needs of students. The Test of Adult Basic Education (TABE)/Wonderlic Basic Skills Test (WBST) offered, are general academic achievement tests administered to determine a student's educational grade level. A photo I.D. is required for all testing.

The General Educational Development (GED®) test for persons desiring to obtain a high school diploma equivalent is administered frequently in the Pearson Vue Testing Center. Students must schedule computer based testing (CBT) through Pearson Vue. Please see Student Affairs staff or the testing coordinator for more information or assistance.

Student Affairs and the Testing Center are located in the Administration Building at 757 Hoyt Street.

# ADMISSIONS

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## ADMISSION POLICY

**Individuals 16 years of age and older may apply for admissions at Florida Panhandle Technical College (FPTC).**

*The Florida Panhandle Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against or harassed in any educational program, services or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, marital status or sexual orientation.*

*Admission is open to students with limited English proficiency. In order to eliminate barriers, FPTC assesses each student's ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation.*

*Applicants may be denied admission if their enrollment is perceived as a safety concern relating to the welfare of staff and/or students of Florida Panhandle Technical College. (F.S. 1001.42(8) (a), 1001.42(19) (a), 1001.43(1), 1006.07)*

*Applicants who have been expelled from any school program, have withdrawn or been withdrawn from a district or school program to avoid disciplinary action; will be considered for enrollment at FPTC at a minimum of one (1) year after the withdrawal date. (F.S. 1001.43(1) (e))*

*Admission applications or residency statements submitted by or on behalf of the student that contains false, fraudulent or incomplete information may result in denial of admission or dismissal from the technical college.*

*Admission decisions will be made by administration. All initial applications accepted are on a probationary status. Applicants who are denied admission may appeal to the Director of the Technical College, Washington County Superintendent, and Washington County School Board. Student grievance procedures and forms are available in the Student Handbook section of this document.*

## ADMISSION PROCEDURE

### Applicants:

**1. Pick-Up Application w/ Florida Residency Form and if applicable, Pre-Register for the Basic Skills Exam:**

Application packets are available anytime from 8:00 a.m. - 3:00 p.m. in Student Affairs. Applications and Florida Residency Forms are accepted when application is complete. Applicants holding a standard high school diploma must pay an annual \$10.00 (No Checks) non-refundable registration fee.

**REQUIRED DOCUMENTS:**

Application  
College and Career Readiness Scores (PERT, ACT, SAT, WBST or TABE)  
FL Residency Form with 2 proofs of documentation  
Probationary Contract  
High School Transcript or a High School Equivalent Transcript  
Transcripts from all postsecondary institutions, if applicable  
Photo ID  
Method of Payment

*\* Other documentation may be requested*

**2. Complete Testing Requirements within first six weeks of enrollment:**

Applicants must take the Test for Adult Basic Education (TABE) or the Wonderlic Basic Skills Test (WBST), unless exempt with other scores or degrees. The exam is administered Friday mornings. Applicants must pre-register for the exam.

**3. Check with Financial Aid Staff if Applicable:**

While completing registration requirements, applicants may need to meet with Financial Aid staff.

**4. Complete Registration Process:**

All admission requirements must be met and all outstanding fees resolved before registration is complete. Applicants will pay tuition and appropriate fees at the Business Office.

FPTC requires that applicants take the Test of Adult Basic Education (TABE)/ Wonderlic Basic Skills Test (WBST) or show documentation of exemptions or scores demonstrating math, language, and reading state required levels in order to enter a program without academic remediation. Applicants whose TABE/WBST scores are below state requirements must enroll in a remediation program until academic levels are met.

## BASIC SKILLS EXIT REQUIREMENTS & EXEMPTIONS

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A-10.040 mandate that students who enroll in a program of 450 hours or more "may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program." FPTC provides opportunity for students to demonstrate basic skill requirement through the Test of Adult Basic Education (TABE)/ Wonderlic Basic Skills Test (WBST). The Florida Department of education has placed basic skill levels on all programs in the curriculum frameworks. Only advanced and difficult level of the TABE/WBST meets requirements. TABE/WBST scored are valid for a period of 2 years.

Based on Rule 6A-10.040 and Ruler 6A-10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions:

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9th grade in a Florida public school in the 2003-2004 school year, or thereafter, and earned a Florida standard High School Diploma.
- A student who demonstrates readiness by achieving or exceeding the following test scores and enrolling within two (2) years after achieving such scores:
  - Florida Postsecondary Education Readiness Test (PERT) - Reading **106** Writing **103** Math **114**
  - ACT, American College Testing Program - Reading **19** English **17** Math **19**
  - SAT, The College Board – Critical Reading **440** Math **440** (Prior to March 1, 2016)  
Reading **24** Writing & Language **25** Math **24**
- The student who is serving as an active duty member of any branch of the United States Armed Services.
- The student passes a state or national industry certification or licensure examination aligned to the career education program in which the student is enrolled.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen career program. If, following admission to the program, a student is unable to demonstrate the basic skills exit requirements, remediation should be provided. After remediation, the student has the opportunity to post-test before the completion of the final OCP. A student only needs to meet the basic skills requirements for exit from the final OCP.

If, after remediation, the student's basic skills score still does not meet program exit requirements, the student may:

- Remediate further;
- Pass a related state, national or industry licensure exam/certification defined by the FDOE posted on the website at <http://www.fldoe.org/workforce/dwdframe/rtf/2014-15-basicskills-with-License-exempt.rtf>.

A student enrolled in a career education program that does not meet the basic skills requirements, but passes an identified licensure exam/certification, should be recorded as "incomplete" until the technical college receives documentation of the licensure and then reports the student as a completer from the career and technical education program. If the student does not meet the basic skills requirements for completion, is not exempt, or does not pass an identified licensure exam/certification, the student cannot be reported as a program completer from the final OCP and cannot earn a Career Certificate of Completion.

## PROGRAM SELECTION

The Student Affairs staff will explain the basic skills test results and counsel with each student to assist them in selecting the most appropriate career choice. Career exploration options are available to students to explore career opportunities and evaluate program choices. Upon the selection of a program, students may be asked to interview with the instructor and may enroll in the technical program of their choice on a space available basis.

## ENROLLMENT

Students may enroll in our programs at various times throughout the year. However, many programs must limit enrollment to the beginning of their course/program due to the unique requirements of their courses.

Please see the individual program sections for enrollment information specific to each program. Contact Student Affairs if you need additional information concerning admissions.

## TECHNICAL DUAL ENROLLMENT

Eligible high school students are allowed to enter at the beginning of each semester but must obtain approval from administration. High School credits awarded are based on attendance and performance. Summer attendance may be required for some career and technical programs. Some programs are not available to high school students. Please check with a high



school counselor or FPTC Student Affairs staff for more information.

## TRANSCRIPTS

At the completion of a program a complimentary certificate of completion along with a transcript will be issued to the student provided there are no outstanding fees. A \$5 charge will be required for each additional transcript request.

## RESIDENCY

For the purpose of assessing course fees, a student shall be classified as a Florida or non-Florida resident. A Florida Residency Classification form must be submitted with application before a student will be considered for enrollment. A student meeting the requirements indicated on the classification form, will be classified as a Florida resident for tuition purposes.

## FINANCIAL AID COUNSELING

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial assistance. Prior to course start date all tuition and fees must be paid or accounted for.

**Note:** **Financial Aid approval does not automatically result in admittance into Florida Panhandle Technical College.**

## PLACEMENT

Florida Panhandle Technical College and CareerSource Chipola has resources, both traditional and on-line, to provide placement assistance to students seeking employment upon completion of their occupational training. FPTC program instructors, administration and staff provide valuable information and resources to support job placement. Students are encouraged to attend Career Fairs and school sponsored internships which provide employment opportunities.

The CareerSource on-line link is <https://www.careersourcechipola.com/> and provides much placement opportunities under the "Job Seekers" tab. The career center hosts local job vacancies under "Hot Jobs" that is updated frequently. CareerSource also utilizes the "Employ Florida Marketplace" to assist student to secure employment in their field of training.

## EMPLOY FLORIDA



The Employ Florida Marketplace is your one-stop online resource for job listings, education and training opportunities, career building assistance and much more. By registering with Employ Florida and posting your resume you will be able to access many features and services to help you in your career search.

A User Guide, accessed from the Employ Florida website, was developed to help students get started. In addition, on-line Employ Florida Workshop for students that have registered with one of our three CareerSource Chipola centers is offered. Students can access the on-line workshop by going to this link: <https://www.careersourcechipola.com/users/login>

Listed below are a few of the services that are provided through Employ Florida:

- Help Finding Job Openings - You can review available jobs and apply online.
- Job Market Trends - Access current market trends based on available job orders. You can research regional labor market information, such as salaries.
- Resume Builder - This tool will provide you with a professional format to help you create, store, update and post your resume online.
- Letter Builder - This tool will help you create, store and update letters you will need during a job search.
- Employer Information - You can find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.
- Employers Posting Jobs - You will be able to view employers who have jobs available in the system.

- Virtual Recruiter - Let Employ Florida's Virtual Recruiter schedule a recurring search for job openings that meet your qualifications.

FPTC encourages student to register with Employ Florida during the last few weeks of the PSAV Program. This will give students an opportunity to look for a job while completing the program. FPTC staff are available to assist students with placement needs.

**EMPLOY FLORIDA Link:** <https://www.employflorida.com/vosnet/Default.aspx>

The screenshot displays the Employ Florida Marketplace website. At the top, there is a navigation bar with the 'EMPLOY FLORIDA MARKETPLACE' logo on the left. To the right of the logo are input fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'En Español'. Further right are two informational boxes: 'Work Register for Reemployment Assistance Benefits' and 'Instructions for RA Full Work Registration'. Below the navigation bar is a large banner image of a bridge over water. Overlaid on the right side of the banner is a text box titled 'Employers' that describes the resources available to employers, with 'Find a Job' and 'Find a Candidate' buttons below it. Below the banner is a 'Search for a Job' section with a search bar and filters for 'Keyword', 'City', 'ZIP Code', and 'Radius', along with a 'Search' button and a link to 'Advanced Search'. The main content area is divided into three columns: 'Job Seekers' (listing resources like Find a Job, Create a Resume, Education and Training, Veteran Services, Youth Services, and Senior Services), 'Employers' (listing resources like Find a Candidate, Post a Job Opening, Job Market Trends, and Labor Market Information), and 'Get Connected' (featuring a Twitter feed from CareerSource Florida and NEFL). At the bottom, there is a 'Resources' section with logos for Employ Florida VETS, DEO, CareerSource Florida, Enterprise Florida, and AbilitiesWORK, followed by a footer with links to 'Local Regional Workforce Boards', 'One Stop Career Centers', and a 'CAUTION: Be on Alert for Job Scams' message.

## HOUSING

Florida Panhandle Technical College does not provide dormitory space or any type of housing facility.



## **TRANSPORTATION**

Upon space availability, adult students may ride district school buses with written permission from FPTC Administration. Adult students may park on campus with appropriate decals. Dual enrollment students must have permission from high school administration and parents/guardians to drive to campus. However, driving on campus is a privilege and permission may be revoked when necessary. Transportation permission forms must be on file prior to a student driving on campus. Special parking areas on campus are designated for student parking.

## **TRANSFER POLICY**

An incoming student who has previously attended another accredited postsecondary institution may provide an official transcript documenting credit/clock hour evaluation achieved for a specific technical program for credit evaluation at the time of initial application. Transfers are evaluated on an individual basis by the program instructor and Student affairs staff based on official records received from the sending institution.

A student desiring to transfer within the technical college between programs should discuss the request with a student affairs staff member. Such transfers must be approved by the instructor to whom the student is transferring, a designated Student Affairs staff member and, if applicable, the agency funding the student's program costs. Eligible students are permitted one program transfer per semester for a total of two per calendar year. A \$10.00 enrollment fee will be assessed to adult students each time they transfer.

In all cases the Florida Panhandle Technical College will be the final authority on transfer credit. Acceptance of hours completed at another institution will be in compliance with Florida Statute 1007.24(7).

## **TRANSFER OF PROGRAM**

A student considering a transfer from a current program of study must contact Student Affairs for guidance and assistance. Except in cases of extreme circumstances, dual enrolled student transfers will only be permitted at the beginning of a semester period due to the possibility of a loss of credit required for graduation. A transfer during a course is discouraged and may result in additional fees. Transfers will only be approved upon program availability and in the best interest of all parties involved.

# **WITHDRAWAL PROCEDURES**

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## **WITHDRAWAL OF STUDENT UNDER 18 YEARS OF AGE**

The school must notify the district office of any student under the age of 18 who drops out or withdraws from school without transferring to another educational environment. Both the parent and student under the age of 18 must sign the appropriate form to terminate school attendance.

## **WITHDRAWING FROM A PROGRAM**

Students who wish to withdraw from a program should see Student Affairs, financial aid officers and their instructor to ensure that they are aware of any outstanding fees that are the responsibility of the student. Failure to satisfy outstanding tuition or fees will result in a loss of all services until the responsibilities are met.

## **ADMINISTRATIVE WITHDRAWAL**

FPTC reserves the right to withdraw a student from a program if, in the judgment of school officials, such withdrawal is in the best interest of the student or student body at large.

# **INFORMATION DISCLOSURE**

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## **STUDENT INFORMATION DISCLOSURE POLICY**

In accordance with federal and state laws, Washington District Schools and FPTC will obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Washington District Schools may disclose appropriately designated directory information without written

consent UNLESS you advise Washington District Schools to the contrary.

## STUDENT RECORDS

All matters concerning student records are processed, developed, and maintained by the Student Affairs department. Certificates are processed and issued; transcripts are prepared and provided at the student's request within a reasonable period of time. Fees may be associated with transcripts and some services.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The **Federal Family Educational Rights and Privacy Act** of 1974, known as "FERPA", governs access to student education records maintained by educational institutions, including those of Florida Panhandle Technical College. FERPA's purpose is to protect the privacy of students' education records and to ensure that students have access to their own records. Under FERPA, the presumption is that a student's records are private and not available to the public without the consent of the student. Employees must not provide requested information unless the student consents to the release, or the information falls within a specific FERPA provision permitting release without consent.

FERPA applies to "eligible students." An eligible student is any individual who has been or is "in attendance" at an institution of post-secondary education at any time and about whom the institution maintains records. "In attendance" can include correspondence courses and on-line courses. The age of the student is irrelevant under FERPA.

Generally, there are four categories of individuals who can obtain access to education records in the manner defined under FERPA:

1. Students
2. Parents of Students
3. School Officials
4. Others

## ACCESS

- **Students.** Students may have access to their own education records with few exceptions, including parental financial information, confidential letters of recommendation, and portions of their own education records containing information about other students.
- **Parents/Guardians.** Parents generally have no automatic right of access to the education records of their children. However, access can be obtained in the following ways:
  - With the consent of their child;
  - If the child is identified as a dependent on the parents' tax return;
  - If there is a health and safety emergency involving their child;
- **School Officials.** School officials who have a legitimate educational need to access students' records may do so.
- **Others.** Members of the public, employees of certain agencies, court officials and others may access education records when the following circumstances apply:
  - The student has given consent;
  - The information has been designated directory information;
  - A health or safety emergency is involved;
  - If the individual is a victim of certain types of violent offenses, they may obtain certain information;
  - To comply with a subpoena or court order;
  - For audit and evaluation by certain state and local officials.

## STUDENT CONSENT

A student's valid consent means an informed, written consent which:

- specifies the record(s) to be disclosed;
- states the reason for disclosing the records; and
- identifies the person(s) to whom disclosure may be made.

## PERMISSIBLE INFORMATION

"Directory information" is personally-identifiable student information which the U.S. Department of Education has concluded is permissible for institutions to release without a student's consent. Such information may include the students':

- Name
- Address
- Telephone number
- Date and place of birth
- Program of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in campus activities
- Degrees, certifications, honors, awards
- Most recent education institution(s) attended
- Photograph

Note: Directory information may *never* include social security number.

Washington District Schools has designated the following information as directory information:

File: Directory Info Notice 2005.doc

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school, center or technical college) attended by the student. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:
  - In-school use of student directory information for official school business.
  - Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
  - Student directory information of junior and senior students may be furnished, upon request, to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
  - Florida public universities and colleges.
  - United States Congressman and Senators and Florida legislators.

## SOCIAL SECURITY NUMBER

In accordance with state Statute, social security numbers may be collected from students:

- to be used as student identification numbers as required by 1008.386, F.S.
- to facilitate the processing of student scholarship, college and technical college admission, and other applications; and
- for other purposes when consent of the parent or adult student is granted.

## FINANCIAL AID

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The objective of the Florida Panhandle Technical College financial aid programs is to assist students who have financial need by providing a financial aid package which may be composed of grants, scholarships, and Florida Work Experience.

The primary responsibility for meeting educational costs is that of the student and the student's family. A financial need is established when it is determined that the resources of the student (expected family contribution) do not meet the cost of schooling. The total cost of attending school includes all fees, books and supplies, personal expenses and allowable travel expenses. A student's computed financial need is the total cost of attending a particular school minus the expected family contribution. Financial need is computed by a standard "need analysis" system using confidential data submitted by the student and the parent. Federal aid programs, state aid programs, and many institutional programs do not permit aid awards to exceed computed needs. This means that aid received from all sources must be made known to the Financial Aid office, who insures computed financial need is not exceeded.

Any student enrolled at Florida Panhandle Technical College, or any prospective student, may apply for financial aid. If a student is interested in a particular type of financial assistance, he/she should express this interest when he/she submits his/her application for financial aid. If the student is not certain which form of assistance, he/she may qualify for he/she only needs to indicate general interest in financial aid.

It is the responsibility of the student to correctly complete the Free Application for Federal Student Aid (FAFSA) application process. The Financial Aid office may assist applicants with the completion and transmission of the FAFSA application. All required documents must be submitted to the Financial Aid office prior to enrolling. Failure to comply with this time frame will necessitate withdrawal of the student until the paperwork is received by the Financial Aid office.

### ABILITY-TO-BENEFIT

Federal financial aid may be available to students who do not possess a high school diploma or a GED if they can demonstrate a reasonable chance of success in a program by earning a satisfactory score on a test to determine their "Ability-to-Benefit" (ATB) from the program. ATB is based on the determination that the student has a fair and reasonable ability to benefit from technical training. ATB implies that a student, through evaluations is able to satisfactorily complete the work required in a technical program. Students may take the ACCUPLACER basic skills test to determine ATB eligibility in the testing center. The ACCUPLACER test is offered at the technical college for a \$15.00 fee. Appointment can be made at the office of Student Services.

Test: ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)

Publisher: The College Board, 250 Vesey Street, New York, New York 10281

Passing Scores:

Reading Comprehension (55)

Sentence Skills (60)

Arithmetic (34)

### STUDENTS' RIGHTS & RESPONSIBILITIES FOR FINANCIAL AID

As a student consumer, you have the RIGHT to:

- Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will receive your benefits.
- Appeal any decision of the Financial Aid office with regard to your application.
- View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and rate of pay for any student job you accept.

It is your responsibility to:

- Complete all application materials correctly and submit them on time.
- Read all materials sent to you from the Financial Aid office.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid office.
- Use financial aid only for expenses related to attending post-secondary education.
- Maintain satisfactory academic progress.
- Notify the Financial Aid office of any resources not considered during your original need analysis and aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.
- Keep your local and permanent addresses current at the Registrar's office.

## **FEDERAL TITLE IV GRANT PROGRAMS**

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The purpose of the Title IV Program is to provide a foundation for financial assistance to students in higher education. Other programs are secondary or supplementary to Pell Grant. The Title IV Program makes funds available to eligible students attending approved colleges, community/ junior colleges, technical colleges, and other educational facilities through PELL or the Comprehensive Transition Postsecondary Program.

To apply for a Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA) @ [www.fafsa.ed.gov](http://www.fafsa.ed.gov) in accordance with the instructions of the application and return that completed form to the Financial Aid office. Read instructions carefully; do not estimate. Take your financial information directly from your tax forms. The information will be transmitted electronically; the results which will be returned to the school in an Institutional Student Information Record (ISIR) within 3 – 4 days.

Determination of the grant amount will be based on the student's Expected Family Contribution (EFC) contained in the Institutional Student Information Record, the cost of attendance at the eligible school of your choice, and the payment schedule issued to all eligible educational institutions by the US Department of Education.

To be eligible to receive the Pell Grant, the student must be enrolled in a program that:

- Is at least 600 clock hours in length.
- Is postsecondary in nature.

The student must also meet one of the following requirements:

- a standard high school diploma or
- a high school equivalent through a GED® certificate or
- pass qualifying assessments to meet "Ability-to-Benefit" requirements or
- meet requirements of the Comprehensive Transition Postsecondary (CTP) Program

One of the criteria for financial aid eligibility is meeting and maintaining the financial aid academic progress requirement at FPTC defined by the school policy. It is the student's responsibility to read and understand these requirements.

## **PELL GRANT PROCESS**

After receiving the Institution Student Information Record (ISIR), the applicant must return to the Financial Aid office for a review of the ISIR and completion of the Financial Aid folder.

The following information is required for each folder:

1. Application for Vendor Status / Pell Grant Stipend.
2. W-9.
3. Certification of Financial Aid Information.
4. Student Data Form.

5. Non-filer Statement, if applicable.
6. Standards of Satisfactory Academic Progress.
7. Verification Worksheet, if selected for verification.

Verification - is a required federal process of checking the accuracy of information that applicants supply on their financial aid applications. Applicants who apply for financial aid should be aware that they may be selected for verification. Selection is based on Federal Department of Education guidelines. If the applicant is selected, he/she will be notified. Applicants selected for verification are not eligible to receive financial aid funds until they have submitted all required verification information.

8. A copy of all Income Tax Return transcripts, if applicable.
9. Verification of all untaxed income reported on the FAFSA.

**Obtaining information is the responsibility of the student. No federal funds can be disbursed until the student's financial aid folder is complete. If a student changes enrollment status or programs, it is important to notify the Financial Aid Office to ensure Financial Aid benefits are calculated accurately.**

## **STATE SCHOLARSHIPS/STUDENT LOAN PROGRAMS**

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### **FLORIDA STUDENT ASSISTANT GRANT**

This grant is available to Florida residents with financial need as determined by the completion of the FAFSA. Applicants must be enrolled in a post-secondary adult vocational program (PSAV) that is at least 450 clock hours. Applicants must not be in default on any state or federal student loan. Students who currently hold a Bachelor's degree are not eligible for FSAG-CE.

### **FLORIDA WORK EXPERIENCE PROGRAM – WORKSTUDY**

This program provides earnings to students through gainful employment at FPTC. This grant is available to Florida residents with financial need as determined by the completion of the FAFSA. Applicants must be enrolled in a vocational program that is at least 450 clock hours. Applicants must not be in default on any state or federal student loan. Students who currently hold a bachelor's degree are not eligible for FWEP.

### **FLORIDA BRIGHT FUTURES**

Florida's Bright Futures Scholarships include the Florida Academic Scholars Award, Merit Scholars Award, and the Gold Seal Vocational Scholars Award. All three are based on student's high school academic achievement and awarded to high school seniors that are Florida residents. Bright Future Scholarships may be applied to any program at FPTC.

### **FLORIDA PREPAID COLLEGE FUND**

Florida Prepaid College Fund is a program that provides an opportunity for the student's parents to pay in advance for the student's college education. Qualified students should present their current prepaid college fund card to the Financial Aid office.

### **FINANCIAL AID FEE**

Financial Aid Fee funds are available for those who are not eligible for other sources of financial aid.

### **SOCIAL SECURITY**

A full-time student enrolled in high school completion who is eligible for social security benefits may continue to receive payments until his/her eighteenth (18th) birthday. Application and certification forms may be obtained at the local Social Security offices.

### **VETERANS' & DEPENDENTS' BENEFITS**

Educational benefits are available to qualified veterans and children of deceased and disabled veterans. As a veteran or dependent, you may be entitled to certain benefits, and be eligible to participate in certain programs. For information, please contact the Financial Aid office.

### **VOCATIONAL REHABILITATION**

This is a service to conserve the working usefulness of persons with impairment who have reasonable expectations of becoming employed. Students who may qualify for vocational rehabilitation aid to attend post-secondary education should contact the office of Vocational Rehabilitation.



## **FOUNDATION**

The Florida Panhandle Technical College Foundation makes scholarships available to adult and high school students who exhibit need and are demonstrating the attitude and ability to successfully complete their program of study. Applications are available at the FPTC Student Affairs office and the guidance office of local schools.

## **WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)**

Workforce Innovation & Opportunity Act (WIOA) funds are available for individuals who are financially and/or educationally disadvantaged. Applicants who do not possess a marketable skill will be trained in a program related to their interests and abilities. WIOA can assist eligible students with tuition, books and supplies. Workforce Innovation & Opportunity Act (WIOA) funds are dispersed through CareerSource Chipola.

## **CAREER SOURCE CHIPOLA**

This organization has a variety of programs to assist eligible individuals in furthering their education. Interested individuals should make an appointment with Career Source Chipola located on the FPTC campus.

## **STUDENT LOAN PROGRAMS**

FPTC does not participate in Federal Loan Programs. However, private student loans are accepted and student loans are the responsibility of the student.

## **VETERANS' AFFAIRS**

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As a veteran, you are entitled to certain benefits and are eligible to participate in certain programs. The following information should serve as a brief overview of these programs and your benefits. For additional information please contact the Financial Aid office. The office is open from 7:30 a.m. to 3:00 p.m., Monday - Friday.

In accordance with Title 38 US Code 3679 subsection (e), Florida Panhandle Technical College has adopted the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the Veteran Affairs, Florida Panhandle Technical College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fees to Florida Panhandle Technical College.

To qualify for these provisions, students are required to:

- Produce the VA Certificate of Eligibility prior to the first day of class
- Complete a certification request by completing a VA Student Acknowledgement Form provided by FPTC
- Provide additional information needed to properly certify the enrollment as described in other VA and FPTC policies

## **VA OUT OF STATE TUITION WAIVER PROGRAM**

Exempts eligible students from being held to the 12-month residency rule for out-of-state students

In accordance with Florida Statute 1006.26(13) and (14), out of state fees shall be waived to students who are:

Honorably discharged veterans of the United States Armed Forces, The United States Reserve Forces, the National Guard, or eligible veteran dependents using VA educational benefits who physically reside in the state of Florida while enrolled at FPTC. Submit the following documentation:

- Copy of DD214 Certification of Release
- Proof of residing in Florida. This may include, but is not limited to, a signed lease, declaration of domicile, utility bill, driver's license, voter's registration card or vehicle registration.
- Additional documentation may be required

Effective 7/1/2016 the waiver program included Active duty members of the Armed Forces of the U.S. residing or stationed outside of Florida.

## **APPROVED PROGRAMS**

An excellent way for veterans to use their education benefits is pursuing an approved program of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by Department of Veteran Affairs for payment of benefits. All regular daytime programs at FPTC are currently approved by the State Approving Agency.

## HOW TO APPLY

Students may contact the Financial Aid office for assistance in applying for veteran benefits. The chapter under which you are filing will determine the documentation required by the Department of Veteran Affairs to certify your benefits. The website address [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) has information to assist students.

## ENROLLMENT CHANGES

If a veteran changes enrollment status or changes course or program, it is important to notify the Financial Aid office for certification purpose. If a VA student fails to notify the financial aid officer of changes, recertification will be delayed. A Change of Program or Status form is required by the Department of Veteran Affairs and may be obtained at the Financial Aid office.

## STUDENT'S RESPONSIBILITY

As a student receiving Veterans' Educational Assistance, you are responsible for immediately notifying the Financial Aid office of any changes in your certificate program or reduction in your clock hours. FPTC requires that all tuition and any applicable fees be paid prior to the final program course start date.

## OTHER FINANCIAL AID

Receiving veteran's benefits does not necessarily prevent a student from receiving other forms of financial aid. Applications and assistance are available in the Financial Aid office.

**Phone Numbers** For more information about applying for educational benefits at:

- FPTC Financial Aid office 850-638-1180 ext. 319
- Department of Veterans' Affairs; Atlanta office 1-888-442-4551

## VETERAN'S ATTENDANCE POLICY

Students exceeding 15% total absent hours out of their total scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (equal or greater than 85% attendance) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance. If a student has violated the attendance policy stated above, they will be notified immediately in writing. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 for each course.

A VA student whose cumulative GPA falls below 2.0 at the end of any course will be placed on academic probation for a maximum of two consecutive terms of enrollment (courses). If the VA student's CGPA is still below 2.0 at the end of the second consecutive course (term of probation), the student's VA benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPT of 2.0 in a course.

## VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

## ATTENDANCE VIOLATION APPEALS

Students who feel that they have grounds for appeal to an action taken as a result of the requirement may appeal to the director. Upon written notification of violation, a student has five calendar days to fill out the VA Attendance Policy Appeal Form (found in the back of this handbook) and set up an appointment with FPTC Administration. An immediate date will be scheduled for the appeal. FPTC Financial Aid will be notified of the final appeal decision within 15 calendar days of the student's initial receipt of violation notification, and will communicate with VA accordingly.

## VA ATTENDANCE APPEAL PROCESS

Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance.

- VA student attendance will be monitored on a monthly basis.

- Within five (5) calendar days of a detection of a less than 85% attendance percentage the VA student will be notified in writing of a termination of services.
- VA student has five calendar days to appeal the termination through the attendance appeal process.
  - Fill out the VA Attendance Policy Appeal Form (found in the back of the student handbook or with VA officer)
  - Attach documentation
  - Return to administration and schedule an immediate hearing date
- VA student will be notified in writing of the administrative appeal decision within 15 calendar days of initial notification.
- A copy of the decision will be sent to the FPTC Financial Aid Office. A VA Certifying Official will immediately notify VA Education of the decision.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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Federal regulations require both Quantitative (time-related) and Qualitative (grade-based) measure of progress. Both measures are cumulative. Florida Panhandle Technical College has established Standards of Academic Progress applicable to all students. Students are considered to be making satisfactory academic progress if they successfully complete program hours and weeks, as well as maintain a specific cumulative grade point average (GPA).

Each student's academic progress is checked at the end of each payment period. No SAP is required for the first Title IV payment period in a program.

- Student must maintain a "C" (70-80) or better grade.
- Students are allowed up to 150% of the scheduled clock hours to complete their program, but may only be provided financial aid for 100% of program hours.
- Students must complete two-thirds (66.67%) of the cumulative hours attempted in their program of study.

**Satisfactory and Unsatisfactory Academic Progress:** If a student meets the above guidelines, they are considered to be in compliance with Satisfactory Academic Progress policy. Not meeting these guidelines will place a student on *Financial Aid Warning Status*.

**Financial Aid Warning Status:** A student will be placed on Financial Aid Warning Status for the payment period following their first "Unsatisfactory" Academic Progress report. A student will receive payment for the period immediately following the "Unsatisfactory" report, but they MUST meet the SAP requirements listed above by the end of the next payment period, in order to receive the subsequent payments.

**Suspension of Financial Aid:** A student will stop receiving their financial aid beginning on the date of their second consecutive "Unsatisfactory" progress report. A student may regain eligibility by successfully appealing a determination that he or she is "Unsatisfactory" to the Director. A student can only appeal for extenuating circumstances, such as illness or family death. Student must provide documentation of extenuating circumstance as well as explain what has changed that will allow the student to make "Satisfactory" progress for the next evaluation.

**Reinstatement of Financial Aid Eligibility:** A student must achieve a "Satisfactory" Academic Progress report, as defined above, for a payment period following the suspension of aid in order to have their eligibility reinstated. The student is only eligible for the payment period in which the student regains eligibility; eligibility is not retroactive to all earlier payment periods.

Students in attendance at FPTC who are under 18 years of age will be subject to the attendance requirements related to their driver's license. A referral will be made to the district office if any student under the age 18 has 15 unexcused absences within a 90-day period or if he/she withdraws. FPTC shall follow the procedures for implementing the attendance requirements for high school students as shown in the K-12 schools attendance policy.

## ATTENDANCE POLICY

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### ATTENDANCE EXPECTATIONS

While attendance policies may be more stringent in some career and technical programs, the following is a minimum for all programs:

- All students are expected to contact their program supervisor/instructor prior to an absence. Information is provided to student in the program syllabus.
- A student who is **absent six (6) consecutive days will be withdrawn** on the seventh day, except in extenuating circumstances.
- Dually enrolled students who have poor attendance are unlikely to be successful in a program and will not be recommended back at the end of the term.
- Students withdrawn for poor attendance may re-register on a space available basis after approval from Student Affairs and, when necessary, administration and will be placed on a probationary status.
- Students with extenuating circumstances, i.e. hospital confinement, personal problems, extended illness, etc., may appeal to the director or assistant director for an exception.

**Except in the case of emergency, the student should obtain the exception ahead of time.**

- Students in attendance at the FPTC who are under 18 years of age regardless of the program of attendance will be subject to the attendance requirements related to their driver's license. A referral will be made to the district office if a student has 15 unexcused absences within a 90-day period or if he/she withdraws. The technical college shall follow the procedures for implementing the attendance requirements for high school students as shown in the K-12 schools.

### ACCEPTED ABSENCES

An absence shall be considered an "Accepted" absence, for all students, if documented evidence is available to indicate that the absence was due to:

- A death in the student's immediate family
- The student is confined to a hospital or to his home because of a physician's directions
- Has a subpoena to appear in court
- Has orders to participate in National Guard activities or is recalled to a (Temporary Active Duty) assignment/training
- The absence is due to a school holiday other than a national holiday

**Although the absence is accepted, clock hour credit is not earned and an absence is documented.**

### DUAL ENROLLED STUDENTS

Dual enrolled high school students are expected to attend FPTC based on the Washington County School District calendar, regardless of their home high school calendar. Any dually enrolled student with attendance and/or performance issues will not be recommended back into the program and will return to their home school campus the following term.

## GRADING SYSTEM

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### CERTIFICATE REQUIREMENTS

A student must complete a minimum of 80% of the competencies required in the program of study before a Certificate of Completion can be issued. A **Program Certificate of Completion** will be awarded to students that successfully complete the program and meet the state required academic levels.

Grades will be awarded at the completion of each course. High School students enrolled in longer courses will be graded at the end of each term. All students will be progress monitored throughout the program by instructors and financial aid staff

members. Most financial assistance requires students to maintain a "C" or above average.

**A = 90-100 (Outstanding Performance)**

Student performance exceeds business or industry expectations for entry level employments. A certificate of completion will be awarded upon completion of the program.

**B = 80-89 (Above Average Performance)**

Student performance meets business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

**C = 70-79 (Average Performance)**

Student performance meets the minimal business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

**D = 60-69 (Below Average Performance)**

Student performance does not meet business and industry expectation for entry level employment. Although a "D" meets district high school requirements to earn credits toward the completion of high school, if the student completes the program with a "D" or "F" average (or an "I") no certificate of completion will be awarded.

**F = Below 60 (Failing)**

Indicates failure of performance. Student performance does not meet business and industry expectations and will not receive a certificate of completion. An "F" does not meet district requirements for high school students to earn credits toward the completion of high school.

**I = Incomplete** A grade will not be issued unless/until the student completes the work required by the instructor. An incomplete grade must be satisfied by the student making up the necessary work within five days or the incomplete reverts to a grade of "F."

Grade Point Values: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F and I = 0. High school students earn a weighted value (an additional 1 point) for all technical college passing grades when calculating their overall high school GPA.

## **SATISFACTORY PROGRESS**

An incomplete grade must be satisfied by the student making up the necessary work within 5 days or the incomplete reverts to a grade of "F".

A student earning a grade of "F" (0-59) for a grading period will be put on probation for the next grading period. A grade of "F" for the period of probation will constitute dismissal from that program of study.

Research indicates that there is a high correlation between punctuality and attendance in school and punctuality and attendance on the job. Business and industry can function profitably only when their employees are working on the job. The same is true in the training classroom.

**Grades will be awarded at the completion of each course. Dual enrolled students enrolled in longer courses will be graded at the end of each term. All students will be progress monitored throughout the program by instructors and financial aid staff members. Most financial assistance requires students to maintain a "C" or above average.**

## **TUITION & FEE INFORMATION**

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### **FEES**

All career and technical education (CTE) students will be required to provide payment for course tuition and fees prior to being enrolled and admitted into class. The fees shall be as stated on the course fee schedule and will be payable at the beginning of each course.

All students will be required to register at the beginning of each course in order to remain a student in good standing. All fees are due at the time of registration. If financial assistance is needed, please contact our Financial Aid Office.

All students enrolled in CTE courses and/or hold a high school diploma or equivalent are required to pay an annual registration fee.

## DUAL ENROLLMENT FEE EXEMPTION

In accordance with F.S. 1007.271(13), dual enrolled students are exempt from paying registration, tuition and lab fees for all programs.

## PAYMENT ACCEPTANCE POLICY

Payments must be made for the exact amount due and made payable to Florida Panhandle Technical College (FPTC). No second party checks will be accepted. A \$15.00 fee will be charged for all returned checks. FPTC accepts credit cards with a 2.75% processing fee and debit cards with a \$.50 processing fee.

## REFUND POLICY

All tuition and fees will be refunded for all program and courses that are cancelled. A refund will also be issued for CTE programs if a course is dropped within ten (10) calendar days after the enrollment date, with the exception of the Commercial Vehicle Driving (CVD) and public safety courses. Refunds will only be made for CVD and public safety courses if dropped the first day of class. One hundred dollars (\$100.00) of the Commercial Vehicle Driving Program deposit is non-refundable. Refunds will not be issued for Adult General Education courses. Refunds do not require student requests and will be issued as soon as possible, but within forty-five (45) days of the course start date or withdrawal date.

## ADDITIONAL STUDENT COSTS

Annual Registration Fee (courses over 40 hours)	\$10.00*	Emergency Medical Technician Liability Insurance	\$28.00
Background Check through District	\$51.25	Health Program Liability Insurance	\$31.00
Practical Nursing Assessment Test (TEAS)	\$58.00	CPR Certification	\$40.00
OSHA Card	\$8.00	First Aid CPR Card	\$10.00
Criminal Justice Basic Abilities Test (BAT)	\$33.00	Assessment Results Copy (first copy complimentary)	\$10.00
ACCUPLACER Test	\$15.00		

\* This fee applies only to students who have a high school diploma or equivalent.

Hourly Rates

## HOURLY RATES

	RESIDENT	NON-RESIDENT
<b><u>Job Preparatory</u></b>	\$2.25	\$8.99
Financial Aid	.22	.90
Capital Improvement	.11	.44
Laboratory Fee	.19	.19
Technology Fee	.11	.44
<b>TOTAL</b>	<b>\$2.88</b>	<b>\$10.96</b>
<b><u>Adult General Education</u></b>		
Fall Term	\$30.00	
Spring Term	\$30.00	
Summer Term	\$30.00	
<b>TOTAL</b>	<b>\$90.00</b>	
<b><u>Continuing Workforce Education</u></b>	<b>Fees will be based on board approved amounts or on instructor salary, the number of students enrolled at first class meeting, indirect costs and necessary lab fees or board approved fees.</b>	

## SPECIAL TUITION

District Financial Tuition is based on: 2.88 - .22 Financial Aid Fee = **2.66 per hour**

All other programs that apply a separate lab fee are based on: Resident - 2.88 - .19 Lab fee = **2.69 per hour**  
Non-Resident - 10.96 - .19 Lab fee = **10.77 per hour**



## **OTHER FEES** (No Checks Accepted for Testing or Transcript Fees)

<b>Debit/Credit Transaction:</b>	<b>2.75% of transaction (minimum charge of \$.50)</b>
<b>Proctor Fee</b>	<b>\$20.00 per exam</b>
<b>Transcript Copy:</b>	<b>\$5.00</b> (first copy complimentary)
<b>Student ID Badge:</b>	<b>\$5.00</b> (first copy complimentary)
<b>Parking Decal Fee:</b>	<b>\$5.00 annually/per vehicle</b> (Non-Transferable)
<b>Parking Violation Fee:</b>	<b>\$3.00 per incident</b>

## **EVENING PROGRAM COST**

### **CONTINUING WORKFORCE EDUCATION (CWE) TUITION FEES**

Continuing Workforce Education Classes: Rates are based on the instructor salary, the number of students in the course and necessary lab fees.

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## **PROGRAM OFFERINGS BY CAREER CLUSTER**

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### **ADULT GENERAL EDUCATION**

Adult Basic Education (ABE)  
Adult English for speakers of other Languages (ESOL)  
Applied Academics for Adult Education (AAAE)  
GED® Preparation Program

### **ARCHITECTURE & CONSTRUCTION**

Cabinetmaking  
Carpentry  
Drafting  
Electrician

### **ARTS, A/V TECHNOLOGY & COMMUNICATION**

Digital Media/Multimedia Design  
Digital Video Technology

### **BUSINESS, MANAGEMENT, & ADMINISTRATION**

Administrative Office Specialist - Inactive  
Medical Administrative Specialist - Inactive

### **HEALTH SCIENCE**

Emergency Medical Technician-ATD  
Fire Fighter/Emergency Medical Technician-Combined  
Hemodialysis Technician  
Medical Coder/Biller -ATD  
Patient Care Technician  
Pharmacy Technician  
Phlebotomy – Summer Term Only  
Practical Nursing

### **HUMAN SERVICES**

Cosmetology

### **INFORMATION TECHNOLOGY**

Applied Cybersecurity  
Applied Information Technology  
Network Support Services  
Network Systems Administration

### **LAW, PUBLIC SAFETY & SECURITY**

Correctional Officer  
Crossover Correctional Officer to Law Enforcement Officer  
Crossover Law Enforcement Officer to Correctional Officer  
Florida Law Enforcement Academy

### **MANUFACTURING**

Electrical & Instrumentation Technology 1 & 2  
Welding Technology  
Welding Technology-Advanced

### **TRANSPORTATION, DISTRIBUTION, & LOGISTICS**

Automotive Service Technology 1 & 2  
Commercial Vehicle Driving  
Construction Vehicle Technician  
Heavy Equipment Operations Technician  
Diesel Systems Technician 1 & 2

## ADULT GENERAL EDUCATION

### ADULT BASIC EDUCATION (ABE)

Program # 9900000  
CIP # 1532.010200

**NOT PELL ELIGIBLE**

#### DESCRIPTION:

This program is the first step on the path to a high school equivalent diploma. The content develops basic literacy skills in all areas of knowledge. All students are required to take the Test of Adult Basic Education (TABE). If a student scores below 9.0 in Reading, Math, or Language, he/she is enrolled in Adult Basic Education. The content includes, but is not limited to, Reading, Language Arts, and Mathematics.

#### PROGRAM STRUCTURE:

Adult Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen, and family member. Adult Basic Education prepares students to enroll in GED® preparation courses.

The program is open-entry/open-exit, meaning a student may enroll or complete at any time. The student works at his own rate with the direction and assistance of a teacher.

The program of study is determined by the individual's TABE test assessment. The teacher develops an individualized prescription of study for each student including differentiated class instruction, flexible schedules and performance-based evaluation to address those objectives not mastered in Reading, Math, and Language. When the prescription is completed, the student is post-tested on the TABE to determine progress.

The student begins on the academic level as determined by the pretest on the TABE and progresses through the levels to reach 9.0 or above.

COURSE #	TABE GRADE LEVELS	TABE SCALE SCORE	COURSE DESCRIPTION	HOURS	Tuition Per Term
9900001	0.0 - 8.9	< 595	Mathematics	300-450	<b>\$30.00</b>
9900002	0.0 - 8.9	< 576	Reading	300-450	
9900003	0.0 - 8.9	< 584	Language Arts	300-450	

#### Adult Basic Education (ABE) is available to individuals who:

- Are 16 years or older and have legally left the secondary school system.
- Do not have a high school diploma or its equivalent.
- Have earned a high school diploma, or its equivalent, but require remediation to obtain employment or pursue postsecondary education.

### ADULT EDUCATION CENTERS IN OPERATION

#### CHIPLEY - FPTC CAMPUS

Monday - Friday - 8:00 a.m. - 2:30 p.m.

#### BONIFAY – Holmes County District Office Annex

211 West Iowa Street

Bonifay, FL 32425

Tuesday, Wednesday, Thursday - 8:00 a.m. – 12:00 a.m.

**Summer Terms offered on Main Campus and at other sites as needed.**

## ADULT GENERAL EDUCATION

### ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

**NOT PELL ELIGIBLE**

Program # 9900040  
CIP # 1532.010300

#### DESCRIPTION:

This program is designed to provide English language instruction to adult learners who are able to read and write in at least one language other than English. The program will prepare adult learners to use English for entering career and technical (CTE) or another postsecondary education, employment, and participation in the civic life in the United States.

#### PROGRAM STRUCTURE:

Adult ESOL is a non-credit course with six levels. The courses are non-graded and characterized by open-entry, open exit; self-paced instructional modules; differentiated instruction; flexible schedules; and performance-based evaluation.

COURSE #	Functioning LEVELS	FLORIDA ADULT ESOL LEVEL	HOURS	Tuition Per Term
9900040	1	Foundations	Based on Need	<b>\$30.00</b>
	2	Low Beginning	Based on Need	
	3	High Beginning	Based on Need	
	4	Low Intermediate	Based on Need	
	5	High Intermediate	Based on Need	
	6	Advanced	Based on Need	

#### Adult English as a Second Language (ESOL) is available to individuals who:

- Are 16 years or older and have legally left the secondary school system.
- Want to learn to speak, read, and write the English language

### ADULT EDUCATION CENTERS IN OPERATION

#### CHIPLEY - FPTC CAMPUS

Monday - Friday - 8:00 a.m. - 2:30 p.m.

**BONIFAY – Holmes County District Office Annex**  
**211 West Iowa Street**  
**Bonifay, FL 32425**

Tuesday, Wednesday, Thursday - 8:00 a.m. – 12:00 p.m.

**Summer Terms offered on Main Campus and at other sites as needed.**

## ADULT GENERAL EDUCATION

### APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

**NOT PELL ELIGIBLE**

Program # S990001

CIP # 1532.010503

#### DESCRIPTION:

This program will prepare students for academic, technical, and personal success. This program strives to inspire and motivate students to become productive, self-sufficient members of society. The Applied Academics (AAA) system is based upon the assessed needs of the individual and the academic and employability requirements related to Florida's comprehensive Career and Adult Education programs.

#### PROGRAM STRUCTURE:

The program encompasses career assessment, basic skills related instruction in **reading, math, and language** and other related instruction as needed for post-secondary tests such as PERT and TEAS. The program is characterized by open entry/open exit, self-paced instructional module, flexible schedules, and performance-based evaluation.

The program of study is determined by the individual's TABE test assessment as it relates to the student's chosen technical or career field. The teacher develops an individualized prescription of study to meet the requirements of the post-secondary goal. When the prescription is completed, the student is post-tested on the TABE to determine progress. The student starts at the academic level as determined by the pretest on the TABE and progresses to reach or surpass the minimum grade level requirements for his chosen technical training.

COURSE #	TABE GRADE LEVELS	TABE SCALE SCORE	COURSE DESCRIPTION	HOURS	Tuition Per Term
S990011	9.0-12.9	> <b>595</b>	Mathematics	Based on Need	<b>\$30.00</b>
S990021	9.0-12.9	> <b>575</b>	Language Arts	Based on Need	
S990031	9.0-12.9	> <b>583</b>	Reading	Based on Need	
S990041	9.0-12.9	<b>See Scores Above</b>	Comprehensive	Based on Need	

**Applied Academics for Adult Education (AAAE) is available to individuals who:**

- Require remediation to obtain employment or pursue postsecondary education.

### ADULT EDUCATION CENTERS IN OPERATION

#### CHIPLEY - FPTC CAMPUS

Monday - Friday - 8:00 a.m. - 2:30 p.m.

#### BONIFAY – Holmes County District Office Annex

**211 West Iowa Street**

**Bonifay, FL 32425**

Tuesday, Wednesday, Thursday - 8:00 a.m. – 12:00 a.m.

**Summer Terms offered on Main Campus and at other sites as needed.**

## ADULT GENERAL EDUCATION

### GED® PREPARATION PROGRAM

Program # 9900130  
CIP # 1532.010207

**NOT PELL ELIGIBLE**

#### DESCRIPTION:

This program will prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to continue their education to earn a post-secondary degree, certificate, or industry certification.

#### PROGRAM STRUCTURE:

The GED® Preparation Program consists of four courses: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. The courses are non-graded and characterized by open-entry, open-exit; self-paced instructional modules; differentiated instruction; flexible schedules; and performance-based evaluation.

Upon student progression and mastery of skills in the program, a variety of GED® practice tests will be provided, including the official practice test, GED® Ready, to assess if the student is ready for the official high school equivalency exam through Pearson Vue. A testing discount voucher is provided to students enrolled in the program, when the student has mastered the official practice test. The student is then responsible for registering for the official exam through Pearson Vue. The mastery score of 145 is required in all subject areas to earn a high school equivalent.

COURSE #	TABE LEVELS	COURSE DESCRIPTION	HOURS	Tuition Per Term
9900131	9.0-12.9	GED® Reasoning Through Language Arts	Based on Need	<b>\$30.00</b>
9900132	9.0-12.9	GED® Social Studies	Based on Need	
9900133	9.0-12.9	GED® Science	Based on Need	
9900134	9.0-12.9	GED® Mathematical Reasoning	Based on Need	
9900135	9.0-12.9	GED® Preparation Comprehensive	Based on Need	

**General Educational Development (GED®) Preparation is available to individuals who:**

- Are 16 years or older and have legally left the secondary school system.
- Do not have a high school diploma or its equivalent.

#### GED® Testing Fees – 2014 Series

<b>Computer Based Testing</b>	TOTAL BATTERY	<b>\$128.00</b>
	TOTAL BATTERY w/ FPTC GED® Voucher	<b>\$100.00</b>
	INDIVIDUAL SUB-TEST	<b>\$ 32.00 per test</b>
	INDIVIDUAL SUB-TEST w/ FPTC GED® Voucher	<b>\$ 25.00 per test</b>

#### ADULT EDUCATION CENTERS IN OPERATION

##### CHIPLEY - FPTC CAMPUS

Monday - Friday - 8:00 a.m. - 2:30 p.m.

##### BONIFAY – Holmes County District Office Annex

211 West Iowa Street

Bonifay, FL 32425

Tuesday, Wednesday, Thursday - 8:00 a.m. – 12:00 a.m.

**Summer Terms offered on Main Campus and at other sites as needed.**

## ARCHITECTURE & CONSTRUCTION

### CABINETMAKING

Program # C410400  
CIP # 0648.070303

**1200 HOURS**  
**40 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

The cabinetmaking program is designed for aspiring professional furniture makers and dedicated amateurs who seek in-depth training at the highest standard of excellence. The hands-on, project-oriented format includes the full range of furniture making skills. Sequential projects take students from the fundamentals through the fine points of design and craftsmanship. Cabinetmakers are specific types of woodworkers who create and install cabinets in bathrooms, kitchens, other areas of homes and businesses. Typical duties of cabinet makers include designing custom cabinets, making cabinets, installing cabinetry, consulting with clients and other duties as needed. Cabinet makers are responsible for cutting and shaping wood, preparing surfaces and forming a completed product.

### OCCUPATION DESCRIPTION:

Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products. *Excludes: "Woodworking, Machine Setters, Operators, and Tenders".*

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
BCV0200	A	Cabinetmaker Helper	300	\$864.00	\$3,288.00
BCV0235	B	Cabinet Finisher	150	\$434.00	\$1,645.00
BCV0240	C	Cabinet Assembler	300	\$864.00	\$3,288.00
BCV0243	D	Cabinetmaker	450	\$1,298.00	\$4,933.00
		<b>TOTAL</b>	<b>1200</b>	<b>\$3,460.00</b>	<b>\$13,154.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$460.00	\$460.00
OSHA Card Fee	\$8.00	\$8.00
Approximate Total Program Cost:	<b>\$3,938.00</b>	<b>\$13,632.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 - or meet other basic skill requirements

**Must be able to lift up to 50 lbs. and climb a ladder**

**Industry Certification:** NCCER Carpentry - Levels 1 - 5  
NCCER Level Exam Fee – \$3 per Test  
Other testing fees may apply

**Advisory Salary Range:** \$22,000 - \$50,000  
**Florida Panhandle:** \$19,920 - \$48,720  
**PH Average:** \$30,860  
**State Average:** \$33,900  
**National Average:** \$40,500

### LIVE WORK FEES:

#### Shop Fees:

Materials plus 10% + 7% sales tax  
Small Jobs: \$5-\$45  
Medium Jobs: \$45-\$75  
Large Jobs: \$75 & up  
CNC Job: \$5 + .10 per inch

(All jobs require administration and program instructor approval.)

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 100%**



## ARCHITECTURE & CONSTRUCTION

### CARPENTRY

Program # C510300  
CIP # 0646.020117

**1200 HOURS**  
**40 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

Carpenters are responsible at least in part, for creating just about every building in your community. Homes, schools, court houses and office buildings are built from scratch through the skills and experience of professional carpenters. To be a carpenter is to be a member of one of the oldest and most respected trades in the world. If you enjoy working with tools, like to see your work produce immediately results and if you have a good work ethic, you can build a lifetime career in carpentry. The carpentry program builds lab activities into the program and provides instruction in: use of hand and power tools, selection and use of materials, estimating, blueprint reading, and interpretation of building codes.

### OCCUPATION DESCRIPTION:

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
BCV0112	A	Introduction to Carpentry	150	\$434.00	\$1,645.00
BCV0122	B	Rough Framing Carpentry	450	\$1,298.00	\$4,933.00
BCV0125	C	Finish Trim Carpentry	450	\$1,298.00	\$4,933.00
BCV0123	D	Foundation & Form Carpentry	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>1200</b>	<b>\$3,464.00</b>	<b>\$13,156.00</b>

**ARTICULATION AGREEMENT:** A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1200** clock hour program in **Carpentry** shall articulate **three (3)** college credit hours to the AAS/AS Degree in **Building Construction Technology**.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>OSHA Card Fee</b>	\$8.00	\$8.00
<b>Approximate Books/Supplies</b>	\$410.00	\$410.00
<b>Approximate Total Program Cost:</b>	<b>\$3,892.00</b>	<b>\$13,584.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements

**Must be able to lift up to 50 lbs. and climb a ladder**

**Industry Certification:** OSHA - \$8.00; NCCER Carpentry - Levels 1 - 5

**NCCER Level Exam Fee – Initial Fee \$3 per Test**

**Other testing fees may apply**

**Advisory Salary Range:** \$20,000 - \$50,000  
**Florida Panhandle:** \$19,920 - \$48,720  
**PH Average:** \$30,860  
**State Average:** \$33,900  
**National Average:** \$40,500

### LIVE WORK FEES:

#### Shop Fees:

Materials plus 10% + 7% sales tax  
Small Jobs: \$5-\$45  
Medium Jobs: \$45-\$75  
Large Jobs: \$75 & up

(All jobs require administration and program instructor approval.)

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 100%**

## ARCHITECTURE & CONSTRUCTION

### DRAFTING

Program # C100200  
CIP # 0615.130100

**1500 HOURS**  
**50 Weeks**

**PELL ELIGIBLE**  
**STEM PROGRAM**

### PROGRAM DESCRIPTION:

AutoCAD drafters are employed by manufacturing companies, engineering firms, and architectural firms. Drafters build on the ability to visualize concepts and designs and bring their ideas to life using Computer Aided Drafting (CAD) methods. Drafters use computer software to turn the concepts and specifications of architects, engineers and other manufacturing designers into blueprints and drawings. The yearlong program covers focused instruction in the use of CAD programs including Solid Works and Autodesk. Several students completing this program have continued to pursue a degree in engineering.

### OCCUPATION DESCRIPTION:

**AutoCAD Drafter:** Know engineering and manufacturing terminology, read blueprints, add 3D life to 2D drawings, annotate technical drawings with dimensions styles, text, and multileaders block text, transition AutoCAD designs from concepts to workable construction documents, explore techniques for creating and designing three-dimensional, prepare structural and assembly drawings of machinery, prepare sketches and drawings that include pneumatic hydraulic drawings, prepare drawings to be printed or shared with others and print 3D images of drawings.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
TDR0070	A	Introduction to Drafting	150	\$434.00	\$1,645.00
TDR0370	B	Drafting Assistant	450	\$1,298.00	\$4,933.00
TDR0775	C	Drafting Detailer 1	150	\$434.00	\$1,645.00
TDR0776		Drafting Detailer 2	150	\$434.00	\$1,645.00
TDR0570	D	Architectural Drafter	150	\$434.00	\$1,645.00
TDR0874	E	Civil Drafter	150	\$434.00	\$1,645.00
TDR0777	F	Mechanical Drafter	150	\$434.00	\$1,645.00
TDR0875	G	Structural Drafter	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>1500</b>	<b>\$4,336.00</b>	<b>\$16,448.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$350.00	\$350.00
<b>Approximate Total Program Cost:</b>	<b>\$4,696.00</b>	<b>\$16,808.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **9.0** READING **9.0** or meet other Basic Skills Requirements

### Industry Certification:

NCCER Core; Certified SolidWorks Professional (CSWP) – No Charge; Autodesk Certified Professional-AutoCAD – \$250.00; Autodesk Certified Professional-AutoCAD Civil 3D – \$250.00; Autodesk Certified Professional-Inventor – \$250.00; Autodesk Certified Professional-Revit Architecture –\$250.00

**Advisory Salary Range:** \$24,960 - \$41,600

	<u>Architectural &amp; Civil Drafter</u>	<u>Mechanical Drafter</u>	
Florida Panhandle:	\$26,900 - \$64,080	\$26,300 - \$81,900	(Data for Pensacola Only)
PH Average:	\$42,220	\$39,400	(Data for Pensacola Only)
State Average:	\$46,100	\$48,100	
National Average:	\$48,800	\$51,500	

**Program Completion Rate: 67% - Program Placement Rate: 100% - Program Certification Pass Rate: 75%**

## ARCHITECTURE & CONSTRUCTION

### ELECTRICIAN

Program # I460314  
CIP # 0646.030204

**1500 HOURS**  
**50 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as skilled Electricians and \*Electrician Helpers. It will provide instruction in the basics of electrical wiring with equal emphasis on theory and hands-on experience. It includes learning to read and understand the NFPA 70. Along with the hands-on training, you will learn blueprint reading and applied math.

### OCCUPATION DESCRIPTION:

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. *Excludes: "Security and Fire Alarm Systems Installers".*

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
BCV0603	A	Electrician Helper	300	\$864.00	\$3,288.00
BCV0640	B	Residential Electrician	450	\$1,298.00	\$4,933.00
BCV0652	C	Commercial Electrician	450	\$1,298.00	\$4,933.00
BCV0667	D	Industrial Electrician	300	\$864.00	\$3,288.00
		<b>TOTAL</b>	<b>1500</b>	<b>\$4,324.00</b>	<b>\$16,442.00</b>

### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1500** clock hour program in **Electrician** shall articulate **three (3)** college credit hours to the AAS/AS Degree in **Building Construction Technology**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

<b>Additional Costs:</b>	Resident	Non-Resident
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Books/Supplies</b>	\$710.00	\$710.00
<b>OSHA Card Fee</b>	\$8.00	\$8.00
<b>Approximate Total Program Cost:</b>	<b>\$5,052.00</b>	<b>\$17,170.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements

Must be able to lift 50 lbs. and climb a ladder

### Industry Certification:

**OSHA - \$8.00; NCCER Electrical - Levels 1, 2, 3 & 4**

**NCCER Level Exam Fee per level– Initial Fee \$3.00 per test w/3.00 retake fee**

**Other testing fees may apply**

**Advisory Salary Range:** \$20,800 - \$62,400

**Florida Panhandle:** \$26,400 - \$54,800

**PH Average:** \$38,840

**State Average:** \$37,900

**National Average:** \$50,500

\*Electrician Helpers make \$10,000 - \$25,000 less than an Electrician.

### LIVE WORK FEES:

#### Shop Fees:

\$35.00 Work Order Fee

Materials plus 10%

+ 7% sales tax

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 50%**

## ARTS, A/V TECHNOLOGY & COMMUNICATIONS

### DIGITAL MEDIA/MULTIMEDIA DESIGN

Program # K100200  
CIP # 0609.070208

**1050 HOURS**  
**35 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

The growth of the media production and entertainment industry in Florida has increased the demand for experienced multimedia production professionals in private industry, public service and education. A multimedia designer is a highly capable designer that turns any idea into a professional design by incorporating images, graphics, text, animations, video and audio. All Digital Media/Multimedia Design Technology students acquire knowledge and skill through the use of self-paced interactive software and hands-on exercises that are accompanied by teacher-led lectures and demonstrations. Through the application of a variety of computer software programs, students learn to create an assortment of Multimedia Design projects that are refined over time for their final professional portfolio.

### OCCUPATION DESCRIPTION:

**Graphic Designer:** Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

**Multimedia Artist & Animator:** Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
DIG0081	A	Theory and Foundations of Design	150	\$434.00	\$1,645.00
DIG0082	B	Multimedia Digital/Print Designer	300	\$864.00	\$3,288.00
DIG0083	C	Multimedia Web Interactive Designer	300	\$864.00	\$3,288.00
DIG0084	D	Multimedia Integrated Producer Designer	300	\$864.00	\$3,288.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,026.00</b>	<b>\$11,509.00</b>

<b>Additional Costs:</b>	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$450.00	\$450.00
<b>Approximate Total Program Cost:</b>	<b>\$3,486.00</b>	<b>\$11,969.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **10.0** READING **10.0** or meet other Basic Skills Requirements

### Industry Certification:

Adobe Certified Associate Illustrator - \$150.00; Adobe Certified Associate Photoshop - \$150.00; Certified Internet Web (CIW) Web Design Professional (pass below 2 to earn); CIW Web Design Specialist - \$150.00, CIW E-Commerce Specialist - \$150.00

**Advisory Salary Range:** \$23,560 - \$73,000

	<u>Graphic Designer</u>	<u>MM Artist/Animator</u>
<b>Panhandle Average</b>	<b>\$15,000 - \$64,680</b>	<b>\$31,275-\$61,370</b>
<b>Average:</b>	<b>\$34,040</b>	<b>\$34,750</b>
<b>State Average:</b>	<b>\$40,400</b>	<b>\$47,700</b>
<b>National Average:</b>	<b>\$44,800</b>	<b>\$64,500</b>

**Program Completion Rate: 83% - Program Placement Rate: 100% - Program Certification Pass Rate: 67%**

## ARTS, A/V TECHNOLOGY & COMMUNICATIONS

### DIGITAL VIDEO TECHNOLOGY

Program # K100400  
CIP # 0610.010524

**900 HOURS**  
**30 Weeks**

**PELL ELIGIBLE**

#### PROGRAM DESCRIPTION:

This program is designed to prepare students for initial employment as production assistants, audio/video equipment technicians, video/TV camera operators, video editors, multi-media artists/ animators and broadcast technicians. Students get hands-on training in the latest techniques for digital videography including professional video camera operation, on- and off-line editing, scripting, lighting, field/studio production, and video editing.

#### OCCUPATION DESCRIPTION:

**Audio & Video Equipment Technicians:** Set up, or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meetings and conventions, presentations, and news conferences.

**Camera Operators, Television, Video, & Motion Picture:** Operate television, video, or motion picture camera to record images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures.

**Film & Video Editors:** Edit moving images on film, video, or other media. May edit or synchronize soundtracks with images. *Excludes "Sound Engineering Technicians".*

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
RTV0015	A	Digital Videography	450	\$1,298.00	\$4,933.00
RTV0016	B	Digital Audio-Video Technology	300	\$864.00	\$3,288.00
RTV0017	C	Digital Video Direction and Production	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>900</b>	<b>\$2,596.00</b>	<b>\$9,866.00</b>

<b>Additional Costs:</b>	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$450.00	\$450.00
<b>Approximate Total Program Cost:</b>	<b>\$3,056.00</b>	<b>\$10,326.00</b>

#### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements

**Industry Certification:** Apple Certified Pro (ACP) – Final Cut Pro X \$150.00; Adobe Certified Associate Premiere Pro \$150.00; Adobe Certified Associate Photoshop \$150.00

**Advisory Salary Range:** \$15,000 - \$73,000

	Camera Operator	A/V Tech	Editor	Broadcast Tech
Tallahassee:	\$20,800 - \$41,200	N/A	N/A	\$26,500 - \$59,300
Average:	\$23,600	N/A	N/A	\$38,400
State Average:	\$33,900	\$32,100	\$30,500	\$35,700
National Average:	\$42,500	\$41,200	\$54,500	\$46,500

**Program Completion Rate: 100% - Program Placement Rate: 80% - Program Certification Pass Rate: 100%**

## BUSINESS MANAGEMENT & ADMINISTRATION

### ADMINISTRATIVE OFFICE SPECIALIST

Program # B070330

CIP # 0552.040103

**1050 HOURS**

**35 Weeks**

**PELL ELIGIBLE  
CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Administrative Office Specialists. It provides the skills needed to become successful in the corporate field, as well as gain an increased understanding of the importance of attitude and work ethic in an employment setting. The program is designed to meet the demands of the job market as it stands today, as well as give you the necessary tools and resources to continue to upgrade your skills as new technology emerges. The content includes the performance of office procedures tasks; the production of quality work using advanced features of business software applications; keyboarding skills; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents. Due to the popularity of computers in almost every job available today, you may also choose to use the foundational skills learned in this program to continue your education and pursue other careers.

### OCCUPATION DESCRIPTION:

Provide administrative support by handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and appointments, organizing and maintaining paper and electronic files, or providing information to callers. May also train and supervise lower-level clerical staff or conduct research or prepare statistical reports.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
OTA0040	A	Information Technology Assistant	150	\$434.00	\$1,645.00
OTA0041	B	Front Desk Specialist	300	\$864.00	\$3,288.00
OTA0030	C	Assistant Digital Production Designer	150	\$434.00	\$1,645.00
OTA0043	D	Administrative Office Specialist	450	\$1,298.00	\$4,933.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,030.00</b>	<b>\$11,511.00</b>

### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour programs in **Administrative Assistant or Medical Administrative Specialist** shall articulate **eighteen (18)** college credit hours in program core and up to 3 additional credits in program electives as a result of industry certifications as locally determined by the Community College to the AAS/AS degree in **Office Administration**.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Books/Supplies</b>	\$600.00	\$600.00
<b>Approximate Total Program Cost:</b>	<b>\$3,640.00</b>	<b>\$12,121.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 10.0 LANGUAGE 10.0 READING 10.0 or meet other Basic Skills Requirements

**Industry Certification:** TestOut Office Pro - \$0.00 (Program Voucher); Microsoft Office Specialist (MOS) Bundle Certification (3 out of 6 - Word, Excel, PowerPoint, Access, Outlook, SharePoint) - \$120.00

**Advisory Salary Range:** \$18,720 - \$41,000

**Florida Panhandle:** \$22,400 - \$47,240

**PH Average:** \$32,080

**State Average:** \$35,600

**National Average:** \$41,050

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 100%**



## BUSINESS MANAGEMENT & ADMINISTRATION

### MEDICAL ADMINISTRATIVE SPECIALIST

Program # B070300

CIP # 0551.071603

**1050 HOURS**

**35 Weeks**

**PELL ELIGIBLE  
CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Medical Secretaries or Office Clerks; Medical Insurance Secretaries; Medical Records Clerks; and Medical Administrative Specialists, as well as gain an increased understanding of the importance of attitude and work ethic in an employment setting. The program is designed to meet the demands of the job market as it stands today, as well as give you the necessary tools and resources to continue to upgrade your skills as new technology emerges. The content includes the performance of office procedures tasks; the production of quality work using advanced features of business software applications; keyboarding skills; and the production of high quality employment portfolios and job-seeking documents.

### OCCUPATION DESCRIPTION:

Perform administrative duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OC	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
OTA0040	A	Information Technology Assistant	150	\$434.00	\$1,645.00
OTA0041	B	Front Desk Specialist	300	\$864.00	\$3,288.00
OTA0631	C	Medical Office Technologist	300	\$864.00	\$3,288.00
OTA0651	D	Medical Administrative Specialist	300	\$864.00	\$3,288.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,026.00</b>	<b>\$11,509.00</b>

### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour programs in **Administrative Assistant Medical Administrative Specialist** shall articulate **eighteen (18)** college credit hours in program core and up to 3 additional credits in program electives as a result of industry certifications as locally determined by the Community College to the AAS/AS degree in Office Administration. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>First Aid CPR Card</b>	\$10.00	\$10.00
<b>Approximate Books/Supplies</b>	\$800.00	\$800.00
<b>Approximate Uniform Fees</b>	\$150.00	\$150.00
<b>Approximate Total Program Cost:</b>	<b>\$3,996.00</b>	<b>\$12,479.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **10.0** READING **10.0** or meet other Basic Skills Requirements

**Industry Certification:** Test Out Office Pro - \$0.00 (Program Voucher); Microsoft Office Specialist (MOS) Bundle - \$120; Certified Medical Administrative Assistant (CMAA) - \$115.00;

**Advisory Salary Range:** \$18,780 - \$41,000

**Florida Panhandle:** \$21,020 - \$35,420

**PH Average:** \$26,940

**State Average:** \$21,200

**National Average:** \$31,900

**Program Completion Rate: 80% - Program Placement Rate: 80% - Program Certification Pass Rate: 83%**

## HEALTH SCIENCE

### EMERGENCY MEDICAL TECHNICIAN - ATD

Program # W170212  
CIP # 0351.090413

**300 HOURS**  
**20 Weeks**

**NOT PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Emergency Medical Technicians to function at the pre-hospital (basic) level and treat various medical/trauma conditions. The content includes, but is not limited to, patient assessment; airway management; cardiac arrest; external and internal bleeding and shock; traumatic injuries; fractures; dislocations; sprains; poisoning; stroke; alcohol and drug abuse; emergency childbirth and burns.

### OCCUPATION DESCRIPTION:

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

### PRE-REGISTRATION COSTS:

Fingerprinting/Background Check **\$51.25** Forms are available in the Student Affairs Office

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	Lab Fee
EMS0110	A	Emergency Medical Technician (EMT)	300	\$807.00	\$3,231.00	\$85.00
		<b>TOTAL</b>	<b>300</b>	<b>\$892.00</b>	<b>\$3,316.00</b>	

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
Registration Fee	\$10.00	\$10.00
Class VIIIA Student Liability Insurance	\$28.00	\$28.00
CPR Certification – Must Show Current Card to exempt fee	\$40.00	\$40.00
EVOC Certification – Must Show Certificate to exempt fee	\$64.00	\$64.00
Approximate Books/Supplies	\$135.00	\$135.00
Approximate Uniform Fees	\$Varies	\$Varies
Approximate Total Program Cost:	<b>\$1,169.00</b>	<b>\$3,593.00</b>

Liability Insurance must be paid prior to admission; Admission is based on a weighted point system.

### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older

**DIPLoma:** Standard High School Diploma or Equivalent

**Level 2 Screening**

### PROGRAM RECOMMENDATION:

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **10.0** READING **10.0** or meet other basic skill recommendations

**Industry Certification:** Emergency Medical Technician (EMT) - \$150.00

**Advisory Salary Range:** \$24,000 - \$38,000

**Florida Panhandle:** \$21,250 - \$38,350

**PH Average:** \$27,880

**State Average:** \$30,300

**National Average:** \$31,000

**Program Completion Rate: 96% - Program Placement Rate: 94% - Program Certification 100%**

## HEALTH SCIENCE

### FIRE FIGHTER/ EMERGENCY MEDICAL TECHNICIAN-COMBINED **698 HOURS** **PELL ELIGIBLE** **35 Weeks**

Program # P430216  
CIP # 0743.020312

#### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Emergency Medical Technicians to function at the pre-hospital (basic) level and treat various medical/trauma conditions. The content includes, but is not limited to, patient assessment; airway management; cardiac arrest; external and internal bleeding and shock; traumatic injuries; fractures; dislocations; sprains; poisoning; stroke; alcohol and drug abuse; emergency childbirth and burns.

#### OCCUPATION DESCRIPTION:

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

#### PRE-REGISTRATION COSTS:

Fingerprinting/Background Check **\$51.25** Forms are available in the Student Affairs Office

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	Lab Fee
FFP0010	A	Fire Fighter I	206	\$555.00	\$2,219.00	\$85.00
FFP0020	B	Fire Fighter II	192	\$516.00	\$2,067.00	\$85.00
EMS0110	c	Emergency Medical Technician (EMT)	300	\$807.00	\$3,231.00	\$85.00
		<b>TOTAL</b>	<b>698</b>	<b>\$2,133.00</b>	<b>\$7,772.00</b>	

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
Registration Fee	\$10.00	\$10.00
Class VIIIA Student Liability Insurance	\$28.00	\$28.00
CPR Certification – Must Show Current Card to exempt fee	\$40.00	\$40.00
EVOC Certification – Must Show Certificate to exempt fee	\$64.00	\$64.00
Approximate Books/Supplies	\$135.00	\$135.00
Approximate Uniform Fees	\$Varies	\$Varies
<b>Approximate Total Program Cost:</b>	<b>\$2,410.00</b>	<b>\$8,049.00</b>

**Liability Insurance must be paid prior to admission; Admission is based on a weighted point system.**

#### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older  
**DIPLOMA:** Standard High School Diploma or Equivalent  
**Level 2 Screening**

#### PROGRAM RECOMMENDATION:

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **10.0** READING **10.0** or meet other basic skill recommendations

**Industry Certification:** Emergency Medical Technician (EMT) - \$150.00

**Advisory Salary Range:** \$24,000 - \$38,000  
**Florida Panhandle:** \$21,250 - \$38,350  
**PH Average:** \$27,880  
**State Average:** \$30,300  
**National Average:** \$31,000

**Program Completion Rate: 89% - Program Placement Rate: 100% - Program Licensure Pass Rate: 100%**

## HEALTH SCIENCE

### HEMODIALYSIS TECHNICIAN

Program # H170207  
CIP # 0351.101100

**600 HOURS**  
**20 Weeks**

**PELL ELIGIBLE**

#### PROGRAM DESCRIPTION:

Kidney dialysis makes the difference between life and death for those who suffer from renal (kidney) failure. Hemodialysis technicians administer, maintain and operate the equipment for this life-sustaining procedure that cleanses the blood of metabolic waste products in a safe and aseptic environment. Hemodialysis technicians also prep patients, monitor patients' progress and create written reports for the doctor.

#### OCCUPATION DESCRIPTION:

Provide basic renal care for clients under the supervision of a registered nurse or physician.

Level 2 Screening **\$ 51.25**

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
HSC0003	A	Basic Healthcare Worker	90	\$260.00	\$987.00
MLT0368	B	Dialysis Technician 1	255	\$734.00	\$2,794.00
MLT0369		Dialysis Technician 2	255	\$734.00	\$2,794.00
		<b>TOTAL</b>	<b>600</b>	<b>\$1,728.00</b>	<b>\$6,575.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
First Aid CPR Card	\$10.00	\$10.00
Class VIIIA Student Liability Insurance	\$31.00	\$31.00
Approximate Books/Supplies	\$320.00	\$320.00
Approximate Uniform Fees	\$300.00	\$300.00
Approximate Total Program Cost:	<b>\$2,399.00</b>	<b>\$7,246.00</b>

#### PROGRAM REQUIREMENTS:

**AGE:** **18 years or older**  
(Students must be 18 yrs. or older to be eligible for testing)

**DIPLOMA:** Standard High School Diploma or Equivalent

Level 2 screening @ WCSB

immunization record from birth; physical exam or waiver on file; TB Skin Test; current Hep B immunization or a signed waiver on file; Influenza Vaccine; Immunizations required

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **10.0** READING **10.0** or meet other Basic Skills Requirements

Based on interest, an interview with the instructor may be included in the application process.

**Industry Certification:** Certified Clinical Hemodialysis Technician (CCHT) - \$275.00

**Advisory Salary Range:** \$24,000 - \$42,000  
**Florida Panhandle:** \$24,600 - \$42,086  
**PH Average:** \$35,300  
**State Average:** \$33,420  
**National Average:** \$35,990

**Program Completion Rate: 100%** - **Program Placement Rate: 100%** - **Program Licensure Pass Rate: 100%**

## HEALTH SCIENCE

### MEDICAL CODER/BILLER-ATD

Program # H170530

CIP # 0351.070715

**1110 HOURS**

**37 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

The Medical Coder/Biller program is a comprehensive program that prepares students for employment as an entry-level coder, medical record coder, coding technician, or medical coder/biller. Coder/billers are responsible for assigning specific codes to particular medical treatments at various health care facilities. These codes are used to bill insurance companies so that they get reimbursed for treating patients with health insurance. Medical Coder/Billers are employed in hospitals, physicians' offices, health care facilities and insurance companies. Students are issued an Applied Technology Diploma (ATD) upon successful completion of the program in accordance with state guidelines. Program completers may continue their education by earning an associate degree as an Accredited Health Information Technologist.

### OCCUPATION DESCRIPTION:

**Medical Records & Health Information Technician:** Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

### PRE-REGISTRATION COSTS:

Pre-Registration Level 2 Screening

**\$ 51.25**

TB Tine Test

**\$ 20.00**

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
HIM0009	A	Introduction to Health Information Technology	90	\$260.00	\$987.00
HIM0091	B	Medical Coder/Biller I	350	\$1,010.00	\$3,837.00
HIM0092		Medical Coder/Biller II	350	\$1,010.00	\$3,837.00
HIM0093		Medical Coder/Biller III	320	\$921.00	\$3,508.00
		<b>TOTAL</b>	<b>1110</b>	<b>\$3,201.00</b>	<b>\$12,169.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$991.00	\$991.00
Approximate Uniform Fees	\$150.00	\$150.00
Approximate Total Program Cost:	<b>\$4,352.00</b>	<b>\$13,320.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older

**DIPLOMA:** Standard High School Diploma or Equivalent

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **11.0** READING **11.0** or meet other Basic Skills Requirements

**Level 2 Screening @WCSB; TB Test**

**Industry Certification:** National HealthCareer Association (NHA): Certified Billing and Coding Specialist (CBCS) - \$115.00

**Advisory Salary Range:** \$24,960 - \$29,120

**Florida Panhandle:** \$23,480 - \$52,220

**PH Average:** \$31,200

**State Average:** \$33,500

**National Average:** \$35,000

**Program Completion Rate: 83% - Program Placement Rate: 80% - Program Licensure Pass Rate: 75%**

## HEALTH SCIENCE

### PATIENT CARE TECHNICIAN

Program # H170694  
CIP # 0351.390205

**600 HOURS**  
**20 Weeks**

**PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**  
**TRI-COUNTY COMMUNITY COUNCIL ELIGIBLE**

### PROGRAM DESCRIPTION:

The Patient Care Technician (PCT) program requires about six months of training. Nursing assistants commonly work in nursing care facilities and hospitals, but some are employed by doctors' offices, community care facilities and home health care services. The program includes classroom lectures, hands-on training using medical equipment, practical exercises in labs, and real-world experience in a variety of medical facilities and provides more than a CNA certification.

### OCCUPATION DESCRIPTION:

**Home Health Aide:** Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

**Nursing Assistant:** Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

### PRE-REGISTRATION COSTS:

Level 2 Screening @ WCSB	<b>\$ 51.25</b>
TB Skin Test	<b>\$ 20.00</b>
CPR Certification	<b>\$ 10.00 - \$40.00</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
HSC0003	A	Basic Healthcare Worker	90	\$260.00	\$987.00
HCP0121	B	Nurse Aide and Orderly (Articulated)	75	\$216.00	\$822.00
HCP0332	C	Advanced Home Health Aide	50	\$146.00	\$549.00
HCP0020	D	Patient Care Assistant	75	\$216.00	\$822.00
HSC0016	E	Allied Health Assistant	150	\$434.00	\$1,645.00
MEA0580	F	Advanced Allied Health Assistant	100	\$288.00	\$1,096.00
PRN0094	G	Patient Care Technician	60	\$173.00	\$656.00
		<b>TOTAL</b>	<b>600</b>	<b>\$1,733.00</b>	<b>\$6,577.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
First Aid CPR Card	\$10.00	\$10.00
Class VIIIA Student Liability Insurance	\$31.00	\$31.00
Approximate Books/Supplies	\$700.00	\$700.00
Approximate Uniform Fees	\$300.00	\$300.00
<b>Approximate Total Program Cost:</b>	<b>\$2,784.00</b>	<b>\$7,628.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** **18 years or older at time of program completion**  
(Students must be 18 yrs. or older to be eligible for testing)

**DIPLOMA:** N/A

Immunization record from birth; physical exam or waiver on file; TB Skin Test; current Hep B immunization or a signed waiver on file.  
**Immunizations and vaccines required.**

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **10.0** READING **10.0** or meet other Basic Skills Requirements

Based on interest, an interview with the instructor may be included in the application process.

**Industry Certification:** **Certified Nursing Assistant (CNA) - \$237.21** Includes 2<sup>nd</sup> background screen for state. (Board of Nursing requires that individual must be 18 years or older to take certification exam) **\$82.21**

**Advisory Salary Range:** **\$18,720 - \$28,000**

**Florida Panhandle:** **\$17,980 - \$28,580**

**PH Average:** **\$22,040**

**State Average:** **\$23,200**

**National Average:** **\$24,900**

**Program Completion Rate: 74%** - **Program Placement Rate: 100%** - **Program Licensure Pass Rate: 100%**



## HEALTH SCIENCE

### PHARMACY TECHNICIAN

Program # H170500  
CIP # 0351.080506

**1050 HOURS**  
**35 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

Pharmacy Technicians usually work beside pharmacists – counting tablets, packaging medicine and processing insurance claims. Pharmacy technicians ensure medications are filled correctly in a specified window of time and require immense precision and detail. The Pharmacy Technician program prepares students for employment in only two semesters as Pharmacy Technicians in hospitals, clinics or retail pharmacies.

### OCCUPATION DESCRIPTION:

Prepare medications according to prescription orders.

### PRE-REGISTRATION COSTS:

Level 2 Screening	<b>\$ 51.25</b>
5 Panel Drug Screen	<b>\$ 25.00</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
HSC0003	A	Basic Healthcare Worker	90	\$260.00	\$987.00
PTN0084	B	Pharmacy Technician 1	360	\$1,037.00	\$3,944.00
PTN0085		Pharmacy Technician 2	300	\$864.00	\$3,288.00
PTN0086		Pharmacy Technician 3	300	\$864.00	\$3,288.00
		TOTAL	1050	\$3,025.00	\$11,507.00

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
First Aid CPR Card	\$10.00	\$10.00
Approximate Books/Supplies	\$545.00	\$545.00
Approximate Uniform Fees	\$300.00	\$300.00
<b>Approximate Total Program Cost:</b>	<b>\$3,890.00</b>	<b>\$12,372.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older

**DIPLOMA:** Standard High School Diploma or Equivalent

**BASIC SKILLS REQUIREMENT:** MATH **11.0** LANGUAGE **10.0** READING **10.0** or meet other Basic Skills Requirements

Level 2 Screening @WCSB; 5 panel drug screen

**Industry Certification:** Pharmacy Technician, Certified Pharmacy Technician (CPhT) - \$129.00

**Advisory Salary Range:** \$21,000 - \$30,000

**Florida Panhandle:** \$21,060 - \$35,760

**PH Average:** \$27,420

**State Average:** \$27,800

**National Average:** \$29,600

**Program Completion Rate: 100% - Program Placement Rate: 71% - Program Certification Pass Rate: 100%**

## HEALTH SCIENCE

### PHLEBOTOMY

Program # H170302  
CIP # 0351.100901

**165 HOURS**  
**6 Weeks**

**NOT PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

Phlebotomists work in blood banks, hospitals, clinics and other medical facilities drawing blood from patients in preparation for medical testing. As a Phlebotomist, you must be able to work directly with patients and have the ability to calm them. Safety is key in phlebotomy and all safety precautions must be taken to prevent the transmission of infectious diseases.

### OCCUPATION DESCRIPTION:

Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

### PRE-REGISTRATION COSTS:

CPR Certification **\$ 10.00 - \$40.00**

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
HSC0003	A	Basic Healthcare Worker	90	\$260.00	\$987.00	
MEA0520	B	Phlebotomist	75	\$202.00	\$808.00	\$160.00
		<b>TOTAL</b>	<b>165</b>	<b>\$ 622.00</b>	<b>\$1,955.00</b>	

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
Registration Fee	\$10.00	\$10.00
First Aid CPR Card	\$10.00	\$10.00
Class VIIIA Student Liability Insurance	\$31.00	\$31.00
Approximate Books/Supplies/White Lab Coat	\$350.00	\$350.00
<b>Approximate Total Program Cost:</b>	<b>\$1,023.00</b>	<b>\$2,356.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older

**DIPLOMA:** Standard High School Diploma or Equivalent

### PROGRAM RECOMMENDATION:

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **10.0** READING **10.0** or meet other basic skill recommendations

**Industry Certification:** Certified Phlebotomy Technician-National Certification - \$115.00

**Advisory Salary Range:** \$22,000 - \$26,000  
**Florida Panhandle:** \$20,880 - \$35,060  
**PH Average:** \$26,020  
**State Average:** \$27,300  
**National Average:** \$30,200

**Program Completion Rate: 93% - Program Placement Rate: 79% - Program Certification Pass Rate: 100%**

## HEALTH SCIENCE

### PRACTICAL NURSING

Program # H170607  
CIP # 0351.390101

**1350 HOURS**  
**44 Weeks**

**PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**  
**TRI-COUNTY COMMUNITY COUNCIL ELIGIBLE**

### PROGRAM DESCRIPTION:

Becoming a Licensed Practical Nurse is the quickest way to enter a nursing career - it only requires one year of training. Practical nurses must be very compassionate and patient, and be excellent caregivers. LPNs perform a variety of tasks including monitoring patients and medical equipment, gathering information from patients and recording it, administering medications and patient care.

### OCCUPATION DESCRIPTION:

Provide basic nursing care under direction of registered nurses, physicians and/or supervisors. Licensing required.

### PRE-REGISTRATION COSTS:

TEAS Exam	<b>\$ 58.00</b>
CPR Certification	<b>\$ 40.00</b>
Level 2 Screening	<b>\$ 51.25</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
PRN0098	A	Practical Nursing Foundations 1	300	\$864.00	\$3,288.00
PRN0099	B	Practical Nursing Foundation 2	300	\$864.00	\$3,288.00
PRN0290		Medical Surgical Nursing 1	300	\$864.00	\$3,288.00
PRN0291		Medical Surgical Nursing 2	300	\$864.00	\$3,288.00
PRN0690		Comprehensive Nursing and Transitional Skills	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>1350</b>	<b>\$3,890.00</b>	<b>\$14,797.00</b>

### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1350** clock hour program in **Practical Nursing** shall articulate **ten (10)** college credit hours to the AAS/AS Degree in **Registered Nursing**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
Registration Fee	\$10.00	\$10.00
Class III Student Liability Insurance	\$31.00	\$31.00
Approximate Books/Supplies	\$887.00	\$887.00
Approximate Uniform Fees	\$300.00	\$300.00
<b>Approximate Total Program Cost:</b>	<b>\$5,118.00</b>	<b>\$16,025.00</b>

### PROGRAM ADMISSION REQUIREMENTS:

<b>AGE:</b> 18 years or older	Level 2 screening; CPR certification; three (3) references; proof of immunization; must be able to climb two (2) flights of stairs without undue exertion.
<b>DIPLOMA:</b> Standard High School Diploma or Equivalent	
<b>BASIC SKILLS REQUIREMENT:</b> MATH 11 LANGUAGE 11 READING 11 or meet other Basic Skills Requirements	
<b>MEDICAL MATH:</b> 85% or higher	
<b>RECOMMENDED TEAS LEVELS:</b> MATH 60% ENGLISH & LANGUAGE 50% READING 60% SCIENCE 30%	

\* TEAS - Only 3 attempts in a calendar year (January – December) – Scores are valid for 1 year only.

**Industry Certification:** Licensed Practical Nurse - \$375.00

<b>Advisory Salary Range:</b>	<b>\$28,662 - \$36,000</b>
<b>Florida Panhandle:</b>	<b>\$29,880 - \$46,060</b>
<b>PH Average:</b>	<b>\$36,480</b>
<b>State Average:</b>	<b>\$41,000</b>
<b>National Average:</b>	<b>\$41,900</b>

**Program Completion Rate: 66% - Program Placement Rate: 100% - Program Licensure Pass Rate: 100%**

## HUMAN SERVICES

### COSMETOLOGY

Program # D500100  
CIP # 0612.040102

**1200 HOURS**  
**40 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Cosmetologists with emphasis on theory and hands-on experience.

### OCCUPATION DESCRIPTION:

**Hairdressers, Hairstylists & Cosmetologists:** Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. *Excludes "Manicurists and Pedicurists", and "Skincare Specialists".*

**Manicurist & Pedicurist:** Clean and shape customers' fingernails and toenails. May polish or decorate nails.

**Skincare Specialist:** Provide skincare treatments to face and body to enhance an individual's appearance.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
COS0002	A	Cosmetologist and Hairdresser 1	300	\$864.00	\$3,288.00
COS0009		Cosmetologist and Hairdresser 3	375	\$1,080.00	\$4,110.00
COS0003		Cosmetologist and Hairdresser 2	300	\$864.00	\$3,288.00
CSP0009		Grooming & Salon Services Core, Facials & Nails	225	\$649.00	\$2,467.00
		<b>TOTAL</b>	<b>1200</b>	<b>\$3,457.00</b>	<b>\$13,153.00</b>

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
Registration Fee	\$10.00	\$10.00
Approximate Books	\$320.00	\$320.00
Practice Mannequin/Supplies	\$340.00	\$340.00
Approximate Uniform Expense	\$150.00	\$150.00
<b>Approximate Total Program Cost:</b>	<b>\$4,277.00</b>	<b>\$13,973.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older (Adult Students Only)

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **8.0** LANGUAGE **8.0** READING **9.0** or meet other Basic Skills Requirements

**Industry Certification:** Licensed Cosmetologist - \$125.00

**Advisory Salary Range:** \$25,000 - \$45,000

**Florida Panhandle:** \$17,620 - \$36,520

**PH Average:** \$22,200

**State Average:** \$22,700

**National Average:** \$23,100

**Program Completion Rate: 80%** - **Program Placement Rate: 94%** - **Program Licensure Pass Rate: 94%**

## HUMAN SERVICES

### Cosmetology – Live Work Fees

1. Shampoo without Style	\$ 1.00
2. Style (includes shampoo)	\$ 5.00
3. Haircut (includes shampoo and style)	\$ 7.00
4. Color – Virgin Application	\$25.00
5. Color – Re-Touch Application	\$25.00
6. Permanent Wave (includes one box solution)	\$25.00
7. Chemical Relaxer (hydroxide virgin or re-touch)	\$25.00
8. Curl Reformation (includes one solution)	\$25.00
9. Hair Weaving Using Sew-In Technique (artificial hair provided by patron)	\$20.00
10. Hair Weaving Using Bonds (artificial hair provided by patron)	\$20.00
11. Hair Braiding with Extensions (artificial hair provided by patron)	\$20.00
12. Special Hair / Scalp Treatments (includes shampoo and style)	\$10.00
13. Baylage Highlighting/Lowlighting (includes one color)	\$25.00
14. Highlights/Lowlights Using Cap or foil Technique (includes one color)	\$25.00
15. Additional Perm Solution	\$7.00
16. Additional Color	\$7.00
17. Additional Chemical Reformation Solution	\$7.00
18. Manicure (includes nail polish application)	\$10.00
19. Pedicure (includes nail polish application)	\$15.00
20. Facial	\$10.00
21. Nail Polish Application	\$2.00
22. Gel Nail Polish Application (fee also applies to post manicures and pedicures)	\$5.00
23. Eyebrow Wax	\$5.00
24. Lip Wax	\$5.00
25. Eyebrow Tint	\$2.00
26. Keratin Smoothing Treatment	\$35.00

Additional charges will be added for extra applications.

**NOTE: Salon services may only be rendered to patrons using **FPTC Cosmetology salon products** with the exception of artificial hair additions which must be provided by the patron.**

## INFORMATION TECHNOLOGY

### APPLIED CYBERSECURITY

Program # Y100300  
CIP # 0511.100302

**750 HOURS**  
**25 Weeks**

**PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**  
STEM PROGRAM

### PROGRAM DESCRIPTION:

Cybersecurity is one of the most rapidly increasing areas in the IT industry. Candidates are in large demand in all facets of government, education, and business. Cybersecurity is the branch of computer science that studies cyber threats in order to develop tools and strategies that help provide for a stable, safe and resilient cyberspace. This 25-week hands-on program will give students real world security scenarios. Students learn to protect computers from hackers, secure wireless networks, protect computers from malware and identify security threats.

### OCCUPATION DESCRIPTION:

**Information Security Analysts:** Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. *Excludes "Computer Network Architects".*

### PRE-REGISTRATION COSTS:

Level 2 Screening	<b>\$ 51.25</b>
CompTIA A+ Certification	<b>\$200.00</b>
CompTIA Network Certification	<b>\$154.00</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
CTS0018	A	Cybersecurity Associate	600	\$1,728.00	\$6,576.00
CTS0085	B	Web Security Specialist	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>750</b>	<b>\$2,162.00</b>	<b>\$8,221.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$600.00	\$600.00
Approximate Total Program Cost:	<b>\$2,772.00</b>	<b>\$8,831.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **9.0** READING **9.0** or meet other Basic Skills Requirements

**CompTIA A+ Certification; Level 2 Screening @WCSB &**

**CompTIA Network + Certification**

### Industry Certification:

CompTIA Security+ - \$215.00; TestOut Security Pro - \$0.00 (Program Voucher);  
CIW Web Security Associate - \$0.00 (Program Voucher); CIW Web Security  
Professional - \$0.00 (Program Voucher); CIW Web Security Specialist - \$0.00  
(Program Voucher)

### Advisory Salary Range:

**\$20,000 - \$60,000**

**Florida Panhandle:**

**\$39,500 - \$118,100** (Data for Pensacola only)

**PH Average:**

**\$98,200** (Data for Pensacola only)

**State Average:**

**\$79,600**

**National Average:**

**\$88,600**

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 100%**



## INFORMATION TECHNOLOGY

### APPLIED INFORMATION TECHNOLOGY

Program # Y300400  
CIP # 0511.010302

**600 HOURS**  
**20 Weeks**

**PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

The Applied Information Technology program provides quality, up-to-date, competency-based training for students who desire an entry-level position as an Information Systems Technician, Computer Support Technician, or related occupations. The 600 hour program (approximately 20 weeks) includes hardware and software configuration, customer support operations and advanced web applications.

### OCCUPATION DESCRIPTION:

**IT ADMINISTRATOR:** Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. Excludes "Information Security Analysts".

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
OTA0040	A	Information Technology Assistant	150	\$434.00	\$1,645.00
CTS0072	B	IT & Web Systems	300	\$864.00	\$3,288.00
CTS0025	G	Computer Networking	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>600</b>	<b>\$1,732.00</b>	<b>\$6,578.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$650.00	\$650.00
Approximate Total Program Cost:	<b>\$2,392.00</b>	<b>\$7,238.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements

**Industry Certification:** TestOut Decktop Pro Plus - \$0.00 (Program Voucher); CompTIA A+- \$200.00; TestOut PC Pro - \$0.00 (Program Voucher) CIW –Network Technology Associate \$0.00 (Program Voucher)

**Advisory Salary Range:** \$20,000 - \$50,000  
**Florida Panhandle:** \$33,170 - \$75,570  
**PH Average:** \$46,030  
**State Average:** \$57,000  
**National Average:** \$62,500

**Program Completion Rate: 60% - Program Placement Rate: 100% - Program Certification Pass Rate: 100%**

## INFORMATION TECHNOLOGY

### NETWORK SUPPORT SERVICES

Program # B078000  
CIP # 0511.090102

**1050 HOURS**  
**35 Weeks**

**PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**  
**STEM PROGRAM**

**PROGRAM DESCRIPTION:** Computer Networking is the connecting of computers and computer equipment, to other computers and computer equipment by means of cables or airwaves, routers, and access points for the purpose of sharing data and resources. Students in this program receive hands-on training, with an emphasis on lab classes focusing on computers, servers, routers and other networking devices used to set up cabled and wireless systems. Graduates of this program become employed as IT Assistants, Computer/ Network Support Assistant, Wireless Network Administrator or Data Communication Analyst.

### OCCUPATION DESCRIPTION:

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
OTA0040	A	Information Technology Assistant	150	\$434.00	\$1,645.00
EEV0504	B	Computer Support Assistant	150	\$434.00	\$1,645.00
CTS0022	C	Network Support Help Desk Assistant	150	\$434.00	\$1,645.00
CTS0023	D	Network Support Administrator	150	\$434.00	\$1,645.00
CTS0024	E	Senior Network Administrator	150	\$434.00	\$1,645.00
CTS0029	F	Wireless Network Administrator	150	\$434.00	\$1,645.00
EEV0317	G	Data Communications Analyst	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,038.00</b>	<b>\$11,515.00</b>

### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Network Support Services** shall articulate **nine (9)** college credit hours to the AAS/AS Degree in **Networking Services Technology**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Books/Supplies</b>	\$1,000.00	\$1,000.00
<b>Approximate Total Program Cost:</b>	<b>\$4,048.00</b>	<b>\$12,525.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements;

**Industry Certification:** TestOut Office Pro - \$0.00 (Program Voucher) TestOut PCPro - \$0.00 (Program Voucher) TestOut Network Pro-\$0.00 (Program Voucher) **CompTIA A+ - \$200.00; CompTIA Network+ - \$154.00**

**Advisory Salary Range:** \$20,000 - \$50,000

**Florida Panhandle:** \$26,700 - \$66,000

**PH Average:** \$44,800

**State Average:** \$48,300

**National Average:** \$60,200

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 75%**

## INFORMATION TECHNOLOGY

### NETWORK SYSTEMS ADMINISTRATION

Program # B079300  
CIP # 0511.090105

**1050 HOURS**

**35 Weeks**

**PELL ELIGIBLE  
CAREERSOURCE ELIGIBLE  
STEM PROGRAM**

### PROGRAM DESCRIPTION:

The Network Systems Administration program is the advanced Program to the Network Support Services program. This program provides students with advance network, server and security techniques to analyze, test, troubleshoot and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), and Internet systems or a segment of a network system. Students completing this program are prepared for jobs as Computer Support Assistants, Network Support Technicians, Systems Administrators, Systems Engineers, Wireless Networks Administrators and Data Communications Analyst.

### OCCUPATION DESCRIPTION:

Advanced network, server and security techniques to analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
OTA0040	A	Information Technology Assistant	150	\$434.00	\$1,645.00
EEV0504	B	Computer Support Assistant	150	\$434.00	\$1,645.00
CTS0026	C	Network Support Technician	150	\$434.00	\$1,645.00
CTS0027	D	Systems Administrator	150	\$434.00	\$1,645.00
CTS0028	E	Systems Engineer	150	\$434.00	\$1,645.00
CTS0029	F	Wireless Network Administrator	150	\$434.00	\$1,645.00
EEV0317	G	Data Communications Analyst	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,038.00</b>	<b>\$11,515.00</b>

### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Network Systems Administration** shall articulate **nine (9)** college credit hours to the AAS/AS Degree in **Networking Services Technology**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Books/Supplies</b>	\$1,600.00	\$1,600.00
<b>Approximate Total Program Cost:</b>	<b>\$4,648.00</b>	<b>\$13,125.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** **16 years or older**

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **9.0** LANGUAGE **9.0** READING **9.0** or meet other Basic Skills Requirements

**Industry Certification:** TestOut Desktop Pro Plus - \$0.00 (Program Voucher); TestOut PC Pro - \$0.00 (Program Voucher); CompTIA A+ - \$200.00; TestOut Server Pro 2016 \$0.00 (Program Voucher); CompTIA Server +- \$154.00; Test Out Network Pro - \$0.00 (Program Voucher); CompTIA Network + - \$154.00

**Advisory Salary Range:** **\$20,000 - \$45,000**  
**Florida Panhandle:** **\$44,330 - \$105,550**  
**PH Average:** **\$67,075**  
**State Average:** **\$74,500**  
**National Average:** **\$74,000**

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 0%**

## LAW, PUBLIC SAFETY & SECURITY

### CORRECTIONAL OFFICER

Program # P430102  
CIP # 0743.010200

**420 HOURS**  
**14 Weeks**

**NOT PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Correctional Officers and Jailers. The content includes, but is not limited to, knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system; statutory authority of the FDLE Criminal Justice Standards and Training Commission (CJSTC); corrections rules, rights, and responsibilities; basic law and legal procedures; correctional operations; investigation knowledge and skills; use of force; defensive tactics; physical fitness; chemical agents, weapons, and firearms skills; controlling, restraining, and arrest techniques; medical first responder techniques; sexually transmitted diseases; emergency preparedness techniques; communications skills; and interpersonal skills.

### OCCUPATION DESCRIPTION:

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

### PRE-REGISTRATION COSTS:

CJBAT Exam	<b>\$ 33.00</b>
Fingerprinting/Background Check	<b>\$ 45.75</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
CJK0340	A	Officer Wellness and Physical Abilities	30	\$87.00	\$329.00	
CJK0051		CMS Criminal Justice Defensive Tactics	80	\$231.00	\$876.00	
CJK0300		Introduction to Corrections	32	\$93.00	\$351.00	
CJK0305		Communications	40	\$115.00	\$440.00	
CJK0310		Officer Safety	16	\$47.00	\$175.00	
CJK0031		CMS First Aid for Criminal Justice Officers	40	\$107.00	\$432.00	\$29.00
CJK0315		Facility and Equipment	8	\$24.00	\$89.00	
CJK0320		Intake and Release	18	\$52.00	\$197.00	
CJK0325		Supervising in a Correctional Facility	40	\$115.00	\$440.00	
CJK0330		Supervising Special Populations	20	\$57.00	\$220.00	
CJK0335		Responding to Incidents and Emergencies	16	\$47.00	\$175.00	
CJK0040		CMS Criminal Justice Firearms	80	\$216.00	\$861.00	\$225.00
		<b>TOTAL</b>	<b>420</b>	<b>\$1,445.00</b>	<b>\$4,839.00</b>	

## LAW, PUBLIC SAFETY & SECURITY

### CORRECTIONAL OFFICER (continued)

School district technical center and community college faculty committee met and agreed to propose that the **420** clock hour program in **Correctional Officer (Basic Recruit Program)** shall articulate **twelve (12)** college credit hours to the AAS or AS Degree in **Criminal Justice**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Uniform Expense</b>	\$80.00	\$80.00
<b>Exam Review</b>	\$70.00	\$70.00
<b>Approximate Total Program Cost:</b>	<b>\$1,605.00</b>	<b>\$4,999.00</b>

The applicant cannot be convicted of any felony or misdemeanor involving perjury or have received a dishonorable discharge from the military.

### PROGRAM REQUIREMENTS:

Level 2 screening/WCJ; Physical with EKG;  
FDLE Physical Fitness Assessment; US  
Citizenship

**AGE:** 18 years or older at program completion

Students must be 18 > to participate in Firearms course

**DIPLOMA:** Standard High School Diploma or Equivalent (prior to program completion)

**BASIC SKILLS REQUIREMENT:** CJBAT

**Industry Certification:** Correctional Officer - \$100.00

**Advisory Salary Range:** \$28,000 - \$33,500

**Florida Panhandle:** \$29,670 - \$30,460

**PH Average:** \$33,870

**State Average:** \$36,400

**National Average:** \$39,600

**Program Completion Rate: 100% - Program Placement Rate: 95% - Program Licensure Pass Rate: 100%**

## LAW, PUBLIC SAFETY & SECURITY

### **CROSSOVER FROM CORRECTIONAL OFFICER TO LAW ENFORCEMENT OFFICER**

Program # P430125  
CIP # 0743.010702

**518 HOURS**  
**18 Weeks**

**NOT PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**

### **PROGRAM DESCRIPTION**

This training program will prepare students who are currently Correctional Officers to become Law Enforcement Officers. The Criminal Justice Standards and Training Commission have established basic recruit cross-over training programs to provide lateral movement of Florida officers between criminal justice disciplines. Within this program, selected sections of the Florida CMS Law Enforcement Basic Recruit Training Program have been modified to fit the needs of Correctional officers wanting to become certified Florida Law Enforcement Officers. The content includes, but is not limited to, knowledge of codes of ethics; laws, rules, and regulations of arrest; search and seizure; patrol procedures; traffic control and direction; law enforcement vehicle operations; investigation of traffic crashes; DUI enforcement techniques; crime scene investigation techniques; trial procedures and testimony; communications.

### **OCCUPATION DESCRIPTION:**

Maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

### **PRE-REGISTRATION COSTS:**

CJBAT Exam	<b>\$ 33.00</b>
Fingerprinting/Background Check	<b>\$ 45.75</b>

### **PROGRAM STRUCTURE:**

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
CJK0001	A	Introduction to Law Enforcement	10	\$29.00	\$109.00	
CJK0012		Legal	62	\$180.00	\$679.00	
CJK0013		Interactions with a Diverse Community	40	\$115.00	\$440.00	
CJK0014		Interviewing and Report Writing	56	\$161.00	\$614.00	
CJK0064		Fundamentals of Patrol	35	\$102.00	\$384.00	
CJK0065		Calls for Service	36	\$104.00	\$395.00	
CJK0077		Criminal Investigations	50	\$146.00	\$549.00	
CJK0078		Crime Scene to Courtroom	35	\$102.00	\$384.00	
CJK0092		Critical Incidents	44	\$127.00	\$482.00	
CJK0087		Traffic Stops	30	\$87.00	\$329.00	
CJK0084		DUI Traffic Stops	24	\$70.00	\$265.00	
CJK0088		Traffic Crash Investigations	32	\$93.00	\$351.00	
CJK0393		Cross-Over Program Updates	8	\$24.00	\$89.00	
CJK0020		CMS Law Enforcement Vehicle Operations	48	\$129.00	\$517.00	\$78.00
CJK0422		Dart-Firing Stun Gun	8	\$22.00	\$87.00	\$50.00
		<b>TOTAL</b>	<b>518</b>	<b>\$1,619.00</b>	<b>\$5,802.00</b>	

## LAW, PUBLIC SAFETY & SECURITY

### CROSSOVER - CORRECTIONS TO LAW ENFORCEMENT (continued)

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Uniform Expense	\$80.00	\$80.00
Exam Review	\$70.00	\$70.00
Approximate Total Program Cost:	<b>\$1,779.00</b>	<b>\$5,962.00</b>

### PROGRAM REQUIREMENTS:

Level 2 screening/WCJ; Physical with EKG;

FDLE Physical Fitness Assessment; US  
Citizenship; possess current certification  
as a Correctional Officer or have taken  
the Correctional Officer exam within the  
last four (4) years.

**BASIC SKILLS REQUIREMENT:** CJBAT

**Industry Certification:** Law Enforcement Officer - \$100.00

Advisory Salary Range: \$25,500 - \$34,000  
Florida Panhandle: \$30,200 - \$54,520  
PH Average: \$38,000  
State Average: \$55,100  
National Average: \$56,100

Program Completion Rate: 100% - Program Placement Rate: 100% - Program Licensure Pass Rate: 100%



## LAW, PUBLIC SAFETY & SECURITY

### CROSSOVER FROM LAW ENFORCEMENT OFFICER TO CORRECTIONAL OFFICER

**198 HOURS**  
**7 Weeks**

**NOT PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**

Program # P430152  
CIP # 0743.010205

#### PROGRAM DESCRIPTION:

This training program will prepare students who are currently Law Enforcement Officers to become Correctional Officers. Within this program, selected sections of the Traditional Correctional Officer Basic Recruit Training Program have been modified to fit the needs of Law Enforcement Officers wanting to become certified Florida Correctional Officers. The content includes, but is not limited to, knowledge of codes of ethics; development of correctional philosophies and systems; corrections rules, rights, and responsibilities; basic law and legal procedures; correctional operations; emergency preparedness techniques; communications skills; and human relations skills.

#### OCCUPATION DESCRIPTION:

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

#### PRE-REGISTRATION COSTS:

CJBAT Exam **\$ 33.00**  
Fingerprinting/Background Check **\$ 45.75**

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
CJK0300	A	Introduction to Corrections	32	\$93.00	\$351.00
CJK0305		Communications	40	\$115.00	\$440.00
CJK0310		Officer Safety	16	\$47.00	\$175.00
CJK0315		Facility & Equipment	8	\$24.00	\$89.00
CJK0320		Intake & Release	18	\$52.00	\$197.00
CJK0325		Supervising in a Correctional Facility	40	\$115.00	\$440.00
CJK0330		Supervising Special Populations	20	\$57.00	\$220.00
CJK0335		Responding to Incidents & Emergencies	16	\$47.00	\$175.00
CJK0393		Cross-Over Program Updates	8	\$24.00	\$89.00
		<b>TOTAL</b>	<b>198</b>	<b>\$ 574.00</b>	<b>\$2,176.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Uniform Expense	\$80.00	\$80.00
Exam Review	\$70.00	\$70.00
<b>Approximate Total Program Cost:</b>	<b>\$734.00</b>	<b>\$2,336.00</b>

#### PROGRAM REQUIREMENTS:

##### BASIC SKILLS REQUIREMENT: CJBAT

FP & BG check at WCJ; have a physical with EKG; possess current certification as a Law Enforcement Officer or have taken the state Law Enforcement Officer exam within the last four (4) years.

**Industry Certification:** Correctional Officer - \$100.00

**Advisory Salary Range:** \$28,500 - \$33,500  
**Florida Panhandle:** \$29,670 - \$30,460  
**PH Average:** \$33,870  
**State Average:** \$36,400  
**National Average:** \$39,600

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Licensure Pass Rate: 100%**

## LAW, PUBLIC SAFETY & SECURITY

### FLORIDA LAW ENFORCEMENT ACADEMY

Program # P430105  
CIP # 0743.010700

**770 HOURS**

**24 Weeks**

**PELL ELIGIBLE  
CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Law Enforcement Officers. The responsibility of a Law Enforcement Officer must never be taken lightly. Officers must always act within the boundaries of their authority and uphold the recognized standards of their professions code of ethics. The content includes, but is not limited to, knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system; statutory authority of the FDLE CJSTC; basic law and legal procedures; law enforcement operations; investigation knowledge and skills; laws, rules, and regulations of arrest; search and seizure; knowledge of use of force; defensive tactics; physical fitness; weapons skills; controlling and restraining techniques; traffic control and direction, DUI enforcement techniques; first aid techniques; communications skills; human relations skills; definition of sexual harassment and ways to avoid compromising interactions with other officers and the public.

### OCCUPATION DESCRIPTION:

Maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

### PRE-REGISTRATION COSTS:

CJBAT Exam	<b>\$ 33.00</b>
Fingerprinting/Background Check	<b>\$ 45.75</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
CJK0001	A	Introduction to Law Enforcement	10	\$29.00	\$109.00	
CJK0012		Legal	62	\$180.00	\$679.00	
CJK0013		Interactions in a Diverse Community	40	\$115.00	\$440.00	
CJK0014		Interviewing & Report Writing	56	\$161.00	\$614.00	
CJK0064		Fundamentals of Patrol	35	\$102.00	\$384.00	
CJK0065		Calls for Service	36	\$104.00	\$395.00	
CJK0077		Criminal Investigations	50	\$146.00	\$549.00	
CJK0078		Crime Scene to Courtroom	35	\$102.00	\$384.00	
CJK0092		Critical Incidents	44	\$127.00	\$482.00	
CJK0087		Traffic Stops	30	\$87.00	\$329.00	
CJK0084		DUI Traffic Stops	24	\$70.00	\$265.00	
CJK0088		Traffic Crash Investigations	32	\$93.00	\$351.00	
CJK0020		CMS Law Enforcement Vehicle Operations	48	\$129.00	\$517.00	\$78.00
CJK0031		CMS First Aid for CJ Officers	40	\$107.00	\$432.00	\$29.00
CJK0040		CMS Criminal Justice Firearms	80	\$216.00	\$861.00	\$225.00
CJK0051		CMS Criminal Justice Defensive Tactics	80	\$231.00	\$876.00	
CJK0422		Dart-Firing Stun Gun	8	\$22.00	\$87.00	\$50.00
CJK0096		Criminal Justice Officer Physical Fitness Training / Law Enforcement	60	\$173.00	\$656.00	
		<b>TOTAL</b>	<b>770</b>	<b>\$2,576.00</b>	<b>\$8,792.00</b>	

**The applicant cannot be convicted of any felony or misdemeanor involving perjury or have received a dishonorable discharge from the military.**

## LAW, PUBLIC SAFETY & SECURITY

### FLORIDA LAW ENFORCEMENT ACADEMY (continued)

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies/Bag	\$50.00	\$50.00
Approximate Uniform Expense	\$80.00	\$80.00
Exam Review	\$70.00	\$70.00
Approximate Total Program Cost:	<b>\$2,786.00</b>	<b>\$9,002.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older at program completion  
Students must be 18 > to participate in Firearms course

**DIPLOMA:** Standard High School Diploma or Equivalent (prior to program completion)

**BASIC SKILLS REQUIREMENT:** CJBAT  
FP & BG check at WCJ; have a physical with EKG; complete an FDLE physical fitness assessment;  
Be a U.S. citizen; possess a Social Security card

**Industry Certification:** Law Enforcement Officer - \$100.00

**Advisory Salary Range:** \$25,000 - \$34,000  
**Florida Panhandle:** \$30,200 - \$54,520  
**PH Average:** \$38,000  
**State Average:** \$55,100  
**National Average:** \$56,100

Program Completion Rate: 100% - Program Placement Rate: 100% - Program Licensure Pass Rate: 100%

## MANUFACTURING

### ELECTRICAL & INSTRUMENTATION TECHNOLOGY 1    1000 HOURS

PELL ELIGIBLE

Program # J110100

33 Weeks

CIP # 0615.040401

#### PROGRAM DESCRIPTION:

The Electrical & Instrumentation Technology program prepares students for a career in the industrial field. Industrial firms now use automation practices requiring highly programmed electronic equipment that frequently requires maintenance and troubleshooting. Electrical & Instrumentation Techs troubleshoot, repair and maintain the various parts needed to keep electronic machinery running smoothly and effectively.

#### OCCUPATION DESCRIPTION:

Install, maintain industrial equipment, install & troubleshoot facility electrical circuits from service entrance to convenience outlets, use basic electrical and instrumentation drawings, perform preventive & corrective maintenance on basic electrical power & control components, use electrical test equipment and hydraulic & pneumatic systems, identify the basic principles and terminology of process control, identify the primary components of a process control system, use instrumentation installation techniques and programmable logic controllers (PLC's).

#### STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
EEV0650	A	Electrician (Construction)	350	\$1,010.00	\$3,837.00
EEV0652	B	Instrument Mechanic	350	\$1,010.00	\$3,837.00
EEV0654	C	Electrician Maintenance	300	\$864.00	\$3,288.00
		<b>TOTAL</b>	<b>1000</b>	<b>2,884.00</b>	<b>\$10,962.00</b>

<b>Additional Costs:</b>	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$710.00	\$710.00
OSHA Card Fee	\$8.00	\$8.00
Approximate Total Program Cost:	<b>\$3,612.00</b>	<b>\$11,690.00</b>

#### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **11.0** LANGUAGE **10.0** READING **10.0** or meet other Basic Skills Requirements

Must be able to lift 50 lbs. and climb a ladder

#### Industry Certification:

OSHA - \$8.00; NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 1 & 2

NCCER Level Exam Fee per level— Initial Fee \$3.00 per test w/3.00 retake fee  
Certified Production Technician (CPT) through the Manufacturing Skill Standards Council (MSSC)

Other testing fees may apply

Advisory Salary Range:	\$20,800 - \$62,400
Florida Panhandle:	\$26,400 - \$54,800
PH Average	\$38,840
State Average:	\$37,900
National Average:	\$50,500

#### LIVE WORK FEES:

##### Shop Fees:

\$35.00 Work Order Fee  
Materials plus 10%  
+ 7% sales tax

Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 0%

## MANUFACTURING

**ELECTRICAL & INSTRUMENTATION TECHNOLOGY 2**    **800 HOURS**  
 Program # J110200    **27 Weeks**  
 CIP # 0615.040402

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

The Electrical & Instrumentation Technology program prepares students for a career in the industrial field. Industrial firms now use automation practices requiring highly programmed electronic equipment that frequently requires maintenance and troubleshooting. Electrical & Instrumentation Techs troubleshoot, repair and maintain the various parts needed to keep electronic machinery running smoothly and effectively.

### OCCUPATION DESCRIPTION:

Install, maintain industrial equipment, install & troubleshoot facility electrical circuits from service entrance to convenience outlets, use basic electrical and instrumentation drawings, perform preventive & corrective maintenance on basic electrical power & control components, use electrical test equipment and hydraulic & pneumatic systems, identify the basic principles and terminology of process control, identify the primary components of a process control system, use instrumentation installation techniques and programmable logic controllers(PLC's).

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
EEV0656	A	Instrument Technician	400	\$1,152.00	\$4,384.00
EEV0658	B	Operating Engineer Assistant Stationary	400	\$1,152.00	\$4,384.00
		<b>TOTAL</b>	<b>800</b>	<b>\$2,304.00</b>	<b>\$8,768.00</b>

<b>Additional Costs:</b>	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Books/Supplies	\$710.00	\$710.00
<b>Approximate Total Program Cost:</b>	<b>\$3,024.00</b>	<b>\$9,488.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **11.0** LANGUAGE **10.0** READING **10.0** or meet other Basic Skills Requirements

Must be able to lift 50 lbs. and climb a ladder

### Industry Certification:

**NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 3 & 4**

**NCCER Level Exam Fee per level– Initial Fee \$3.00 per test w/3.00 retake fee**  
**Certified Production Technician (CPT) through the Manufacturing Skill Standards Council (MSSC)**  
 Other testing fees may apply

**Advisory Salary Range:** \$20,800 - \$62,400  
**Florida Panhandle:** \$26,400 - \$54,800  
**PH Average:** \$38,840  
**State Average:** \$37,900  
**National Average:** \$50,500

### LIVE WORK FEES:

**Shop Fees:**  
 \$35.00 Work Order Fee  
 Materials plus 10%  
 + 7% sales tax

**Program Completion Rate: NEW - Program Placement Rate: NEW - Program Certification Pass Rate: NEW**

## MANUFACTURING

### WELDING TECHNOLOGY

Program # J400400  
CIP # 0648.050805

**1050 HOURS**  
**35 Weeks**

**PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment in various welding positions. The content includes, but is not limited to, planning; management; finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

### OCCUPATION DESCRIPTION:

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OC	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
PMT0070	A	Welder Assistant 1	150	\$405.00	\$1,616.00	\$150.00
PMT0071		Welder Assistant 2	150	\$405.00	\$1,616.00	\$150.00
PMT0072	B	Welder, SMAW 1	150	\$405.00	\$1,616.00	\$150.00
PMT0073		Welder, SMAW 2	150	\$405.00	\$1,616.00	\$150.00
PMT0074	C	Welder	450	\$1,212.00	\$4,847.00	\$300.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,732.00</b>	<b>\$12,211.00</b>	

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
<b>Approximate Total Program Cost:</b>	<b>\$3,742.00</b>	<b>\$12,221.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements

**Industry Certification:** American Welding Society (AWS) Certified Welder - \$50.00;  
Other testing fees may apply

### LIVE WORK FEES:

**Advisory Salary Range:** \$27,500 - \$50,000  
**Florida Panhandle:** \$22,000 - \$44,240  
**PH Average:** \$35,020  
**State Average:** \$35,100  
**National Average:** \$36,700

#### Shop Fees:

Materials Cost +10%  
Small Jobs: \$15  
Medium Jobs: \$20-\$25  
Large Jobs: \$50 & up

**Program Completion Rate: 90% - Program Placement Rate: 89% - Program Certification Pass Rate: 60%**

## MANUFACTURING

### WELDING TECHNOLOGY-ADVANCED

Program # J400410  
CIP # 0648.050806

**750 HOURS**  
**25 Weeks**

**PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment in various welding positions. The content includes, but is not limited to, planning; management; finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

### OCUPATION DESCRIPTION:

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
PMT0075	A	Advanced Welder 1	600	\$1,614.00	\$6,462.00	\$300.00
PMT0076	B	Advanced Welder 2	150	\$405.00	\$1,616.00	\$300.00
		<b>TOTAL</b>	<b>750</b>	<b>\$2,619.00</b>	<b>\$8,678.00</b>	

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
<b>Approximate Total Program Cost:</b>	<b>\$2,629.00</b>	<b>\$8,688.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **9.0** LANGUAGE **9.0** READING **9.0** or meet other Basic Skills Requirements

**Industry Certification:** **American Welding Society (AWS) Certified Welder - \$50.00;**  
Other testing fees may apply

**Advisory Salary Range:** \$32,000 - \$57,000  
**Florida Panhandle:** \$24,980 - \$44,240  
**PH Average:** \$35,020  
**State Average:** \$35,100  
**National Average:** \$36,700

### LIVE WORK FEES:

#### Shop Fees:

Materials Cost +10%  
Small Jobs: \$15  
Medium Jobs: \$20-\$25  
Large Jobs: \$50 & up

**Program Completion Rate: 100% - Program Placement Rate: 75% - Program Certification Pass Rate: 100%**



## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### AUTOMOTIVE SERVICE TECHNOLOGY 1

Program # T400700  
CIP # 0647.060411

**1050 HOURS**

**35 Weeks**

**PELL ELIGIBLE**

#### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Automotive Service Technicians & Mechanics. The content includes, but is not limited to, finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

#### OCCUPATION DESCRIPTION:

Diagnose, service, repair, or overhaul automotive vehicles.

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
AER0014	A	Automobile Services Assistor	300	\$864.00	\$3,288.00
AER0418	B	Automotive Brake System Technician	150	\$434.00	\$1,645.00
AER0453	C	Automobile Suspension & Steering Technician	150	\$434.00	\$1,645.00
AER0360	D	Automotive Electrical/Electronic System Technician	300	\$864.00	\$3,288.00
AER0110	E	Engine Repair Technician	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,030.00</b>	<b>\$11,511.00</b>

**NOTE:** It is recommended that students complete **OCP-A (Automobile Services Assistor)** and/or demonstrate mastery of the outcomes in **OCP-A (Automobile Services Assistor)** prior to enrolling in additional Automotive Service Technology courses. **The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A, is at the discretion of the instructor.**

#### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Automotive Service Technology 1** AND the **750** clock hour program in **Automotive Service Technology 2** and successful completion of ASE certification exams shall articulate **nineteen (19)** college credit hours to the AAS/AS Degree in **Automotive Service Management Technology**.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
Registration Fee	\$10.00	\$10.00
Approximate Books & Supplies	\$180.00	\$180.00
<b>Approximate Total Program Cost:</b>	<b>\$3,220.00</b>	<b>\$11,701.00</b>

#### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **9.0** READING **9.0** or meet other Basic Skills Requirements

#### Industry Certification:

ASE registration fee - \$36.00; ASE-G1 Auto Maintenance & Light Repair - \$41.00; A1-Engine Repair; A4-Suspension and Steering; A5-Brakes; A6 Electrical/Electronic Systems; - \$41.00; FADA Certified Technician - \$80.00

#### LIVE WORK FEES:

##### Shop Fees:

Work Order \$15.00(one-time fee)  
Labor after 1<sup>st</sup> hour \$15.00 per hr.  
Services \$5.00 (oil change/tire service)  
Materials Cost +10%

**Advisory Salary Range:** \$25,000 - \$40,000  
**Florida Panhandle:** \$20,180 - \$50,920  
**PH Average:** \$31,740  
**State Average:** \$35,200  
**National Average:** \$36,700

**Program Completion Rate: 78% - Program Placement Rate: 100% - Program Certification Pass Rate: 0%**

## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### AUTOMOTIVE SERVICE TECHNOLOGY 2

Program # T400800  
CIP # 0647.060412

**750 HOURS**  
**25 Weeks**

**PELL ELIGIBLE**

#### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Automotive Service Technicians & Mechanics. The content includes, but is not limited to, finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

#### OCCUPATION DESCRIPTION:

Diagnose, service, repair, or overhaul automotive vehicles.

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
AER0503	A	Automotive Engine Performance Technician	300	\$864.00	\$3,288.00
AER0257	B	Automatic Transmission and Transaxle Technician	150	\$434.00	\$1,645.00
AER0274	C	Manual Drivetrain and Axle Technician	150	\$434.00	\$1,645.00
AER0172	D	Automotive Heating and Air Conditioning Technician	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>750</b>	<b>\$2,166.00</b>	<b>\$8,223.00</b>

**NOTE:** It is recommended that students complete **OCP-A (Automobile Services Assistor) of Automotive Service Technology 1** and/or demonstrate mastery of the outcomes in **OCP-A (Automobile Services Assistor) of Automotive Service Technology 1** prior to enrolling in additional Automotive Service Technology courses. **The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A (Automobile Services Assistor) of Automotive Service Technology 1, is at the discretion of the instructor.**

#### ARTICULATION AGREEMENT:

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Automotive Service Technology 1** AND the **750** clock hour program in **Automotive Service Technology 2** and successful completion of ASE certification exams shall articulate **nineteen (19)** college credit hours to the AAS/AS Degree in **Automotive Service Management Technology**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Books &amp; Supplies</b>	\$100.00	\$100.00
<b>Approximate Total Program Cost:</b>	<b>\$2,276.00</b>	<b>\$8,333.00</b>

#### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH **10.0** LANGUAGE **9.0** READING **9.0** or meet other Basic Skills Requirements

#### Industry Certification:

ASE registration fee - \$36.00; ASE – A2-Auto Transmission/Transaxle; A3-Manual Drive Train & Axles; A7 - Heating & Air Conditioning; A8-Engine Performance - \$33.00 ; Master Automobile Technician

**Advisory Salary Range:** \$25,000 - \$40,000

**Florida Panhandle:** \$20,180 - \$50,920

**PH Average:** \$31,740

**State Average:** \$35,200

**National Average:** \$36,700

**Program Completion Rate: 67% - Program Placement Rate: 100% - Program Certification Pass Rate: 0%**

## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### COMMERCIAL VEHICLE DRIVING

Program # I490205  
CIP # 0649.020500

**320 HOURS**  
**8 Weeks**

**NOT PELL ELIGIBLE**  
**CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as professional drivers. It provides instruction in the modern methods and techniques used to develop safe driving habits, proper handling of equipment; customer relations; and other areas of instruction that will be an asset to the transportation industry.

### OCCUPATION DESCRIPTION:

Drive a tractor-trailer combination with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

### PRE-REGISTRATION COSTS:

DOT 5 Panel Drug Screen	<b>\$Varies</b>
DOT Physical	<b>\$Varies</b>
CDL Permit	<b>\$ 0.00</b>
New License Card	<b>\$25.00</b>
Tanker Endorsements	<b>\$ 7.00 (each)</b>
MVR	<b>\$10.00</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OC	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
TRA0080	A	Tractor Trailer Truck Driver	320	\$860.00	\$3,447.00	\$1,670.00
		<b>TOTAL</b>	<b>320</b>	<b>\$2,530.00</b>	<b>\$5,117.00</b>	

**\$300 Deposit Required, \$100 Non-Refundable**

<b>Additional Costs:</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Total Program Cost:</b>	<b>\$2,540.00</b>	<b>\$5,127.00</b>

Applicants may not have any alcohol related violations, careless or reckless driving convictions in the last 3 years.

### PROGRAM REQUIREMENTS:

**AGE:** 19 years or older

**DIPLOMA:** N/A

**DOT 5 Panel Drug Screen** (within 30 days prior of start date); Valid **DOT medical certificate; Class "A" License OR Class "A" Permit with Tanker Endorsement** (Prior to the first day of class); **Understand the English language; printout of past 3 years driving record**

**Industry Certification:** Commercial Driver License - \$88.25

<b>Advisory Salary Range:</b>	<b>\$50,000 - \$55,000</b>
<b>Florida Panhandle:</b>	<b>\$22,140 - \$50,020</b>
<b>PH Average:</b>	<b>\$31,040</b>
<b>State Average:</b>	<b>\$34,400</b>
<b>National Average:</b>	<b>\$38,700</b>

#### 2019 - 2020 Schedule

**Monday – Thursday**

**7:00 AM – 3:30 PM**

August 12, 2019 – October 16, 2019

October 22, 2019 – January 14, 2020

January 21, 2020 – April 1, 2020

April 7, 2020 – June 16, 2020

**Program Completion Rate: 85% - Program Placement Rate: 97% - Program Licensure Pass Rate: 100%**

## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### COMMERCIAL VEHICLE DRIVING TESTING SERVICES

#### CDL REFRESHER COURSE

40 Hours

COURSE DESCRIPTION	HOURS	Tuition	LAB Fee
CDL Refresher	40	\$102.00	\$398.00
<b>TOTAL</b>	<b>40</b>	<b>\$500.00</b>	

#### Course Requirements: CDL Class A License

#### CDL Testing Fees (\$25 nonrefundable for cancellation)

CDL CLASS	INITIAL FEE	RE-TESTING FEE	CMV PROVIDED	REQUIRED DOCUMENTS
Class A	\$350	3 part – \$350	Yes	Valid Class A Learner's Permit Valid Driver's License
		2 Part – \$300		
		1 Part – \$250		
Class B	\$250	3 part – \$250	Yes	Valid Class B Learner's Permit Valid Driver's License
		2 Part – \$200		
		1 Part – \$150		
Class C	\$250	3 part – \$250	No	Valid Class C Learner's Permit Valid Driver's License Current Vehicle Registration Proof of Insurance
		2 Part – \$200		
		1 Part – \$150		

#### Class A Vehicle:

FPTC uses a Class 8 Tractor and 48 ft. Trailer with 9-speed manual transmission (hi/lo range) that requires double clutching.

#### Class B Vehicles:

FPTC uses a 40 ft. enclosed vehicle with automatic transmission and air brakes or a county school bus.

**Testing will be offered at the tester's availability. No refunds will be granted. Lack of documentation will result in NO TESTING and a loss of fees. Pre-registration is required. Fees are due at time of registration. NO Weapons are allowed during testing.**

## CDL Testing Process and Policies

### Process

1. Fill out and return the attached application in person, by email, fax or USPS.
2. With the completed application, provide a copy of your CDL permit and a copy of your valid driver's license.
3. Make payment using cash, money order, cashier's check, debit or credit card. (An option for payment is to do this by way of phone using a credit card. Visa, MasterCard, and Discover cards accepted. There is a 2.75% of the transaction amount convenience fee for credit card usage)
4. The tester will contact you to confirm the test schedule. Tests are scheduled on a first come, first served basis.

If you have any further questions, call Student Services at 850-638-1180 ext. 317. We look forward to providing this service for you.

### Scheduling Tests

- Initial permits require a 14-day waiting period before driving test.
- All skills test must be scheduled at least 3 full business days in advance. A business day is defined as Monday thru Friday. The day the test is scheduled does not count as the first day. For example – Applicant contacts organization on Monday. The first day the applicant is eligible to test is Friday. This allows 3 full business days (Tuesday, Wednesday & Thursday).
- Changing a scheduled test due to applicant: If an applicant seeks to change the original test time, the test must be cancelled and rescheduled at least 3 business days in advance.
- Changing a scheduled test due to weather: If inclement weather occurs and a test needs to be postponed to a later time, the test will be rescheduled at least 2 business days in advance.

### CDL Testing

- Make sure you understand the scheduled test date and time. Missing an appointment by one hour forces a cancellation of that test and is not refundable. If a test needs to be rescheduled, contact your examiner as soon as possible and prior to your scheduled test day. Ask the examiner if your test can be rescheduled. This will require a minimum wait time of two business days before you can be retested.
- Make sure you have all your paperwork with you when you arrive for your test: driver's license, a valid temporary permit and the receipt showing your test has been paid for, unless you paid for your test over the phone.
- Show up prepared to test. There is no practice prior to testing. Make sure you have studied the most recent Florida CDL Handbook (available online at <http://www.flhsmv.gov>). Pay close attention to sections 11, 12 & 13 in the CDL Handbook. These sections cover all three portions of the CDL Skills Test in which you are about to take. It is highly recommended that you find a comparable vehicle to practice with prior to testing. It is very difficult to learn the driving skills needed by only reading the CDL Handbook.
- If you will be testing using your vehicle, you must also provide a copy of the current vehicle registration and proof of insurance for that vehicle.
- Class A Vehicle requirements are any combination of vehicles with a combined GVWR of both vehicles that is greater than 26,001lbs and 10,000lbs of that must belong to the towed unit (trailer, etc.) This is the weight rating for the vehicles, not how much they weigh.
- Class B Vehicle requirements are any single vehicle with GVWR of 26,001lbs or more. This is the weight rating for the vehicle, not how much it weighs.
- Class C Vehicle requirements are any single with a GVWR (weight rating, not the vehicles weight) less than 26,001lbs and designed to carry 16 or more passengers or used to transport Hazardous Materials in quantities that require placarding, or is carrying any amount of certain HazMat listed in 42CFR part 73.
- The three parts of the skills test (vehicle inspection, backing, road test) normally takes 2.5-3 hours to complete. Each test begins with the vehicle inspection, then moves to the backing, and ends with the road test. Each section must be passed before you move to the next section. You can only test once per day.
- For more information, please call (850) 638-1180 ext. 356. If no answer, leave your name and contact number and an examiner will call you back as soon as possible.

## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### CONSTRUCTION VEHICLE TECHNICIAN

Program #T650500  
CIP # 0649.020202

**600 HOURS**

**19 Weeks**

**PELL ELIGIBLE  
CAREERSOURCE ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Construction Vehicles Operators/dump truck drivers, and Construction Equipment Operators. It provides instruction in the modern methods and techniques used to develop safe driving habits, proper handling of equipment; customer relations; and other areas of instruction that will be an asset to the transportation industry.

### OCCUPATION DESCRIPTION:

Drive a Dump Truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

### PRE-REGISTRATION COSTS:

Level 5 drug screen	<b>\$Varies</b>
Valid DOT Physical	<b>\$Varies</b>
Class B Permit or License	<b>\$ 0.00</b>
New License Card	<b>\$25.00</b>
MVR	<b>\$10.00</b>

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition	LAB Fee
TRA0073	A	Construction Vehicle Driver	200	\$538.00	\$2,154.00	\$850.00
TRA0074	B	Construction Vehicle Maintenance Technician	150	\$434.00	\$1,645.00	
TRA0075	C	Construction Vehicle Operator	250	\$674.00	\$2,693.00	\$850.00
		<b>TOTAL</b>	<b>600</b>	<b>\$3,346.00</b>	<b>\$8,192.00</b>	

**\$300 Deposit Required, \$100 Non-Refundable**

<b>Additional Costs:</b>	Resident	Non-Resident
<b>Registration Fee</b>	\$10.00	\$10.00
<b>Approximate Total Program Cost:</b>	<b>\$3,356.00</b>	<b>\$8,202.00</b>

Applicants may not have any alcohol related violations, careless or reckless driving convictions in the last 3 years.

### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older

**DIPLOMA:** N/A

**DOT 5 Panel drug screen** (within 30 days prior of start date); valid

**medical certificate DOT physical; Class "B" License or permit; printout of past 3 years driving record**

**BASIC SKILLS REQUIREMENT:** MATH **8.0** LANGUAGE **8.0** READING **8.0** or meet other Basic Skills Requirements

**Industry Certification:** Class B License - \$81.25

**Advisory Salary Range:** \$36,100 - \$46,000

**Florida Panhandle:** \$22,140 - \$50,020

**PH Average:** \$31,040

**State Average:** \$34,400

**National Average:** \$38,700

Program Completion Rate: **NEW** - Program Placement Rate: **NEW** - Program Licensure Pass Rate: **NEW**

## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### HEAVY EQUIPMENT OPERATIONS TECHNICIAN 1200 HOURS

PELL ELIGIBLE

Program # T440200  
CIP # 0649.020201

40 Weeks

#### DESCRIPTION:

This training program will prepare students for employment in the construction field as Heavy Equipment Operators. The content includes, but is not limited to, communication, employability and leadership skills; human relations; safe and efficient work practices; and skills to operate and maintain a variety of heavy equipment.

#### OCCUPATION DESCRIPTION:

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, shovels, tractors, or front-end loaders to excavate, move, and grade earth, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. *Excludes "Crane and Tower Operators" and "Extraction Workers".*

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
TRA0070	A	Heavy Equipment Maintenance Technician	150	\$434.00	\$1,645.00
TRA0086	B	Tractor Operator	150	\$434.00	\$1,645.00
TRA0087	C	Off-road Equipment Operator 1	300	\$864.00	\$3,288.00
TRA0088	D	Off-road Equipment Operator 2	300	\$864.00	\$3,288.00
TRA0049	E	Crane Operator	300	\$864.00	\$3,288.00
		<b>TOTAL</b>	<b>1200</b>	<b>\$3,460.00</b>	<b>\$13,154.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Total Program Cost:	<b>\$3,470.00</b>	<b>\$13,164.00</b>

#### PROGRAM REQUIREMENTS:

**AGE:** 18 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 8.0 LANGUAGE 8.0 READING 8.0 or meet other Basic Skills Requirements

**Industry Certification:** NCCER Heavy Equipment Operations - Level 1, 2 & 3  
NCCER Level Exam Fee – Initial Fee \$24.95 w/2.95 retake fee  
Other testing fees may apply

**Advisory Salary Range:** \$30,000 - \$80,000  
**Florida Panhandle:** \$23,160 - \$43,900  
**PH Average:** \$32,940  
**State Average:** \$34,300  
**National Average:** \$42,500

#### LIVE WORK FEES:

##### Shop Fees:

Operation Time after 1<sup>st</sup> hour \$25 per hr.

The client of the program will furnish all fuel, gas, grease and oil used by the class.

\*Individual Crane & Tower Operators make \$6,000 - \$10,000 more annually.

**Program Completion Rate: 71% - Program Placement Rate: 100% - Program Certification Pass Rate: 100%**



## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### DIESEL SYSTEMS TECHNICIAN 1

Program # T650100  
CIP # 0647.061305

**1050 HOURS**  
**35 Weeks**

**PELL ELIGIBLE**

#### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Diesel Engine Mechanics. The content includes, but is not limited to, maintaining and repairing diesel engines and electrical systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The program also includes training in communication, leadership and employability skills; human relations; and safe efficient work practices.

#### OCCUPATION DESCRIPTION:

Diagnose, adjust, repair, maintain or overhaul buses and trucks.

#### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCF	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150	\$434.00	\$1,645.00
DIM0102	B	Diesel Electrical and Electronics Technician	300	\$864.00	\$3,288.00
DIM0104	C	Diesel Engine Technician	300	\$864.00	\$3,288.00
DIM0105	D	Diesel Brakes Technician	300	\$864.00	\$3,288.00
		<b>TOTAL</b>	<b>1050</b>	<b>\$3,026.00</b>	<b>\$11,509.00</b>

The courses after the core (OCF A) may be taken in any sequence.

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
<b>Approximate Total Program Cost:</b>	<b>\$3,036.00</b>	<b>\$11,519.00</b>

#### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements

#### Industry Certification:

ASE registration fee - \$36.00; ASE Diesel Electrical & Electronics Tech - T6 - Electrical/Electronic Systems - \$33.00; ASE Diesel Electrical & Electronics Tech - S6 - Electrical/Electronic Systems - \$33.00; ASE Diesel Engine Tech - T2 - Diesel Engines - \$33.00; ASE Diesel Engine Tech - S2 - Diesel Engines - \$33.00; ASE Diesel Brakes Tech - T4 - Brakes - \$33.00; ASE Diesel Brakes Tech - S4 - Brakes - \$33.00

#### LIVE WORK FEES:

**Advisory Salary Range:** \$30,000 - \$47,000  
**Florida Panhandle:** \$26,820 - \$51,420  
**PH Average:** \$37,200  
**State Average:** \$42,400  
**National Average:**

**Shop Fees:**  
Parts Cost +10%  
Labor after 1<sup>st</sup> hour: \$15.00 per hour  
Equipment: FPTC/WCSB \$30.00, other \$35.00

**Program Completion Rate: 100% - Program Placement Rate: 100% - Program Certification Pass Rate: 25%**

## TRANSPORTATION, DISTRIBUTION & LOGISTICS

### DIESEL SYSTEMS TECHNICIAN 2

Program # T650200  
CIP # 0647.061306

**750 HOURS**  
**25 Weeks**

**PELL ELIGIBLE**

### PROGRAM DESCRIPTION:

This training program will prepare students for employment as Diesel Engine Mechanics. The content includes, but is not limited to, maintaining and repairing diesel engines and electrical systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The program also includes training in communication, leadership and employability skills; human relations; and safe efficient work practices.

### OCCUPATION DESCRIPTION:

Diagnose, adjust, repair, maintain or overhaul buses and trucks.

### PROGRAM STRUCTURE:

The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE DESCRIPTION	HOURS	Resident Tuition	Non-Resident Tuition
DIM0103	A	Diesel Engine Preventative Maintenance Technician	150	\$434.00	\$1,645.00
DIM0106	B	Diesel Heating and Air Conditioning Technician	150	\$434.00	\$1,645.00
DIM0107	C	Diesel Steering and Suspension Technician	150	\$434.00	\$1,645.00
DIM0108	D	Diesel Drivetrain Technician	150	\$434.00	\$1,645.00
DIM0109	E	Diesel Hydraulics Technician	150	\$434.00	\$1,645.00
		<b>TOTAL</b>	<b>750</b>	<b>\$2,170.00</b>	<b>\$8,225.00</b>

Additional Costs:	Resident	Non-Resident
Registration Fee	\$10.00	\$10.00
Approximate Total Program Cost:	<b>\$2,180.00</b>	<b>\$8,235.00</b>

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**BASIC SKILLS REQUIREMENT:** MATH 9.0 LANGUAGE 9.0 READING 9.0 or meet other Basic Skills Requirements

### Industry Certification:

ASE registration fee - \$36.00; ASE Diesel Engine Prev Maint Tech - T8 - Prev Maint Inspection - \$33.00; ASE Diesel Engine Prev Maint Tech - S8 - Prev Maint Inspection - \$33.00; ASE Diesel Heating & Air Conditioning Tech - T7 - (HVAC) - \$33.00; ASE Diesel Heating & Air Conditioning Tech - S7 - (HVAC) - \$33.00; ASE Diesel Steering & Suspension Tech - T5 - Suspension & Steering - \$33.00; ASE Diesel Steering & Suspension Tech - S5 - Suspension & Steering - \$33.00; ASE Diesel Power Train Tech - S3 - Drive Train - \$33.00

**Advisory Salary Range:** \$30,000 - \$47,000

**Florida Panhandle:** \$26,820 - \$51,420

**PH Average:** \$37,200

**State Average:** \$42,400

**National Average:** \$42,700

**Program Completion Rate: 75% - Program Placement Rate: 83% - Program Certification Pass Rate: 75%**

## CONTINUING WORKFORCE EDUCATION PROGRAMS (CWE)

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### **PUBLIC SAFETY – EQUIVALENCY OF TRAINING (EOT)**

**NOT PELL ELIGIBLE**

Program Dates: As Requested

#### **PROGRAM DESCRIPTION:**

The purpose of this program is to provide opportunity for out-of-state officers, federal officers, military personnel and previously certified Florida officers with a break of service of more than four years to qualify for the Florida State Officer Certification Examination (SOCE).

#### **PROGRAM STRUCTURE:**

The following table illustrates the **CWE** courses available:

COURSE DESCRIPTION	Hours	Tuition
Equivalency of Training Academy	40	400.00

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### **PUBLIC SAFETY – REFRESHER**

**40 HOURS**

**NOT PELL ELIGIBLE**

Program Dates: As Requested

#### **PROGRAM DESCRIPTION:**

The purpose of this program is to provide opportunity for previously certified Florida officers with a break of service of less than four years to qualify for the Florida State Officer Certification Examination (SOCE).

#### **PROGRAM STRUCTURE:**

The following table illustrates the **CWE** courses available:

COURSE DESCRIPTION	Hours	Tuition
Re-Training	40	160.00

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### **COSMOTOLOGY – REFRESHER**

**TBD HOURS**

**NOT PELL ELIGIBLE**

Program Dates: As Requested

#### **PROGRAM DESCRIPTION:**

The purpose of this program is to provide opportunity for students to qualify for the Cosmetology Certification Examination.

#### **PROGRAM STRUCTURE:**

The following table illustrates the **CWE** courses available:

COURSE DESCRIPTION	Hours	Tuition
40 Hour Refresher Course	40	160.00
80 Hour Refresher Course	80	320.00

**\*\*\* ADDITIONAL HOURS NEEDED WILL BE CHARGED AT APPROVED JOB PREPARATORY RATE  
(SEE PAGE 28)**

## CONTINUING WORKFORCE EDUCATION PROGRAMS (CWE)

### UNMANNED VEHICLE SYSTEMS

NOT PELL ELIGIBLE

Program Dates: May 16 - TBD  
Tuesday & Thursday Nights  
6:00 p.m. – 9:00 p.m.

### PROGRAM DESCRIPTION:

The purpose of this program is to prepare students for employment or advanced training in the commercial and general unmanned vehicles industry. This program prepares students for employment as an unmanned vehicle operator.

### OCCUPATION DESCRIPTION:

Pilot remote vehicles in the area including, but not limited to, public safety, surveying, and agriculture

### PROGRAM STRUCTURE:

The following table illustrates the **CWE** courses available:

COURSE DESCRIPTION	DAYS	Tuition
Unmanned Systems	16	150.00
UAS Applications	16	150.00
UAS Personnel	16	150.00
Safety Management	16	150.00

Additional Costs:	
Text Book	172.45

### PROGRAM REQUIREMENTS:

**AGE:** 16 years or older

**DIPLOMA:** N/A

**Industry Certification:** Ground School (Included in Course Fees) – \$0.00,  
FAA Part 107 Certification - \$150.00

## COMMUNITY PROGRAMS

### INTERIOR DESIGNS /DRAPERY/CRAFTS

NOT PELL ELGIBLE

Program Dates: Per Semester

Monday - 8:00 a.m. - 2:30 p.m.

Tuesday -3:00 p.m. - 9:00 p.m.

Thursday - 6:00 p.m. - 9:00 p.m.

#### PROGRAM DESCRIPTION:

The purpose of this program is to prepare students for continuous training in the interior design/crafting industry. Discover new sewing and crafting inspiration every day with classes from an expert, friendly instructor in a fun and engaging environment. Classes cover a variety of skill levels and techniques. Build skills while having a great time doing it.

#### PROGRAM STRUCTURE:

The following table illustrates the **Community** courses available:

COURSE DESCRIPTION	Hours per week	Tuition
Full time	6	\$300.00
Half time	3	\$175.00

#### Additional Costs:

Personal Materials	varies
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### PHOTOGRAPHY

NOT PELL ELGIBLE

Program Dates: As Requested

#### PROGRAM DESCRIPTION:

The purpose of this program is to build skills in photography.

#### PROGRAM STRUCTURE:

The following table illustrates the **Community** courses available:

COURSE DESCRIPTION	Hours per session	Tuition
Nightly Session	3	\$25.00

## EVENING PROGRAM OFFERINGS

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Select evening programs are offered at Florida Panhandle Technical College Monday - Thursday evenings at various times. These programs provide an opportunity for job preparation and a means for continuing education.

**Adult General Education (AGE)** classes are offered on the main campus  
Tuesday & Thursday evenings from 6:00 PM to 9:00 PM.

**Public Safety Classes**, including Corrections classes are offered on the main campus  
Monday - Thursday evenings from 4:30 PM to 9:30 PM.

**Basic and advanced computer classes** are scheduled throughout the year and offered on the main campus  
Tuesday & Thursday evenings from 4:30 PM to 7:30 PM – Based on enrollment

**Sewing classes** are offered at FPTC on the Historic Chipley High School campus  
Monday & Wednesday from 8:00 AM – 2:30 PM – Based on enrollment  
Tuesday & Thursday evenings from 6:00 PM to 9:00 PM.

For more information about evening courses, contact Student Affairs. Programs are offered on a demand basis. Short courses may be developed and offered as needed for business and industry upon request.

## **STUDENT'S RIGHTS & RESPONSIBILITIES**

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Students have rights and responsibilities relative to the knowledge and observation of school rules. They also have definite rights and responsibilities in the areas of attendance, right to learn, participation in school programs and activities, respect for persons and property, privacy, assembly, and free speech and student publications. Following is a listing of the specific responsibilities relative to the many aspects of their educational experiences.

### **RESPONSIBILITIES**

- Students are responsible for knowing and observing FPTC policy, procedures and rules.
- Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time.
- High school students must follow FPTC calendar, policies and procedures as well as home school policies and procedures.
- Students have a responsibility to take advantage of the appropriate FPTC programs and not in-fringe on the rights of others to learn.
- Students have a responsibility to involve themselves in the courses in which they are enrolled through participation as directed by the teacher.
- Students have a responsibility to involve parents and school personnel in making certain program & curriculum choices.
- Student organization officers and representatives have the responsibility to be alert to the needs of FPTC, the concerns of the student body, and to work toward the satisfaction of these needs and concerns to the best of their ability.
- Students have the responsibility to:
  - Respect the persons and property of other students and the FPTC staff.
  - Take care of the property of the Washington County school system.
  - Agencies who are working actively and constructively for the benefit of the student, of anything that may be useful in making appropriate educational decisions.
  - Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
  - Students have the responsibility to plan, seek approval, and conduct those activities which are consistent with the educational objectives and responsibilities of the school.
  - Students have the responsibility to accept the rights of other individuals, to have differing viewpoints, and to express themselves on those issues in which they disagree in a manner which does not infringe upon the rights of others or interfere with the orderly educational process of the school and is not obscene or libelous or in violation of the school rules.

### **RIGHTS**

- Students have a right to expect clear and understandable policies, procedure, rules and regulations to be furnished by FPTC. They may expect these policies, procedure, rules, regulations, and laws to be enforced fairly with the right of due process afforded.
- Students have the right to clearly defined information on School Board Rules and individual FPTC program policies dealing with attendance.
- Students have a right to participation in the appropriate FPTC programs at all levels of instruction and in an atmosphere conducive to the teaching-learning process.
- Students have the right, under the direction of a faculty advisor, to form and operate within the appropriate FPTC student organizations.
- Students have the right under the direction of a faculty advisor to seek office and participate in activities and organizations regardless of race, sex, color, creed, or political beliefs.
- Each student has the right to expect that his or her person and property will be respected by other students and the FPTC staff.



- Each student has the right to expect FPTC property to be safe, clean, attractive, and well maintained.
- Students have the right to be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.
- Students have the right to privacy in their personal possessions unless administration has a reasonable cause to believe that the student is concealing material, which possession of, is prohibited by law.
- Students have the right to assemble peacefully on FPTC grounds or in FPTC buildings. Exercise of this right shall be denied when it substantially and directly endangers physical health or safety, damages property, or disrupts FPTC programs.
- Students have the right to express themselves and to petition and survey student opinion in accordance with the established procedures.

## **STUDENTS' OPPORTUNITY OF SERVICE**

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### **SkillsUSA**

SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership citizenship, safety and skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at the FPTC support and encourage participation in this student organization. Since 2012, the technical college has had seven students qualify to compete at the national level at the annual SkillsUSA annual competition in Kansas City, Missouri.

### **STUDENT GOVERNMENT ASSOCIATION**

The purpose of the FPTC SkillsUSA Student Leadership is to promote and develop attitudes of good citizenship, to promote harmonious student faculty relations, to provide a forum for student expression, and to preserve and further the existing high standards of the school in every way. Student leaders are elected by their peers, but must be in good academic and attendance standings to run for office.



## MEDIA SERVICES

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### LIBRARY SERVICES

The Washington County Public Library (WCPL) is located adjacent to Florida Panhandle Technical College, across Hwy. 90, and partners with FPTC to provide media resources to faculty, staff and students. The county library offers public access to over 250,000 books, on-line catalogs and reference material, audio books, and many more services. We urge you to seek our assistance, become familiar with and use the resources available, suggest materials and/or services to improve our partnership, encourage your students to take advantage of these opportunities.

Visit <http://www.wcplfl.com/>.

## Washington County Public Library



1444 Jackson Ave.  
Chipley, Florida 32428  
Phone: (850) 638-1314

**Hours of Operations:**  
**Monday-Thursday: 9:00am-6:00pm**  
**Friday: 9:00-1:00pm**  
**Sat-Closed**

### MEDIA RESOURCES

The library provides resources such as Books; Reference Books; Electronic Books; On-line Resources; Manuals; Computer Access; Internet Access; and Periodicals. The services also provide on-line catalog and database. The WCPL membership allows students free access to libraries in Washington, Holmes, Calhoun, and Jackson Counties. Washington County also has two additional branch facilities in Vernon, FL and Wausau, FL.

Use of the resources requires a free membership and library card. Cards may be obtained by presenting one of the following:

- A government issued photo identification
- Florida Driver's License
- Florida I.D. Card
- Auto Registration
- Personal Check which includes a Name and Address
- Current Cable, Utility, or Land-Line Phone Bill
- Current Lease Agreement or Rent Receipt
- Current Property Tax or Mortgage Payment Receipt

**Students under 18 years of age must provide information of a parent or guardian, along with their signature.**

Students are responsible for all materials checked out on membership card. Students should report lost or stolen cards immediately to library staff @ (850) 638-1314.

### LOAN PERIODS

- |                                 |         |
|---------------------------------|---------|
| • Loan Periods and item limits  | 21 days |
| • Audiobooks, books, and CDs    | 21 days |
| • DVDs - limit 2 per card       | 21 days |
| • Electronic Books – 5 per card | 14 days |

Items may be renewed twice, unless requested by another library patron. Items may also be returned to any of the 4 county libraries and branches.

## FEES & FINES

- Replacement Library Card \$3.00
- Overdue Items \$.10 per day- A maximum of \$1.00
- Lost or Damaged Material Replacement Cost + Processing Fees
- Copy Services \$.20 per Copy
- FAX Services \$.20 per Incoming Page, \$1.00 per Outgoing Page, and \$5.00 per International Page

## LINKS

Panhandle Public Library Cooperative System (PPLCS): <http://pplcs.net>

Washington County Public Library: <http://www.wcpfl.com>

Florida Electronic Library: <http://flelibrary.org/>

**Log-in information is provided at time of membership approval**

PPLCS



Auto Repair Reference Center



Home Improvement Reference Center



Small Engine Repair



Association of Rural and Small Libraries

EBSCO host databases and discovery technologies are the most-used, premium online information resources for tens of thousands of institutions worldwide, representing millions of end-users. EBSCO has partnered with libraries for more than 70 years by providing quality research content, powerful search technologies and intuitive delivery platforms.

Login
EBSCO Support Site

**User ID**

**Password**

[Shibboleth Login](#) | [OpenAthens Login](#)

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[Supported Browsers](#)  
Recommended minimum screen resolution: 1024x768



Learn more about  
[EBSCO Information Services Product & Services](#)

**Important User Information:** Remote access to EBSCO's databases is permitted to patrons of subscribing institutions accessing from remote locations for personal, non-commercial use. However, remote access to EBSCO's databases from non-subscribing institutions is not allowed if the purpose of the use is for commercial gain through cost reduction or avoidance for a non-subscribing institution.

## TECHNOLOGY SERVICES

Florida Panhandle Technical College provides all students, faculty, and staff access to lynda.com, an online subscription library that teaches the latest software, creative, and business skills through high-quality instructional videos. To learn more, watch the introductory video about the service and the "How to Use Lynda.com video:

- Learn more - <http://www.lynda.com/home/VideoPlayer.aspx?lpk4=73>,
- How to Use - <http://www.lynda.com/Business-tutorials/How-use-lyndacom/77683-2.html>.

Benefits to using lynda.com include:

- Unlimited access to courses on a wide variety of technologies and disciplines
- Up-to-date content to keep skills current and to learn new skills
- New courses added every week
- Tutorials taught by recognized industry experts
- Access to instructors' exercise files to follow along as you learn
- Closed captioning and searchable, time-coded transcripts
- Beginner to advanced courses
- The option to watch complete courses or bite-size videos as you need them

**If you are interested in student access to lynda.com, please complete see your program instructor.**

Everyone must login for the first time while on campus but after that, students can access lynda.com from anywhere @ [www.lynda.com](http://www.lynda.com) using login credentials.

## WI-FI ACCESS ON CAMPUS

Florida Panhandle Technical College provides campus wide wireless access for staff, faculty and students. Wi-Fi passwords are changed as needed for management and security. Wi-Fi \_\_\_33 passwords are provided to students by the instructor or IT staff.

## TELECOMMUNICATIONS USE POLICY

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### TECHNOLOGY - STUDENT ACCEPTABLE TELECOMMUNICATIONS USE POLICY AND AGREEMENT

Florida Panhandle Technical College (FPTC) provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the technical college's electronic communication system that may include access to the Internet. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives of the FPTC.

This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege and/or corrective action by school officials. Students are responsible for good behavior on school computer networks just as they are on campus. **Florida Panhandle Technical College** may suspend or revoke a student's access to the FPTC system upon violation of FPTC policy and/or procedure. The Technical College provides filtering software in an attempt to restrict access to inappropriate materials on the Internet. However, users must recognize that filtering cannot block access to everything that might not be of educational value.

**REMINDER: School authorities have the right to review and monitor all information stored on the network.**

Using the network to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of FPTC or another entity's computer software or hardware, electronic communications system, or telecommunications system, whether or not the intrusion results in the corruption or loss of data, is prohibited.

Using the services for any activity which adversely affects the ability of other people or systems to use the FPTC network or the Internet is prohibited. This includes denial of service attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited.

### STUDENT ACCEPTABLE USE AGREEMENT

FPTC's telecommunications network provides expanded learning opportunities for students and staff. The goal of this network is to support and enhance learning and teaching that prepares students for success in a global society. By providing this network to our students and staff, FPTC is able to promote educational excellence in our schools by facilitating resource sharing innovation, and communication.

FPTC provides internet filters and takes every reasonable precaution to ensure that internet use is safe. However, students attempting to bypass the school filters or use their home computer may expose themselves to the following risks:

- Sharing offensive websites with other students
- Sending and receiving inappropriate e-mail, blogs and other prohibited messages
- Sharing offensive material created at home
- Sending or receiving libelous electronic messages
- Engaging in the violation of criminal and civil laws
- Illegally uploading or downloading copyrighted material
- Using your child's picture in a false light
- Violating your child's privacy regarding health and other personal issues

The use of the Internet is necessary for training and communication at FPTC. Misuse of the Internet violates school board policy and subjects a student to corrective action. Additionally, there are civil and criminal penalties under Florida and Federal law for misuse of the Internet. Some of the misuses are as follows:

1. Using proxy sites to avoid the district filter
2. Sending and distributing offensive material on district computers or school grounds
3. Sending cyber-threats of death, bodily harm, damage to property to students or staff (i.e., cyberbullying)



4. Creating offensive materials on home computers and distributing them on school grounds
5. Using their own portable devices to distribute offensive material on school grounds
6. Attempting to gain access to or using program administrative passwords or district staff passwords

General guidelines include but are not limited to the following:

1. The student should have no expectation of privacy at any time while using district or FPTC resources, nor at home when it pertains to school business (such as when writing about other students or district employees).
2. The district is authorized to monitor e-mail logs and Internet histories of students and does so.
3. Students should use the Internet/network for appropriate educational training purposes and research.
4. Students should use the Internet/network only with the permission of designated school staff.
5. Students should be considerate of other users on the network.
6. Cyber bullying is unlawful behavior.
7. Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
8. Students should immediately report any security problems or breaches of these responsibilities to the supervising instructor or administration.
9. Students must adhere to copyright laws and plagiarism rules when using the Internet.
10. Students must not share user IDs and passwords required to access e-mail and other programs.
11. Students must not give out personal information about themselves or where they live.
12. Students must not fill out forms on the Internet without parent/teacher permission.
13. Students must not send pictures of themselves through e-mail.
14. Students may not have access to e-commerce or publicly provided Internet Service Providers or e-mail services. Students will receive district-approved e-mail accounts upon teacher request and parent permission if the accounts are needed for educational projects.
15. Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter). Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.
16. Students are required to access the Internet only through district-provided, filtered equipment. Under no circumstances are students to use any personal device (e.g., air card, smart phone, Palm, or other Internet data device) that bypasses this requirement unless prior approval has been given by the school administration and approved by the District Technology Department.
17. Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages, or violating copyright laws.
18. Students must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member (i.e., teachers must ensure that a virus scan is performed).
19. Students must not work directly on teacher, school, or district department websites without express, written permission from the district Web Administrator and Coordinator of Technical Services.
20. Students must not create or work directly on "live" school club/organization websites (e.g., robotics team websites) or any website that represents the district. Students should work on local copies of these websites, which can then be published on a district-approved Web server by an appropriate staff member.
21. Students must not construct websites using content or links that violate state or federal laws.
22. Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

FPTC Students must use these telecommunication resources in a responsible, efficient, ethical, and legal manner in accordance with district policy. The use of these resources is a privilege that can be revoked at any time for inappropriate use. Other legal or corrective action as appropriate to the violation may also be taken.

The users of the Washington County District School Board telecommunications network must recognize that they are bound by state public record laws. Documents that are created to formalize knowledge or transact business of the Washington County District School Board are considered public record, open to the review and copying of the general public. This includes all work records on every computer system, data transmitted over the server's form on site or off-site location, and portable media such as disks, CD's, and any other transportable media. All records must be retained according to Florida Public records statute.

## **NETWORK ETIQUETTE**

All users must understand and practice proper ethical use of the Washington County District School Board's telecommunications network. All users are expected to abide by this Acceptable Use Policy as well as the generally accepted rules of network etiquette.

The rules of network etiquette include, but are not limited to:

- All messages to others will be courteous and non-abusive.

- No swear words, vulgarities, or any other inappropriate language is to be used.
- Messages should be well written. Words are to be chosen carefully to avoid misunderstanding. Users should always proofread and edit messages prior to sending them.
- Descriptive subject heading, salutations, and sender's name should be included in all email messages.
- Avoid using all capital letters (SHOUTING) and any other agitating messages.
- Inappropriate use of the network services, such as online game playing or opening/downloading streaming audio or video, which interrupts the use of the network by others, is forbidden.
- Students are to be under the direct supervision of their responsible instructor during their use of the network.

## **GRADUATION PROCEDURES**

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One of the most exciting and rewarding events at FPTC is graduation, which is scheduled at the end of each year. The commencement exercise includes adult high school diplomas, high school equivalency diplomas, and technical program completers.

Upon completion of a program, please contact your instructor and Student Affairs for appropriate information and paperwork regarding graduation. Everyone is strongly encouraged to participate in this very significant event.




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## **SCHEDULE**

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### **TYPICAL DAILY SCHEDULE**

8:00	Begin classes – Students are expected to arrive promptly.
9:15	Morning Break - Instructor's Discretion
11:00	Dismiss for lunch
11:30	Begin afternoon classes
2:30	Dismiss classes

### **SNACK BAR**

Daytime students are offered food service in the snack bar. Tuesday - Friday. Lunch is served from 11:00 until 12:15 Tuesday - Thursday. There is to be no food or drink in any classroom or shop area without permission of the instructor or director. The general campus appearance and school image is a reflection of students and staff. Pride and self-discipline will help make the school a bright focal point for all persons involved with FPTC. Please make use of disposal containers.

## DRESS CODE

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Since the primary purpose of the technical college is to prepare students for employment, students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for the occupation for which they are training. Program instructors will provide specific guidance to all students enrolled. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

Appropriate attire for the workplace is an essential part of career and technical education. The word "appropriate" shall be defined to include **cleanliness, safety, modesty and good taste**. All instructional personnel shall give helpful, guidance on these matters. Student will be asked to change apparel if inappropriate. FPTC will comply with Washington County School Board Policy when concerning Dress Code. A copy of the policy is available upon request.

## TOBACCO/SMOKE FREE CAMPUS POLICY

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In accordance with Washington County School Board Policy, FPTC is a tobacco and smoke free campus. Tobacco products or Smoking is not permitted on the campus.

This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on or around campus.

Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

## DRUG FREE CAMPUS POLICY

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No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on FPTC campus, at FPTC-sponsored activities, or while on FPTC-sponsored trips involving students. Students not in compliance with FPTC campus policy will be immediately dismissed.

When administrative officials have reasonable suspicion that any student at the Florida Panhandle Technical College is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees.

The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases, the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow-up testing that may be required by the administration. The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student.

All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately.

Any person who has been given notice by an administrator and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.

While on FPTC-sponsored trips, the following action may become necessary:

- Alcoholic beverages in possession of minors will be seized.
- Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.  
LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED:  
REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212



## **CAMPUS LEAVE POLICY**

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### **STUDENT LEAVE PROCEDURES**

For safety reasons, any student wishing to leave class during school hours must sign out with their instructional supervisor before leaving campus. Students under 18 years of age or dually enrolled are not allowed to leave campus without parental permission and must sign out at the Business Office in the administration building.

Before a minor is authorized to leave campus, prior to the end of scheduled classes, the student must:

- Have proof of parent or guardian approval, or verification from the home school principal, or teacher requesting leave.
- Secure permission from his/her instructor by obtaining the instructor's signature and reason for leaving on an instructor's permission slip.
- Secure permission from the administration to leave campus.

## **CAMPUS TRESPASSING POLICY**

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Any person who:

- Does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property is guilty of a misdemeanor of the second degree, punishable as provided in Florida Statute 775.082 or s. 775.083.
- Is a student who has been dismissed; and who enters or remains upon the campus or any other facility owned by any such school commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the second degree, punishable as provided in Florida Statute 775.082 or s. 775.083.
- Enters or remains upon the campus or other facility of a school after the administrator of such school, or his or her designee, has directed such person to leave such campus or facility or not to enter upon the campus or facility, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the first degree, punishable as provided in Florida Statute 775.082 or s. 775.083.

Any administrator of a school, or designee, who has probable cause to believe that a person is trespassing upon school grounds in violation of this section may take such person into custody and detain him or her in a reasonable manner for a reasonable length of time pending arrival of a law enforcement officer.

Such taking into custody and detention by an authorized person does not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. If a trespasser is taken into custody, a law enforcement officer shall be called to the scene immediately after the person is taken into custody.

Any law enforcement officer may arrest either on or off the premises and without warrant any person the officer has probable cause for believing has committed the offense of trespass upon the grounds of a school facility. Such arrest shall not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.

## **LOITERING POLICY**

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Doors and passageways should NOT be blocked or hindered, allowing free traffic flow at all times. This is especially true for the snack bar doors and the back doors to the front office. Students will NOT be permitted to loiter in the school parking lots to include lunch and breaks.

## **BUS POLICY**

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### **BUS PRIVILEGES**

Students have an opportunity to take advantage of busing privileges when available. However, inappropriate student behavior on the provided transportation will not be tolerated from any student attending FPTC. Students will lose their bus privileges upon receipt of one (1) misconduct report from the driver.

## **DRIVING/PARKING POLICY**

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### **DRIVING PRIVILEGES**

All students are required to obtain a parking permit upon acceptance into a FPTC program. All high school students will be expected to ride the bus unless they have permission from their high school, parents, and instructor to walk or drive.

Permission forms must be obtained from program instructors or Student Affairs.

Students should remember that being allowed to walk or drive to and from the Technical College is a privilege, not a right. In the case of careless or reckless driving, excessive tardiness or lack of attendance, driving privileges may be suspended or revoked.

## **STUDENT PARKING AREAS**

All student vehicles must be registered in order to utilize parking areas. Information and forms will be provided by the instructors. Students are permitted to park in regular spaces nearest their program unless otherwise designated. The front parking lot of the Administration Building is for visitors and staff only. Handicapped parking spaces are designated. Once a student arrives on campus they are not allowed to sit in their vehicles or return to their vehicle unless they are leaving campus.

**Vehicles are to be parked in marked-off parking spaces ONLY.**

## **STUDENT PARKING**

1. Students who provide their own transportation may park only in the regular student parking areas unless they have been given a special permit by the Administration. Please park in as neat and orderly fashion as possible. HIGH SCHOOL STUDENTS DRIVING THEIR OWN CARS MUST HAVE PERMISSION FROM THEIR HIGH SCHOOL PRINCIPAL, THEIR PARENTS, AND INSTRUCTOR. Forms are available in the office for this purpose.
2. Students are NOT to go to the parking area for any reason during school hours without permission of instructor; nor are they allowed to loiter there after arriving at the Technical College, or during lunch and breaks.
3. Students should remember that being allowed to drive to and from the technical college is a PRIVILEGE, not a RIGHT. Any student who cannot comply with these reasonable regulations will have this privilege taken from him/her.

## **VISITOR PARKING AREAS**

1. Parking in front of the Administration building is for visitors, testers, and dual enrolled high school students.
2. Area between Automotive Collision, Automotive Services Technology, and Welding to the north and Student Center to the south.
3. Area immediately in front of Heavy Equipment Mechanics building.
4. All areas designated Faculty, Visitors, and Handicapped.
5. All loading zones.

Student cars scheduled to be worked on will remain in regular parking area until working space is available. All work in Automotive Collision Repair and Automotive Services Technology will be done in the shop or on the north side inside the fenced area. Entrance to and exit from east parking lot will be on West Boulevard, south parking lot from South Boulevard, and west parking lot from Hoyt Street.

Parking between the Welding and Automotive Repair buildings and the curb north of the Student Center (Food Services building); Bldg. 2 & Bldg. 3 is reserved for school owned vehicles, vehicles waiting to be repaired, and service vehicles.

## **HANDICAPPED PARKING**

Handicapped parking spaces are provided near the entrance of each building. These spaces are clearly marked and are for handicapped only. Vehicles that violate parking policies will be towed at the owner's expense.

# **DISCRIMINATION POLICY**

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## **POLICY AGAINST DISCRIMINATION**

The Florida Panhandle Technical College is committed to a policy of nondiscrimination in employment and education opportunity:

- No person shall, on the basis of race, color, sex, gender, age, ethnic or national origin, genetic information, marital status, sexual orientation, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

- The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, ethnic or national origin, marital status, disability or handicap.

The Superintendent shall develop procedures to notify employees and applicants for employment and students regarding their rights under this policy.

## **SEXUAL HARASSMENT POLICY**

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The School Board desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the School Board. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the School Board forbids harassment against any student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its students.

### **DEFINITION**

Sexual harassment consists of any unwelcome verbal and/or physical gestures which may be interpreted as sexual in nature. It includes sexual advances and/or requests for sexual favors to an unwilling person whether or not physical contact occurs. Because these actions create an intimidating, offensive or hostile learning environment they will not be tolerated by the administration of this Technical College and may result in immediate disciplinary actions. Behaviors that may result in administrative actions include any such actions that occur on campus, at off-campus school sites, or at any and all district or school-sponsored events.

### **EXAMPLES OF SEXUAL HARASSMENT**

Sexual harassment may include but are not limited to the following:

- Verbal harassment or abuse of a sexual nature;
- Subtle pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity);
- Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
- Display of sexually suggestive objects, pictures, or written materials.
- Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

### **SPECIFIC PROHIBITION**

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

### **PROCEDURES**

Any student who alleges sexual harassment by another student should complain to the director, assistant director or instructor. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade, or any other assignments. The complaint should: be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

### **PENALTIES**

A substantiated charge against a student shall subject that student to corrective action.

### **COMPLIANCE WITH TITLE IX, SECTION 504, ADA AND THE FLORIDA EDUCATIONAL EQUITY ACT:**

No person shall, on the basis of race, color, gender, age, ethnic or national origin, marital status, disability, political or religious

beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law. The School Board Policy and the Procedures, related to: the prohibition of discrimination and the grievance procedures for resolution of a complaint, are available upon request in the Florida Panhandle Technical College Director's Office, the PAEC Office and in the Superintendent's Office.

## **STUDENT CONDUCT & DISCIPLINE**

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The Florida Panhandle Technical College assumes that students eligible to enter the postsecondary facility are familiar with the ordinary rules governing proper conduct and behavior. Section 1006.07 (1) (b), Florida Statutes (District school board duties relating to student discipline and school safety), requires each district school board to adopt rules that require each student at initial registration for school enrollment in the district to report any previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had. This section also provides authority for the receiving school board to waive or honor the final order of expulsion or dismissal of a student by any in-state or out-of-state public district school board or private school for an act that would have been grounds for expulsion according to the receiving district school board's code of student conduct.

FPTC regulations forbid public displays of affection, gambling, profanity, the use of tobacco products or smoking, the use of alcoholic beverages and narcotics, and the presence of a student on campus under the influence of either. Students are encouraged to promote the Technical College and to recommend the various programs to friends. However, students and visitors may not loiter on campus or in the parking lots. This is disruptive to other students and classes.

Unless approved by program instructor, electronic devices are prohibited and will be removed from the individual's possession. Cell phones are to be used at the discretion of the instructor. Failure to comply may result in confiscation of phone and its return at the discretion of the Director. Students are expected to be in class working.

### **FLORIDA PANHANDLE CAMPUS CODE OF CONDUCT**

1. No person on the FPTC campus shall intentionally obstruct and/ or forcibly prevent others from the exercise of their rights. Nor shall any person interfere with the institutions educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of FPTC when they are acting in their official capacities. Any person on campus are required to show identification when requested to do so by an official of FPTC.
3. Unauthorized occupancy of technical college facilities or blocking access to or from such areas is prohibited. Permission from appropriate technical college authorities must be obtained for removal, relocation, and use of FPTC equipment and/or supplies.
4. Theft from, or damage to FPTC premises of property, or theft of or damage to property of any person on the technical college premises is prohibited.
5. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the technical college or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational, and community services.
6. Disorderly or indecent conduct on the Technical College campus or Washington County School Board owned or controlled property is prohibited.
7. No individual shall have in their possession a rifle, shotgun, or firearm or knowingly have in their possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in their possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of FPTC.
8. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
9. The unlawful possession, use, or distribution of alcohol by students or employees on the technical college premises is prohibited.

## **CORRECTIVE ACTION PROCEDURES AND HEARING**

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### **SPECIFIC GROUNDS FOR CORRECTIVE ACTION**

Since inappropriate workplace behavior of any degree of frequency is undesirable and not conducive to a positive learning or workplace environment for all, students shall understand that certain actions are applicable to correct their behaviors. Because some behaviors are more inappropriate than others, the frequency, nature,

and degree of the misconduct will determine the specific corrective action which will be taken.

**Following is a non-exhaustive list of inappropriate behaviors for which corrective action will be taken:** Abusive or obscene language

- Assault and battery
- Bullying, Threats, and Intimidations
- Careless or reckless driving and/or abuse of driving privilege
- Cheating
- Damage to personal property of students and staff members
- Damage to school property
- Defiance
- Disrespect for any school personnel
- Distribution of unauthorized materials/substances/material items
- Disturbance of class or school activities
- Excessive absences or tardiness
- Failure to follow instructions
- Inappropriate workplace attire
- Inappropriate display of affection
- Libelous statements
- Loss or damage of materials belonging to the school/others
- Physical or verbal abuse of students or staff members
- Physical violence
- Possession/use of unauthorized substances/material items
- Possession and/or use of weapons
- Theft
- Threats of physical violence
- Unauthorized assembly
- Unauthorized campus leave
- Vandalism or property damage of any kind
- Violation of bus rules
- Violations of Procedures or Policies
- Violation of Tobacco/Smoke Free Campus

## **CORRECTIVE ACTIONS FOR INAPPROPRIATE BEHAVIOR**

Depending on the seriousness and frequency of the misconduct certain disciplinary procedures will be followed. For those behaviors which are less serious, any of the following actions may be taken.

### **Corrective Actions Misconduct:**

- Campus Leave
- Conference with student
- Dismissal
- Loss of privileges
- Probationary status
- Restitution for property damaged/stolen
- Warning/reprimand
- FPTC service assignment

Specific corrective actions are in place and are a part of the student handbook. The handbook is approved by the Washington County School Board and all persons involved will be aware of their responsibilities and rights, but also of the actions that will be taken for inappropriate behavior in the workplace.

Some of the violations of campus policies are also violations of the laws in the Criminal Code of the State of Florida. If students violate these laws, not only will they be subject to dismissal from campus, but the local law enforcement officials will be contacted and the student's actions will also be handled by these authorities.

**Students who demonstrate by their actions they are unwilling to comply with district or FPTC policies will be withdrawn for a minimum of one academic year.**

## **CORRECTIVE ACTION BOARD (CAB)**

### **Program Corrective Action Conference:**

The Corrective Action conference shall be conducted by the program instructor/supervisor. The following procedures shall be in effect at this conference:

1. An effort will be made to resolve the matter between the program instructor/supervisor and the student.
2. If a resolution to correct the student's actions is reached, the program instructor/supervisor conducting the conference shall document the plan and any consequences for non-compliance, on the Corrective Action Plan Form. After signing the form, the student will be given a copy of the corrective action plan.
3. If no resolution of corrective behavior is reached, the program instructor/supervisor conducting the conference shall refer the matter to the assistant director as a disciplinary complaint against the student and the complaint procedure will begin.

## **COMPLAINT PROCEDURES:**

- a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to corrective action or a disciplinary hearing, must be submitted in writing in complete detail to the office of the assistant director promptly by the individual, organization or department making the charge.

- b. The assistant director or designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The assistant director or designee will advise the student of the allegation against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within ten (10) calendar days of the filing of the complaint, the assistant director or designee shall take one of the following actions:
  1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
  2. Conduct corrective action conference with the individual involved and implement a corrective action plan; or
  3. Prefer formal disciplinary charges and set a hearing date before the Corrective Action Board (CAB). The student will be provided a Notice of Hearing and will not return to campus until the student hearing has been conducted and a decision from the board has been rendered.
- c. In the event that a student withdraws from the technical college after a charge, accusation or allegation against the student has been made, and the technical college prefers formal disciplinary charges, the withdrawn student is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and will be barred from attending the technical college until a decision on the charges is made or the charges are otherwise resolved. If the withdrawn student fails to so participate in the disciplinary process without good cause, the technical college may proceed with the disciplinary hearing in the student's absence and any decision and sanction will be binding. The Corrective Action Board has the final decision in all disciplinary matters.

## **NOTICE OF HEARING AND CHARGES**

Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the assistant director to the student at the address appearing on the records of the technical college, by certified or overnight mail and by regular mail and e-mail to students who have a technical college e-mail address. The assistant director is also encouraged to send the notice of charges to any other e-mail address that is on record for the student. The hearing shall be scheduled within a reasonable time following the filing of the charges. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. For educational purposes, it is to the benefit of the students to get a resolution quickly.

The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.
2. A statement that the student has the following rights:
  - i. to present his/her side of the story;
  - ii. to present witnesses and evidence on his/her behalf;
  - iii. to cross-examine witnesses presenting evidence against the student; and
  - iv. to remain silent without assumption of guilt.
3. A warning that anything the student says may be used against him/her at a non-technical college hearing.
4. Students subjected to the CAB procedure will be required to sign a FERPA Release Form giving permission for board members to have access to student information. Refusal to sign release form will result in dismissal.

## **COMMITTEE STRUCTURE**

- a. Each Corrective Action Board (CAB) shall consist of two faculty members and three student members and a chairperson, who shall be an administrative member. A quorum shall consist of the chair and any three members, one of whom must be a student. Hearings shall be scheduled promptly at a convenient time and efforts shall be made to insure full student and faculty representation.
- b. The president shall select in consultation with the head of the appropriate campus governance body or The chairperson shall preside at all hearings of the Corrective Action Board and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.
- c. All members shall be selected from a list of volunteers.
- d. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in



the outcome of the hearing shall be disqualified from serving on the committee.

- e. Parliamentary procedures will be followed and meeting minutes will be taken. During each hearing, all Federal Education Rights and Privacy Act (FERPA) and HIPPA laws will be observed.

### **Corrective Action Board (CAB) Hearing Members:**

Volunteer faculty, staff and students of FPTC will serve as members of the CAB. A new volunteer list will be composed in August of each year. However, volunteers may be added to the list at any time throughout the school year. The Office of the Director will be responsible for managing the list. Each hearing board will consist of the following six (6) members:

1. Non-Voting Member – Chairperson – FPTC Assistant Director or Designee
2. Voting Member – One (1) Elected Student Representative
3. Voting Member – One (1) Faculty or Staff Volunteer from the Program Cluster
4. Voting Member – One (1) Faculty or Staff Volunteer from an alternate Program Cluster.
5. Voting Member – One (1) Student Volunteer from the same Program Cluster
6. Voting Member – One (1) Student Volunteer from an alternate Program Cluster

### **STUDENT DISCIPLINARY PROCEDURES**

The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to respond. If the student admits the conduct charged, the student shall be given an opportunity to explain his/her actions before the committee and the technical college shall be given an opportunity to respond. If the student denies the conduct charged, the technical college shall present its case. At the conclusion of the technical college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present, his or her defense.
3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.
4. The technical college shall make a record of each fact-finding hearing by some means such minutes, a tape recording or the equivalent. A student who has been disciplined is entitled upon request to a copy of such a record without cost.
5. The technical college bears the burden of proving the charge(s) by a preponderance of the evidence.
6. The role of the Corrective Action Board is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.
7. At the end of the presentations by both sides, the student may introduce additional records, such as character references. The technical college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to have committed the conduct alleged in the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.
8. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

9. The student shall be sent a copy of the Corrective Action Board (CAB) committee's decision within five days of the conclusion of the hearing, by regular mail. The decision shall be final subject to the student's right of appeal.
10. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a college-wide penalty and the student will be barred from admission to any other program of the college while the penalty is being served.
11. Disciplinary penalties shall be placed in the student's file. The penalties will be placed on a student's transcript and shall remain there unless the committee's decides otherwise.

## **APPEALS**

An appeal of the decision of the Corrective Action Board (CAB) may be made to the Washington County Superintendent who may confirm or decrease the penalty but not increase it. The Superintendent's decision shall be final except in the case of dismissals or suspension for one term or more. An appeal from a decision of dismissal or suspension for one term or more may be made to the board committee on student affairs and special programs. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or his or her designee.

## **SUSPENSION OR DISMISSAL**

The CAB reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of FPTC in the achievement of its purposes as an educational training institution. The Administration of the Technical College may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing to take place within not more than ten (10) business days. Prior to the commencement of a temporary suspension of a student, the technical college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.



## **GRIEVANCE / COMPLAINT PROCEDURES**

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When a student feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When a resolution cannot be reached, students can resort to the more formal procedures as provided herein.

### **DEFINITIONS**

"Complaint" shall mean any dispute or disagreement involving the interpretation or application of an existing board rule or practice.

"Complainant" shall mean any student, or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.

### **TIME LIMITS**

The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between parties.

### **APPROPRIATE STEPS**

Informal discussion - a student believes there is a basis for complaint, he or she shall discuss the complaint with his or her instructor, support service staff, assistant director or director (except in the case of discrimination or harassment allegations involving the supervisor, in which case they shall report to the Equity Coordinator) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which sixty (60) days will be allowed.

Should a grievant wish to process a grievance beyond the informal state, he/she may do so by contacting:

- Level one - if the student is not satisfied with the informal resolution he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his or her instructor, assistant director or director. This individual shall communicate his or her answer in writing to the student within ten (10) days after receipt of the complaint.
- Level two - if the student is not satisfied with the resolution at level one he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to the director. The individual shall communicate his or her answer in writing to the student within ten (10) days after receipt of complaint.
- Level three - if the student is not satisfied with the resolution at level two he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to the superintendent. The individual shall communicate his or her answer in writing to the student within ten (10) days after receipt of complaint.

### **BOARD APPEAL**

If the student is not satisfied with the resolution by the superintendent, he or she shall have the right to appeal the superintendent's decision to the School Board; provided request for placement on the board's agenda is filed within ten (10) days. Confidentiality and protection from retaliation will be provided to the extent possible to any student, who alleges discrimination or harassment.

### **ADDITIONAL PROCESSING**

If the grievant is not satisfied with the results of the formal procedure, he/she may utilize other means for resolution as provided by the law and may contact:

Florida Department of Education

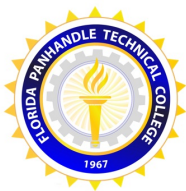
<http://www.fldoe.org/policy/cie/file-a-complaint.stml>

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30346

Phone: 800-917-2081 or 770-396-3898



## STUDENT COMPLAINT FORM

Please complete the form below and return to the Director in the administration building

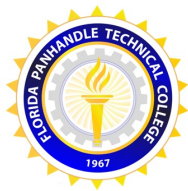
Date Event Occurred	
Student's First Name	
Students' Last Name	
Student's ID #	

### Student Contact Information

Street Address	
City	
State	
Zip Code	
Phone	
Email Address	
When Addressing my concern (choose one option below)	
<input type="checkbox"/>	You may use my name.
<input type="checkbox"/>	You may not use my name.
<input type="checkbox"/>	You may use my name only after the end of the program.

### Course Information

Course Name	
Course Number	
Name of Instructor	



# STUDENT COMPLAINT FORM

Page 2

## Identify the Category of Your Complaint (check all that applies).

Service	Building	Individual	Coursework	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe the issue or concern in detail. (Be specific regarding who, what, when, and where).				
Have you discussed this issue with the instructor or another staff member?	Yes		No	
	<input type="checkbox"/>		<input type="checkbox"/>	
If yes, describe the outcome of this discussion below.				
Today's Date				

Response provided within 10 school days.

Copy-Student Records

Copy- Administrative Secretary



## **LEGAL PROCEEDING**

In the event of litigation, all Washington County District School Board staff and students are under federal and state civil rules of procedure that require disclosure and allow search of all computer hardware and software. This includes, but is not limited to, school or district computers, laptops, printers, cell phone, and other electronic equipment. Any attempt to damage or destroy evidence embedded in any of these will cause severe civil and criminal penalties (legally known as spoliation claims).

## **AMENDMENTS**

This policy may be amended or revised as the need arises based on Washington County District School Board policies and procedures. Users will be provided with copies of all amendments and revisions. This policy will also be posted and maintained on the district's web site, located at <http://www.FPTC.us>.

## **DISCLAIMER**

District School Board makes no guarantees about the quality of the telecommunication network/internet services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the services. Individual users are responsible for any losses sustained by the district or its affiliates resulting from the user's intentional misuse of these services.

The district assumes no responsibility for the accuracy or quality of information obtained through these services.

## **ADMITTANCE OF PRIOR ONLINE ABUSE**

By signing the appropriate Acceptable Use Agreement form, all employees and student users validate that they have no present or past disciplinary record for telecommunications network/internet abuse. Further, all users acknowledge that they have not been found guilty in a United States civil or criminal court for violating any state or federal computer laws.

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## **SAFETY PROCEDURES/POLICY**

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Emphasis is placed on good work habits and the avoidance of hazards in all industrial situations. Use of essential protective devices, such as safety glasses, for students participating in certain laboratory and shop activities is required. Extreme styles in clothing and hair may be contributing factors in causing accidents in some shop areas. In all cases, each shop's rules will be followed. Bulky sleeves, ties, necklaces, etc. (inappropriate shop wear) should be avoided in lab situations where equipment is in use. Strict precaution should be taken with flammable liquids. Remember safety is for your protection. No student will be allowed to operate equipment unless authorized by the instructor. All students are expected to return tools, equipment, etc. in good condition or pay for any damage or loss. Students must wear their ID badges at all times while on campus.

Student Right-to-Know and Campus Security Act of 1990:

The Student Right-to-Know and Campus Security Act of 1990 require all postsecondary institutions participating in Federal Student Aid programs to disclose campus security policies and certain crime statistics. Florida Panhandle Technical College publishes an annual disclosure report to faculty, staff, and students to comply with the provisions to the law.

## **WEAPONS PROHIBITED**

Any student who has or carries any gun, pistol, sword, knife, razor, or any other item intended as a weapon, on the FPTC campus, into any building, or on a school bus or at any FPTC sponsored activity or who has such items on his/her person or in an automobile or other vehicle parked on the campus or adjacent thereto, shall be immediately dismissed.

## **BULLYING, THREATS & INTIMIDATIONS PROHIBITED**

Violation of the district school board's policy bullying, threats and intimidation by a student is grounds for dismissal or imposition of other corrective action as deemed appropriate by the director or designee.

## **CAMPUS SAFETY DISCLOSURE**

According to the Student-Right-to-Know and Campus Security Act each institution is required to publish its crime statistics. Our statistics indicate very little crime at our Center; however, we encourage you to take every precaution to protect yourself against crime to ensure your own safety. Please notify a member of Administration if you feel that your safety is in possible jeopardy or in the event that you want to report a crime, accident or emergency.

Notice is hereby given that all Student Right-to-Know information and Campus Security Information (Public Law 101-542) are available to current or prospective students from administration and will be provided upon request. You may contact us at (850)638-1180 Ext. 301 or visit us at 757 Hoyt Street, Chipley, Florida.

## **Annual Report of Crime Statistics**

**Name of Institution:**     *Florida Panhandle Technical College*

**Address:**                     *757 Hoyt Street  
Chipley, FL 32428*

**Reporting Period:**         *Calendar Years 2014-2019*

**Director:**                     *Martha Compton*

**Date of Report:** **Fall 2019**

**Assistant Director:**       *Bryan Lee*

### **NUMBER OF OFFENSES REPORTED**

<b>Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<i>Criminal Homicide: Murder and Nonnegligent Manslaughter</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Criminal Homicide: Negligent Manslaughter</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Sex Offenses: Forcible</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Sex Offenses: Nonforcible</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Robbery</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Burglary</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Larceny/Theft Offenses</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Motor Vehicle Theft</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Violations of Liquor</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Drug Abuse</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Weapons Possession</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAMPUS SEX CRIMES PREVENTION ACT


The federal Campus Sex Crimes Prevention Act and the Florida Violent Crime Control and Law Enforcement Act of 1994 mandate that higher education institutions inform their campus communities where information is available concerning registered sexual offenders.

The Florida Department of Law Enforcement Web site may be used to access all registered sexual offenders in the state of Florida. To report information anonymously, call the Florida Department of Law Enforcement's toll-free line at 1-888-357-7332.

Anyone requiring additional information may contact Martha Compton, FPTC Director, at (850) 638-1180 ext. 301 Website:

<http://offender.fdle.state.fl.us/offender/>

[English](#) | [Español](#)



**The Florida Department of Law Enforcement**  
**FLORIDA SEXUAL OFFENDERS AND PREDATORS**  
Charting a Course for Public Safety

**OFFENDER SEARCH**  
Click to search for Sexual Predators & Offenders

**OFFENDER ALERT**  
Click to subscribe to e-mail notifications

**FAQ**  
Click for Frequently Asked Questions

**IMPORTANT**  
Information for Sexual Predators and Offenders

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**Neighborhood Search**

[Standard Search](#)

[Guided Search](#)

**You are about to perform a Neighborhood Search .**

Address (Required)

☒ City (Do not use periods) or ☐ Zip Code (Required)

State

Florida

Radius

1 Mile

Display Results In

☒ List ☐ Map

SEARCH

This Neighborhood Search allows users to enter any address in Florida and search the Florida Sexual Offender/Predator Registry for any registered sexual offender or predator living within a 1 to 5 mile radius of the address entered by the user. You can also open a map of the search results by clicking the "Display Results in Map" link.

Please note: Sometimes the mapping program will not be able to determine the exact distance between two addresses. In other words, although the system knows the county of the address you entered it may not be able to identify how close a predator's or offender's residence is to that address. When the system is not able to determine the exact distances of addresses it will place those offenders and predators at the end of the search results for review. Such issues will be prevented whenever possible, but it is important to include these addresses for your information and safety.

[Go to Offender Search >](#)

[Go to University Search >](#)

[Go to Email or Internet Identifier Search >](#)

The information you are about to view has been reported directly to FDLE by the Florida Department of Corrections, the Florida Department of Highway Safety and Motor Vehicles, and law enforcement officials. FDLE compiles and provides this information for public access and does not independently confirm the accuracy of the information. It is FDLE's desire that the information contained herein be accurate and reliable. Any person who believes information provided is not accurate should contact the FDLE Missing Persons and Offender Registration by phone at 1 (888) 357-7332 or by e-mail at [sexpred@fdle.state.fl.us](mailto:sexpred@fdle.state.fl.us).

**PLEASE NOTE:** Florida has a broad public records law under Florida Chapter 119. Emails sent to the Missing Persons and Offender Registration may be a public record subject to disclosure. If you would like to report information anonymously, please call our toll-free line at 1-888-357-7332.

**CAUTION!** No private or commercial enterprise has been authorized to provide links to this site on the enterprise's web page. FDLE is not responsible for any banners or other material that such providers may add to what you see on your computer screen while trying to view our site via a link provided by an outside enterprise. If you are accessing this site by reason of such a third party's link, your use of this site could be monitored by the third party. You can directly access this page and avoid potential monitoring of your use of this site by a private or commercial enterprise or other third party provider by going to: [www.fdle.state.fl.us](http://www.fdle.state.fl.us).

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## **CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (CAMPUS SAVE ACT)**

Florida Panhandle Technical College is committed to maintaining a learning environment that is safe and promotes respect and dignity of students, faculty, and staff. Everyone at FPTC has the responsibility to exercise high ethical principles and standards of conduct.

**The Clery Act** is a federal law that requires institutions of higher education to provide current and prospective students and employees, the public, and the Department of Education with crime statistics and information about campus crime prevention programs and policies. Among other crimes, the Clery Act requires that colleges and universities report forcible sex offenses including sexual assault and rape. The Clery Act was most recently amended by the Violence Against Women Reauthorization Act of 2013.

This policy addresses student-related concerns of intimate partner and dating violence, stalking, sexual assault, sexual misconduct, and sexual harassment, which are all prohibited on this campus.

This policy, in addition to the Student Code of Conduct, governs the conduct of all Florida Panhandle Technical College students. This policy is intended to address instances of prohibited conduct while respecting the rights of all involved; to comply with the Title IX, Clery Act, and the Campus SaVE Act; and to ensure the safety of the campus.

The prohibited conduct refers to incidents that occur on institute's premises, during institute's sponsored activity, or at an off institute premises when conduct adversely affects the Institute and/or the pursuit of its objectives.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual completion and/or graduation of his/her program or course.



Confidential services are available for students through the Director or the Assistant Director. Off-campus services are also available:

**Abuse Hot Line Phone: (800) 962-2873 (Call 24-hours a day)**

### **Reporting Prohibited Conduct**

When Florida Panhandle Technical College receives knowledge alleging Prohibited Conduct, the Technical College will fully investigate each allegation. Victims are not required to participate in an investigation, but the Technical College will still fulfill its obligation to investigate to the full extent possible.

Florida Panhandle College actively encourages individuals to report violations of this policy. Individuals are not required to report the incident to the local police to receive support services.

### **Reporting options include:**

Formal remedies for violations by a student will be handled through the Title IX Coordinator/Dean of Enrollment. If the conduct process finds a violation, it can impose punishment up to and including expulsion.

Informal remedies do not replace formal corrective action and can be taken before or during an investigation. Examples include: issuing a no-contact order, asking an administrative authority to speak to the individual to express concerns about a behavior, or a change in schedule. These remedies are available through FPTC Administration or the Abuse Hotline.

- To file a complaint for a violation of this policy, contact FPTC Administration.
- To file a criminal report, contact the Chipley Police Department.

A police investigation is separate from an investigation that the Title IX coordinator or deputy performs. A police investigation may result in prosecution and criminal penalties through the court system.

### **Definitions**

**Prohibited conduct** refers to student sexual assault and sexual misconduct, sexual harassment, stalking, intimate partner, and dating violence.

**Consent** is defined as valid sexual permission that is:

1. Freely and actively given
2. In mutually understandable words or actions
3. Consent to one form of sexual activity can never imply consent to other forms of sexual activity
4. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor
5. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions
6. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. Further, a person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.
7. Any attempted acts of sexual misconduct are also violations of this policy

**Intimate Partner Violence** encompasses domestic and dating violence, and specifically violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Domestic Violence** (Florida Statutes 741.28(1)) defines domestic violence as "any assault, aggravated assault, battery, aggravated battery, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another who is or was residing in the same single dwelling unit."

**Family or household member** means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

**Dating Violence** (Florida State Statute 784.046(1)(d)) – means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that persons have been involved over time and on a continuous basis during the course of the relationship.

The document below will help you to determine a healthy dating relationship:

## Recognizing Abusive Behavior

1. Frequent yelling directed at a partner
2. Blaming partner for own faults
3. Name calling
4. Consistently accusing partner of infidelity
5. Kicking, holding, slapping, or scratching
6. Use of verbal/abusive comments
7. Forcible sex

**Stalking** (Florida Statutes 784.048(2)) defines stalking as "any person, who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person.

The Department of Education defines "stalking" as:

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or
- suffer substantial emotional distress Florida Statute 784.048 defines these terms:

(a) **"Harass"** means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

(b) **"Course of conduct"** means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(c) **"Credible threat"** means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

(d) **"Cyberstalk"** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**Aggravated Stalking** (Florida Statutes 784.048(3)) "aggravated Stalking" is defined as "any person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, commits the offense of aggravated stalking."

## Sexual Assault

Rape and sexual assault are called **"Sexual Battery"** under Florida criminal law; the terms are synonymous and occur when someone compels a victim to engage in sexual intercourse against the victim's will. It is a violation of state law, and is defined as: "oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration by another with any other object." The crime also includes circumstances when the victim is mentally incapable of giving consent such as being in a coma or passed out from drug or alcohol use." (see Fl. Stat. Ann. § 794.011)

**Sexual assault** is any form of sexual activity where consent is not willingly given. It includes anything from touching to penetration. Males and females can be both victims and perpetrators of sexual assault.

As defined by the Department of Education, **sexual assault** is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim,

- **"Rape"** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- **"Fondling"** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **"Incest"** is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **"Statutory Rape"** is defined a non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Sexual Harassment

**Sexual Harassment** is any unwelcome sexual advances, requests for sexual favors, and other written, verbal, non-verbal or physical conduct of a sexual nature when it is made either implicitly or explicitly as a term or condition of an individual's employment or status in a course, program, or activity offered by the Institute.

If this act is interfering with the individual's work or education performance; creating an objectively intimidating, hostile, or offensive working and/or learning/living environment; or interfering with or limiting one's ability to participate in or benefit from an educational program or activity, this is sexual harassment.

In cases of sexual harassment, if the alleged harasser is asked by the Victim or a third-party to stop his or her behavior and does not, a more serious sanction may be imposed. However, the victim does not have to request the behavior be stopped for the behavior to be considered sexual harassment.

### Examples of unwanted behavior that may constitute sexual harassment include, but are not limited to:

- Massaging a person's neck or shoulders
- Touching a person's clothing, hair, or body
- Hugging, kissing, patting, or stroking a person's body
- Making sexual gestures with hands or body movements, touching or rubbing oneself in a sexual manner around, or in the view of another person
- Brushing up against another person
- Tearing, pulling, or yanking a person's clothing
- Sexual flirtation, advances or propositions for sexual activity, or repeatedly asking for a date from a person who has indicated he or she is not interested
- Discussing or talking about sexual fantasies, preferences, or history
- Verbal abuse of a sexual nature
- Suggestive comments and sexually explicit jokes, or turning discussions at work or in academic or living settings to sexual topics when not legitimately related to an academic matter
- Stating, indicating, or implying in any manner that benefits will be gained or lost based in response to sexual advances
- Staring repeatedly at someone; repeatedly watching someone from afar
- Blocking another person's path or otherwise restricting their movements, particularly when in conjunction with other acts or comments
- Invading a person's personal body space, such as standing closer than appropriate
- Looking a person up and down in a suggestive or intimidating manner
- Making sounds such as smacking or licking lips, making kissing sounds, or whistling
- Letters, gifts, or materials of a sexual nature, including but not limited to typed or handwritten notes, email, instant messages, text messages, online postings, etc.

Sexual harassment does not need to be related to sexual or amorous behavior. Behavior based on gender stereotypes or derogatory comments based on sex, gender, gender identity, or sexual orientation may also constitute sexual harassment.

Sexual harassment is any unwelcome behavior of a sexual nature. It can be expressed in a variety of ways.

Please report any violations, issues or concerns to the Chipley Police Department: (850) 638-6310 or the Florida Panhandle Technical College Director (352) 638-1180 ext. 301.

**Retaliation** is a violation of federal law and college regulation. Retaliation is intimidating, threatening, coercing, or taking other negative action against someone because of her or his complaint or participation in a school or federal investigation related to sexual violence or other civil rights concerns. Federal civil rights laws make it illegal to retaliate against an individual for speaking out against possible civil rights problems at school.

- Suggestive or insulting sounds
- Whistling in a suggestive manner
- Humor and jokes about sex that denigrate men or women
- Sexual propositions, invitations or other pressure for sex
- Implied or overt threats
- Sexual innuendoes, comments or sexual remarks about clothing, body or sexual activities

- Patting, pinching and any other inappropriate touching or feeling
- Brushing against the body
- Attempted or actual kissing or fondling
- Impeding or blocking movement
- Coerced sexual intercourse
- Assault

- Pictures or drawings of a sexual nature that denigrate men or women
- Written messages, letters, words, comments, or poems of a suggestive nature
- Screensavers and/or emails of a sexual nature
- Sexually suggestive objects
- Touching oneself sexually for others to view
- Making obscene gestures

## **Bystander Intervention**

We can all help to maintain a community free of harassment, discrimination, and intimidation. The worst thing we can do is remain silent about sexual misconduct. If you've witnessed an incident, you're a bystander. Bystanders can be active in a number of different ways. Whether it's interrupting a potentially risky situation, speaking out against something that doesn't appear right, or providing support to a victim after an incident, we all have a responsibility to each other. Below are a few things that, dependent upon the situation, we can do to help:

- Calling the Chipley Police Department immediately when you believe you are witnessing sexual misconduct (850) 638-6130.
- From a position of safety, call out to the harasser to stop.
- Casually introduce yourself to the harasser and allow the victim time to escape, if you can do so safely. If possible, ask others to approach the scene with you so that you outnumber the harasser.
- Note the exact location and appearance of the harasser.
- Take photos if you can.
- Be aware.
- Make detailed notes as soon as you can of what you saw and provide them to the police or the Lake Tech Dean of Enrollment.
- **TAKE ACTION. DO NOT STAND BY AND DO NOTHING – DO SOMETHING!**

Other resources:

- National Sexual Violence Resource Center - <http://www.nsvrc.org/>
- Men Can Stop Rape - <http://www.mencanstoprape.org/>
- Step Up! A Bystander Intervention Program - <http://stepupprogram.org/>
- **Risk Prevention Techniques from RAINN - <https://rainn.org/>**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network).

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a

urine test and possibly others).

**Tips for escaping a potentially dangerous situation**

1. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
2. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
3. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
4. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
5. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
6. If you or the other person has been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**What should victims do first?**

Anyone can be raped, regardless of gender identity, sexual orientation, race, age, etc. Rape is a traumatic event, and the survivor may experience a wide array of emotions, including fear, shock, confusion, disbelief, embarrassment, shame, guilt, and a tremendous sense of loss. These are all common reactions to what has happened.

**Getting Help**

The single most important step a victim of sexual assault may take is to tell someone and get help, which could include talking with a family member, friend, partner, advocate, counselor, healthcare provider, or law enforcement officer.

If you have been subjected to sexual violence, domestic violence, sexual assault, and/or stalking:

1. Get to a safe place
2. Report the situation to someone in a position of authority or the police department immediately
3. Preserve all evidence of the offense
4. Request assistance for personal safety
5. Obtain order of protection or a no contact order
6. Take advantage of the services available from Florida Panhandle Technical College through administration
7. Request to speak anonymously with the Student Affairs Counselor.

An advocate may be contacted immediately after an assault, with or without reporting to the police.

An advocate can provide:

- All the options available to meet the needs of each unique individual, to include reporting or not reporting to the police, participating in a reporting or non-reporting forensic exam, reporting to student conduct, and other resources and services.
- Crisis intervention, to include safety planning and emotional support.
- Education about the traumatic experience and common reactions to victimization.

The victim should also try to preserve evidence of the assault especially during the first 96 hours after the assault for possible investigation.

**Confidentiality**

All complaints of sexual harassment, whether filed informally or formally, shall be processed in a manner to protect the confidentiality of all parties in accordance with the College's policy.

**FERPA Protected**

This term means that information protected by the Family Educational Rights and Privacy Act (FERPA) will not be released without the student's permission. The outcome of any institutional disciplinary hearing, as a result of an allegation of a sexual offense, must be provided to both the accuser and the accused. Release of this information does not violate FERPA and is required by the Clery Act.

**How do I recognize warning signs of abuse?**

One of these behaviors alone may or may not indicate a problem, but several or repeated could be cause for real concern.

A person might be experiencing relationship violence if they:

- Talk often about their partner's jealousy or possessiveness
- Express an extreme fear of displeasing their partner
- Endure humiliating language or are made to feel bad about themselves
- Spend less time with friends than usual
- Receive excessive phone calls, texts, emails from their partner

Examples of relationship violence: (none are acceptable in a healthy relationship) Verbal-insults, name calling, humiliation, threats

Electronic: Pattern of unwanted texting, phone calls, emails, messaging; monitoring social network sites, stealing passwords

Physical: Slapping, shoving, hitting, kicking, biting, strangling

Sexual: Unwanted touch, nonconsensual sex, controlling sexual situations or access to contraception

Financial: Interfering with income or ability to work, controlling finances

Emotional: Intimidation, isolation, threats (including threats of suicide), withholding affection, destroying property, control what you do and who you see in a way that interferes with your work, education, or other activities?

Stalking is also a type of harassment. It can occur inside or outside of a relationship.

### **What to do if someone is stalking you?**

- Don't answer the phone or door if you don't know who it is.
- End all communication with the person who is stalking you. Don't get into arguments or pay attention to them – that's what they want!
- Let family, friends, and your employer know you are being stalked. Show them a picture of the person.
- Talk to an instructor, friend, administrator or counselor who can help you decide how to deal with the situation.
- Write down the times, places, and detailed summaries of each incident. Keep all emails or texts.
- Consider contacting police if stalking persists despite your efforts to end it.
- Consider obtaining a restraining order, but evaluate the pros and cons of doing so. Sometimes it can escalate the violence.
- Change your routine so the stalker is less able to predict your whereabouts.

### **What if someone is cyber stalking me?**

- Do not meet anyone you've met on the internet in person.
- Don't share personal information (name, phone numbers, addresses, etc.) in online public places.
- Consider creating separate email accounts for social networking sites or other sites that require personal logins. (Good way to reduce your spam too!)
- Use filters and blockers to block unwanted emails.
- Send a clear message to a cyber-stalker that you do not want further communication and will contact authorities if messaging continues.
- Save all communications from a cyber-stalker.



**FLORIDA DEPARTMENT  
OF CHILDREN AND FAMILIES**  
MYFLFAMILIES.COM

### **Abuse Hot Line**

**Phone: 800.962.2873 (Call 24-hours a day)**

The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -

- report online at <https://reportabuse.dcf.state.fl.us/> »
- call 1-800-962-2873
- Florida Relay 711 or TTY 800-453-5145
- fax your report to 800-914-0004
- If you suspect or know of a child or vulnerable adult in immediate danger, **call 911.**



**Hot Line: Gulf Coast Sexual Assault Program**  
**Phone: 1.866.218.4738 (Call 24-hours a day)**

To promote the safety and wellbeing of Florida's children and their families by providing multidisciplinary assessment and treatment services for children suspected of being sexually abused.

- report online at <http://www.gulfcoastcac.org/>»
- call 1-866-218-4738 or 1-850-832-9708
- If you suspect or know of a child or vulnerable adult in immediate danger, **call 911**.



## STUDENT SAFETY INCIDENT REPORT FORM

**Please complete the form below and return to the Director in the administration building**

Date Incident Occurred	
Time Incident Occurred	
General Location of Incident	

### Student Contact Information

<input type="checkbox"/>	I was involved in the incident.
<input type="checkbox"/>	I witnessed the incident.

Name	
Contact Information	

**Identify the Category of the Incident (check all that applies):**

Criminal Homicide	Sex Offense	Robbery	Aggravated Assault	Motor Vehicle Theft	Arson	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed this issue with the instructor or another staff member?		Yes		No		
		<input type="checkbox"/>	<input type="checkbox"/>			
If yes, describe the outcome of this discussion below.						
Today's Date						



## STUDENT INCIDENT REPORT FORM

Page 2

Describe the issue or concern in detail. (Be specific regarding who, what, when, and where).




[illegible]

Copy- Office of the Superintendent

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Use the back of the page for additional space

## EVACUATION PROCEDURES

## FIRE DRILL

In compliance with the State Uniform Building Code, Chapter 6A-2, the following procedures will be adhered to during a fire evacuation drill:

- Instructors and students will be ALERTED BY ONE (1) LONG CONTINUOUS RING TO LEAVE their buildings and shops in an orderly manner.
- No reentry to buildings shall be permitted until the recall signal of three (3) short rings has been given.
- Instructors will lead a prompt and orderly evacuation of the class by having full control of all students.
- When possible, turn off all motors, ventilating fans and other power driven equipment, which the continued operation would tend to spread the fire or hinder the firefighting operations.
- During an evacuation drill, each class or group shall proceed to a predetermined point outside the building and remain there while a check is made to account for all persons. Please follow Campus Layout Map and DO NOT get on the adjoining highways.

## LOCK DOWN

In the event it becomes necessary to secure the premises of Florida Panhandle Technical College due to a safety issue that would endanger the health or life of the students and personnel at this Technical College, the

following instructions will be carried out:

- The director, or designee at the time of the accident, will inform all personnel to secure the premises immediately and give the course of evacuation based on information provided at the time.
- All students are to return to the program area and follow instructional directives.
- Turn off all cell phones or electronic devices.
- All students will remain on campus until an "all clear" is signaled.

## **TORNADO DRILLS AND/OR EMERGENCY**

Instructors and students will be ALERTED BY A SERIES OF SHORT RINGS OF THE BELL FOR APPROXIMATELY (1) ONE MINUTE.

Once the TORNADO WARNING has been sounded, the student body and staff will take the following actions:

- When possible and time permitting, turn off all lights, computer equipment, and air conditioning equipment.
- Proceed to one of the approved tornado safety locations as instructed by your instructor.
- Get into the tornado protective position, facing interior walls where possible, as soon as possible.
- Stay in these locations and positions until the instructor has given you the ALL CLEAR. If in a drill, this will be sounded by a 30 second ringing of the bell.

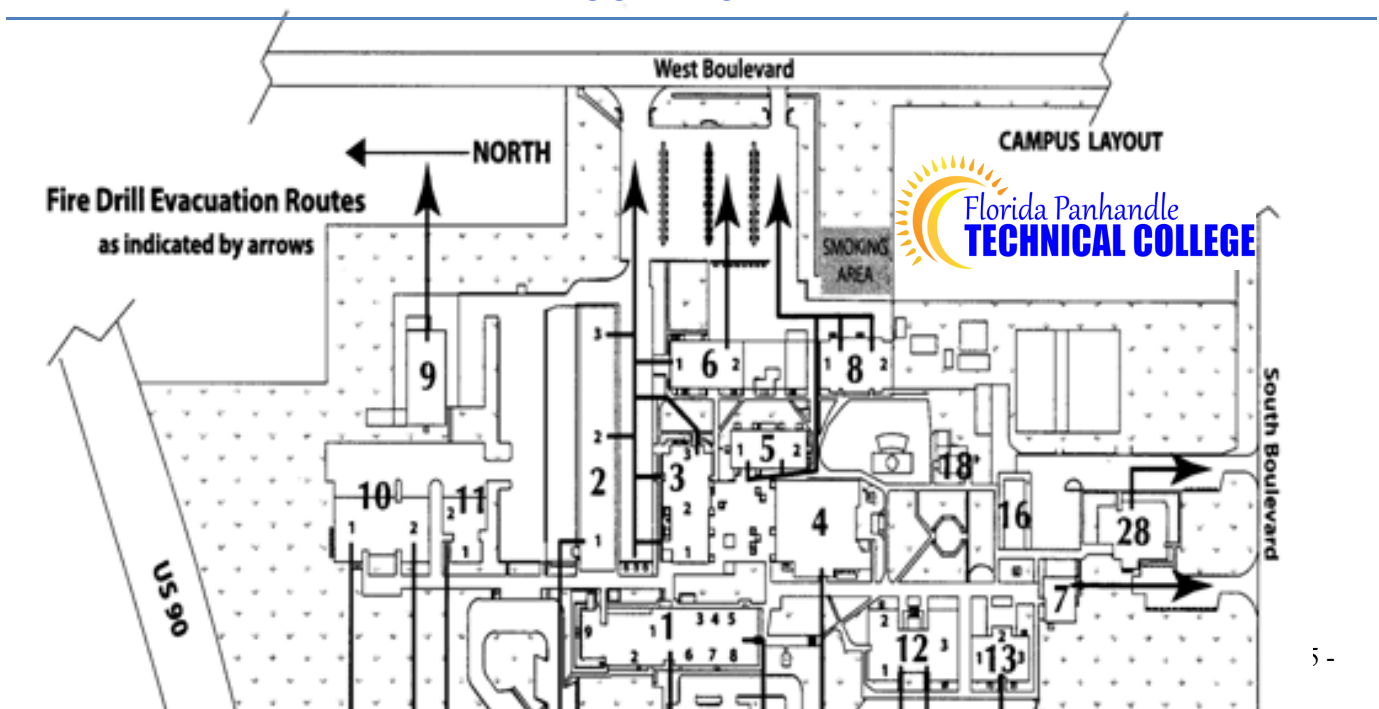
All school phones are for school business only.

## **RAILROAD OR HIGHWAY ACCIDENT**

In the event it becomes necessary to evacuate the premises of Florida Panhandle Technical College due to a railroad or highway accident involving caustic, inflammable, or noxious material that would endanger the health or life of the students and personnel at this Technical College, the following instructions will be carried out:

- The director, or designee at the time of the accident, will inform all personnel to evacuate the premises immediately and give the course of evacuation based on wind direction at the time.
- The course evacuation will be approximately 90 degrees from upwind or downwind from the accident.
- There will be no need of evacuation if the wind direction is from the southwest around to the southeast quadrant unless a wind shift is anticipated.

## **EVACUATION MAP**



**BUILDING 1**

109B Business Office  
 106J Book Store  
 104 Director's Office  
 105 Assistant Director's Office  
 110G Financial Aid Office  
 108E CareerSource Chipola  
 110 Student Affairs  
 105 Testing Center

**BUILDING 2**

202 Automotive Collision  
 203A Automotive Mechanics  
 204A Applied Welding

**BUILDING 3**

011 Commercial Foods  
 001 Pattillo's Restaurant  
 008 Snack Bar (Student Center)

**BUILDING 4**

401G Adult Education  
 401O Media Center

**BUILDING 5**

501 Administrative Office Specialist  
 502 Applied IT/Cybersecurity/Networking

**BUILDING 6**

601B FPTC Printing Services  
 603 Carpentry & Cabinetmaking

**BUILDING 7**

708 – Pharmacy Technician

**BUILDING 8**

801 Cosmetology  
 802 Electrician

**BUILDING 9**

901 Heavy Equipment Mechanics  
 902 Heavy Equipment Operator

**BUILDING 10**

150 PT Room  
 151 EMT Classroom

**BUILDING 11**

160 Public Safety Classrooms

**BUILDING 12**

170B Medical Billing/Coder.  
 170A IT Lab  
 171 Digital Audio/Video

**BUILDING 13**

181 Drafting  
 180 Hemodialysis Technician  
 182 Patient Care Technician

**BUILDING 16**

Greenhouse

**BUILDING 18**

701 Early Learning Coalition

**BUILDING 28**

016 Practical Nursing

**FACULTY**

FLORIDA PANHANDLE TECHNICAL COLLEGE INSTRUCTIONAL STAFF Full-Time			
PROGRAM AREA	INSTRUCTOR	CERTIFICATION/ DEGREE	INSTITUTION
Administrative Office Specialist/Medical Administrative Specialist	TBA	Certificated	WCSB
Adult Education	Joli Hartzog	MS	Florida State University
Adult Education	Janet Townsend	MS	Troy State University
Adult Education/Holmes County Site	Donna Laney	BS	Troy State University
Adult Education/AWD	TBD		
Adult Education/ Pearson Vue	Elizabeth Pouncey	BS	Troy State University
Applied Cybersecurity/Applied Information Technology/Network Support Systems / Network Systems Administration	Sherri Skipper	BS	University of West Florida
Applied Welding Technology	TBA	Certificated	WCSB

Automotive Service Technology 1 & 2	Mike Bowyer	Certificated	WCSB
Carpentry / Cabinetmaking	Stephen Ealum	Certificated	WCSB
Commercial Vehicle Driving	Odis Boykin	Certificated	WCSB
Commercial Vehicle Driving	Kevin Lawrence	Certificated	WCSB
Cosmetology	Shanda Bruner	Certificated	WCSB
Digital Design-Multimedia Design/Digital Video Technology	Kim Shaw	Certificated	WCSB
Diesel Systems Technician 1 & 2	Chad Proctor	Certificated	WCSB
Drafting	Tanya Taylor	Certificated	WCSB
Electrician /Electrical & Instrumentation Technology 1 & 2	Curtis Green	Certificated	WCSB
Electrician/ NWFRC	Inactive	Certified	WCSB
Heavy Equipment Operations Technician	Banian Josey	Certificated	WCSB
Hemodialysis Technician	Melissa Watford	RN AAS	Wallace College
Medical Coder/ Biller - ATD	TBA		
Patient Care Technician	Rhonda Wilson	RN BSN	Florida State University
Pharmacy Technician	Sandra Aycock	Certificated	WCSB
Practical Nursing	Katherine Lawlor	RN BSN	Ashwood University
Practical Nursing	Shirley Morris	RN MSN	Phoenix University
Practical Nursing	Ashley Hall	AND-RN	Wallace College
Practical Nursing	Tammy Spaulding	RN BA	Columbia College
Public Safety	Brandon Stevenson	MS	University of West Florida
Public Safety	Greg Hutching	BS	University of West Florida

## STAFF

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<b>FLORIDA PANHANDLE TECHNICAL COLLEGE</b> <b>SUPPORT STAFF</b> <b>Full-Time</b>	
<b>PROGRAM AREA</b>	<b>STAFF MEMBER</b>
Administrative Secretary – Director	Stacy Webb
Assistant Registrar - Student Affairs	Brandi Carroll
Bookkeeper - Business Office	Kathi Smith
Business Manager	Ernie Zorn
Financial Aid Officer	Kris Fravezzi
Financial Aid Officer	Laura Wells
Marketing & Grants Coordinator	TBA
Registrar / Student Affairs Manager	Summer Alford
Secretary - Adult Education	Marie Newton Broxton
Secretary - Business Office	Teresa Keen
Secretary - Business Office / Book Store	Rita Smalley
Secretary - Cosmetology	TBA
Secretary - Practical Nursing	Robin Jones
Secretary-Student Affairs	Neomi Bouton
Secretary - Student Affairs	Melonie Gilley
Secretary – Testing Services	Lisa Keen

## **ADJUNCT FACULTY**

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**FLORIDA PANHANDLE TECHNICAL COLLEGE  
ADJUNCT FACULTY 2019-2020  
Part-Time**

SUBJECT AREA	INSTRUCTOR	CERTIFICATION/ DEGREE	INSTITUTION
Commercial Vehicle Driving Testing	Tammy Lanier	Licensure	FL DMV
Cosmetology	Misty Watson	Certificated	WCSD
Criminal Justice	Chadwick Anderson	Certificated	FDLE
Criminal Justice	William Terry Dudley	Certificated	FDLE
Criminal Justice	Donald Edenfield	BS	Troy State University
Criminal Justice	Landon Fries	Certificated	FDLE
Criminal Justice	Gary Hall Jr.	Certificated	FDLE
Criminal Justice	Lloyd Lykins	BS	FSU
Criminal Justice	Jared Lee	Certificated	FDLE
Criminal Justice	Linda Moore	Certificated	FDLE
Criminal Justice	Scott Marsceill	Certificated	FDLE
Criminal Justice	Chanda Murry	Certificated	FDLE
Criminal Justice	Michael Raley	AA	Chipola College
Criminal Justice	Jonathan Rackard	MS	Florida State University
Criminal Justice	Joseph Rozier	Certificated	FDLE
Criminal Justice	Tyler Scarborough	Certificated	FDLE
Criminal Justice	Steven Smith	Certificated	FDLE
Criminal Justice	John Standland	Certificated	FDLE
Criminal Justice	Thomas Stubbs	Certificated	FDLE
Criminal Justice	John Tate	Certificated	FDLE
Criminal Justice	Scott Thompson	BS	University of West Florida
Criminal Justice	Warren Walsingham	Certificated	FDLE
Criminal Justice	Daryl White	Certificated	FDLE
Criminal Justice	Charlie Williams	Certificated	FDLE
Emergency Medical Technician	Whitney Majors	BS	Troy University
Emergency Medical Technician	Lori Cook	BS	Queens University of Charlotte
Emergency Medical Technician	Bob Lemons	Certificated	WCSD
Emergency Medical Technician	Chris Murray	Certificated	WCSD
Fire/Emergency Medical Technician/UVS	George Gay	Certificated	WCSD
Fire Fighting	Floyd Aycock	Certificated	WCSD
Fire Fighting	Patrick Shae Shiver	Certificated	WCSD
Fire Fighting	William Spivey	Certificated	WCSD
Interior Design	Geraldine Burch	Certificated	WCSB
Practical Nursing	Anastasia Horne	Certified	Chipola College
Welding Technology	Jarrod Cravin	Certified	WCSD



August 2, 2019.....	All Faculty Return to Campus
August 2 & 6, 2019 .....	Professional Development Days (All Staff)
August 5, 7 - 9, 2019 .....	Pre Planning Days
<b>August 12, 2019</b> .....	Classes Begin - Fall Term
.....	All Fall Term Fees Due
August TBA, 2019 .....	Back to School Bash
September 2, 2019 .....	Labor Day – Campus Closed
<b>September 9, 2019</b> .....	<b>Executive Advisory Board Breakfast</b>
September 11, 2019 .....	Recognition of “Patriot Day”
September 17, 2019 .....	Recognition of “Constitution Day”
September TBA, 2019 .....	Fall FSA/EOC Re-testing
October 3, 2019 (First Thursday of October) .....	General Advisory Meeting – 6:00
October 4, 2019.....	Vernon Homecoming
October 14, 2019.....	Fall Day – Students & 10 Month Out
October 31, 2019.....	Candy & Careers – Open House
November 1, 2019.....	Chipleigh Homecoming
November 11, 2019 .....	Veteran’s Day Celebration
November 25-29, 2019 .....	Thanksgiving Holidays – Student & Faculty Out
November 27-29, 2019 .....	Thanksgiving Holidays – Campus Closed
December 2, 2019 .....	Perkins Award Deadline
December 20, 2019 .....	Staff Christmas Breakfast
December 20, 2019 .....	End of Fall Term
.....	Dual Enrollment Fall Grades Due
December 23-31, 2019 – January 6, 2020.....	Christmas Break – Students Out
December 23-31, 2019 – January 3, 2020.....	Christmas Break – Instructors/10 Month Out
December 24 & 25, 31, & January 1, 2020.....	Christmas Break –12 Month Out
December 24 & 25, 31, & January 1, 2020.....	Christmas Break – Campus Closed
January 3, 2020 .....	FPTC Professional Development /Planning Day
<b>January 6, 2020</b> .....	Classes Resume – Spring Term
.....	All Spring Term Fees Due
January 20, 2020.....	Martin Luther King’s Birthday – Campus Closed
February 17, 2020.....	President’s Day – Campus Closed
March 23-27, 2020 .....	Spring Break – Campus Closed
March TBA, 2020 .....	Spring FSA/EOC Retakes
April 1, 2020 .....	Last Day to Apply for Graduation
April 10, 2020 .....	Spring Day – Campus Closed
May 5, 2020.....	FPTC Graduation
May 22, 2020.....	End of Spring Term
.....	Drop Forms, Transcripts, Attendance & Grades Due
May 25, 2020.....	Memorial Day – Campus Closed
May 26 – 28, 2020 .....	Post Planning
May 28, 2020 .....	End of Year Cookout
<b>June 2, 2020</b> .....	Classes Begin – Summer Term
.....	All Summer Term Fees Due
June TBA, 2020 .....	4 Day Work Week Begins
July TBA, 2020 .....	Holiday - Campus Closed
July TBA, 2020 .....	End of Summer Term
.....	Drop Forms, Transcripts, Attendance & Grades Due
.....	Dual Enrollment Grades Due