



LAKETECH

Lake Technical College

"A Career in a Year!"

2017-2018 CATALOG





Lake Technical College

Lake Technical College

2001 Kurt Street
Eustis, Florida 32726
352-589-2250
www.laketechnical.org

Institute of Public Safety

1565 Lane Park Cut-Off
Tavares, Florida 32778
352-742-6463
www.laketechnical.org/ips

Instructional Service Centers

Lake Technical College – Clermont
1250 North Hancock Road
Clermont, FL 34711 – 352-589-2250

Lake Technical College – Sumter
1405 CR 526A
Sumterville, FL 33585

Lake Technical College is accredited by
The Commission of the Council on Occupational Education
The Commission on International and Trans-Regional Accreditation
AdvancED/Southern Association of Colleges and Schools
Council on Accreditation and School Improvement

Welcome to Lake Technical College! You have taken the first step toward what may be the most rewarding decision you'll ever make and we are glad you chose us! We look forward to the opportunity to help you reach the goals you have set for yourself.

As we complete the celebration of our 50th anniversary, Lake Technical College continues to provide quality education for thousands of students who have gone on to be successful both personally and professionally. The faculty and staff on both campuses are dedicated to making your experience at LTC enjoyable and rewarding. The faculty are experts within their field and will provide the education and experiences necessary for your transition from the classroom to a great career.

Our 28-plus career-technical certificate programs work in partnership with business and industry in our community. The combination of exceptional faculty, great partnerships with business and industry, and industry standard curriculum, equipment, and technology equals SUCCESS! LTC students are well-prepared for their chosen careers with both technical and workplace skills by the time they graduate. In addition, we offer GED preparation, academic remediation, and adult ESOL classes to help all students reach their full potential.

Thank you for choosing Lake Technical College. The best of luck to you as you embark on this journey into your future!

A handwritten signature in dark ink, reading "Diane W. Culpepper". The signature is written in a cursive, flowing style.

Diane Culpepper
Executive Director

Lake Technical College Board of Directors

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Melissa Stephan, M.Ed., Director of Curriculum and Instruction
DeAnna Thomas, M.A., Assistant Director
Mark Crenshaw, Ed.D., Assistant Director

MISSION

The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

VISION

*To be the premier provider in a collaborative effort
for workforce development in our community.*

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

STUDENT CALENDAR

2017-2018

LAKE TECHNICAL COLLEGE

Licensure and short-term programs may use a modified calendar.

School Month	Date	Description
AUGUST	August 14	First Day of Classes / First Grading Period Begins (Monday)
SEPTEMBER	September 4	Labor Day / Student Holiday (Monday)
OCTOBER	October 13 October 16 October 17	End of First Grading Period (Friday) Non-Student Day / Teacher Work Day (Monday) Classes Resume / Second Grading Period Begins (Tuesday)
NOVEMBER	November 20-24	Thanksgiving Holiday / Student Holiday (Monday-Friday) (Monday-Tuesday / Storm Make-Up Days)
DECEMBER	December 21 December 22-31	Non-Student Day / Teacher Work Day (Thursday) Winter Break (Begins on Friday)
JANUARY	January 1-2 January 3 January 4 January 8 January 15	Winter Break Non-Student Day / Teacher Professional Development Day (Wednesday) Classes Resume / End of Second Grading Period (Thursday) Third Grading Period Begins (Monday) Martin Luther King, Jr. Birthday / Student Holiday (Monday)
FEBRUARY	February 19	Presidents' Day / Student Holiday (Monday)
MARCH	March 15 March 16 March 19-23 March 26 March 30	End of Third Grading Period (Thursday) Non-Student Day / Teacher Work Day (Friday) Spring Break (Monday-Friday) Classes Resume / Fourth Grading Period Begins (Monday) Non-Student Day / Teacher Work Day (Friday) (Storm Make-Up Day)
MAY	May 24 May 28	Last day of class for K-12 (Thursday) Memorial Day / Student Holiday (Monday)
JUNE	June 12	Last Day of School / End of Fourth Grading Period / State of Florida High School (GED) Graduation / Career Technical Education Graduation (Tuesday)

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LAKE TECHNICAL COLLEGE

The Lake Technical College* (Lake Tech and/or LTC) main campus is located in central Florida at 2001 Kurt Street, Eustis, 32726, 352-589-2250, and was known for many years as Lake County Area Vocational Technical Center. LTC's extension campus, the Institute of Public Safety Complex (IPS), is located at 1565 Lane Park Cutoff, Tavares, 32778, 352-742-6463. The IPS firing and driving range is located in close proximity to IPS at 13000 Frankie's Road, Tavares, 32778. LTC is a public postsecondary education institution as defined by Florida State Statute 1000.04(2).

In 1963 the Lake County School Board (LCSB) requested approval from the Florida Department of Education to build a vocational center. In the fall of 1965, state and federal construction funds were received under the Vocational Education Act of 1963. While waiting for a facility to be built, Cosmetology, Auto Mechanics and Business Education programs began in the fall of 1966 in Leesburg, Florida.

In July 1968 the main campus construction was completed on the present 37½-acre site. Construction for the IPS extension campus began in 1992 and was completed in 1994. IPS is located on two separate properties and includes state-of-the-art firing and driving ranges as well as classroom facilities for Fire Fighter, Law Enforcement Officer and Correctional Officer programs. LTC's campuses have grown to encompass 231,548 square feet.

In a joint venture with Lake Sumter State College, Lake Technical College opened an Instructional Service Center in Clermont in April of 2016. Lake Technical College – Clermont is located on the campus of Lake Sumter State College (LSSC) at 1250 North Hancock Road, Clermont, Florida. Practical Nursing and Nursing Assistant Articulated are currently available at this location. Then in July 2016, Lake Sumter State College, the Sumter County School Board and LTC partnered to offer a practical nursing program to the residents of Sumter County at a joint facility in Sumterville.

Currently, LTC offers over 30 postsecondary certificate programs, short term training, ESOL, GED Prep, and a variety of other services to the community.

LTC services cities, towns and communities in Lake County including Tavares, Eustis, Mount Dora,

Leesburg, Fruitland Park, Clermont, Minneola, Groveland, Mascotte, Lady Lake, Umatilla, Dona Vista, Montverde, Howey-in-the-Hills, Paisley, Sorrento, Mount Plymouth, Astatula, Altoona, Lake Jem, Astor, Yalaha and Okahumpka. Students from other areas of the state and nation are also served.

Mission

The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

Vision

To be the premier provider in a collaborative effort for workforce development in our community.

Governance

Lake Technical College became a public conversion charter school in July 2004 and is governed by its Board of Directors under the sponsorship of the LCSB as authorized by Florida School Law 1002.34. In addition, LTC relies on guidance from program advisory committees in order to provide industry-standard training that addresses the needs of business, industry and the community.

Lake Technical College Board of Directors

Fred A. M. Cobb, Chair, Retired Chief of Police – City of Eustis

Mickey G. Gauldin, P.E., Former Director of Customer Services Eastern Division of Sumter Electric Cooperative, Inc.

Isaac B. Deas, II, Ed.D. Vice-Chair, Consultant

Joe Baxter, Retired Supervisor of Vocational-Technical, Adult and Community Education – Lake County Schools

Richard D. Keith, Fire Chief – City of Tavares

Judy Beda, Assistant Compliance Officer, Central Florida Health Alliance

Carl "C.A." Vossberg, IV, President of Electron Machine Corporation

Philosophy

- We believe in education and work.
- We believe in careful assessment of abilities and interests so that all students may formulate realistic occupational goals.
- We believe in equal access to training programs and in providing comprehensive support services.
- We believe in providing an active learning environment that develops technical skills, academic skills and effective work habits.
- We believe in continuous program and curriculum revision based upon input from employers, advisory committee members, concerned citizens, students and school personnel.
- We believe in innovative teaching methods that prepare students to meet industry standards.
- We believe in lifelong learning, responsible citizenship and promoting individual self-worth to help our students become productive citizens in today's global society.

Accreditation

Lake Technical College is accredited by the following organizations: The Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, 770-396-3898, www.council.org; The Commission on International and Trans-Regional Accreditation, 1866 Southern Lane, Decatur, Georgia, 30033; AdvancED/Southern Association of Colleges and Schools Council on Accreditation and School Improvement 11000 University Pkwy, Bldg. 78, room 117B, Pensacola, Florida, 32514, 850-474-2801.

Various programs are certified by the following program-specific accrediting bodies: Commission on Accreditation of Allied Health Education Programs, Florida State Board of Nursing, Bureau of Emergency Medical Services of Florida Department of Health, Florida Criminal Justice Standards and Training Commission, Florida Fire Academy, American Culinary Federation and Florida State Board of Cosmetology.

All programs offered at LTC are approved and regulated by the Florida Department of Education.

Academic Overview

Lake Tech offers a variety of programs and classes in the following five categories.

Career and Technical Education is designed to train students for entry-level employment. Clock hour credit earned in Career and Technical Education certificate programs may transfer for credit to other postsecondary institutions.

A Certificate of Completion and/or licensure eligibility is issued to each student who successfully completes the competencies and meets the basic skills grade level for the Career and Technical Education program in which the student is enrolled. Recognition of Achievement certificates showing the number of hours successfully completed are awarded for Continuing Workforce Education and fee-based classes.

Lake Technical College uses a two-semester calendar, with the fall semester for most programs lasting from mid-August through December and the spring semester starting in January and ending the middle of June. Short programs and licensure programs may start earlier or later than this schedule. The school calendar is correlated where possible with the LCSB K-12 calendar for the convenience of adult students who are also parents of school-aged children. However, all holidays do not correlate and the spring semester is extended through June. These exceptions are necessary in order to provide sufficient instructional hours to meet required program lengths as set forth by the Florida Department of Education (FLDOE) curriculum frameworks.

As a postsecondary institution, Lake Technical College is part of Florida's statewide course numbering system. The major purpose of this system is to facilitate the transfer of certificate program course credits among participating institutions. (This system pertains only to Career and Technical Education certificate programs.) For more information, see the "Transfer Credit" section in this catalog.

Adult Education includes Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), GED preparation and Applied Academics for Adult Education (AAAE). Tutoring is provided to help adults learn academic skills necessary to become successful in their educational and/or career choice.

Corporate and Community Training provides short-term, not-for-credit training on a part-time basis to enable students to upgrade current work skills and qualify for higher level employment.

Business and Industry Support Services provides on-site customized training classes for business and industry upon request. Instruction may include topics such as software applications, OSHA Standards Certification and State certifications in a variety of areas. Interested parties should call the school at 352.589.2250 ext. 1828 for more information.

Staff Information

Administration:

Diane Culpepper, Executive Director
 Jack Miller, Director of Facilities
 Melissa Stephan, Director of Curriculum and Instruction
 DeAnna Thomas, Assistant Director
 Mark Crenshaw, Assistant Director

Faculty:

All full-time faculty hold Florida teaching certificates. In addition, the majority of faculty hold bachelor's degrees or higher. Non-degreed faculty are experts within their field validated by years of industry experience and certification. Career-technical faculty have a minimum of six years' experience in their field or a bachelor's degree and two years' experience in field. All full time faculty, upon employment, participate in a new teacher orientation which is designed to support teachers' professional growth. The foundational principles of the program are the Florida Educator Accomplished Practices and the Professional Educator Competence for certification. All faculty maintain a close relationship with industry trends through their active industry-specific advisory committee members. A list of full and part-time faculty for certificate programs may be found in the back of this catalog.





Admissions/ Registration

Lake Technical College makes every effort to meet the needs of both enrolled students and those interested in program offerings.

Applicants may apply online at www.laketech.org or in person in the Admissions Office, Monday, 8:00 a.m. to 6:30 p.m., Tuesday – Thursday, 8:00 a.m. to 4:30 p.m., and Friday, 8:30 a.m. to 11:30 a.m., except for scheduled holidays. Career advisors are available for educational and career counseling Monday, 8:00 a.m. to 6:00 p.m. Tuesday through Thursday 8:00 a.m. to 4:00 p.m. and Friday 8:30 a.m. until 11:00 a.m.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

Career and Technical Education

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the essential tasks of the chosen program. Documentation of the completion of a high school diploma or its equivalent may be required for some programs. As identified in the Master Plan of Instruction, some programs may specify additional admission requirements.

Lake Technical College accepts high school diplomas from recognized institutions within the United States educational system that hold accreditation from a regional, national, or specialized accreditation body that is in turn recognized by the U.S. Secretary of Education. Official transcripts may be required. LTC also accepts a State of Florida High School Diploma or a General Education Development (GED®) credential diploma. The diploma must be recognized by GED® Testing in Washington D.C. Students who complete secondary education in a home school setting are required to submit the Home School Affidavit form which can be obtained in the Admissions Office. Supporting

documentation may be required as to diploma type and the institution's accreditation. The student is responsible for providing this information to the Admissions a counselor/career advisor prior to enrollment.

In most programs, qualified new students are accepted several times a year on a space-available basis. These start dates are set forth in the school calendar located in the front of this catalog. Career Dual Enrollment (CDE) is available to eligible high school students. The registration process is noted in the CDE application which is available on the website.

Testing may be required prior to acceptance into programs. These tests include, but are not limited to, the Test of Adult Basic Education (TABE), the Test of Essential Academic Skills (TEAS), the National Firefighting Selection Inventory, (NFSI), the Florida Ready to Work (FLRTW), and the Criminal Justice Basic Abilities Test (CJBAT). Fees for these evaluations are non-refundable, and are good for thirty days from the date of payment.

Admissions procedures for certificate programs are:

- Complete an online school application.
- Contact the Financial Aid Office (if financial assistance is needed).
- If required for the program, take the TABE. See Testing Requirements for details.
- Meet with a career advisor.
- Students requesting disability accommodations should self-disclose the disability and must provide supporting documentation.
- Provide transcripts as required.
- Register in the Admissions Office for programs available on the main campus and instructional service centers; Register at the Institute of Public Safety office for Florida Law Enforcement Academy, Correctional Officer and the Fire Fighter/Emergency Medical Technician (EMT) – Combined programs.
- Pay the registration fee, tuition, and program fees in the Business Office for main campus programs or in the Institute of Public Safety main office for Florida Law Enforcement Academy, Correctional Officer, and Fire Fighter/EMT – Combined programs.

Students are also strongly encouraged to attend a Program Information Session or contact the program instructor prior to their first day of class with any questions.

A career advisor will review all student applications, explain admission requirements, and recommend program placement based on student interest, aptitude, training, and space availability.

In the event classes are full, qualified student applicants will be enrolled according to specific priorities as established by LTC. Preference will be given to veterans of the Armed Forces of the United States who separated under honorable conditions if that person's enrollment is directly related to present employment or to securing employment.

Testing Requirements

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy applicants, take a state mandated TABE prior to enrollment. TABE scores are good for two years and must be valid at the time of enrollment.

Several exemptions to TABE are accepted. In order to be exempt, a student must submit official documentation to a career advisor for verification of an exemption:

1. Applicants who have earned a standard State of Florida high school diploma, 2007 or later, or possess a documented degree (AA, AS, AAS, BA or BS) may be exempt from TABE testing. (s.1004.91).
2. Applicants who have earned a State of Florida High School diploma via the GED® test no more than two years prior to the start of class.
3. Students taking any accepted standardized tests such as PERT or ACT may be exempt from the TABE provided the scores are at satisfactory levels and the test was taken within two years of enrollment in a Career and Technical Education program (6A-10315, 6A-10.040).
4. A student who has completed or who is exempt from the college-level communication and computation skills (CLAST) examination pursuant to s.1008.29 is also exempt from the TABE. Per s. 1008.29.
5. Documented successful completion of college-level remedial coursework may be used to meet TABE requirement.
6. Documented passing scores on state-designated industry certification tests may be used.
7. Mandated TABE exit scores may be waived for documented special needs students as per Florida guidelines. The student must enroll in AAAE and begin remediation in order to meet the exit requirements of the CTE program in

which the student is enrolled. A student, with a documented disability, who is approaching completion (mastered 90% of the competencies) of the CTE program and has not met TABE scores, may be considered for a TABE exemption based on the following. It is determined through a SIT meeting that the student has successfully mastered the competencies of the CTE program in which she/he is enrolled and has been participating as expected in AAAE. The members of the SIT meeting may agree to waive TABE requirements.

Florida Law Enforcement Academy and Correctional Officer students are required to take the CJBAT as per Florida Department of Law Enforcement (FDLE) requirements.

In addition to the TABE, Practical Nursing applicants must take the TEAS. Emergency Medical Technician applicants only take the TEAS, and Fire Fighter/EMT – Combined program applicants must take the NFSI. Medical Assisting and Pharmacy Technician students are required to take the Florida Ready to Work test.

Picture identification, such as a driver's license, is required. No appointment is necessary for testing; however, interested parties should call 352-589-2250 the day before to verify the testing schedule. Children may not be brought to the testing area. Scores may be obtained from a career advisor.

Applicants transferring appropriately leveled TABE, Postsecondary Education Readiness Test (PERT) or other accepted standardized test scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if document provided by the outside testing center is in a sealed envelope. Standardized tests scores are valid for two years.

Testing Availability and Cost

The Assessment Center is open from 8:00 a.m. to 5:00 p.m. on Mondays and from 8:00 a.m. and 2:00 p.m. on Wednesdays. Students must check in the College lobby prior to testing. The fee for the TABE is \$25.00, CJBAT is \$45.00, NFSI is \$30.00, TEAS is \$65.00, and Florida Ready to Work is free of charge. Testing fees must be paid prior to testing in the Business Office. This Business Office is open Monday 8:00a.m. – 6:00p.m., Tuesday – Thursday 8:00a.m. – 4:00p.m., and Friday 8:00a.m. – 11:30a.m. All fees are non-refundable, and are good for 30 days. Individuals taking the TABE for

purposes other than LTC enrollment will be charged \$50.00 for testing.

Academic Success Workshops

A variety of academic success workshops are offered each semester by the Student Success Counselor. These workshops are offered at no cost and cover topics including medical math, NFSI prep, and TEAS math prep. To obtain more information contact the Student Success Counselor at 352.589.2250 ext. 1824.

Remediation of Basic Skills

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation or three months if no documented remediation is available. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the AAEE faculty member. It is highly recommended students meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester. Continuous enrollment applies to attendance in a single program.

Disability Waiver for the Test of Adult Basic Education (TABE)

LTC provides waivers to students with disabilities as defined in Section 1004.02(6) of the Florida Statutes to meet the career basic skills grade levels required for completion of career and technical programs as described in rule 6A-10.040(2).

A LTC student with a documented disability, who is registered for remediation through adult education, and has completed 90% of the

competencies of a career and technical program of study with a cumulative grade point average of at least 80% or higher, may petition to receive a waiver for the TABE exit exam after attempting to pass it on at least two occasions.

Prerequisites for Requesting an Exemption of the TABE Exit Requirement

1. The student must have completed 90% of the competencies in the career and technical program of study with a cumulative GPA of 80% or higher;
2. Student must have the recommendation of the program instructor;
3. Student must have documentation on file in the Admissions Office showing the student's disability substantially interferes with his/her ability to pass the TABE exit requirements;
4. Student must have taken the TABE two times before petitioning for an exemption.

Process to Request a TABE Exemption

1. Students will complete a TABE Waiver Request Form after meeting the requirements listed above. The Forms are available in the Admissions Office. A TABE Waiver committee will convene to deliberate the waiver request. The Committee may consider the following:
 - a. The student's documented disability
 - b. The student's achievement in the career and technical program of study
 - c. The student's remediation effort to satisfy the TABE exit requirement
 - d. The student's job opportunities and any other pertinent data.
2. The Committee shall approve or disapprove the student's request for a TABE Waiver based on majority vote.
3. The TABE Waiver committee may include the following LTC officials:
 - a. The Dean of Student Services
 - b. Director of Curriculum & Instruction and/or Assistant Director
 - c. Student Success Counselor
 - d. Coordinator of Adult Education
4. Documentation of a student's petition for a waiver of the TABE exit requirement shall be maintained by the College for audit

purposes. LTC may report a student with a TABE Waiver as a program completer.

Whenever the committee denies a student's petition for a waiver of the TABE exit requirement, the student may appeal the decision to the Executive Director of LTC. The student must file a written appeal within 30 days of receiving the written notification of disapproval. The Dean of Student Services shall render a decision in writing to the student within 30 days after receiving the appeal.

Career Dual-Enrollment

Career Dual Enrollment (CDE) is an option for high school students to enroll in post-secondary courses to earn elective or vocational credit toward high school graduation requirements and to receive hours toward a career and technical program certificate. Students receive two additional quality points on their weighted GPA for courses successfully completed within the program (6.0 on a 4.0 scale).

To participate in CDE, a student must:

- Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.
- Have a viable career-technical goal.
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA, or equivalent test, prior to dual enrollment.
- Have good attendance and discipline records.
- Have TABE scores within 2 grade levels of state mandated exit requirements for completion of the program.

Achievement of these eligibility requirements must be documented prior to a student's enrollment in a CDE program.

Tuition and some fees for CDE students are waived*; some fees are the student's responsibility. Fees assessed may include tool deposit, lab kit, insurance, drug screen, uniforms, etc. Students attending public secondary schools are loaned books at no charge. Students attending private schools or home education must purchase books. Uniforms are required. Financial assistance is not available for CDE students. CDE Applications are accepted for the fall term from February 15 through April 15. CDE Applications are accepted for the spring term from

September 15 through November 15. Testing must be completed prior to the deadline for each term. Spaces are limited and will be filled on a first-come, first-served basis; Returning CDE students must reapply each school year.

Some programs are lock-step and have specific testing, application windows, and start dates. Students interested in these programs must follow the same testing and registration deadlines as traditional adult students. They are noted on the online CDE application with an asterisk. Contact Admissions for details.

Work-based Activities

Cooperative Education assists students in academic, career-technical, economic and social development. There is a responsibility to the school, to the community and to industry that must be considered when accepting students into this on-the-job learning opportunity. At least fifty percent (50%) of the program competencies must be completed prior to placing a student at a cooperative worksite and TABE requirements must be met. Students must be approved for Co-op prior to beginning, including clearance through financial aid if applicable.

Job Shadowing is an opportunity for students to learn more about the workplace and the actual job duties expected in their chosen program. Job shadowing must be unpaid and be no more than ten days in length per site. Students may suggest sites and make the initial contact, but all requested job shadowing must be verified by the faculty member with the owner or supervisor of the site of the proposed job shadowing site prior to the actual job shadowing.

Clinical Practicum, Externship, and Internship

Work-based experiences, such as clinical, practicum, externship and internship, are an integral part of most licensing programs. Students are required to participate in administering direct patient care under the guidance of a faculty member or preceptor as well as some observational experiences. Students are assessed in their knowledge, skills and work habits while participating in these work-based experiences. Clinical, practicum, externship and internship sites are pre-arranged by the faculty member or department chair and are established by a contract with the facility.

Corporate and Community Training

Short-term courses designed to meet the needs of industry and of the community are offered through evening and weekend career-technical courses. Some classes are also available during daytime hours. Students enroll to supplement their present job skills or to explore a new career. These courses operate weekly, both on and off campus. General information about each course is provided in the Admissions Office. See program schedule for class listing and times.

Admission procedures for Corporate and Community Training classes are:

- Complete a Corporate and Community Training registration form.
- Pay the required tuition. (It is recommended that the student register and pay for the class as far in advance of the class start date as possible, as seating is limited.)

Students may register in person, have someone register for them, or register by mail by returning a completed registration form along with a check or money order (no cash). Forms may be acquired by having them faxed or mailed. Students are not considered registered and their seat in the class is not secured until they make payment in the form of cash, check, money order, MasterCard, Visa, Discover, voucher or billing letter from a business or agency. Students may register Monday, 8:00 a.m. to 6:00 p.m., Tuesday through Thursday, 8:00 a.m. – 4:00 p.m. and Friday, 8:30 a.m. to 11:30 a.m. from late August to the end of June. During peak registration time call 352-589-2250 for current office hours.

Adult Education Programs

The mission of Adult General Education is to provide both basic and 21st century skills training that connects each student to his or her career path of success. Adult Education includes: Adult Basic Education (ABE); English for Speakers of Other Languages (ESOL); General Education Development (GED); and Applied Academics for Adult Education (AAAE). Adult Education classes are offered on the main campus, at various sites throughout Lake County, and online. A list of sites is available in the Admissions Office.

ABE classes are available for those individuals with minimum academic skills. This program is available days, evenings and online.

ESOL classes are available for adult students needing instruction in the English language. This program is available days and evenings.

The **GED®** program prepares students for the Florida High School Equivalency Test through an individualized course of study. This program is available days, evenings and online. Upon completion of study, students who pass the official GED® test will be awarded a State of Florida High School Diploma.

AAAE is a support program offered days, evenings and online for students who may need to improve their skills in reading, math and/or language. Students are evaluated and individual study plans are written for each subject. Students work at their own pace using a variety of materials that provide continuous feedback and evaluation.

Admission Procedures for Face-to-Face ABE, GED, and AAAE Classes

- Complete an online school application
- Take the TABE
- Meet with a career advisor about TABE scores
- Register in the Admissions Office
- Pay tuition in the Business Office

Students who score below 4.0 in reading, math or language are strongly encouraged to enroll in the learning literacy program with the Lake County Library system. See a counselor/career advisor for more information.

Admission Procedures for Online ABE, ESOL, GED, and AAAE Classes

- Complete an online school application
- Take the TABE (Students must have at least a 6.0 on the D level in Reading to be eligible for the online class)
- Meet with a career advisor about TABE scores
- Register in the Admissions Office
- Pay tuition in the Business Office
- Attend the mandatory orientation session to gain log-in information

Students who score below a 6.0 in reading on the TABE will be required to enroll face to face or enroll with the Lake County Library system Learning Literacy program to receive tutoring. See a career advisor for more information.

ESOL

- Complete an online school application
- Take the CASAS
- Meet with a career advisor about scores
- Register in the Admissions Office
- Pay tuition in the Business Office

GED® Testing Service

Candidates interested in taking the GED® test must process through the **GED® Testing Service**

(GEDTS) Portal, www.GED.com. For information on creating an account, exceptions, accommodations, canceling or rescheduling or requesting a transcript may be found at www.GED.com.

Foreign and International Diplomas/Degrees

Lake Technical College accepts foreign and international diplomas and degrees if they are translated into English and evaluated by a credential evaluation service. Credential evaluation services provide objective evaluations of US equivalents of foreign education. To be accepted, a credential evaluation report must include a statement of the diploma/degree equivalent for US education.

There are several foreign credential services available to students. The agencies listed are supplied as a convenience. Each agency charges a fee for their services. Fees for the evaluation tend to range from \$150.00 to \$250.00 depending on the amount of detail required and the speed of response. The applicant is responsible for paying for the credential evaluation and translation fees.

- AACRAO Foreign Credential Evaluation Service
One DuPont Circle NW, Suite 520
Washington, DC 20036
Phone: 1-202-259-3559
<http://ies.aacrao.org/apply/>
- Global Education Group, Inc.
2 East Congress Street, Suite 900
Tucson, AZ 85701
Phone: 1-520-202-7800
www.globaledu.com
- Josef Silny and Associates
Miami, FL
Phone: 1-305-273-1616
www.jsilny.com
- World Education Services
New York, NY
Phone: 1-212-966-6311 or 1-800-WES-3895
www.wes.org

It is the student's responsibility to have foreign and international diplomas and/or degrees translated into English, evaluated and delivered to LTC prior to enrollment.

Students holding foreign and international diplomas and/or degrees have the right to have their language abilities assessed to determine if their skills are sufficient to enable them to benefit from LTC's program offerings.

Transfer of Credit

Transfer between Lake Technical College programs:

Students desiring to transfer between programs at LTC must meet with a career advisor. The student will visit the desired program prior to transferring. Both the sending and receiving faculty and the Financial Aid Office, if applicable, must be involved in the transfer. Transfers should be made as early as possible in the student's enrollment. Some programs have transferable competencies to other programs. See a career advisor for more information.

Transfer among Postsecondary Institutions:

Students transferring to LTC from another institution must file their application and supporting academic documents in the Admissions Office. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer credit and placement prior to enrollment.

All transfers are considered on an individual basis provided space is available and admission requirements are met. Student placement will be the result of mutual planning by the student, faculty member, counselor/career advisor and administration. Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met. These requirements are set forth in program information and application packets and on the school website.

Florida Statute 1007.24(7) states that:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are

comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Course credit for licensure:

Students possessing active professional licenses or state certifications may be granted course credit. Proof of any active license must be submitted to a career advisor prior to enrollment. Lake Technical College does not grant course credit for experiential learning.

Graduation

Lake Technical College holds commencement ceremonies in each year honoring all CTE and Adult Education graduates. Students walk in cap and gown attire purchased through the Business Office. Students in programs with formal uniforms such as practical nursing and culinary arts are permitted to wear their uniform with administrative approval. Students may participate in end-of-program ceremonies (i.e. Capping and Pinning) with minimal completion of requirements pending provided they obtain prior approval.

CTE students are eligible for **graduation** once the following criteria are met:

1. Completion of all Occupational Completion Points and/or courses.
2. Completion of all competencies as stated in the Master Plan of Instruction.
3. Completion of state mandated exit requirements for TABE, if applicable.
4. Completion of the required clock hours, if applicable.
5. Completion of the application for graduation and exit interview.

A written appeal to the College Executive Director must be submitted for any exception to the graduation criteria. The Executive Director or his/her designee must approve the appeal request in order for the student to participate in graduation ceremonies.

Honors Recognitions

Students who perform exceptionally well in their program are recognized in various ways. Students with perfect attendance and progress in their programs are recognized monthly. The National Technical Honor Society is available to CTE

students having a 93 or better grade average with at least 90% attendance and faculty member recommendation. The National Adult Education Honor Society is available to students meeting the criteria of attendance, cooperation and self-reliance.



Student Support Services

Student Services staff focuses on the needs of the individual student and helps to bring together the resources of LTC. The process begins with academic assessment and program advisement with a counselor/career advisor to develop a career action plan. It continues with support throughout a student's enrollment at LTC.

Career Advisors

Career Advisors are available to assist students with career and academic advisement and financial hardship concerns. Walk-ins or appointments may be made on Monday, 8:00 a.m. to 6:00 p.m., Tuesday through Thursday, 8:00 a.m. to 4:00 p.m., and Friday, 8:30 a.m.-11:30 a.m.

Student Success Counselor

A Student Success Counselor is available to assist students with study skills, stress reduction, test-taking anxiety, and other challenges. Walk-ins are welcome or appointments may be made.

Disability Accommodations

In order to receive disability accommodations, students must self-disclose the disability and provide documentation to the Students with Disabilities Coordinator and/or the Dean of Student Services that clearly shows evidence of a disability. The Coordinator will schedule a meeting with the student and faculty member to discuss the documented disability and applicable accommodations.

Financial Aid

The Financial Aid Office is designed to coordinate and consolidate financial resources and agency services to meet as many needs as possible. This office facilitates the student's ability to complete a

training program and enter the workforce as a taxpaying, contributing member of society.

Scholarships and grants are available to eligible students from federal, state and local sources through the Financial Aid Office. It is important that a student submit his/her financial aid application as early as possible since the verification process may be lengthy. Referrals to local agencies for additional support may be made, and referral information is provided through the Financial Aid Office.

Satisfactory Academic Progress Policy for Financial Aid Recipients

Federal regulations require the school to establish Standards of Satisfactory Academic Progress (SAP) as a general eligibility requirement for Pell Grant. A student must maintain satisfactory academic progress in a CTE program to remain Pell eligible. To meet the SAP qualitative and quantitative standards adopted by LTC, a student must:

- Maintain a minimum average grade of C* for each payment period. (Qualitative standard)
- Complete at least 85% of the program competencies for each payment period in order to progress at a rate to complete the program within the maximum timeframe which is 150% of scheduled program hours. (Quantitative Standard)

The qualitative and quantitative standards are cumulative and include all periods of a student's enrollment. Please note that even periods in which the student did not receive any federal aid are also included in the evaluation of academic progress.

* Individual programs may have higher minimum standards as listed in the program Master Plan of Instruction. These higher standards must be met for Title IV eligibility.

Evaluating Satisfactory Academic Progress for Financial Aid Recipients

Satisfactory Academic Progress is reviewed at the end of each payment period. If a student's progress is determined to be unsatisfactory, the student will be ineligible for future Title IV aid. The student may submit a written request for an appeal if extenuating circumstances resulted in the unsatisfactory academic progress.

Reinstatement of Title IV aid for Financial Aid Recipients

A student's Title IV funding that was discontinued due to unsatisfactory academic progress may be reinstated upon the student's receiving a satisfactory academic progress report at the end of the next payment period.

Absences Exceeding 15% of Total Program Hours for Financial Aid Recipients

If a student is absent more than 15% of the total program hours, the student's Pell Grant will be cancelled. The student may submit a written request for an appeal if extenuating circumstances resulted in absences exceeding 15% of total program hours. If a student withdraws from a program and re-enters in the same program after 365 calendar days, the student's prior absent hours will not be counted as part of his/her cumulative program absences.

Emergency Leave of Absence

Lake Technical College may grant a student a leave of absence for a legitimate unforeseen circumstance during which the student is not considered withdrawn. Students receiving Veterans' benefits are not eligible for a leave of absence. The following conditions must be met:

- The student makes a written request in advance to the Assistant Director for a leave of absence with a valid reason on the designated Leave of Absence form. Valid reasons may include: emergency health condition, family emergencies, death in the family, etc. and must include documentation. The Assistant Director will review the request with the faculty member and financial aid advisor before submitting to administration. The Executive Director or her designee makes the final decision as to the leave of absence request.
- The leave of absence may not exceed 15 scheduled days except for mitigating circumstances (i.e., emergency health condition, family emergencies, or unforeseen circumstances that are well-documented).
- The leave of absence must be complete within the same school year. The leave may not begin in one school year and end in another school year.

In most situations, the school will grant only one leave of absence to the student in any 12-month period. Any combination of leave or extension of a leave of absence will not exceed a total of 180 days in any twelve month period. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993.

The student will not receive tuition reimbursements or credits for an approved leave of absence. If a student's leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

Appeals Process for Financial Aid Recipients

If a student has been declared ineligible for Title IV aid because of unsatisfactory academic progress or absences exceeding 15% of total program hours, the student has the right to make a written request to the Financial Aid Appeals Committee for consideration of extenuating circumstances that caused the loss of his/her financial aid. The student's appeal and all documentation must be submitted to the Financial Aid office within 5 school days after notification of Title IV ineligibility. Only one Financial Aid appeal may be submitted per school year unless extenuating circumstances exist.

Reaching the Maximum Timeframe

When a student has reached the maximum timeframe for the program (150% of scheduled program hours) in which he/she is enrolled, financial aid eligibility will be cancelled. The student is expected to be aware of the maximum attempted clock hours. No warning notice will be provided to the student by the Financial Aid Office.

Career and Technical Education Student Financial Aid Program

Guidelines are established for implementing the legislatively mandated, fee-generated, career and technical education student financial aid program. The financial aid fees collected shall be used to pay full or partial program/course tuition and/or lab fees and textbooks or other items of normal cost of instruction for persons with demonstrated financial need enrolling at LTC. These fees shall also be used to provide students with a supplemental source of financial assistance at LTC. Program requirements are:

- All nonexempt career and technical education students shall be assessed a financial aid fee equal to 10 percent of each student's required course fee amount.

- Financial aid fees are based on the required local effort fees prescribed in legislative appropriations provision.
- The financial aid fee is included in the hourly tuition fee.
- If a person is Pell Grant eligible, Pell Grant monies will be utilized to offset school expenses.
- Assistance may be provided to those who do not qualify for the Pell Grant and to students whose total financial needs are not met.
- The Financial Aid Coordinator will recommend the distribution of financial aid to Administration for approval.

Bureau of Indian Affairs

Please call 1-800-322-9186.

Federally Funded Title IV Grants

For details on eligibility and applications, ask for the financial aid brochure or call 352-589-2250, extension 1832.

Local Private Scholarships

For details on eligibility and applications, call 352-589-2250, extension 1832.

Military Tuition Assistance for Service Members

Service members who qualify may use tuition assistance for approved courses. To apply contact the military educational office for your branch of service. The following policies will apply to service members using military tuition assistance. Lake Technical College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Termination of Program Enrollment: If a student terminates his or her program enrollment due to a military service obligation, LTC will work with the affected student to identify solutions that will not result in a student debt for the returned portion of benefits.

Readmission to a Program: A student will be readmitted to a program (on a space available basis) if he or she is temporarily unable to attend class or must suspend studies due to service requirements.

Vocational Rehabilitation

The Florida Department of Education Division of Vocational Rehabilitation sponsors eligible, disabled students who need training or retraining

to secure suitable employment. For detailed information, please call 352-742-6100.

Workforce Investment Opportunity Act (WIOA)

Persons residing within the Lake, Orange, Osceola, Seminole and Sumter county areas should call 1-800-757-4598 for the nearest center and contact person.

VETERANS' EDUCATIONAL BENEFITS

The Bureau of State Approving Agency for Veteran Training has approved some of the certificate training programs offered at Lake Technical College. Veterans should check with the VA Certifying Official in the Financial Aid Office to apply for or re-activate their VA educational entitlements. All required application forms are available in the Financial Aid Office.

The student must bring the completed required forms to the Financial Aid Office with a certified copy of the veteran's DD214. The documentation is then forwarded to the Department of Veterans' Affairs (DVA) for processing. Upon completion of the drop/add period, the enrollment certification is reported by the VA Certifying Official to the DVA for processing. It takes DVA a **minimum** of 4-8 weeks to activate benefits.

The student is eligible for educational benefits for the length of the program as approved by the DVA. The student must check with the school's VA Certifying Official to verify the DVA's approval of his/her program length.

All veterans receiving educational benefits while attending LTC are subject to the policies and procedures of the school which include the following:

Standards of Progress and Attendance

All students receiving Veterans' Educational Benefits must maintain satisfactory progress in accordance with regularly prescribed standards and policies of LTC. If the student is not making satisfactory progress according to the standards and policies, educational benefits will be discontinued for the student. Veteran and non-veteran students alike will be referred to

Admissions for counseling of a program that may offer the possibility of success.

1. Satisfactory academic progress is defined as mastery of at least 85% of assigned program competencies **and** a minimum average grade of C for the nine-week grading period term. Academic progress will be reviewed by the VA

Certifying Official at the end of each nine week grading period.

2. A VA student who does not maintain satisfactory academic progress for a nine week grading period will be placed on academic probation for the next nine week term. If the VA student's academic progress is unsatisfactory at the end of the period of probation, the student's VA educational benefits will be terminated.
3. The DVA will be notified by the school's VA Certifying Official if the veteran is placed on academic probation.
4. The DVA will be notified by the school's VA Certifying Office if the veteran does not maintain satisfactory academic progress during the period of probation.
5. Attendance reports must be submitted monthly to LTC's VA Certifying Official.
6. Students must attend classes regularly, and attendance will be recorded and maintained by the school. Veterans must complete at least 85% of the scheduled program hours within a calendar month. The student may submit a written request for an appeal if extenuating circumstances result in absences exceeding 15% of program hours within a calendar month. Extenuating circumstances include: death of immediate family member, jury duty, active military service, etc. Documentation supporting absences must be given to the VA Certifying Official located in the Financial Aid Office **immediately** upon student returning to school. All absences, including extenuating circumstances, are considered unexcused unless otherwise documented.
7. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.
8. If a VA student's attendance is determined to be unsatisfactory, he/she will be placed on probation for the following calendar month. If attendance is satisfactory during that time, student will no longer be on probation and benefits will remain active. If student's attendance is unsatisfactory at the end of the period of probation, VA benefits will be terminated. VA student is allowed TWO probationary periods per academic year.
9. DVA will be notified by the school's VA Certifying Official if a student's attendance is unsatisfactory at the end of the probation period and VA benefits will be terminated. Satisfactory attendance is defined as compliance with existing school attendance policy **and** the VA attendance policy. Programs requiring state licensure for certification have higher minimum standards

- for satisfactory attendance, and those standards are listed in the program's Master Plan for Instruction which is given to each student. Students must maintain the higher standard in such cases. It is the student's responsibility to adhere to both attendance policies in order to continue the educational program and receive monetary VA benefits.
10. The DVA will be notified by the school's VA Certifying Official if the veteran does not maintain satisfactory attendance.
 11. Lake Technical College will return any unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Appeal Process

If a student has reached termination status because of unsatisfactory academic progress or absences exceeding 15% of program hours within a calendar month, the student has the right to make a written request for appeal to the VA Certifying Official. The student's appeal and all documentation must be submitted to the VA Certifying Official within 5 school days after notification of termination status.



Credit for Previous Training

A VA benefited student is **required** to transfer previous training credits from an accredited institution to LTC. Credit for previous training will be evaluated by the faculty member and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous credit is granted. The evaluation will be performed within the first 90 days of enrollment.

Credit for Remediation

A VA benefited student may receive additional hours toward a program length for basic remediation that is required for program completion. The student may receive up to an additional 300 hours credit if the student is attending a program of 750 hours or greater in length. The student may receive up to an additional 150 hours credit if the student is attending a program less than 750 hours in length.

Deferment of Fees

Any veteran or other eligible student who receives VA benefits may be granted a deferment, if warranted, once per academic year. If, however, there is a break in training or delay in the receipt of VA benefits, an additional deferment may be granted. The veteran is responsible for payment of any tuition/fees not covered under his/her VA education benefits. Deferments will not be granted when there are outstanding fees on a student's account. Reference: Florida Statute Section 1009.27.

Notification of Academic Progress

It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans' Educational Benefits. At the end of each nine week grading period or term, the faculty member submits a written report to the Financial Aid Office indicating the student's academic progress.

Notification of Attendance

It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans' Educational Benefits. At the end of each month, the faculty member submits a written report to the Financial Aid Office indicating the student's attendance for that month.

Reaching Program Maximum Timeframe

If a student has reached the maximum timeframe of the program in which he/she is enrolled, VA benefits will be terminated. The student is expected to be aware of the maximum attempted

clock hours. No warning notice will be provided to the student by the VA Certifying Official.

Regaining Eligibility after Involuntary Termination of Program Enrollment

A student withdrawn from a program due to unsatisfactory progress, attendance or behavior must receive administrative approval before re-enrolling at Lake Technical College. A VA eligible student who is readmitted to a program must show satisfactory progress for one nine-week grading period before requesting that his/her VA benefits be reinstated.

Reinstatement of Veterans' Educational Benefits

VA Educational Benefits discontinued due to unsatisfactory academic progress may be reinstated upon completion of one nine week grading period of satisfactory academic progress.

VA Educational Benefits discontinued due to unsatisfactory attendance may be reinstated upon completion of one calendar month of satisfactory attendance.

Termination of Program Enrollment

If a student terminates his or her program enrollment due to a military service obligation, Lake Technical College will work with the affected student to identify solutions that will not result in a student debt for the returned portion of benefits.

Readmission to a Program

A student will be readmitted to a program (on a space available basis) if he or she is temporarily unable to attend class or must suspend studies due to service requirements.



POLICIES AND GENERAL INFORMATION



NOTIFICATION OF COMPLIANCE

Lake Technical College adheres to a policy of non-discrimination in educational programs/activities and employment and strives to provide equal opportunities for all as required by the following. To report violations to this policy, contact Kim Frazier at 589-2250 ext. 1835.

Americans with Disabilities Act Title II – prohibits discrimination on the basis of disability in state and local government programs/services.

Civil Rights Act of 1964 TITLE VII – prohibits discrimination on the basis of race, color, religion, or national origin.

Florida Civil Rights Act of 1992 – secures for all individuals within the state freedom from discrimination because of sex, national origin, age, handicap, or marital status.

Florida Education Equity Act – Lake Technical College prohibits discrimination on the basis of race, handicap or marital status, sex, or national origin against students or employees in any educational program or activity, or in any employment conditions or practices. The supervisor responsible for compliance may be contacted at 352-589-2250, extension 1815.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled. It is the intent of LTC to identify, evaluate and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents have a right to due process under Section 504. A copy of Lake County Schools Notice to Parent Rights Afforded by Section 504 of the Rehabilitation Act of 1973 is available at the LTC main campus. The Students with Disabilities Coordinator is the coordinator of section 504 activities and may be contacted at 352-589-2250.

Title IX of Education Amendments of 1972 – states: “No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Lake Technical College and the Lake County School Board are in compliance with the requirements of Title IX and do not discriminate on the basis of sex in the educational programs or activities which it operates. A “Title IX Complaint” is a claim by a person who he or she has been discriminated against on the basis of sex in the programs or activities operated by LTC.

Florida Relay is the communications link for people who are deaf, hard of hearing, deaf/blind, or speech impaired. Through the Florida Relay, people who use specialized telephone equipment can communicate with people who use standard telephone equipment. More information about Florida Relay may be found at <http://www.esp.fsu.edu/development/FTRI/FloridaRelay/index.cfm>.

To call Florida Relay, dial 7-1-1, or use the toll free numbers:

- 1-800-955-8771 (TTY)
- 1-800-955-8770 (Voice)
- 1-800-955-3771 (ASCI)
- 1-800-955-5334 (STS)
- 1-877-955-8773 (Spanish)
- 1-877-955-8707 (French Cr)



CAMPUS SAFETY

The health and safety of LTC students is a top priority. Students who learn to work safely at LTC will be safe workers in Lake County business and industry as well. Each program classroom has a planned, organized, and efficient procedure for ensuring cleanliness and safety for all LTC students, staff, and visitors. In addition, each program area contains fire extinguishers, as well as SDS information and eyewash stations where

applicable. Fire, tornado and lock-down drills are routinely held.

LTC has contracted with the Eustis Police Department to patrol the main campus to include parking areas and campus buildings, provide security for students, staff, and property, and provide an on-site officer and supervision.

Each program and department has a first aid kit. These kits are routinely inspected and restocked as needed. HSE also houses a box of first aid supplies accessible to faculty and staff for temporary relief and aid in minor injuries. No medication is dispensed. Wounds are washed and covered; however, they are not medicated.

Emergency First Responder contacts are posted in each classroom/department and are called upon if needed. When further professional advice is deemed advisable or in extreme cases, nurses from HSE and/or paramedics from the Emergency Medical Services Department may be called upon for assistance until family medical care or an ambulance is contacted.

Designated first responder staff members have been trained in the use of the automated external defibrillator (AED) in case of cardiac arrest. AEDs are maintained regularly and kept in the Admissions Office, the Welding classroom, the IPS weight room, the Range classroom, and the IPS main office. AEDs are also located at each Instructional Service Center. A sign designating an AED is posted outside each area.

If a student becomes ill after arriving at LTC, she/he may be permitted to go home.

In the event of a student, staff member or visitor accident, illness or emergency involving bodily injury:

1. The faculty member or witness notifies front desk staff (ext. 1800) who will contact a first responder and an administrator.
2. If the situations warrants, 911 shall be called.

Students who witness or are hurt in an accident must immediately notify school authorities or staff.

Students who witness or are victims of illegal activities should immediately notify the school authorities and local law enforcement officers who will be responsible the investigation of the incident. A SIT meeting would also be scheduled, if appropriate, with all parties involved. It is the policy of LTC to take immediate corrective action to prevent a repeat of the activity and maintain a

safe campus for all students, employees and campus visitors.

Crisis Protocol

Measures have been taken to ensure our staff and students are prepared in the event a crisis situation occurs on one of our campuses. A comprehensive Emergency Response and Crisis Management Plan has been created to guide our staff through a wide variety of situations. Fire drills, tornado drills, and lockdowns are practiced to ensure that routines and safety procedures are well established and familiar to all.

In the event that a situation arises, either on or off campus, that, in the judgment of the LTC Executive Director, constitutes an ongoing or continuing threat to health or safety, a college wide "timely warning" will be issued.

Timely warnings are sent to all currently registered students and current employees using the LTC email system. Students and employees should take responsibility for checking their email accounts frequently. Timely warnings are issued based on the nature of the crime, if the crime is a continuing danger to the college community, and if the notification does not interfere with law enforcement efforts.

Any LTC student, staff, or visitor to LTC who knows of a crime or other serious incident should report the incident immediately by phone to the Reception Desk at 352.589.2250 so that a Campus Safety Alert can be issued, if warranted.

The sole purpose of a timely warning is to insure the health and safety of the LTC campus community. Accordingly, victims' names will be held as confidential and will not be included in any notification.

Please cooperate with school and district authorities during a lockdown crisis:

- Follow school and/or district directives.
- Consult local media for regular updates about the incident. Listen for information updates on local radio and television stations. You may be directed to an off-campus staging area for the latest information regarding a campus crisis.
- DO NOT call the school because phone lines will be needed for emergency communication; however, please consult the local media.
- DO NOT use cell phones in order for cell towers to be clear for emergency use; however, please consult the local media.

Preventing and Responding to Sex Assault, Domestic Violence, Dating Violence, and Stalking

It is the policy of LTC to provide a safe and secure environment for employees, students, and visitors by prohibiting sexual assault, domestic violence, dating violence, stalking and by establishing preventative measures, holding perpetrators accountable, providing assistance and support to victims, and reporting violent crimes consistent with Title IX of the Education Amendments the Civil Rights Act of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable legal requirements.

Prevention

LTC provides counseling and literature on sexual assault, date rape education, and risk reduction through the Admissions Office, and information about the Violence Against Women Documentation Act is included in an online training module located on the LTC's website.

Throughout the school year, LTC sponsors prevention and awareness programs, such as the Fall Festival and Domestic Violence workshops, that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Responding

The first priority of a victim of sexual assault, domestic violence, dating violence or stalking should be to get to a place of safety. The second priority is to obtain necessary medical treatment, if needed. LTC strongly recommends that victims report the incident to law enforcement **in a timely manner**.

Emergency assistance may be requested by calling dial **9-1-1** or during regular business hours on campus, 352-589-2250.

Controlled Substances (Alcohol, Drugs, Illegal Substances, Tobacco)

Drugs, alcohol and illegal substances are prohibited and will not be tolerated on any LTC campus. Students or employees who violate the controlled substances policy will be subject to criminal prosecution and the resulting penalties as well as to appropriate school disciplinary procedures.

It is the policy of LTC to promote a safe, healthy and productive environment for all students and employees and to maintain a learning and working environment that is free from the negative impact of drug and/or alcohol abuse. In compliance with the provisions of the Drug Free Schools and Communities Act, LTC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

LTC prohibits students, employees, and visitors from being on any LTC campus or attending any College-sponsored off-campus activity while impaired by any impairing substance. LTC also prohibits the manufacture, possession, use, distribution, or sale of controlled substances or alcohol during work time and breaks, on any LTC campus or class/work sites, while driving a LTC vehicle, and/or while driving any vehicle for a College-sponsored, sanctioned, or required activity, with the following exception.

LTC is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with LTC's educational environment, and result in damage to College property. Therefore, it is the College's policy that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on all LTC campuses or as part of any College-sponsored activity. The specifics of this policy are as follows:

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on any LTC campus, at any other College locations, or at College-sponsored events activities or events.
2. A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.
3. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance

while on any LTC campus or as part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.

4. LTC annually hosts Drug and Alcohol Abuse Awareness programs for students. These programs are open to all students, but may be required for students in violation of this policy as a first level disciplinary sanction. Additional educational materials, programs, and other resources are available in the Admissions Office at the Eustis campus.

5. Faculty have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the faculty member suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact an administrator to remove the student from the classroom. The administrator will notify the student of his/her alleged violation of Code of Student Conduct, his/her rights as outlined in the Code of Student Conduct, Student Catalog, and the subsequent steps that will follow.

The use of tobacco products, including e-cigarettes, of any kind is not permitted at any LAKE TECHNICAL COLLEGE location.

Consequences for Violating Policy/Procedures

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct policy and procedures. At his or her discretion, the LTC Executive Director or her/his designee may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse awareness program or seminar conducted by member of the LTC Counseling staff. For more severe infractions, the student may be required to complete an off-campus drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at LTC.

Harassment

Lake Technical College has a zero tolerance policy towards harassment. The term "harassment" includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. The term "harassment" includes, but is not limited to: racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material posted or circulated in the workplace or schools. The term "harassment" includes sexual harassment, which is defined as

unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance.

Lake Technical College will promptly investigate alleged incidents of harassment or discrimination and appropriate, corrective action will be taken. Any student who alleges harassment or discrimination by another student or LTC employee shall report the harassment to an administrator(s), a counselor/career advisors or teachers. Filing of a complaint or otherwise reporting harassment in good faith will not affect the student's status, extra-curricular 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 alleged harasser, will be respected, consistent with LTC's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

Public Safety Information Act 1997 – Sex Offender/ Sexual Predator Laws

Sexual offenders and predators are required to register with the Florida Department of Law Enforcement (FDLE). The public may access this information at <http://offender.fdle.state.fl.us/offender/> or call 1-888-357-7332.

Searches

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle.

Notice: As per School Board Policy 5.31, public school campuses, including, but not limited to, buildings, parking areas, athletic and recreational areas, and lockers are School Board property and no one using said property, whether as a student or in any other capacity, has the expectation of privacy in or around said property. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.



STUDENT RIGHTS

Students attending LTC have the right to equal educational opportunities without regard to race, national origin, sex, handicap, or marital status. Students are also vested with other fundamental rights. Among these is the right:

1. To be informed of the rules of the Code of Student Conduct
2. To a safe and orderly environment in which to learn
3. To know about and use school guidance services
4. To be treated with dignity and respect
5. To reasonable and fair treatment
6. To be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without student consent
7. To be notified of failure or the potential for failure as outlined in the progress reporting schedule

Appeals Process and Grievance Procedure

Appeals Process

Students who wish to appeal or seek a waiver of policy may do so following the appeals process.

1. The student submits the appeal in writing to the Dean of Student Services.
2. The Dean of Student Services and staff gather data regarding the appeal and submit to the Executive Director or designee.
3. If needed, the career advisor Dean of Student Services sets and notifies appropriate staff for an appeals meeting. Included in the meeting must be an administrator, career advisor, and faculty member, if pertinent to the appeal.
4. The student is given the opportunity to submit and/or present information relative to the situation.
5. An Appeals Committee reviews all information and acts accordingly. In some cases there will be a need for additional meetings.
6. Notes are taken at the meeting and distributed to all parties.

Every effort will be made to resolve the situation at this level. In the event the issue is not resolved,

the student may appeal to the Executive Director. If no resolution is reached, the student may file a formal grievance following the school's grievance procedure.

Grievance Procedure

Students who feel their rights have been violated in any way may initiate a grievance procedure.

The following outlines the steps in the procedure:

1. The student submits in writing the alleged incident to the Dean of Student Services.
2. The Dean of Student Services and staff gather data regarding the grievance.
3. The career advisor sets and notifies individuals for a Grievance Committee meeting. The committee membership shall include a Board of Directors member and two faculty members from disciplines unrelated to the student filing the grievance. A career advisor serves as facilitator during the meeting.
4. The student is entitled to have a support person present at the meeting.
5. The student is given the opportunity to submit and/or present information relative to the situation.
6. The Grievance Committee reviews all information and acts accordingly. In some cases there will be a need for additional meetings.
7. A written report of the committee's recommendations will be distributed to all parties.

Every effort will be made to resolve the situation at the local level. In the event a student cannot resolve a conflict concerning his/her technical training at the local level, he/she may contact the Florida Department of Education - Career and Adult Education at 325 West Gaines Street, Suite 734, Tallahassee, Florida, 32399-0400, 850-245-0446, <http://www.fldoe.org/policy/cie/file-a-complaint.stml>, or the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, 770-396-3898, www.council.org.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The following has been taken from the U.S. Department of Education website at

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information, call 1-800-872-5327. Individuals who use TDD may call 1-800-437-0833.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Information to which a Student May Not Have Access

An institution does not have to permit a student to inspect and review education records that do the following:

- Contain information on more than one student. The requesting student may inspect, review or be informed of only the specific information about his or her records.
- Contain the financial records of his or her parents

Directory Information

FERPA allows every institution of higher education to disclose "directory information" without written consent of the student. Directory information includes the following items:

- Name
- Address
- Phone number and email address
- Dates of attendance
- Degrees or certificates awarded
- Enrollment status
- Major field of study

However, every student has the right to ask his or her institution of higher education NOT to disclose directory information. A request not to release directory information must be submitted in writing to the Executive Director or his/her designee on or before the first day of September of any school year, or within three weeks of the date of enrollment of a student after the start of the school year.

In the absence of written notification to restrict the release of directory information, the school and the Board of Directors will assume that neither a parent of a student nor an eligible student objects to the release of the designated directory information.

Under provisions of the National Defense Authorization Act and The Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of armed forces, etc.) and to postsecondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.



STUDENT RESPONSIBILITIES

School Officials with a Legitimate Educational Interest

Also, LTC may disclose student record information to school officials with a legitimate educational interest. A school official is a person employed by LTC or LCSB as administrator, supervisor, faculty member, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors or LCSB; a person or company with whom LTC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Subpoena of Student Records

LTC must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner. If a student or parent of a dependent student objects to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed or a protective order must be obtained from a court of competent jurisdiction.

Notification of Risk

Be aware that participating in any lab or clinical setting can be dangerous in nature and involves MANY RISKS OF INJURY. It is understood that the dangers and risks of participating in a lab or clinical setting may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. Because of the dangers of participating in lab and clinical settings, it is important to follow and obey teacher instructions and safety rules and wear proper safety attire.

In order to maintain an educational setting in which all students are able to maximize their educational potential, it is expected that all students and visitors adhere to school behavior and civility guidelines.

Students at LTC have the responsibility to:

1. Adhere to the guidelines set forth in the Code of Student Conduct
2. Attend school regularly and be punctual
3. Come to class with all necessary materials and be prepared to learn
4. Take advantage of learning opportunities
5. Use guidance services for educational and personal improvement
6. Treat other people and property with respect
7. Report hazardous or dangerous situations to a school administrator or staff member
8. Refrain from bringing inappropriate or contraband items to school
9. Follow classroom and lab rules and complete all classroom assignments, homework, and projects/reports as outlined by their faculty member(s)
10. Refrain from profane or inflammatory statements
11. Conduct themselves in a safe and responsible manner
12. Present a clean and neat appearance
13. Take responsibility for his/her own work and actions
14. Refrain from possessing or using drugs, alcohol, tobacco products, and illegal substances

Drug Free Schools and Communities Act

In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, LTC has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

LTC presents the following information for your knowledge and in promotion of healthy lifestyles:

The Drug Free Campuses Policy (6Hx28: 10-08.1) is contained in full in the Admissions Office. Applicable sections are:

1. The president or a designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state, and Federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy.
2. Any student found to have committed unlawful use, possession or distribution of illicit drugs and alcohol on college property or as a part of any college activities, is subject to disciplinary sanctions.

Health Risks Associated with Substance Abuse Alcohol

Alcohol is a depressant. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy increase the risk of birth defects, spontaneous abortion, and still births.

Substance abuse often leads to on-the-job accidents and absenteeism.

State and Municipal Laws

1. **Drinking Age:** The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. In Florida, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.
2. **Open Container Laws:** It is unlawful for any person to consume or to induce, assist or aid another to consume any beverage containing more than 1% alcohol by weight, upon any street, sidewalk or in any alley. It is unlawful to have an open container of alcoholic beverage in a vehicle. (Section 316.1936 F.S.)
3. **Drinking, Driving and the Law:** Under Florida law, driving under the influence of alcoholic beverages or any controlled chemical substance (DUI) is an offense evidenced by impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher.

4. **Sale or Possession of Illegal Drugs:** It is unlawful to be in the possession of illicit drugs and/or to sell or intend to sell illicit drugs.
5. **Selling or Purchasing Controlled Substances within 1,000 Feet of School:** It is unlawful for any person to sell, purchase, manufacture or deliver or possess with the intent to sell, purchase, manufacture or deliver, a controlled substance in, or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community or state college or university.

Student Drug/Alcohol Counseling and Treatment

Alcohol and other drug educational information is available to students through the Student Success Counselor. Students in need of treatment for alcohol and other drug problems will be assisted with referrals to self-help support groups, community agencies, and private providers.

Voter's Registration

LTC promotes responsible citizenship through voting in local, state, and federal elections as part of becoming productive citizens in today's global society. Florida Voter Registration Applications are available in the Admissions Office on the main campus, in the main office at the Institute of Public Safety, on the LTC website at www.laketech.org and or may be downloaded from State of Florida website at <http://dos.myflorida.com/elections/for-voters/voter-registration/>. In addition, voter registration drives take place on an annual basis.

Children on Campus

Students and employees are expected to make off-campus childcare arrangements. LTC assumes no responsibility for the supervision of children. At no time should children be left unattended either in buildings, grounds or vehicles.



CODE OF STUDENT CONDUCT

Students attending LTC are treated as mature individuals. Lake Technical College programs are not compulsory; therefore, few disciplinary problems are expected. Appropriate disciplinary action will be taken in accordance with school policy if a student chooses not to follow the established school rules and regulations. These include situations in which:

- A student's conduct seriously affects LTC's program(s) and students in a negative way.
- A student's conduct has a negative effect from a safety standpoint.
- A student does not make proper adjustment in response to attempts at correction.
- Cheating/plagiarism (see "Academic Integrity").

The Code of Student Conduct applies to all students enrolled in LTC and is in effect on LTC property and whenever students are under the official supervision of LTC employees, such as during field trips or clinical experiences. Failure to abide by the Code of Student Conduct guidelines may lead to program dismissal not in good standing.

A student withdrawn in "good standing" is defined as a student who is eligible to re-enroll at LTC without any special considerations. Students dismissed "not in good standing" will need to request special consideration from the Executive Director of Lake Technical College or designee and may be excluded from enrollment in most licensure programs.

Career dual-enrolled high school students not meeting the standards for LTC and/or the LCSB Code of Student Conduct will be withdrawn from their program and returned to their home high school.

Bullying and Other Forms of Aggression

Lake Technical College's Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

Unacceptable Behaviors

The following behaviors and all illegal actions are prohibited on school grounds and at school-sponsored activities:

1. The use of loud, abusive, profane, obscene language/materials, either oral or written (including racial comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable.
2. Cheating or plagiarism in any form (see "Academic Integrity" statement).
3. Giving false information for the purpose of deception, including forgery, alteration or misuse of records.
4. Logging in or out of the attendance computer for another student or having another student log in or out for one's self.
5. Possession of weapons or explosives of any kind.
6. The verbal or non-verbal refusal to comply with school rules or directions from school staff, refusal to identify one's self or disrespectful behavior toward school personnel on or off campus.
7. The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
8. Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others.
9. Using, possessing, being under the influence of or having a positive drug test for any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
10. Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs.
11. Placing another person in fear of bodily harm through verbal threats with or without displaying a weapon or subjecting the person to actual physical attack. Hazing and extortion are considered under this heading. Threats and implied threats, verbal or written, even if

within an academic assignment or stated in humor, will be taken as an actual threat.

12. The use of tobacco products at any LTC location.
13. Inappropriate use of electronic communication devices on campus. This includes the possession and/or use of cell phones, smart watches, or other electronic devices during a test or assessment.

Academic Integrity

It is essential that students earning credit for their academic achievements are able to do so in an environment in which such achievement is known to be well and honorably earned. Because it is vital for the well-being of all students that certificates earned at LTC are valued for their high standards, a zero-tolerance attitude is taken in regard to academic dishonesty.

Cheating/Plagiarism is defined as willful or deliberate unauthorized use of the work of another person for academic purposes, copying work from another, or inappropriate use of notes or other material in the completion of an assignment or test. Both asking for and giving such information is considered academic dishonesty. In addition to disciplinary interventions, credit may not be granted for the assignment(s) in question. When grade reduction is determined to be the appropriate disciplinary measure, the student shall be notified. Depending on the severity of the offense or individual program requirements, students guilty of academic dishonesty may also be withdrawn from their program not in good standing (see Student Code of Conduct). Further information for individual programs may be found in the Master Plans of Instructions.

Online Access Technology is an integral part of our daily lives. From smart phones, to electronic tablets, these devices are becoming items that many cannot function without. In addition, the internet is changing the way education is delivered. Lake Technical College is ensuring that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. Information may come through your email, so it is important that students check it regularly. If student does not have an email address, there are numerous services that provide FREE email

addresses. Faculty should have a current, working email address of each student.

Social Media The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of “not-so-popular” problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as “private” for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Copyright Law and Lake Technical College’s Policy

U.S. Copyright Law

Title 17, United States Code, contains rules regarding copying or reproducing copyrighted material. Lake Technical College is legally obligated to adhere to all copyright laws. Therefore, the institution reserves the right to refuse to permit copying or reproducing copyrighted material. Most of the time reproducing material is **not** legal without the express or written permission by the author.

Copyright Information and Higher Education Funding

Title IV of the Higher Education Opportunity Act (HEOA) legislation addresses Federal Student Assistance, including Pell Grants, the Family Education Loan Program, the Work-Study program, Direct Student loans, and Perkins

Loans. However, the reporting requirements of HEOA Title IV also stipulate that all US colleges and universities must provide:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to “effectively combat the unauthorized distribution of copyrighted materials” by users of its network, including “the use of one or more technology-based deterrents.”
- A plan to “offer alternatives to illegal downloading.”

“Fair Use” of Copyrighted Works

Section 107 of Title 17 of the US Code permits limited use of copyrighted materials for educational purposes as long as it is relevant to the lesson, part of classroom instruction, and is not broadcast or published for wide/general consumption. The following lists, in general, the limits on copying or reproducing copyrighted material.

- 10% or 1000 words (whichever is less) of written materials such as newspapers, books, magazines, CD-ROM, computer files, etc.
- 10% or 3 minutes (whichever is less) of motion media such as video, DVD, etc.
- No more than 250 words of a single poem
- 10% or 30 seconds of music from a single musical work, cannot substantially change the work
- No more than 1 image from one artist or photographer
- 10% or 2500 fields or cells (whichever is less) from a database or data table
- No copying shall be conducted that substitutes for sales of the copied work such as a workbook.

Peer-to-Peer (P2P) Software

Recreational downloading (piracy) of copyrighted materials is a violation of both federal and LTC policy. The Recording Industry Association of America (RIAA) on a regular basis pursues suspected violators and in particular focuses on post-secondary networks since the highest number of copyright infringements occur here. P2P software allows users to download and distribute music files from one computer to another across networks. When users do not pay for these files, they break Federal and International copyright laws.

Disciplinary Actions

Rules governing internet use are listed in the Acceptable Telecommunications Use Policy located under student responsibilities in the catalog. Penalties for violating copyright laws,

policy regarding P2P file sharing, or any other institutional or district rules governing internet usage will be individually assessed and, based upon severity of the abuse, will range from temporary suspension of internet privileges to expulsion. In addition to institutional penalties, violators may be subject to civil and criminal penalties.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is assuming for oneself the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17, US Code). These rights include reproducing or distributing a copyrighted work. In the file-sharing context, downloading or unloading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory: damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see Title 17, US Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Lake Technical College’s Compliance Plan

Lake Technical College is connected to the computer network provided by Lake District Schools. In order to comply with the file sharing and copyright protection provisions of HEOA:

1. All students are required to sign an acceptable use policy stating file sharing is not allowed and compliance with copyright laws is expected.
2. Disciplinary measures ranging from loss of network privileges to expulsion are in place for students who do not comply with the acceptable use policy.
3. The district does not open ports on the firewall that are used for file sharing.
4. The district uses Cisco Ironport web filtering and blocks the file sharing category.
5. Copyright law and illegal use and distribution of copyrighted information are included in the catalog, on the website and in new student orientation.

6. A regular review is completed by the district to determine the effectiveness of the technical deterrents and compliance with HEOA.

Alternative Resources

There are many online sources which give legal access to legal downloads such as:

- <http://www.educause.edu/legalcontent>;
- <http://www.mpaa.org/contentprotection/get-movies-tv-shows>

References

- Title 17, United States Code, Copyright Law of the United States
<http://www.copyright.gov/title17/>
- United States Copyright Office
<http://www.copyright.gov/fls/fl102.html>
- Stanford University Copyright and Fair Use
http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/
- 21st Century Information Fluency
<http://21cif.com/tutorials/micro/mm/copyright/>

Academic Probation

Students on academic, attendance or behavior contracts are deemed to be on academic probation until such time that their grades are within a passing rate and/or absences are equal to or less than 20%. Probation due to behavior issues will be for the duration of the program and contingent upon adherence to signed behavior contracts and school rules.

Acceptable Dress

Students who attend LTC shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Jewelry and makeup, if worn, must be in accordance with the program Master Plan of Instruction. Please refer to the Master Plans of Instruction for individual program dress code policies.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Internet Use Policy

Lake Technical College provides computers and/or network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the LCSB'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 LTC.

This access is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege and/or disciplinary action by school officials. Students are responsible for good behavior on school computer networks just as they are on campus. Lake Technical College may suspend or revoke a student's access to the district system upon violation of LTC policy and/or procedures. The LCSB 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: network storage areas will be treated like school lockers. 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 LCSB or another entity's computer software or hardware, electronic communications system, or telecommunications/electronic communications 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 LCSB 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.

The following are examples of unacceptable use of telecommunications resources. ***Students must not or must not attempt to:***

- Damage computers, computer systems, or computer networks
- Violate copyright law or plagiarize
- Use for private, commercial or illegal purposes
- Use or share another individual's username and password
- Leave computer unattended while logged on

- Read, create, send and/or receive email from a personal, home account
- Access, download, store, send, or display text, images, movies, or sounds that contain pornography, obscenity, or language that offend or degrade others
- Video stream not related to educational purposes or curriculum set by the school or district
- Download music or videos not authorized by the school or district
- Install services or electronic file sharing mechanisms
- Access, modify, harm, or destroy another user's data
- Attempt to send or send anonymous messages of any kind or pretend to be someone else while sending a message
- Cyber bullying on or off campus i.e.: threatening, harassing, embarrassing, terrifying, insulting, stalking, or attacking others which includes but is not limited to online threats and insults intended to embarrass, harass, or terrify others via electronic resources
- Post personal information about self or others, i.e. sharing confidential information about students or employees
- Intentionally waste limited resources
- Bypass the LCSB filtering by use of anonymous proxies or unauthorized proxies and services
- Download and/or install games, software, tools or other unauthorized downloadable material

Students enrolled in the Computer Systems and Information Technology, Enterprise Desktop and Mobile Support Technology, and Applied Cybersecurity programs are granted special permission to access content relative to the competencies of their program. Abuse of this permission will result in a SIT meeting with consequences including a behavior contract and/or suspension or withdrawal from the program commensurate with the severity of the behavior.

Attendance Policy

In an effort to develop appropriate work ethics, LTC students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the faculty member on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team. Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each semester. Students not having met this requirement will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. School Intervention Team meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register unless the student's appeal to the Executive Director has been approved. Only regularly scheduled class hours will be reported for attendance.

Licensure program attendance policies are more rigid due to licensure requirements. See the individual program Master Plan of Instruction for specifics.





GENERAL INFORMATION

Articulations

Gold Standard Career Pathways Statewide Articulation Agreements guarantee a minimum award of course credits or a block of credit toward specific AS programs between technical colleges and community and state colleges. For more information visit

<http://cdn.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml>.

Some programs have Career Pathways articulations with Lake County high schools and/or articulations with other postsecondary institutions of higher learning. Articulations allow students to receive credit for courses that do not have exact matches at the articulating school, but which the accepting institution has agreed to accept as credit. All articulations have formal agreements with the articulating institution, which are on file in the LTC Curriculum Office.

Articulations are in place with several institutions of higher learning. The articulations between Lake Technical College and Lake Sumter State College are for Accounting Operations, Administrative Office Specialist, Paramedic, Practical Nursing, and Medical Assisting programs. Articulations are also in place with St. Petersburg College for the Florida Law Enforcement Academy and Correctional Officer (BRTP) programs. Articulations with Valencia College exist for Welding Technology, Automotive Collision Technology Technician, Automotive Service Technology, Cosmetology, and Diesel Systems Technician programs. Contact a career advisor or faculty member for more information about these articulations.

Career Pathways articulations allow students who completed a Career and Technical course of study at a Lake County Schools' high school to articulate courses in selected programs as follows:

Career Pathways Articulations

2015 –2016 High School to Postsecondary Articulation Agreements

High School Program With Specific Program Course Requirements	Lake Technical College Program	Articulated Courses/Hours
► Administrative Office Specialist Introduction to Information Technology or Digital Information Technology Administrative Office Technology 1 Business Software Applications 1	Accounting	Information Technology Assistant, OTA0040 (150 hours)
	Administrative Office Specialist	Information Technology Assistant, OTA0040 (150 hours) Front Desk Specialist, OTA0041 (300 hours)
► Applied Cybersecurity Introduction to Information Technology or Digital Information Technology Computer and Network Security Fundamentals Cybersecurity Essentials	Accounting	Information Technology Assistant, OTA0040 (150 hours)
	Administrative Office Specialist	Information Technology Assistant, OTA0040 (150 hours) Front Desk Specialist, OTA0041 (300 hours)
► Digital Design Introduction to Information Technology or Digital Information Technology Digital Design 1 Digital Design 2	Accounting	Information Technology Assistant, OTA0040 (150 hours)
	Administrative Office Specialist	Information Technology Assistant, OTA0040 (150 hours)
► Game/Simulation/Animation Programming Introduction to Information Technology or Digital Information Technology Game & Simulation Foundations Game & Simulation Design	Accounting	Information Technology Assistant, OTA0040 (150 hours) Accounting Clerk, ACO0040 (150 hours)
	Administrative Office Specialist	Information Technology Assistant, OTA0040 (150 hours)
► International Business Introduction to Information Technology or Digital Information Technology Accounting Applications 1 International Business System	Accounting	Information Technology Assistant, OTA0040 (150 hours) 150 hours towards Accounting Clerk, ACO0040
	Administrative Office Specialist	Information Technology Assistant, OTA0040 (150 hours)
► Legal Administrative Specialist Introduction to Information Technology or Digital Information Technology Administrative Office Technology 1 Business Software Applications 1	Accounting	Information Technology Assistant, OTA0040 (150 hours)
	Administrative Office Specialist	Information Technology Assistant, OTA0040 (150 hours) Front Desk Specialist, OTA0041 (300 hours)
► Web Development Introduction to Information Technology or Digital Information Technology Foundations of Web Design User Interface Design	Accounting	Information Technology Assistant, OTA0040 (150 hours)
	Administrative Office Specialist	Information Technology Assistant, OTA0040 (150 hours)

HEALTH PROGRAMS		
► Allied Health Assisting Health Science 1 or Health Science Anatomy and Physiology Health Science 2 or Health Science Foundations Allied Health Assisting 3	Emergency Medical Technician (EMT) Medical Assisting	Basic Healthcare Worker, HSC0003 (90 hours)
	Pharmacy Technician	Basic Healthcare Worker, HSC0003 (90 hours)
	Practical Nursing (LPN)	Basic Healthcare Worker, HSC0003 (90 hours)
► Nursing Assistant Health Science 1 or Health Science Anatomy and Physiology Health Science 2 or Health Science Foundations Nursing Assistant 3	Medical Assisting	Basic Healthcare Worker, HSC0003 (90 hours)
	Pharmacy Technician	Basic Healthcare Worker, HSC0003 (90 hours)
	Practical Nursing (LPN)	Basic Healthcare Worker, HSC0003 (90 hours)
INDUSTRIAL PROGRAMS		
► Auto Collision Repair and Refinishing Auto Collision Repair and Refinishing 1 Auto Collision Repair and Refinishing 2 Auto Collision Repair and Refinishing 3	Auto Collision Repair and Refinishing	Paint and Body Helper, ARR0210 (250 hours) Paint and Body Assistant, ARR0213(250 hours)
► Automotive Maintenance and Light Repair Automotive Maintenance and Light Repair 1 Automotive Maintenance and Light Repair 2 Automotive Maintenance and Light Repair 3e Technology 3	Automotive Service Technology	Automobile Services Assistor, AER0014 (300 hours) Engine Repair Technician, AER0110 (150 hours)
► Culinary Arts Culinary Arts 1 Culinary Arts 2 Culinary Arts 3 Culinary Arts 4	Professional Culinary Arts & Hospitality	Food Preparation, HMV0100 (300 hours) (OCP A) Cook, Restaurant, HMV0170 (150 hours toward) (OCP B)
► Culinary & Hospitality Specialties Culinary & Hospitality Specialties 1 Culinary & Hospitality Specialties 2	Professional Culinary Arts & Hospitality	Culinary Arts (150 toward) OCP D

Statewide PSAV to AS Degree Articulations

PSAV PROGRAM(S)	ASSOCIATE DEGREE	CREDITS TRANSFER
Accounting Operations	Office Administration	6
Administrative Office Specialist	Office Administration	18-21 (With Industry Cert/Portfolio)
Automotive Service Technology 1 and 2	Automotive Service Management Technology	19 (With successful completion of 5 ASE exams)
Commercial Foods and Culinary Arts (ACF Accredited)	Culinary Management	24
Correctional Officer	Criminal Justice	12 (With State Exam)

Fire Fighter	Fire Science	3 (With State Exam)
Law Enforcement Officer	Criminal Justice	15 (With State Exam)
Practical Nursing	Registered Nursing	10 (With LPN Licensure)

Bookstore

For the most recent book list and purchasing books, visit Lake Technical College's Bookstore located in the Business Office. Information regarding delivery options as well as collegiate items such as nursing patches, safety goggles, mugs, t-shirts, pens, etc. are available as well. Book lists may also be found at the LTC website at www.laketech.org.

Fees and Tuition

Tuition is required at enrollment and is payable by semester or with a payment plan prior to each enrollment period. Career dual enrolled high school students pay no tuition but may need to purchase certain personal supplies needed for program operation. All high school students who take not-for-credit evening courses must pay for tuition, books and lab fees. Certain programs require the purchase of supplies, insurance, FDLE background checks, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice.

Students needing less than a semester to complete their program will be registered for either a 4 week or 9 week period of time. This is based on faculty member recommendation and administrative approval. Students enrolled in either Facials Specialty to Nails Specialty will be charged for a two week period of time for any time missed. Florida residents are assessed tuition by the clock/clinical hour at the current rate set by the Florida Legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current tuition rate for Career and Technical Education programs is \$2.88 per clock/clinical hour. Tuition includes a 10% financial aid fee, a 5% technology fee, and a 5% capital improvement fee.

Tuition for non-Florida residents is \$11.52 per hour.

Students pay a non-refundable \$20.00 registration fee per semester and a \$20.00 facility use fee on an annual basis. Students beginning a second program within one year will pay the registration and facility use fees again.

Lab fee information for individual programs may be obtained in the Admissions Office.

Adult Education students are assessed \$30.00 per term for instruction and a \$20 registration fee in GED, ESOL, or AAEE.

For Corporate and Community Training courses, the full cost of instruction determines the cost of the class.

RESIDENCY: Florida Residency for Tuition Purposes
(State Board of Education Rule 6A-10.014: Residency for Tuition Purposes)

Residency information applies to all CTE students.

If a student (or student's parent or legal guardian in the case of a dependent student) has lived in Florida for 12 consecutive months or more before **the first day of classes** of the term for which residency status is sought, he or she may qualify for Florida Residency for tuition purposes. This means that the State of Florida will pay a portion of the student's fees. Non-residents will be required to pay the full cost of instruction, or out-of-state fees.

Upon application to LTC, each prospective student who is claiming Florida residency shall provide clear and convincing evidence that establishes that he or she, or if a dependent, the student's parent or legal guardian, has been a Florida resident for the preceding twelve consecutive months. No single piece of documentation shall be conclusive according to State Board of Education Rule 6A-10.014; therefore, Lake Technical College will ask for two pieces of documentation. The following may be considered acceptable documents to prove Florida residency. In addition to producing two or more of the following documents, there must **be an absence of information that contradicts the applicant's claim of residency.**

- Florida driver's license
- Florida voter registration card
- Florida vehicle registration
- Declaration of domicile
- Proof of purchase of a permanent home
- Transcripts from a Florida school for multiple years
- Proof of permanent full-time employment
- Benefit histories from Florida Agencies or Public Assistance Programs
- If necessary, other documents may be used; see your Admissions Office representative for assistance if you cannot produce two of the documents noted above.

Lake Technical College follows the general eligibility requirements that the Federal Government has established for dependency determination. A student who meets any of the following criteria shall be considered an independent student for the determination of residency for tuition purposes; **all others are considered dependent students and thus documentation from parent or legal guardian is required to prove residency.**

1. The student is 24 years old or older by the first day of classes of the term for which residency status is sought at a Florida institution
2. The student is married
3. The student has children who receive more than half of their support from the student
4. The student has other dependents who live with and receive more than half of their support for the student
5. The student is a veteran of the United States Armed Forces or is currently serving on active duty US Armed Forces for purposes other than training
6. Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court
7. The student is working on a master's degree or doctoral degree during the term for which residency status is sought at a Florida institution
8. The student is classified as an independent by the financial aid office at the institution
9. A student who does not meet any of the criteria above may be classified as an independent student only if he or she can provide documentation that he or she provides fifty percent or more of the cost of attendance as defined by the financial aid office at the institution.

If one cannot provide any of the documents noted above, but still maintains that he or she has lived in the State of Florida for 12 months or more and, therefore, should be considered a Florida resident, he or she may file an appeal with LTC's Residency Determination Committee. In order to appeal you must do the following prior to paying your fees:

1. provide a written statement outlining the rationale for the request which includes:
 - your full name
 - a working telephone number
 - a current mailing address
 - an e-mail address, if you have one
2. Leave your appeal with a Career Advisor in the Admissions Office for review by the LTC residency determination committee.

Grading System

Lake Technical College is a postsecondary institution designed to provide individuals with workforce skills, and the grading scale **reflects industry** standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. These requirements are stated in the individual program Master Plans of Instruction.

The grading scale for Lake Technical College is as follows:

94 – 100	A
87 – 93	B
80 – 86	C
0 – 79	Failing

Some programs have adopted a slightly different grading scale reflecting industry standards for that program.

In most programs, students are evaluated in the areas of lab/shop skills, knowledge and professional skills. Each of the three areas counts as one-third of a student's grade in each course or module. Students may be graded on subjects which include, but are not limited to, safety, work habits, manipulative skills, quizzes, projects, class participation, job completion, cooperation, attitude, punctuality, and attendance as per policy, unit tests, competency performance, written reports, oral reports, self-evaluation and demonstrations.

Student's grades may be reduced for any of the following reasons:

- excessive absences in accordance with the program Master Plan of Instruction professional skills grade (see also Attendance)
- failure to make up missed work, including tests
- cheating/plagiarism

A student who does not show satisfactory academic progress will be referred to counseling and, if necessary, a School Intervention Team (SIT) meeting will be held to review the possibilities of program completion. When a student has demonstrated unsuccessful program progress based upon grades, lab/shop skills or professional skills, the student may be placed on academic probation, a behavior contract, or be recommended for dismissal from the program. Career dual-enrollment students who fail to make the corrections stipulated in a probationary contract will be returned to the home high school. The career dual-enrollment student may return to LTC no sooner than the

following semester upon approval of the School Intervention Team and the home high school.

Progress Reports

All students are monitored for adequate progress throughout their program. Progress reports for programs at least one school year in length shall be issued to current students a minimum of three times per year as per the LTC calendar. Progress reports for programs less than one school year will be given to students at least twice in the form of mid-program and final progress reports. Grades are entered by faculty into LTC's Technology Online Management (TOM) system as students complete courses within their program. Students who withdraw prior to the issuance of progress reports may contact the school to receive a transcript with final grade. Progress reports will not be mailed to students.

For dual-enrolled high school students, grades are entered electronically following the Lake County Schools calendar (at course completion). Career dual enrolled students receive a report card from Lake County Schools and a progress report from LTC.



Insurance

Some licensure programs require students to have accident and/or liability insurance due to the nature of the program. Students who do not have private health care insurance may opt to purchase school accident insurance; this accident insurance is made available by a private vendor and offered at a reasonable cost to students. Information regarding the purchase of school accident insurance will be provided during student orientation and is available in the Admissions Office upon request.

The cost of liability insurance, if required, is part of the program cost and due prior to program entry. This information is available upon request in the Admissions Office, from the department coordinator or program faculty member and in the program Master Plan of Instruction which is available on the school website.

Job Placement Assistance

The Career and Technical Education program faculty member is the first point of contact for referrals to jobs in the certificate program field of study. Students are aided in job placement by: referral to employers, resources and the appropriate agencies. Students are requested to meet with their faculty member to discuss their employment goals. This service may be utilized either during enrollment at LTC or upon completion of a certificate program.

The Career Success Center is also available to students as a resource for resume writing, interviewing techniques, and job leads. Students may sign up for job placement assistance.

The "Career Center" located on the institution's website serves as a communication tool between area employers, the staff, and students. Current job listings are also posted in both program areas and in the rear lobby of the front building. Recruiter days coordinated by specific program faculty held throughout the year. Facebook is also used as a communication tool.

Leaving Campus

All students must notify their faculty member when leaving campus early. This is for the safety of students. Students may leave campus for lunch provided this is done within the allotted time.

Textbooks

Adult students are required to purchase program textbooks. Public high school students are loaned textbooks, which are provided by Lake County

Schools, but may be required to purchase supplemental materials for personal use. Private and home schooled students must purchase textbooks.

Textbooks may be purchased through Lake Technical College's Bookstore located in the Business Office. Book lists may also be found at the LTC website at www.laketech.org.

Minimum Technical Requirements to take Online Courses

For classes that have online components, the following are the minimum computer requirements:

Operating Systems:

- Microsoft Windows version 8 or above
- Macintosh OSX 10.6 or above

Web browsers:

- MS Internet Explorer 11+
- MS Internet Edge Browser
- Firefox 3.0+
- Google Chrome
- Apple Safari 3.1+

Additional Requirements:

- Javascript
- Flash 9+
- Cookies enabled

Media Resources

Because of the wide diversity of programs at LTC, media resources are located in each department and/or program area for the use of students and faculty rather than being housed in a central location. A school-wide inventory list is on the school intranet and available from program faculty. Print media may be checked out by students at the discretion of the faculty member.

Monies Owed Policy

Students become responsible for tuition, fees and related expenses upon registration for classes. Students who owe monies will not be able to register for additional classes or receive services (including transcripts) until the debt is paid in full. Any exception to this policy must be made in writing to the Executive Director.

Refund Policy

Career and Technical Education Refund Policy

Occasionally it becomes necessary for a CTE student to withdraw or change programs at LTC. When this occurs and the student has completed all

the steps for official withdrawal from class, a tuition refund may be given using the following guidelines.

- If LTC cancels a class, a class does not open as scheduled 100% of all tuition and eligible fees will be refunded.
- If student registers but never attends, 100% of all tuition and eligible fees will be refunded.
- Withdrawal through the closing of the fifth day of class per semester, 100% of all tuition and eligible fees will be refunded.
- Schedule changes through the closing of the fifth day of class per semester, 100% of all tuition and eligible fees will be refunded.
- No fees will be refunded after the closing of the fifth day of class per semester.
- Registration and payment plan fees are non-refundable.
- Balances on ID cards of less than \$10.00 are non-refundable.
- Testing fees for NFSI, TEAS, TABE, and CJBAT are non-refundable and good for 30 days.
- No refund will be given for fees used to purchase required program malpractice insurance.
- Uniform items having personalized information (such as name) are not refundable.
- Refund requests for extenuating circumstances (e.g. death of immediate family member, hospitalization beyond one's control; elective surgery and vacations not included) should follow the appeals process.
- No refunds will be made until all financial obligations have been cleared.
- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.
- When a student is due a refund, the refund will be processed within 45 days. No funds will be held for future use.

Refunds by check are paid directly to the student from the LTC Business Office.

Financial Aid Refund Policy

In the event a student has received financial aid and withdraws from a program, a statutory schedule is used to determine the amount of Title IV funds that student has earned as of the date he or she ceases to attend. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, the student has earned 100% of the Title IV funds.

Adult Education Refund Policy

The Adult Education refund policy states:

- Students may request a full refund of fees prior to the class start date.
- If a class is cancelled due to low enrollment, students may either transfer to another class or receive a full refund of fees.

Corporate and Community Training Education /Fee Based Class Refund Policy

The Corporate and Community Training Education/Fee Based class refund policy states:

- Students may request a refund of both tuition and lab fees prior to the class start date.
- If a class is cancelled due to low enrollment, students may either transfer to another class or receive a full refund of tuition and lab fees.
- Except in cases of documented medical emergency, tuition and fees will not be refunded if a class runs.
- Books purchased at LTC may be returned within 10 business days in new, unwrapped (if applicable) condition.

Returned Check Policy

Checks returned for insufficient funds will be assessed a returned check fee of \$35.00 per check. The maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.

Schedule Changes

Certificate Programs

Schedule changes, such as reduction or addition of hours, must be made with the approval of a career advisor, faculty member and financial aid supervisor (if appropriate) a minimum of five days prior to going into effect. Schedule changes must be at least one hour in length, and more than one schedule change per semester requires administrative approval. Students who withdraw prior to the completion of a program should notify the faculty member and Admissions Office. Students receiving financial aid must also notify the Financial Aid Office.

Applied Academics for Adult Education

Students are scheduled into AAEE for an entire semester. When the AAEE faculty member determines that a student is ready to complete, the AAEE faculty member will submit the schedule change form for approval. Schedule changes must be submitted in writing prior to the actual change taking place so appropriate fee adjustments can be assessed.

Continuing Workforce Education/Fee-based Classes

A student may transfer to another class with advanced notice provided there is available seating.

Soliciting

Students representing off-campus organizations, companies, church groups and private enterprises are not permitted to solicit on campus without written approval from the Executive Director.

Student Vehicles

Students attending LTC must observe the following rules:

- All cars must have a parking permit prominently displayed on the back window of a vehicle. Campus Security will issue parking violations to those not having permits displayed.
- Students must observe all speed limits on the campus and other posted rules. The speed limit on campus is 5 miles per hour.
- Student parking on the main campus is permitted only in the main parking area on the south side of the campus. Students are not permitted to park in the visitors parking area at the front of the campus. Parking on the north side of the campus is reserved for staff and delivery service.
- Students at the extension campus or any Instructional Service Centers are to park in non-staff parking spaces (as marked).
- Cars should be left with windows closed and doors locked.
- For the safety of all, students are not to loiter in the parking areas during school hours or before or after school.
- Loud music/radios in vehicles on campus is prohibited.
- Parking regulations shall apply equally to bicycles, motorcycles, motor scooters and to any other type of privately owned vehicle.
- Disabled, reserved and customer service parking are designated as such and should be observed.
- Local law enforcement agencies have the authority to patrol and ticket vehicles not in compliance.

Transcripts

Students needing an official copy of their LTC transcripts must complete a request form available from the Admissions Office or www.laketech.org "Transcript Request." Transcript requests will normally be processed within three business days of the request being received by the Admissions Office. Requests may also be made in writing by faxing a letter, which includes the student's name, social security number, date and signature, to 352-357-4776. There is an \$8.00 charge for each transcript.

Students needing transcripts for the Florida High School Diploma (GED®) will need to request one by going to <https://ged.com/>, scroll to the bottom and select "Request a transcript" Follow the instructions. Students must login or register by creating an account with the Credential Requesting Service.

Students needing copies of official transcripts from other schools may complete a transcript request form available in the Admissions Office.

Visitors

All visitors not on campus for customer service purposes must sign in at the receptionist's desk or in the Admissions Office. Children accompanying visitors are not allowed in the program areas and must be supervised at all times.

Students must obtain permission prior to bringing a visitor to class, including dependent children.



Program and Course Descriptions

Career and Technical Education



Architecture and Construction

Air Conditioning, Refrigeration and Heating Technology 1 and 2

These face-to-face programs, located on the LTC main campus, are 750 and 600 hour programs, respectively, each offering a broad foundation of knowledge and skills to prepare students for employment in the heating, air conditioning and refrigeration and ventilation industry. The content includes enhanced hands-on, practical experiences in troubleshooting heating, air conditioning, and refrigerant equipment, fabricating and servicing piping, tubing, and fittings used in the heating, air conditioning and refrigeration industry and designing, installing and repairing heating and cooling systems.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Air Conditioning, Refrigeration and Heating 1 - Tuition is approximately \$2160, plus books and fees. Air Conditioning, Refrigeration and Heating 2 - Tuition is approximately \$1728 plus books and fees.

Job Opportunities: Air Conditioning, Refrigeration and Heating companies, construction companies, schools, governmental agencies, and large corporations.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

Air Conditioning, Refrigeration, and Heating Technology 1

ACR0041 – Air Conditioning, Refrigeration, and Heating Helper, 250 hours

This course provides an introduction to health, safety and environmental management systems,

the use and maintenance of tools and tool accessories and a practical knowledge of basic electricity, electrical components and motors, and electrical control systems in the heating, air conditioning and refrigeration industry,

ACR0043 – Air Conditioning, Refrigeration, and Heating Mechanic Assistant, 250 hours

This course content includes analyzing fluids, pressures, refrigerants and related codes, maintaining, testing, and troubleshooting commercial evaporators, and fabricating and servicing piping, tubing, and fittings used in the heating, air conditioning and refrigeration industry.

ACR0047 – Air Conditioning, Refrigeration, and Heating Mechanic 1, 250 hours

This course includes utilizing and operating mechanical refrigeration servicing and testing equipment, conducting start-up and check-out procedures for mechanical heating and air conditioning systems, and designing heating and cooling systems.

Air Conditioning, Refrigeration, and Heating Technology 2

ACR0049 – Air Conditioning, Refrigeration and Heating Mechanic 2 – 250 hours

This course includes troubleshooting combustion gas valves and regulators, maintaining, troubleshooting, and repairing commercial heating, air conditioning, and refrigeration systems and develop and understanding of both hydronic and steam systems.

Students may choose one of the following courses for the completion of OCP B: ACR0044 or ACR 0045.

ACR0044 – Air Conditioning, Refrigeration and Heating Technician – 350 hours

This course is designed to equip students in using pressure enthalpy charts, measuring indoor-air quality, maintaining and troubleshooting pneumatic control systems, calculating commercial heating and air conditioning loads, and installing air distribution systems.

ACR0045 – Refrigeration Mechanic – 350 hours

This course is designed to equip students to use refrigeration-system skills in commercial applications, maintain, test and troubleshoot various refrigerated storage systems and diagnose, maintain, and repair ice-making systems.



Business, Management & Administration

Accounting Operations

This face-to-face program, located on the LTC main campus, is a 900-hour program that prepares students for entry-level positions in the field of accounting. Study includes: double-entry bookkeeping; methods of recording business transactions; preparation and analysis of financial statements, payroll records and tax forms; inventory methods; methods of depreciation; basic accounting principles and the applications of these principles to various business entities. Study also includes common computer software such as Microsoft Word and Excel and basic accounting software such as, QuickBooks, and TurboTax.

An articulation agreement with Lake-Sumter State College allows students completing this program to receive college credits hours toward an AS degree in Business Administration (9 credits).

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$2,592.00 plus books and fees.

Job Opportunities: Business offices, hospitals, medical facilities, banks, credit unions, and governmental agencies.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

OTA 0040 – Information Technology Assistant, 150 hours

This course is designed to provide a basis of current business and information systems and trends and to introduce students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so they may be used as communication tools for enhancing personal and workplace proficiency in an information-based society.

ACO 0040 – Accounting Clerk, 300 hours

This course emphasizes double-entry accounting; methods and principles of recording business transactions; preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities and changes in equity; preparation of financial statements; voucher systems; cash receipts; petty cash; payroll records; and internal control systems. The use of computers is required.

ACO 0041 – Accounting Associate, 300 hours

This course continues the application of accounting principles to various entities. The content includes methods for determining the cost of merchandise inventory, general ledger account analysis, the aging process, depreciation, financial statement interpretation, analysis of transactions, correcting entries and tax forms. The use of computers is required.

ACO 0042 – Accounting Assistant, 150 hours

This course provides a capstone of accounting principles with the use of commercial accounting software. The content includes the accounting

cycle through proprietorships, partnerships and corporate accounting. Other areas of emphasis will include payroll, tax forms and investment management. An employment portfolio will be provided.



Administrative Office Specialist

This face-to-face program, located on the LTC main campus, is a 1050-hour program designed to develop communication, higher-level thinking and decision-making skills; the performance of office procedure tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents. Computerized software taught includes the Windows operating system, QuickBooks, and the Microsoft Office Suite of applications (Word, Excel, Access, PowerPoint, Publisher and Outlook).

An articulation agreement with Lake-Sumter State College allows students completing this program to receive college credits toward an AS degree in Business Administration (6 credits).

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$3,024.00 plus books and fees.

Job Opportunities: Business offices, hospitals, medical facilities, banks, credit unions, and governmental agencies.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

OTA 0040 – Information Technology Assistant, 150 hours

This course is designed to provide a basis of current business and information systems and trends and to introduce students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so they may be used as communication tools for enhancing personal and workplace proficiency in an information-based society.

OTA 0041 – Front Desk Specialist, 300 hours

This course is designed to assist with administrative and general office duties in a support capacity and to develop proficiency in using the advanced features of software programs to perform office-related tasks. It also explores and expands the core competencies in the areas of personal and professional development and promotes application of higher-level office procedures, transcription skills, tasks and communication skills through the use of technology.

OTA 0030 – Assistant Digital Production Designer, 150 hours

This course is designed to assist with administrative office duties and procedures and to develop digital publishing skills. The course explores and expands the competencies learned in **OTA 0041** and promotes application of higher-level office procedures, tasks and communication skills.

OTA 0043 – Administrative Assistant, 450 hours

This course explores and expands the competencies learned in prior courses and promotes application of higher-level office procedures, tasks and communication skills. It is also designed to use technology to produce high quality employment portfolios, research job opportunities and compile and disseminate job-seeking documents.



Health Science

Emergency Medical Technician

This face-to-face program, located on the LTC main campus, is a 300-hour, part-time evening program that prepares an individual for an entry-level position in emergency medical services. The curriculum is comprehensive and encompasses classroom, lab and hands-on field internship. This program is based on the course standards developed by the Emergency Services section of the Florida Department of Health and Rehabilitative Services and the Department of Education, as well as the U.S. Department of Transportation and the EMS Education Standards for EMT. Upon successful completion of the EMT program, students receive a Certificate of Completion.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Licensure: Upon completion of the program requirements, the student is eligible to sit for the state certification exam and National Registry. Successful completion of the state board examination results in state certification and the ability to gain employment in the capacity of EMT.

Special admission requirements apply. In addition to LTC's requirements, applicants must:

- be in good mental and physical health
- Possess a high school diploma or the equivalent
- Have a sufficient ability to communicate in the English language in order to successfully challenge the state board exam and communicate with staff and patients
- Have a negative tuberculosis test and appropriate immunizations
- Possess a valid Florida Driver's License
- Possess a current CPR Healthcare Provider Card
- Be at least 18 years of age prior to clinical and internship rotations
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction
- Successfully complete a Level 2 background check

- Have a negative drug screen (to be conducted at the start of the program)
- Meet qualifying scores on the Test of Essential Academic Skills (TEAS)

For more information, please contact the EMS Education Department at 352-589-2250.

Estimated Expenses: Tuition is approximately \$864.00 plus books and fees.

Job Opportunities: Ambulance/EMS services, hospitals, and physicians' offices.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

EMS 0110 – Emergency Medical Technician, 300 hours

This course is designed to provide students with all information, principles and practices required for Emergency Medical Technician licensure and includes both classroom and field components.

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, heart attack, stroke, diabetes, acute abdomen, communicable diseases, patients with abnormal behavior, alcohol and drug abuse, the unconscious state, emergency childbirth, burns, environmental hazards, communications, reporting, extrication and transportation of patient. The student must be proficient in patient assessment and evaluation, the use of suctioning devices, oral and nasal airways, resuscitation devices, oxygen equipment, sphygmomanometer and stethoscope, splints of all types, pneumatic anti-shock garments, extrication tools, dressings and bandages, stretchers and patient carrying devices.



Fire Fighter/Emergency Medical Technician – Combined

This 698 hour program is designed to train the student desiring to become both a licensed EMT and a certified fire fighter. The EMT portion is located on the LTC main campus and the fire fighter portion is located at the Institute of Public Safety in Tavares.

This program is approved by the Department of Financial Service, Division of State Fire Marshall and the Department of Health, Office of Emergency Medical Services.

Certification: Upon completion of the fire fighter portion, students can take the state exam to become certified. (*Pending approval of the Division of State Fire Marshal, Bureau of Fire Standards & Training.*) Upon completion of the EMT portion, students can take the state exam to become licensed.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$2011 plus books and fees.

Job Opportunities: County and municipal fire departments and forestry. Ambulance/EMS services, hospitals, and physicians' offices.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

FFP 0010 – Fire Fighter 1, 206 hours
FFP 0020 – Fire Fighter 2, 192 hours

These courses are taken in conjunction and provide cognitive and psychomotor training in basic firefighter concepts and skills. Successful completion of both courses qualifies the individual to take the State Examination for Fire Fighter which is required for employment.

EMS 0110 – Emergency Medical Technician, 300 hours

This course is designed to provide students with all information, principles and practices required for Emergency Medical Technician licensure and includes both classroom and field components.

Additional Requirement for all Students:

Completion of the 47-hour Capstone for Fire Fighter class. **Tuition:** \$235. The Capstone class is an intensive preparation course for the Firefighter certification examination. It includes the delivery of practical scenarios and theory topics including: fire department organizational principles, Firefighter I terminology, standard operating procedures, standards and codes, Incident Command System, Incident responsibilities, National Incident Management System (NIMS), National Fire Protection Association Standards (NFPA), and Occupational Safety and Health Administration (OSHA) as it relates to firefighting.



Medical Assisting

This face-to-face program, located on the LTC main campus, is a 1300-hour program designed to prepare a student for employment as a medical assistant. This program prepares competency entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Training includes receptionist responsibilities, phlebotomy,

electrocardiography, emergency procedures, communications, insurance and finance procedures, transcription, office management software, medications, and human relations skills.

The Medical Assisting Program of Lake Technical College is accredited by the commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, upon the recommendation of Medical Assisting Education Review Board (MAERB).

In addition to LTC's admission requirements, applicants must:

- Be in good mental and physical health
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction
- Successfully complete a Level 2 background check
- Meet standard of "Good Moral Character" as required by Florida Statute 400.512
- Have a negative drug screen (to be conducted prior to externship).

An articulation agreement with Lake-Sumter State College allows students completing this program to receive 13 college credits toward an AS degree Health Information Technology.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated expenses: Tuition is approximately \$3,744.00 plus books and fees.

Job Opportunities: Physicians' offices and hospitals.

To qualify for a certificate of completion, the following courses must be successfully completed.

HSC 0003 – Basic Healthcare Worker, 90 hours

This course is an introduction to the health professions and is a state mandated requirement for all health occupation programs. Emphasis is placed on communication skills as well as legal and ethical responsibilities for the health professional. Students learn to respond to emergency situations, infection control procedures including blood borne pathogens, computer literacy and employability skills.

MEA 0002 - Introduction to Medical Assisting, 250 hours

This course is designed to introduce medical assisting terminology, the role of the medical assistant, legal and ethical responsibilities and general anatomy and physiology.

MEA 0501 – Medical Office Procedures, 75 hours

This course is designed to provide students with information regarding basic clerical/medical office duties. Students learn effective communication skills, preparation and maintenance of medical records, and office security policies/procedures.

MEA 0521 – Phlebotomist, 75 hours

This course is designed to provide students with information regarding skills and knowledge to perform phlebotomy. Students learn recognition and identification of collection reagents supplies, equipment and interfering chemical substances. Students perform and receive capillary puncture and venipuncture. In addition, students practice infection control following universal precautions and quality assurance and safety.

MEA 0543 – EKG Aide, 75 hours

This course is designed to provide students with the knowledge of, apply and use medical instrumentation modalities regarding cardiograph instruments. Students learn the cardiovascular system, legal and ethical responsibilities of an EKG aide, and patient care techniques.

MEA0581 – Clinical Assisting, 230 hours

This course is designed to provide students with the knowledge and skills of patient vitals and general examination. Students will learn the concepts of sterilizing instruments, practicing infection control, and maintaining a sterile field.

MEA0530 – Pharmacology for Medical Assisting, 90 hours

This course is designed to provide students with the knowledge of commonly administered drugs, methods and routes of drug administration. Students will also become skilled at administering various types of medications.

MEA0573 – Laboratory Procedures, 125 hours

This course is designed to provide students with the knowledge of "CLIA waived" tests and the regulatory constraints on test performance. Students will perform a variety of CLIA waived tests. Students will also demonstrate awareness of clinical microscopy techniques and procedures.

MEA0506 – Administrative Office Procedures, 90 hours

This course is designed to familiarize students with administrative office duties. Students will be able to execute several skills related to using an Electronic Medical Record (EMR). Students will be able to perform various financial procedures and data management.

MEA0942 – Practicum Experience, 200 hours

Students wrap up final completion of all competencies in preparing for the satisfactory completion of a mandatory, unpaid, 200 hour practicum at the end of this course.

An articulation agreement with Lake-Sumter State College allows students completing this program to receive up to 20 college credit hours when transferring to the Health Information Technology AS degree program.

Nursing Assistant (Articulated)

This face-to-face program, located on the LTC main campus and the Instructional Service Center in Clermont, is a 165-hour program which is designed to prepare students to assist residents in a long-term care facility. The program includes classroom, laboratory and clinical experience.

This program is approved by the State of Florida Board of Nursing.

Certification: Upon completion of the program requirements, the student is eligible to take the written and skills examination for certification with the Board of Nursing. Successful completion of this exam leads to certification as a Nursing Assistant.

In addition to LTC's admission requirements, applicants must:

- Be at least 18 years of age by the time that clinical start.
- Meet with a counselor/career advisor.
- Have a negative two-tier tuberculosis skin test or chest x-ray.
- Pass a drug screening and a Level 2 Florida Department of Law Enforcement (FDLE) background check.
- Be able to perform the physical, mental/emotional requirements.
- Meet the standards of "Good Moral Character" as defined by the Agency for Health Care Administration.
- Have transportation to clinical sites

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$475.00 plus books and fees.

Job Opportunities: Long-term care facilities and assisted living facilities.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

HSC 0003 – Basic Healthcare Worker, 90 hours

This course is an introduction to the health professions and is a state mandated requirement for all health occupation programs. Emphasis is placed on communication skills as well as legal and ethical responsibilities for the health professional. Students learn to respond to emergency situations, infection control procedures including blood borne pathogens, computer literacy, confidentiality issues and employability skills.

HCP 0121 – Nurse Aide & Orderly (Articulated), 75 hours

This course is designed to prepare students to assist residents in a long-term care facility with the activities of daily living. It is inclusive of classroom, lab and clinical experiences.

Nursing Assistant (Long Term Care)

This face-to-face program, located on the LTC main campus and Instructional Service Center in Clermont, is a 120-hour program which is designed to prepare students to assist residents in a long-term care facility. The program includes classroom, laboratory and clinical experience.

This program is approved by the State of Florida Board of Nursing.

Certification: Upon completion of the program requirements, the student is eligible to take the written and skills examination for certification with the Board of Nursing. Successful completion of this exam leads to certification as a Nursing Assistant.

In addition to LTC's admission requirements, applicants must:

- Be at least 18 years of age by the time that clinical start.

- Meet with a counselor/career advisor.
- Have a negative two-tier tuberculosis skin test or chest x-ray.
- Pass a drug screening and a Level 2 Florida Department of Law Enforcement (FDLE) background check.
- Be able to perform the physical, mental/emotional requirements.
- Meet the standards of "Good Moral Character" as defined by the Agency for Health Care Administration.
- Have transportation to clinical sites

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$346.00 plus books and fees.

Job Opportunities: Long-term care facilities and assisted living facilities.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

PRN 0090 - Nurse Aide and Orderly, 120 hours

This course is designed to prepare students in interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, health and safety and employability skills.



Paramedic

This face-to-face program, located on the LTC main campus, is an 1100-hour, part-time, day program designed to establish and maintain appropriate quality education for those wishing to become specialists in pre-hospital emergency medical care. The curriculum is comprehensive and includes theory, clinical application and hands-on field internship. This program is based on the course standards developed by the Emergency Services section of the Florida Department of Health and Rehabilitative Services and the Department of Education, as well as the U.S. Department of Transportation and the EMS Education Standards for Paramedic. Upon successful completion of the Paramedic program, students receive a Certificate of Completion.

The content includes but is not limited to: patient assessment, advanced airway management, cardiovascular emergencies, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, pharmacology, medication administration, respiratory emergencies, endocrine emergencies, acute abdomen, communicable diseases, patients with abnormal behavior, substance abuse, the unconscious state, emergency childbirth, pediatric and geriatric emergencies, burns, environmental hazards, communications, documentation, extrication, mass casualty incident, incident command system, and transportation of patient.

This program is accredited by the committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ([CoAEMSP](http://CoAEMSP.org)). 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX, 75088. Add the address.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Licensure: Upon completion of the program, the student will be permitted to sit for the state board examination. Successful completion of the state board examination results in state certification and the ability to gain employment in the capacity of paramedic.

Students who complete the Paramedic program are eligible to receive college credit hours to be applied toward an Associate of Science degree in Registered Nursing. The number of credit hours granted varies according to the educational institution. An articulation agreement with Lake-

Sumter State College allows students completing this program to receive up to 17 college credit hours when transferring to the Registered Nursing program. In addition, a statewide articulation agreement allows students completing this program to earn 11 college credits towards the AAS/AS Degree in Emergency Medical Services.

Special admission requirements apply and prior health care experience is preferred. In addition to LTC's requirements, applicants must:

- Be a State of Florida certified EMT
- Be in good mental and physical health
- Possess a high school diploma or the equivalent
- Possess a valid Florida Driver's License
- Have a sufficient ability to communicate in the English language in order to successfully challenge the state board exam and communicate with staff and patients
- Have a negative two-tier tuberculosis test and appropriate immunizations
- Be at least 18 years of age prior to clinical and internship rotations
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction
- Successfully complete a Level II background check
- Have a negative drug screen (to be conducted at the start of the program)

For more information, please contact the EMS Education Department at 352-589-2250.

Estimated Expenses: Tuition is approximately \$3,168.00 plus books and fees.

Job Opportunities: Ambulance / EMS services, hospitals, physicians' offices, and fire services.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

EMS 0210– Paramedic 1, 248 hours
EMS 0221 – Paramedic 2, 426 hours
EMS 0222 – Paramedic 3, 426 hours

These courses are designed to prepare the Paramedic student in accordance with the U.S. DOT Curriculum and Florida EMS Guidelines.



Pharmacy Technician

This face-to-face program, located on the LTC main campus, is a 1050 hour program which trains students in pharmaceutical compounding, sterile techniques, USP 795 and 797 standards, IV preparation, delivering medication and other skills related to the pharmaceutical industry.

This program is approved by the State of Florida Board of Pharmacy.

Certification: Upon completion of the program requirements, the student is eligible to take the written examination for certification with Pharmacy Technician Certification Board.

In addition to LTC's admission requirements, applicants must:

- Be in good mental and physical health
- Complete an LTC online application
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction
- Meet standard of "Good Moral Character" as required by Florida Statute 400.512
- Have a negative drug screen (to be conducted prior to externship).
- Pass a Level 2 background check (to be conducted prior to externship).

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$3024 plus books and fees.

Job Opportunities: Hospitals, pharmacies, grocery stores, and drug stores.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

HSC 0003 – Basic Healthcare Worker, 90 hours

This course is an introduction to the health professions and is a state mandated requirement for all health occupation programs. Emphasis is placed on communication skills as well as legal and ethical responsibilities for the health professional. Students learn to respond to emergency situations, infection control procedures including blood borne pathogens, computer literacy, confidentiality issues and employability skills.

PTN 0084 – Pharmacy Technician 1, 360 hours

This course is designed to provide students with the knowledge of basic pharmaceutical chemistry and drug classification, measurement and calculating techniques, and inventory control.

PTN 0085 – Pharmacy Technician 2, 300 hours

This course provides students with the opportunity to prepare and deliver medications and further study in pharmaceutical chemistry.

PTN 0086 – Pharmacy Technician 3, 300 hours

This course is designed to provide students with the skills to prepackage unit dose medications and prepare intravenous admixtures.

Phlebotomy

This face-to-face program, located on the LTC main campus, is a 165 hour part-time, evening program which includes learning safe and efficient work practices in obtaining blood specimens; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; and promoting the comfort and well-being of the patient while performing blood collecting duties. Open to currently employed healthcare providers.

The Phlebotomy program has the following minimum admission requirements:

- Complete a LTC online application.
- Meet the definition of Good Moral Character.
- Meet the Essential Physical and Emotional requirements.
- Pass a Level 2 Florida Department of Law Enforcement (FDLE) background check.
- Pass a drug screen.
- Submit a proof of a negative two-tier Tuberculosis test and immunizations.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$475.20 plus books and fees.

Job Opportunities: Physicians' offices.

To qualify for a Certificate of Completion, the following courses must be successfully completed:

HSC 0003 – Basic Healthcare Worker, 90 hours

This course is an introduction to the health professions and is a state mandated requirement for all health occupation programs. Emphasis is placed on communication skills as well as legal and ethical responsibilities for the health professional. Students learn to respond to emergency situations, infection control procedures including blood borne pathogens, computer literacy, confidentiality issues and employability skills.

MEA 0520 - Phlebotomist, 75 hours

This course is designed to provide students with information regarding skills and knowledge to perform phlebotomy. Students learn recognition and identification of collection reagents supplies, equipment and interfering chemical substances. Students perform and receive capillary puncture and venipuncture. In addition, students practice infection control following universal precautions and quality assurance and safety.

The curriculum offered at Lake Technical College qualifies the student to take the National Healthcare Association (NHA) Phlebotomy Certification exam to become a Certified Phlebotomy Technician (CPT).

Capstone - Students desiring to complete additional (total of 100) venipunctures to qualify for certification by the American Society of Phlebotomy Technicians (ASPT certified) may enroll in the Capstone course. This course provides opportunities for students to obtain an additional clinical experience.

Practical Nursing

This face-to-face program, located on the LTC main campus, LTC Clermont on the Lake Sumter State College Campus, and coming soon to the Lake Sumter State College campus in Sumterville, is a 1350-hour program offered days, evenings and part-time. The program is

comprehensive and includes classroom, lab and clinical experiences. Students are involved in planning and performing basic and advanced nursing skills and the administration of medication. Students receive experience in hospitals, nursing homes, home health agencies, clinics and pediatric and mental health facilities.

Special admission requirements apply. Selection of prospective students will be based on the test scores, academic achievement, work experience, references and interview scores. In addition to LTC's requirements, applicants must:

- Be in good mental and physical health.
- Possess a high school diploma or GED.
- Have a sufficient ability to communicate in the English language in order to successfully challenge the state board exam and communicate with staff and patients.
- Have a negative tuberculosis test and appropriate immunizations.
- By law, notify the State Board of Nursing of any previous arrest record in which the person was convicted or found guilty, regardless of adjudication, prior to being allowed to sit for the state board exam. The State Board of Nursing reserves the right to take disciplinary action prior to granting any student permission to sit for the state board exam. (In accordance with Chapter 464.008 and 464.018 of the "Nurse Practice Act.")
- Be at least 18 years of age prior to clinical.
- Be able to perform "Essential Tasks" as outlined in the Master Plan of Instruction.
- Meet standard of "Good Moral Character" as required by Florida Statue 400.512.
- Successfully complete a Level 2 background check.
- Have a negative drug screen (to be conducted at the start of the program).
- Meet qualifying scores on the Test of Essential Academic Skills (TEAS).

An articulation agreement with Lake-Sumter State College allows students completing this program to receive up to 15 college credit hours when transferring to the Health Information Technology AS degree program. In addition up to 17 college credit hours are granted when transferring to the Registered Nursing AS degree program.

This program is approved by the State of Florida Board of Nursing.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Licensure: Upon completion of the program requirements, the student is eligible to sit for the state licensure examination (NCLEX-PN). Successful completion of the state board examination results in the ability to gain employment in the capacity of a Licensed Practical Nurse.

Estimated Expenses: Tuition is approximately \$3,888.00 plus books and fees.

Job Opportunities: Hospitals, physicians' offices, rehabilitation centers, long-term care facilities, and clinics.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

PRN 0098 – Practical Nursing Foundations 1, 300 hours

This course covers the following: knowledge of the healthcare delivery system; safety, security and emergency procedures; blood borne diseases; patient care; geriatric care; restorative activities; verbal and written communication; legal and ethical responsibilities; principles of infection control; apply aseptic technique; structure and function of the human body; and, nutrition.

PRN 0099 – Practical Nursing Foundations 2, 300 hours

This course covers the following: human growth and development; performance of nursing procedures; medication administration; healthy lifestyle; family wellness; and, community health awareness.

PRN 0290 – Medical/Surgical Nursing 1, 300 hours

This course covers the following: care for the surgical patient; and, care for the pre-operative and post-operative patient.

PRN 0291 – Medical/Surgical Nursing 2, 300 hours

This course is a continuation of the care of surgical patients.

PRN 0690 – Comprehensive Nursing, 150 hours

This course includes care for maternal/newborn patients; knowledge of SIDS/SUIDS; Care for pediatric patients; and, employability skills.



Hospitality and Tourism

Baking and Pastry Arts

This face-to-face program, located on the LTC main campus, is a 600-hour program providing students with knowledge and instruction on selecting ingredients as well as proper measuring, mixing, assembling and baking techniques used in the food service industry. The course covers the understanding of basic principles, equipment, ingredients, the various doughs, breads, pies, cookies, pastries, cakes and sauces along with advanced dessert preparation and presentation to include fruit desserts, specialty Cakes, chocolates, marzipan, pastillage, sugar techniques and plated desserts. Included in this course is the implementation of sanitation and safety procedures; business math skills; baking principals; leadership and employability skills, food cost and cost control. The focus of this course is two-fold; understanding and performing baking/pastry competencies. The text practical material is supported by the systematic presentation of basic theory and ingredients information.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$1728.00 plus books and fees.

Job Opportunities: Restaurants, resorts and local attractions, hospitals, cruise ships, and national parks.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

FSS 0090 – Pastry Cook/Baker, 300 hours

This course includes: employability and entrepreneur skills; professional ethics and legal responsibilities; health, safety, and environmental management systems; fruit preparation; bakery

goods and desert preparation; bread preparation; and, critical thinking, creativity and innovation

FSS 0091 – Pastry Chef/Head Baker, 300 hours

This course includes: history of baking and pastry industry; leadership/teamwork skills; advanced baking techniques; confectionary techniques; centerpiece creation techniques; money-management; nutrition and special diets; and, oral and written communication skills.



Professional Culinary Arts and Hospitality

This face-to-face program, located on the LTC main campus, is a 1200-hour program accredited through the American Culinary Federation (ACF) emphasizing skill development. Graduates of this program are eligible to apply for the level of certified culinarian through the ACF.

This program includes concepts in general housekeeping operations; stocks, soup and sauce preparation; meat, poultry, fish and seafood preparation; dairy, egg and farinaceous product preparation; salad, buffet food, beverage and related food preparation; bakery goods and dessert preparation; dining room operations; planning organizing and implementing culinary operations; employability; and entrepreneurship.

Other areas of study include: introduction to hospitality; supervision; sanitation; nutrition; food production; food purchasing; food service math; kitchen management; menu planning; food cost and control; baking and pastry; garde manger; buffet catering, fruit, vegetable, tallow and ice carvings; confectionary show pieces; soup; stock; sauce; meat fabrication; seafood processing ; international cuisine and culinary competition.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$3,456.00 plus books and fees.

Job Opportunities: Restaurants, resorts and local attractions, hospitals, cruise ships, and national parks.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

HMV 0100 – Food Preparation, 300 hours

This course provides instruction in career and job opportunities, language arts, mathematics, and science knowledge and skills. The student will exhibit the ability to follow state-mandated guidelines for food service, workplace safety procedures, proper health, safety and environmental management systems. The student will demonstrate personal productivity, employability skills, leadership and teamwork skills. The student will be able to utilize operational systems and will also learn the use and care for commercial tools and equipment. The students will describe the basic principles of food science and how to read, follow, and prepare recipes.

HMV 0170 – Cook, Restaurant, 300 Hours,

In this course students will learn the basic principles of nutrition, front and back of the house duties, prepare and present food and beverage items to meet creativity aspects as well as quality standards, exhibit and utilize safe, secure, and sanitary work procedures. The students will apply principals of food science in cooking and baking techniques, nutrition of menu planning, cooking and baking. Research career and advancement opportunities in professional cooking and baking, follow food identification, selection, purchasing, receiving, storing, and inventory guidelines. Students will practice advanced cooking and baking techniques along with principals in cooking and baking. Students will use oral and written communication skills in creating and expressing information and ideas.

HMV 017 – Chef/Head Cook, 300 Hours,

In this course the student will demonstrate fruit and vegetables preparation, learn to identify types of greens and their characteristics and prepare them for salads; identify and select fruits, peel, core, score, zest, section, puree, marinate, preserve, glaze and juice for serving; create fruit and vegetable garnishes, ice sculptures and advanced center pieces. They will learn to prepare foods for buffets such as sandwich

fillings, sliced meats, starchy salads, seafood cocktails, cheese boards, canapés, hot and cold hors d'oeuvres; identify and select cheeses, milk, cream and butter; store and handle fresh, frozen, and cooked dairy products; prepare eggs using various cooking methods; prepare white stock, brown stock and fish stock; prepare roux and other thickening agents; prepare Béchamel sauce, Espagnole, Veloute, Hollandaise and mayonnaise; cream soups, chowders, clear soups and bisque; identify and prepare different types and cuts of meats; prepare fish and seafood using various cooking methods; identify and select baking and dessert ingredients; prepare bakery goods and various desserts.

HMV0126 – Food Service Management, 300 Hours

In this class the students will learn to demonstrate management skills, develop a business plan, utilize cost-control techniques to maximize profitability, create and prepare menus for various nutritional needs, compare and analyze the relationship of nutrition to wellness, develop and prepare menus for customers on special diets, compare and analyze menus of food establishments. The students must be able to describe the importance of professional ethics and legal responsibilities, comply with laws and regulations specific to the food service and hospitality industry, use information technology tools. The students will interpret and incorporate guidelines and policies for food service establishments and demonstrate personal money management concepts, procedures, and strategies.



Human Services

Barbering

Coming soon! This face-to-face program, located on the LTC main campus is a 1200 hour program. Training and skills development in all areas of barbering to include: scalp treatment, hair cutting, mustache and beard trimming, facial treatments, perming, coloring, and relaxing of hair. Also included are the rules, regulations and ethics of practice according to Florida law.

This program is approved by the Florida State Board of Barbering

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Licensure: Graduating students must pass the State Board of Examination before being licensed as a Barber by the Department of Business and Professional Regulation.

Estimated Expenses: Tuition is approximately \$3,456.00 plus books and fees.

Job Opportunities: Barber

To qualify for a Certificate of Completion, the following courses must be successfully completed.

COS 0150 - Restricted Barber 1, 333 hours

COS 0151 - Restricted Barber 2, 333 hours

COS 0152 - Restricted Barber 3, 334 hours

These courses provide instruction in the fundamentals of barbering, sanitary and efficient work practices, hair styling, mustache and beard design, and shaving the face.

COS 0671 – Barber, 200 hours

Content provides instruction in preparing hair pieces, wigs and hair attachments; perming, relaxing, and coloring of hair.



Cosmetology

This face-to-face program, located on the LTC main campus, is a 1200-hour program. Training and skills development in all areas of hair styling include: hair cutting, perming, coloring and relaxing; skin care, including the machine facial; make-up application; sculptured nails; manicuring and pedicuring; and salon management. Also included are the rules, regulations and ethics of practice according to Florida law.

This program is approved by the Florida State Board of Cosmetology.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Licensure: Graduating students must pass the State Board of Examination before being licensed as a Cosmetologist by the Department of Business and Professional Regulation.

Estimated Expenses: Tuition is approximately \$3,456.00 plus books and fees.

Job Opportunities: Hair stylist, facial specialist and nail specialist.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

CSP-0009 – Grooming & Salon Services, Facials and Nails, 225 hours

Content provides instruction safety as related to cosmetology. Employability skills, entrepreneurship and all regulations and practices according to Florida Law; nail structure and disorders of the nails; proper selection and use of equipment, implements, cosmetics and materials in manicures and pedicures; techniques in nail wrapping and sculptured nails. Content also includes facial skills, corrective facials, applying makeup and hair removal.

COS 0002 – Cosmetologist and Hairdresser (1 of 3), 300 hours

COS 0003 – Cosmetologist and Hairdresser (2 of 3), 300 hours

COS-0009 – Cosmetologist and Hairdresser (3 of 3), 375 hours

These courses provide instruction in fundamentals of cosmetology, scalp and hair care, hair cutting, hair styling, chemical hair restructuring, hair color and techniques, wigs and extensions, and salon management



Facials Specialty

This face-to-face program, located on the LTC main campus, is a 260-hour program that includes skin care, hair removal, make up, salon management and rules and regulations according to Florida law.

Certification: Facials Specialty completers are certified by the school and issued a certification license by the Department of Business and Professional Regulation.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$749.00 plus books and fees.

Job Opportunities: Facials specialist and medical esthetician under the supervision of a physician.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

CSP 0265 – Facials/Skin Care Specialist, 260 hours

Content includes effects and purpose of giving a facial and applying makeup. Also covered are massage procedures and manipulative skills, types of corrective facials and makeup and cosmetic chemistry. Safety precautions are taught in conjunction with all aspects of this course.

Nails Specialty

This face-to-face program, located on the LTC main campus, is a 240-hour program that includes manicure/pedicure, artificial nails, salon management and rules and regulations according to Florida law.

Certification: Nails Specialty completers are certified by the school and issued a certification license by the Department of Business and Professional Regulation.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$691.00 plus books and fees.

Job Opportunities: Nails technician and manicurist.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

CSP 0015 – Manicurist and Pedicurist, 240 hours

Content includes nail structure and disorders of the nails; proper selection and use of equipment, implements, cosmetics and materials in giving a plain manicure and pedicure; and preparation of the manicure table. Practice of safety rules when shaping nails and giving hand and arm massage along with techniques in nail wrapping and sculptured nails are included.



Information Technology

Applied Cybersecurity

This face-to-face program is a 750 hour program that includes preparing students for employment as a professional certified through CompTIA: Security+. Students will learn foundational skills in computer network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence

response, penetration testing, key management, access control, and recovery.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$2160 plus books and fees.

Job Opportunities: Governmental agencies, city municipalities, schools, hospitals and businesses.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

CTS 0018 Cybersecurity Associate, 600 hours
This course is designed to build on the knowledge gained in the Computer Systems and Information Technology program. Instruction includes emerging technologies, Open Systems Interface model, Internet safety and ethics, Hypertext Markup Language, webpage design, various software applications, cybersecurity and the agencies involved, different operating systems, computer networks, legal and ethical issues in cybersecurity, virtualization technology, remote access technologies, and security system security vulnerabilities.

CTS 0060 Software Security Specialist, 150 hours

This course includes the understanding of software design, structure and operation; software attack vectors, input syntax validation, and strategies for inhibiting elevated privilege attacks.

Computer Systems and Information Technology

This face-to-face program is a 900 hour program that includes troubleshooting, repair, and maintenance of operating systems and networks, installing, configuring and troubleshooting personal computer hardware, and cybersecurity.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$2592 plus books and fees.

Job Opportunities: Governmental agencies, city municipalities, schools, hospitals and businesses.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

CTS 0082 – Computer Systems Technician, 300 hours

This course is designed to provide students with the skills in troubleshooting, repair and maintenance of operating systems and software, networking, and installing, configuring and troubleshooting personal computer hardware.

CTS 0083 – Computer Network Technician, 150 hours

This course is designed to provide students with skills in the operation of data networks, network media and topologies, network management, and Wireless Local Area Networks.

CTS 0084 – Computer Network Specialist, 150 hours

This course is designed to provide students with the skills to implement an IP addressing scheme and specific IP services, configure, verify and troubleshoot basic router operation, and identify and mitigate security threats.

CTS 0069 – Computer Security Technician, 300 hours

This course is designed to provide students with skills in cybersecurity including identifying types of malicious code and mitigating vulnerability and risk and understanding methods of authentication.

Enterprise Desktop and Mobile Support Technology

This face-to-face program is a 1050 hour program that includes troubleshooting, repair, and maintenance of operating systems and networks, installing, configuring and troubleshooting and personal computer hardware.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$3024 plus books and fees.

Job Opportunities: Governmental agencies, city municipalities, schools, hospitals and businesses.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

CTS 0000 – Computer Hardware Fundamentals, 150 hours

This course covers: Enterprise information systems; enterprise-class/computer/devices; proficiency with motherboards, CPU options, and system components; proficiency with ESD concepts and procedures; equipment safety; storage, video, audio, display and network-cellular; and, proficiency in building a basic PC system

CTS 0001 – Operating Systems Fundamentals, 150 hours

This course covers: installation and configuration of enterprise desktop/laptop operating systems; installation and configuration of various system components; troubleshooting and updating drivers in desktops, laptops and other mobile devices; health, safety, and environmental procedures; and, connecting, configuring, and troubleshooting a variety of equipment.

CTS 0002 – Advanced Operating Systems, 150 hours

This course includes: installing, configuring, and troubleshooting enterprise systems, business applications, software, cables, switches and access points in a network environment; fundamentals of activity domains; teamwork; and, professional ethics and legal responsibilities.

CTS 0003 – Mobile-Security-Domain Environment Fundamentals, 150 hours

This course includes: basic features of mobile operating systems; mobile network connectivity; methods for mobile security; enterprise attack vectors; identifying and mitigating malicious threats in the workplace; leadership and teamwork; and, install, configure, and troubleshoot various printer connections.

CTS 0005 – Desktop Support Technician, 150 hours

This course includes: command-line fundamentals; share permissions; network architecture; tools and equipment for network connectivity; various network services; network layer addressing; basic VoIP telephony; VPN; installing, configuring and troubleshooting various operating systems, applications, and client-side virtualization; and, troubleshoot PC and laptop hardware failures.

CTS 0020 – Network Fundamentals, 150 hours

This course includes: operation of data networks; network media and topologies; install and configure basic network devices; IP addressing schemes; network management tasks and

methodologies; and, network security threats and mitigation techniques.

CTS 0033 – Network Technician, 150 hours

This course includes: VLANs and interswitch communications; IP addressing and IP services; basic router operation; WLAN; VPN; VOIP; and, Virtualization.



Law, Public Safety, and Security

Correctional Officer and Florida Law Enforcement Academy are programs designed to teach a recruit the basic skills needed to become a corrections officer or a police officer. After successfully completing these programs, the student is eligible for certification by the Florida Criminal Justice Standards and Training Commission as a corrections officer or police officer. Special admission requirements may apply. Training includes all phases as specified by Florida Criminal Justice Standards and Training Commission for the Basic Recruit program. Career development and in-service technical training are offered for practicing public safety personnel. Students must have a high school diploma, the equivalent or a certificate of completion, be a U.S. citizen and have no record of felony conviction or conviction of a misdemeanor of moral turpitude. Upon successful completion of public safety training programs, the student is required to take a state certification exam for all disciplines.

Correctional Officer (BRTP)

This face-to-face 420-hour program, located at LTC's Institute of Public Safety, is designed to prepare students for certification and employment as correctional officers in county and state correctional facilities. The student will learn the basic skills necessary to perform the varied duties as a correctional officer.

The program includes Florida law; weapons; communications (oral, written and technical); interpersonal skills; defensive tactics; medical response; emergency preparation; and correctional operations. The program stresses the ethical awareness, physical fitness and interpersonal skills needed for successful career performance.

An articulation agreement with Saint Petersburg College allows students completing this program to receive up to 15 college credit hours when transferring to the Criminal Justice Technology AS degree.

Florida Statutes require each Correctional Officer to:

- Be at least 19 years of age. (LTC admits 18 year olds with the understanding that one must be 19 in order to become a certified CO.)
- Be a citizen of the United States.
- Be a high school graduate or have earned its equivalent (GED).
- Not have been convicted of or pled guilty or no contest to any felony or any misdemeanor involving perjury, false statement or domestic violence.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of a good moral character.
- Pass a physical examination by a licensed Florida physician.
- Pass a drug screen analysis at the designated laboratory.
- Possess a valid Florida driver license.

In addition to the Florida Statute requirements listed above, LTC's admission requirements include a(n):

- Qualifying Criminal Justice Basic Abilities Test (CJBAT) score.
- Completed LTC and program applications.
- Florida driving history.
- Obstacle Course.
- Individual interview.
- Essay.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Certification: Upon successful completion of this program, the student will be allowed to sit for the FDLE State Correctional Officer Certification Exam. The certification is activated upon employment.

Estimated Expenses: Tuition is approximately \$1,210.00 plus books and fees.

Job Opportunities: Certified officers can be employed at local, county and state facilities or agencies.

To qualify for a Certificate of Completion, the following courses must be successfully completed. These courses are designed to prepare students for the FDLE State Correctional Officer Certification Exam and a career as a Correctional Officer.

- **CJK0300 – Intro. to Corrections, 32 hours**
- **CJK0305 – Communications, 40 hours**
- **CJK0310 – Officer Safety, 16 hours**
- **CJK0315 – Facility and Equipment, 8 hours**
- **CJK0320 – Intake and Release, 18 hours**
- **CJK0325 – Supervising in a Correctional Facility, 40 hours**
- **CJK0330 – Supervising Special Populations, 20 hours**
- **CJK0335 – Responding to Incidents and Emergencies, 16 hours**
- **CJK0031 – CMS First Aide for Criminal Justice Officers, 40 hours**
- **CJK0040 – CMS Criminal Justice Firearms, 80 hours**
- **CJK0051 – CMS Criminal Justice Defensive Tactics, 80 hours**
- **CJK0340 – Officer Wellness and Physical Abilities – 30 hours**



Fire Fighter/Emergency Medical Technician – Combined

See course information/details under the Health Science Education section, page 40, of this catalog.

Florida Law Enforcement Academy

This face-to-face 770-hour program, located at LTC's Institute of Public Safety, is designed to prepare students for certification and employment as law enforcement officers in municipal, county and state law enforcement agencies. The student will learn the basic skills necessary to perform the varied duties as a law enforcement officer as set forth in the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission curriculum in accordance with Florida Statutes. The program stresses the ethical awareness, physical fitness and interpersonal skills needed for successful career performance.

An articulation agreement with Saint Petersburg College allows students completing this program to receive up to 30 college credit hours when transferring to the Criminal Justice Technology AS degree.

Florida Statutes require each Law Enforcement Officer to:

- Be at least 19 years of age. (LTC admits 18 year olds with the understanding that one must be 19 in order to become a certified LEO.)
- Be a citizen of the United States.
- Be a high school graduate or have earned its equivalent (GED).
- Not have been convicted of or pled guilty or no contest to any felony or any misdemeanor involving perjury, false statement or domestic violence.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of a good moral character.
- Pass a physical examination by a licensed Florida physician.
- Pass a drug screen analysis at the designated laboratory.
- Possess a valid Florida driver license.

In addition to the Florida Statute requirements listed above, LTC's admission requirements include a(n):

- Qualifying Criminal Justice Basic Abilities Test (CJ BAT) score.
- Completed LTC application.
- Florida driving history.
- Obstacle Course.
- Individual interview.
- Essay.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Certification: Upon successful completion of this program, the student will be allowed to sit for the FDLE State Law Enforcement Officer Certification Exam. The certification is activated upon employment.

Estimated Expenses: Tuition is approximately \$2,218.00 plus books and fees.

Job Opportunities: Certified officers can be employed at local, county and state facilities or agencies.

To qualify for a Certificate of Completion, the following courses must be successfully completed. These courses are designed to prepare students for the FDLE State Law Enforcement Officer Certification Exam and a career in Law Enforcement.

- **CJK0001 – Introductions to Law Enforcement, 10 hours**
- **CJK0012 – Legal, 62 hours**
- **CJK0013 – Interactions in a Diverse Community, 40 hours**
- **CJK0014 – Interviewing and Report Writing, 56 hours**
- **CJK0064 – Fundamentals of Patrol, 35 hours**
- **CJK0065 – Calls for Service, 36 hours**
- **CJK0077 – Criminal Investigations, 50 hours**
- **CJK0078 – Crime Scene to Courtroom, 35 hours**
- **CJK0092 – Critical Incidents, 44 hours**
- **CJK0087 – Traffic Stops, 30 hours**
- **CJK0084 – DUI Traffic Stops, 24 hours**
- **CJK0088 – Traffic Crash Investigations, 32 hours**
- **CJK0020 – CMS Law Enforcement Vehicle Operations, 48 hours**
- **CJK0031 – CMS First Aid for Criminal Justice Officers, 40 hours**
- **CJK0040 – CMS Criminal Justice Firearms, 80 hours**
- **CJK0051 – CMS Criminal Justice Defensive Tactics, 80 hours**
- **CJK0422 – Dart-Firing Stun Gun, 8 hours**
- **CJK0096 – Criminal Justice Officer Physical Fitness Training/Law Enforcement, 60 hours**

Public Safety Telecommunication

This distance education program 232 hour program, located at LTC's Institute of Public Safety, is designed to prepare students for employment at a dispatcher: police, fire, and ambulance. The content includes, but is not limited to, ethics and the role of the telecommunicator; standard telecommunication operating procedures; relationship to field personnel; understanding of command levels; typical layouts of message centers; use of performance aids; overview of emergency agencies; functions and terminology; use of correct words and grammar; communications equipment, functions and terminology; types of telecommunication equipment; malfunctions and maintenance agreements; proper and correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; federal, state, and local communication rules; emergency situations and operating procedures; emergency medical dispatch procedures; employability skills; leadership and human relations skills; and health.

For more detailed information see the program Master Plan of Instruction available online at www.laketechnology.org.

Estimated Expenses: Tuition is approximately \$669.00 plus books and fees.

Job Opportunities: Dispatcher for police, fire, and ambulance.

To qualify for a Certificate of Completion, the following course must be successfully completed.

EMS 0002 – Dispatcher: Police, Fire, and Ambulance, 232 hours

This course provides instruction in understanding the roles/duties of a public safety telecommunicator, explaining how criminal and civil law affects telecommunication operations, understanding the various types of telecommunication equipment, and understanding the basic principles and components of emergency police, fire and medical services.

CRIMINAL JUSTICE REVIEW CLASSES

Corrections Comparative Compliance Review Course

This 60-hour review class is for Florida individuals needing recertification and out-of-state officers to be Florida certified. Successful completion of the

review class prepares the individual to sit for the Florida State Officer Certification exam. This class is available only for those individuals who have been approved for the Equivalency of Training and who have been issued the CJSTC Form 76. This form is issued by a criminal justice employing agency or an assessment center after verification that the individual has met the training and experience requirements.

Scheduled dates are tentative and subject to change. All fees are subject to change.

Estimated expenses: Registration fee is approximately \$690 plus books and fees.

Job Opportunities: Certified officers can be employed at local, county, and state facilities or agencies.

Law Enforcement Comparative Compliance Review Course

This 72-hour review class is for Florida individuals needing recertification and out-of-state officers to be Florida certified. Successful completion of the review class prepares the individual to sit for the Florida State Officer Certification exam. This class is available only for those individuals who have been approved for the Equivalency of Training and who have been issued the CJSTC Form 76. This form is issued by a criminal justice employing agency or an assessment center after verification that the individual has met the training and experience requirements.

Scheduled dates are tentative and subject to change. All fees are subject to change.

Estimated expenses: Registration fee is approximately \$910 plus books and fees.

Job Opportunities: Certified officers can be employed at local, county, and state facilities or agencies.





Manufacturing

CNC Production Specialist

This face-to-face 600 hour program, will be located on the LTC main campus. The program will prepare students for entry into the CNC machining industry. Students study workplace safety and organization, job-related mathematics, basic blueprint information, metrology, the history of manufacturing and primary and secondary manufacturing processes, geometric dimension and tolerance, set up and operation of drill presses, CNC control panels, CNC machine systems, CNC lathe and mill operations, and maintenance and troubleshooting.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$1728.00 plus books and fees.

Job Opportunities: Production plants, precision manufacturing, transportation and aeronautical industry.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

PMT 0026 – CNC Production Technician 1, 300 hours

PMT 0027 – CNC Production Technician 2, 300 hours

These courses include a study in the manufacturing methodology principles, basic metrology, geometric dimension and tolerance, drill press operation, CNC control panels and machine systems, CNC milling techniques, turning and lathe machines.

Welding Technology

This face-to-face program, located on the LTC main campus, is an 1050-hour program that provides basic and advanced arc, microwire, heliarc, oxyacetylene and pipe welding to construct, erect, install and repair all types of

metal fabrication, machine frames, pipelines and pressure tanks.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$3,024.00 plus books and fees.

Job Opportunities: Power plants, welding repair shops, bridges, boats, hyperbaric (underwater) welding, aviation and transportation.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

PMT 0070 – Welder Assistant 1, 150 hours

The content of this course provides introduction to welding skills including safety, organization, communication, leadership, manufacturing processes, measuring, use of tools and equipment; also, cutting, finishing, bending, drilling and punching operations will be introduced.

PMT 0071 – Welder Assistant 2, 150 hours

The content of this course includes use of drawing and interpreting welding symbols, apply intermediate oxyfuel gas cutting principles, demonstrate plasma arc cutting principles, shielding metal arc equipment, safety, setting up SMAW equipment, preparing of materials for welding and types of electrodes. It also includes instruction on welding multiple joints in all positions, the guided bend test and cutting with air arc equipment.

PMT 0072 – Welder, SMAW 1, 150 hours

This course content covers safety requirements, setting up SMAW equipment and preparing materials for welding joints in all positions, Carbon Arc Gouging (GAC principles and practices).

PMT 0073 – Welder, SMAW 2, 150 hours

This course content includes safety requirements, setting up SMAW equipment and preparing materials for welding as a shielded metal arc welder. Students will also study employability skills and welding careers.

PMT 0074 – Welder, 450 hours

This course content covers instruction in safety, setting up Gas Metal Arc Welding (GMAW) equipment, basic and intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW) and a basic

understanding of pipe welding. Lab activities include research, measurement, problem solving, emerging technologies, tools and equipment and well as quality and safety procedures.

Welding Technology – Advanced

This face-to-face program, located on the LTC main campus, is a 750 hour program that provides advanced skills key to the success of working in the welding industry.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$2160.00 plus books and fees.

Job Opportunities: Power plants, welding repair shops, bridges, boats, hyperbaric (underwater) welding, aviation and transportation.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

PMT 0075 – Advanced Welder 1 – 600 hours

PMT 0076 – Advanced Welder 2 – 150 hours

These courses include intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills



Transportation, Distribution, and Logistics

Automotive Collision Repair and Refinishing

This face-to-face program, located on the LTC main campus, is a 1400-hour program that utilizes classroom and hands-on learning activities to train individuals in all aspects of automotive collision damage repair. Skills taught include metal straightening, plastic repair, panel and structural component replacement, use of mechanical and laser measuring systems, hydraulic straightening equipment and MIG welding. Refinishing training consists of proper

spray gun handling techniques, surface preparation and application of paint products for repairs ranging from overall refinishing to minor spot repairs, including base coat and clear coat finishes. This program is NATEF certified. The faculty are PPG, DuPont, Chief and I-CAR certified.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$4,032.00 plus books and fees.

Job Opportunities: Body tech, painter tech, frame tech, service writer estimator, insurance appraiser, paint supply rep, shop manager, auto body parts manager, and auto body instructor.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

ARR 0210 – Paint and Body Helper 1

**ARR 0213 – Paint and Body Assistant
(250 hours each)**

Course content includes vehicle and industry knowledge, business management, occupational safety skills, preparing vehicles for refinishing, repairing outer body panels, welding operations, preparing surfaces for refinishing and selecting and applying appropriate paint finishes.

ARR 0020 – Auto Collision Estimator, 100 hours

Students will be able to demonstrate vehicle and industry knowledge; operate basic office machines; develop basic keyboarding and computer skills; determine acceptable parts (new, used, or after-market); prepare damage reports both manually and electronically; and use specification and crash manuals.

ARR 0313 – Frame and Body Repairman, 150 hours

Students will demonstrate vehicle and industry knowledge; business management; shop safety skills; repair, replace and adjust outer body panels; set up vehicle for measuring and pulling; inspect, measure and repair unibody vehicles; and inspect and repair frame-type vehicle bodies.

ARR 0127 – Automotive Refinishing, 325 hours

Students will demonstrate vehicle and industry knowledge; business management; shop safety skills; prepare surfaces for refinishing; maintain and operate safety equipment; select and apply

appropriate paints and finishes; and finish defects, causes and cures.

ARR 0240 – Auto Body Repairer, 325 hours

Students will be able to prepare vehicles for repair and refinishing; repair, replace and adjust outer body panels; prepare parts and panels for metal finishes; prepare and apply body fillers; perform welding operations; perform miscellaneous repair; and repair fiberglass and plastic components

Automotive Collision Technology Technician

This face-to-face program, located on the LTC main campus, is a 1400-hour program that utilizes classroom and hands-on learning activities to train individuals in all aspects of automotive collision damage repair. Skills taught include metal straightening, plastic repair, panel and structural component replacement, use of mechanical and laser measuring systems, hydraulic straightening equipment and MIG welding. Refinishing training consists of proper spray gun handling techniques, surface preparation and application of paint products for repairs ranging from overall refinishing to minor spot repairs, including base coat and clear coat finishes. This program is NATEF certified. The faculty are PPG, DuPont, Chief and I-CAR certified.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition is approximately \$4,032.00 plus books and fees.

Job Opportunities: Body tech, painter tech, frame tech, service writer estimator, insurance appraiser, paint supply rep, shop manager, auto body parts manager, and auto body instructor.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

ARR 0140 – Automotive collision Repair and Refinishing Helper/Assistant, 150 hours

This course includes: beginning skills and concepts as a recommended requisite. Students study equipment skills, safety regulations, routine maintenance, and customer service.

ARR 0141 – Automotive Collision Refinishing Technician, 450 hours

This course includes: safety precautions; surface preparation; spray gun and related equipment operation; paint mixing, matching and applying; paint defects (causes and cures); and final detailing.

ARR 0312 – Non-Structural Damage Repair Technician, 300 hours

This course includes: safety; preparation; outer body panel repairs, replacements, and adjustments; metal finishing and body filling; movable glass and hardware; plastics and adhesives; electrical; and brakes.

ARR 0022 – Damage Analysis and Estimating, 75 hours

This course includes: damage analysis; estimating; vehicle construction and parts identification; and customer relations and sales skills.

ARR 0112 – Automotive Collision Welding, Cutting, and Joining, 75 hours

This course includes: basic welding skills specifically related to automotive collision and repair; safety precautions; metal welding, cutting, and joining.

ARR 0295 – Structural Damage Repair Technician, 350 hours

This course includes: frame inspection and repair; unibody and unitized structure inspection, measurement, and repair; fixed glass; steering and suspension; heating and air conditioning; cooling systems; drive train; fuel, intake and exhaust systems; and restraint systems.

Automotive Service Technology 1 and 2

These face-to-face programs, located on the LTC main campus, are 1050 and 750 hour programs, respectively, designed to prepare students for entry-level jobs in the automotive field. Students learn automobile diagnosis, repair and maintenance and focus on electronically-controlled systems.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition for Automotive Service Technology 1 is approximately \$3,024.00

plus books and fees. Tuition for Automotive Service Technology 2 is approximately \$2,160.00 plus books and fees.

Job Opportunities: Technician, parts counter, service writer and lube technician.

To qualify for a Certificate of Completion, the following courses must be successfully completed.

Automotive Service Technology 1

AER 0014 – Automotive Services Assistor 300 hours

Students will learn automotive safety, math skills, basic science, employability skills, communication, entrepreneurship, workplace behavior, routing maintenance wiring diagrams, electrical circuits, battery tests and services, charging systems test, multimeter (DMM) readings, fuel tank inspection and replacement, line fittings, hoses and valve adjustment.

AER 0418 – Automotive Brake System Technician, 150 hours

This course provides training in the operation and servicing of automotive brake systems, drum brake diagnosis and repair, disc brake diagnosis and repair, power assist units diagnosis and repair, miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair and anti-lock brake systems.

AER 0453 – Automotive Suspension and Steering Technician, 150 hours

This course provides training in the operation of steering, suspension and wheel systems; suspension systems diagnosis and repair; front suspensions; rear suspensions; miscellaneous service; wheel alignment diagnosis, adjustment and repair; and wheel and tire diagnosis and repair.

AER 0360 – Automotive Electrical/Electronic System Technician, 300 hours

This course provides training in trouble-shooting electrical/electronic components, battery diagnosis and service, starting system diagnosis and repair, lighting systems diagnosis and repair, gauges, warning devices, driver information systems, horn and wiper/washer diagnosis and repair and accessories diagnosis and repair.

AER 0110 – Engine Repair Technician, 150 hours

Students will learn engine theory and repair, cylinder head and valve train diagnosis, block

diagnosis and repair and lubrication and cooling systems.

Automotive Service Technology 2

AER 0503 – Automotive Engine Performance Technician, 300 hours

Students will demonstrate proficiency in engine performance services, computerized engine controls diagnosis and repair, ignition system diagnosis and repair, emissions control systems diagnosis and repair, exhaust gas recirculation, exhaust gas treatment, intake air temperature controls, early fuel evaporation, evaporative emissions controls and engine-related services.

AER 0257 – Automotive Transmission and Transaxle Technician, 150 hours

Students will service automatic transmission/transaxle; learn transmission/transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair; off-vehicle transmission/transaxle repair (removal, disassembly and reinstallation); oil pump and converter; gear train; shaft bushings and case; and friction and reaction units.

AER 0274 – Manual Drive Train and Axle Technician, 150 hours

Students will learn operation and assembly of manual drive transmission/transaxle; transmission diagnosis and repair; drive shaft, universal and constant-velocity joint diagnosis and repair; rear axle diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; and axle shaft.

AER 0172 – Automotive Heating and A/C Technician, 150 hours

This course provides training in heating; air conditioning; engine cooling; refrigeration systems diagnosis and repair; compressor and clutch; evaporator; receiver/drier; condenser; heating and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; vacuum/ mechanical controls; automatic and semi-automatic temperature controls; and refrigerant recovery, recycling and handling.

Diesel Systems Technician 1 & 2

These face-to-face programs, located on the LTC main campus, are 1050 and 750 hour programs, respectively, and are designed to prepare students for entry-level positions in the heavy duty truck and bus/diesel field. These programs teach students how to diagnose and repair diesel engines and electrical systems; recondition diesel fuel injection systems; overhaul diesel engines; and perform diesel engine preventive maintenance. In addition, the programs include training in communication, leadership, human relations and employability skills; and safe efficient work practices.

For more detailed information see the program Master Plan of Instruction available online at www.laketech.org.

Estimated Expenses: Tuition for Medium and Heavy Duty Truck and Bus Technician 1 is approximately \$3,024.00 plus books and fees. Tuition for Medium and Heavy Duty Truck and Bus Technician 2 is approximately \$2,160.00 plus books and fees.

Job Opportunities: Diesel shops, trucking companies, heavy equipment dealers, military, and marine or generator mechanic shops.

Diesel Systems Technician 1

DIM 0101 – Diesel Engine Mechanic/Tech Helper, 150 hours

This course provides hands-on instruction and lecture in heavy equipment and diesel engine fundamentals.

DIM 0102 – Diesel Electrical/Electronics Technician 300 hours

Course content includes lectures, demonstrations and hands-on engine teardowns. Precision measuring tools are introduced for engine component inspection. Study includes electrical systems diagnosis and repair.

DIM 0104 – Diesel Engine Technician, 300 hours

This course includes instruction on diagnosis and repair of the following: cylinder head and valve train, engine block, lubrication systems, cooling system, air induction and exhaust systems, fuel system and engine brakes.

DIM 0105 – Diesel Brakes Technician, 300 hours

This course is designed to prepare the student for employment as a brake systems technician with an understanding of mechanical, hydraulic, anti-lock and air brake systems.

Diesel Systems Technician 2

DIM 0103 – Diesel Engine Preventative Maintenance Technician, 120 hours

This course includes content designed to teach students to perform engine preventative maintenance including oil analysis and requirements for components and systems according to manufacturer specifications.

DIM 0106 – Diesel Heating/Air Conditioning Technician, 150 hours

This course provides instruction on how to maintain and repair air-conditioning and heating systems, including how to identify basic heating and air-conditioning components and different types of refrigerants; inspect and pressure test basic air-conditioning systems; replace compressor belts; service AC electrical circuits; and remove and replace blower motors, heater cores, control units and cables.

DIM 0107 – Diesel Steering and Suspension Technician, 150 hours

This course provides instruction on how to maintain, troubleshoot and repair steering and suspension systems including conventional steering systems, hydraulic steering systems, rear-axle suspensions, front-axle suspensions and fifth wheels; service wheels, bearings, hubs and seals; service tires; and align tractors and trailers.

DIM 0108 – Diesel Drive Train Technician, 150 hours

This course is designed to prepare the student for employment as a drive train technician with an understanding of drive train configurations and components and function.

DIM 0109 – Diesel Hydraulics Technician, 150 hours

This course includes instruction on how to troubleshoot hydraulic circuits using test equipment; maintain hydraulic fluids, filters, lines and reservoirs; and recondition hydraulic pumps and motors, control valves, hydraulic cylinders and hydraulic accessories.

FULL-TIME FACULTY

Faculty member	Subject Area	Certification/License	Years of Industry Experience
Alvarez, George	Adult Education	Master's Degree	17
Ancona, Lucia	Cosmetology	Vocational Certification	35
Bagg, Stephen	Air Conditioning, Refrigeration and Heating Technology 1 & 2	Vocational Certification	22
Beliveau, David	Automotive Collision Technology Technician	Associates Degree, Certifications – I-CAR, NATEF, CHIEF, PPG	22
Bryant, Laurie	Corporate and Community Training Coordinator	Master's Degree	16
Cooper, Stanley	Professional Culinary Arts & Hospitality	Vocational Certification / CCC	40
Crenshaw, Mark	Assistant Director	Doctorate	34
Culpepper, Diane	Executive Director	Doctorate	30
Dahler, John	Welding Technology	Vocational Certification	24
Evans, Lynette	Professional Culinary Arts & Hospitality	Vocational Certification	24
Finotti, Cheryl	Health Science Education	Bachelor's Degree	43
Foster, Lorraine	Business Manager	Master's Degree	26
Frazier, Kimberly	Dean of Student Services	Master's Degree	13
Girard, Kathy	Adult Education	Bachelor's Degree	30
Green, Korrina	Pharmacy Technician	Bachelor's Degree	13
Hampton, Debra	Practical Nursing	A.S. Degree – Nursing	25
Hayes, Samantha	Accounting Operations / Administrative Office Specialist	Vocational Certification	13
Hendrickson, Layne	EMT/Paramedic	Bachelor's Degree	33
Holcomb, Bonnie	Cosmetology	Bachelor's Degree	17
Koenig, Kenneth	Professional Culinary Arts & Hospitality	Vocational Certification/ CCC, CEC	35
Lindamood, Sherie	Student Success Counselor	Doctorate	35
Martinez, Aramis	Applied Cybersecurity & Computer Systems and Information Technology	Vocational Certification	8
McKinney, Mark	Auto Services Technology	Vocational Certification, GM, NATEF, I-CAR, ASE	30
Netherton, Pam	Adult Education	Master's Degree	31
Netherton, Tom	Program Specialist	Master's Degree	32
Perfumo, M. Kathy	Health Science Education	Master's Degree	39
Roberts, Katherine	Adult Education	Master's Degree	46
Rosenglick, Sonya	Business Technology	Master's Degree	33
Ross, Laura	Adult Education, ESOL	Bachelor's Degree	32
Seidner, Art	Adult Education	Master's Degree	23

Full Time Faculty – Continued

Faculty member	Subject Area	Certification/License	Years of Industry Experience
Sherwood, Robert	Welding Technology	Vocational Certification	26
Srock, Charles	Practical Nursing	Master's Degree	41
Stephan, Melissa	Director Curriculum & Instruction	Master's Degree	29
Thomas, DeAnna	Assistant Director	Master's Degree	24
Thornton, Beth	Medical Assisting	Master's Degree	38
Whalen, Tonia	Cosmetology	Vocational Certification	19
Williams, Ron	Firefighting	AS Degree	51
Willey, Anne	Practical Nursing	Master's Degree	14
Yates, Randy	Diesel Systems Technician 1 and 2	Vocational Certification	30

PART-TIME FACULTY

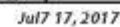
Emergency Medical Technician/Paramedic			
Blanchard, Keith	Fisher, Jason	Hanson, Rob	Sadeghi, Ali
Brigham, April	Garbaravage, Joseph	Harper, Eric	Scheidler, Velvet
Burkholder, Jordan	Geise, Ed	Jackson, David	Speir, David
Carpenter, Tommy	Gibson, Matthew	Matheny, Randy	White, Jason
Dailey, Matthew	Gruetzmacher, Michael	Newsome, Danny	
Escobar, Jaime	Guastella, Lorena	Ohlrich, Greg	
Fire Fighter			
Beeler, Christopher	Gagne, Alan	Longest, Robert	Ricci, Mark
Bevelacqua, Armando	Gegelman, Cameron	Lord, Jeff	Saradine, Christopher
Bowman, Fred	Gibson, Matthew	Luckock, Buddy	Schultz, Michael
Butschek, Scott	Hannon, Thomas	Massicotte, Timothy	Tucker, Chad
Chimento, Daniel	Hanson, David	Messer, Charles	Vasen, Blakely
Cole, Kris	Hennessey, Dara	Nelson, Randy	Vollmer, Ryan
Covell, Michael	Johnson, Robert	Parisi, Anthony	Wages, Eric
Dailey, Matthew	Kidd, Mark	Parkhurst, Matthew	Warren, Micah
Elliot, Steven	Liles, Robert	Plasters, Jeremiah	
Evans, Christopher	Loewer, Richard	Rhoden, Jerry	

Part-Time Faculty – Continued

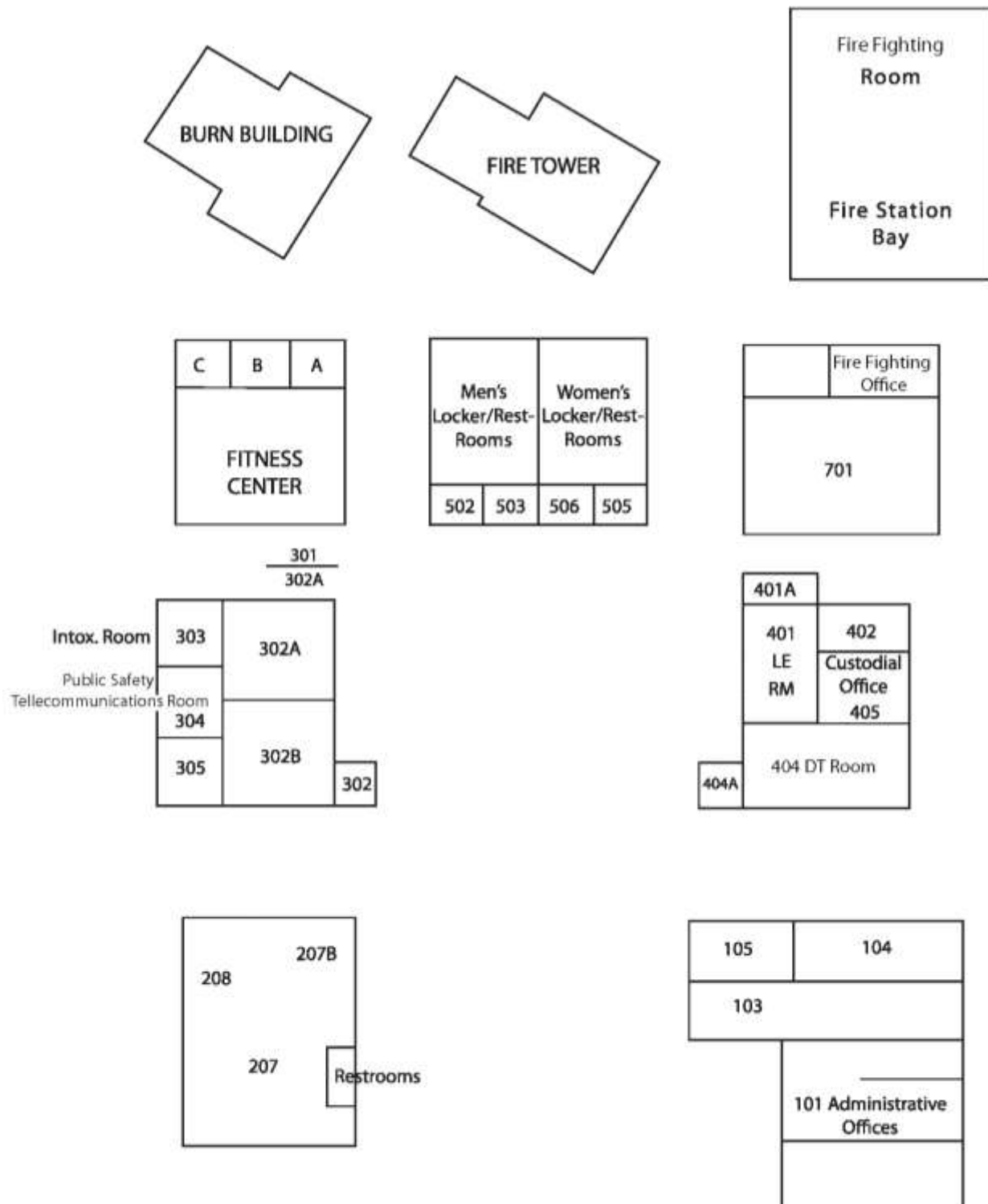
Law Enforcement/Correctional Officer			
Anderson, Sammy	Giddens, Michael	McConnell, James	Stone, Kelly
Birkhofer, Kenneth	Givens, Michael	McCormick, Jason	Stone, Thomas
Bond, Michael	Gray, Scott	McDuffie, Ralph	Sylvester, Richard
Bowden, Matthew	Hart, Robert	McMaster, Mike	Tallarico, Joseph
Brown, Rodney	Hoagland, Walter	McSheehy, Shane	Thomas, Rick
Carney, David	Holcomb, George	Mysinger, Christie	Valentino, Paul
Carter, Elwood	Howard, Kevin	Olson, SaraJane	Vance, Shawn
Chessher, Sandra	Iozzi, Joseph	O'Neil, Scott	Wardingley, Brian
Conyers, Earl	Kerley, Jason	Parker, Robert	Wells, Shawn
Dale, Tamara	Lukens, Shawn	Schmidt, Barbara	Wenzel, Kym
Edwards, Russell	Marden, Michael	Scott, Brandon	Wiles, Danielle
Escalante, Gustavo	Matthews, Cliff	Simken, Robert	Willits, Alex
Phlebotomy/Practical Nursing			
Brewer, Misty	Manning, Leslie	Phillips, Sandra	Schmidt, Barbara
Hawk, Carol	Martin, Thelma	Puskas, Melissa	Smith, Emory
Public Safety Telecommunication (911 Dispatcher)			
Matthews, Jason	Sheckler, Dustin		



The floor plan of Bldg 3 is divided into four rooms. On the left is a large room labeled 'Welding Technology' with the number '002'. To its right is a vertical strip containing two smaller rooms: 'Classroom 003' at the top and 'Showcase 001' at the bottom. To the right of these two rooms is a large room labeled 'CNC Production Specialist' with the number '004'. The entire building is labeled 'Bldg 3' on the far right.



Map of the Institute of Public Safety Extension Campus



updated 7/19/2017

 Lake Technical College		PHONE DIRECTORY (DEPARTMENTAL)	
		Lake Technical College - (352) 589-2250, ext. 1800 2001 Kurt Street Eustis, FL 32726 (www.laketech.org)	
		Institute of Public Safety - (352) 742-6463, ext. 1900 1565 Lane Park Cutoff Tavares, FL 32778 (www.laketech.org/ips)	
		Instructional Service Centers LSSC - Clermont (352) 243-5722 - 1250 Hancock Road Clermont FL 34711 LSSC - Sumterville (352) 787-3747 - 1425 CR 526A, Sumterville FL 33585	
Administration Conference Room 1817		Accounting/Admin. Office Asst.	(LPN - Evening)
Culpepper, Diane (Executive Director)	1810	Hayes, Samantha	1826 Willey, Anne
(External Line)	357-8886	Adult Education	
(Cell Phone)	407-430-5324	(GED, ABE, AAEE) Ext. 1878	
Payne, Lana (Executive Assistant)	1815	Avell, Colleen (PT)	1878 Bldg 1, Room 136A (352) 536-2126
Miller, Jack (Director, Facilities)	1859	Stafford, Gabrielle (PT)	1878 LSSC Main number (Clermont) 243-5722
Cell Phone	352-455-0032	Genesis Center	360-0081 Hawk, Carol (part-time) 1848
Thomas, DeAnna (Assistant Director C&I)	1813	Girard, Kathy (part-time Goodwill)	1878
(Cell Phone)	352-267-5800	Goodwill (Clermont)	352-404-7799
Crenshaw, Mark (Asst. Dir., Facilities)	1811	Goodwill (Leesburg)	352-323-1847
(Cell Phone)	706-455-9266	Netherton, Pam	1854
Megan Bateman (Administrative Asst.)	1852	Roberts, Katherine	1878
Stephan, Melissa (Director, Curriculum)	1812	Seidner, Art	1882
(Cell Phone)	352-978-7133	(ESOL)	
Zaharis, Debbie (Administrative Asst.)	1868	Ross, Laura	1876
Admissions		Auto Body Collision Repair & Refinishing	
Frazier, Kimberly	1842	Beliveau, David	1873
Brucker, Tina	1821	Auto Service	
Darst, Russell	1823	Lora, Evelio	1862
Guardiola, Lilliana	1820	McKinney, Mark	1862
Hutchinson, Diane (e-mail t&b TESTING)	1857	Campus Life Coordinator Office	
Lindamood, Sherie (Main & IPS)	1824/1826	Vacant	1835
Netherton, Pam	1837	Computer Systems/Information Technology	
Teegardin, Pamela	1819	Martinez, Aramis	1884
Whigham, "Kitty" (e-mail t&b TESTING)	1857	Industrial Assistant	
Woodruff, Etta	1800	Cosmetology	
Business Office		Ancona, Lucy	1825
Foster, Lorraine	1814	Cosmetology Appt. Line	1836
Bookkeeper (A/P)	1827	Holcomb, Bonnie	1838
Hanna, Lucinda "Cyndy"	1829	VACANT area	1840
Maple, Jalah	1818	Whalen, Tonia	1839
Assistant Director, Finance (Charters)	1869	Culinary Arts	
Security Station (by E-Footer Internal Use Only)	Radio	Cooper, Chip	1866
B-Building Support Staff		Evans, Lynette	1866
Clemons, Susan	1887	Gonzales, Maria	1867
Career & Technology Specialist		Guercio, Debbie	1867
Rosenglick, Sonya	1855	Koenig, Ken	1866
Computer Labs		Tech Dining Room	1865
Computer Lab A		EMT	
Computer Lab B	1871	Harper, Eric	1880
Custodial		Hendrickson, Layne	1881
Storm, Irene (Head Custodian) & Staff	1866	EMT Office Support	1879
Prescott, Mark (Maint. Technician)	1888	Fire Fighting (IPS)	
Packard, Daniel (Custodian - IPS)	1922	Bum Building	1927
Data		MSC Classroom	1928
Ingold, Kimberly	1816	Tech Rescue Office	1929
Szasz, Barbara	1833	FF ADV (IPS)	1926
Clerical Assistant II IPS	1909	Williams, Ron	1925
Financial Aid		Health Occupations	
Knight, Lia	1830	DeMoss, Sue	1841
Larry, Beverly (Internal Use Only)	1834	Perfumo, Mary "Kathy"	1843
Yang, Mai	1831	Phlebotomy/CNA Room	
Office Support-IPS		Vacant	1846
Clerical Assistant II IPS	1909	(LPN - Day)	
Ryan, Tammy (Front Office) IPS	1910	Finotti, Cheryl	1845
Technology Department		Franklin, Helen	1860
Johnson, Bill	1850	LSSC-Sumterville - ext. 1030	352-787-3747
Zehner, Bob	1851	*cell	(508) 247-0121
Netherton, Tom	1849	Nieves, Joanne	1845

7/18/2017

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