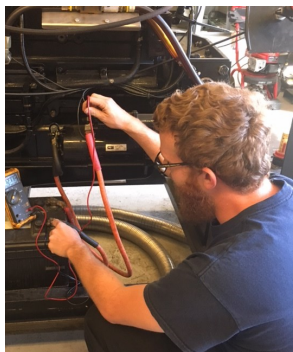
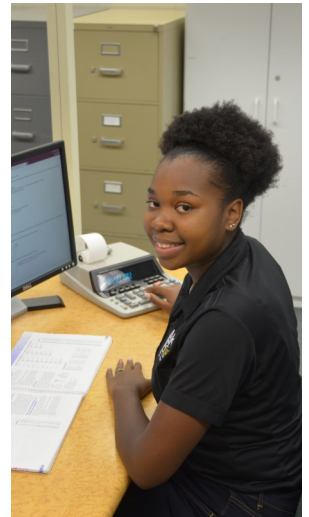




Lake Technical College



# CAREER DUAL ENROLLMENT (CDE) ADMISSIONS PACKET 2017-2018

Admissions ~ Main Campus: 2001 Kurt Street, Eustis, FL 32726



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[www.lakotech.org](http://www.lakotech.org)

Revised: 3/7/17





## LAKE TECHNICAL COLLEGE CAREER DUAL ENROLLMENT ADMISSIONS PROCESS—FAQ's

### What is Career Dual Enrollment (CDE)?

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).

### What are the eligibility requirements for 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.

### What is the TABE?

The TABE (Test of Adult Basic Education) is a state regulated assessment of basic skills in Math, Reading and Language. Students can take the TABE at a Lake Technical College testing center free\* of charge with a completed CDE application. Testing times and locations are noted on Lake Tech's website. All students applying for CDE must sit for the TABE.

*Prior to the day of testing*, students with an active 504 Plan or IEP should disclose this information and bring valid documentation to Lake Tech in order to receive appropriate accommodations—a testing appointment may be necessary to meet the needs of the student.



### How are TABE scores used?

TABE scores are one of the assessments used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in his/her technical program. Students scoring within two grade levels of state mandated exit scores have a better opportunity to successfully meet the rigor of an LTC technical program. Students scoring within two grade levels of their mandated exit scores will be counseled and appropriate options for assistance will be determined. Scores are reviewed with the student to determine what type of academic intervention will be required so that the student is ready to meet the demands of their technical program of study, as well as, meeting the state mandated exit scores. TABE score requirements vary by program. Additional testing may apply. Contact Admissions for details.

### Are there fees involved?

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.

### When can students enroll in a CDE program?

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 application with an asterisk. Contact Admissions for details.

### What are the expectations to maintain Career Dual Enrollment status?

Students must continue to be on track for timely high school graduation and maintain a minimum 2.0 unweighted grade point average. Students must also maintain good attendance and discipline records at the high school and at Lake Tech. In addition, students must be adequately progressing through the CDE program competencies.

\* TABE testing fee applies to private school students—it is not waived.

\*\*A dual enrollment agreement between the private school and Lake Tech for CDE will determine fees.

# LAKE TECHNICAL COLLEGE

## CAREER DUAL ENROLLMENT ADMISSIONS PROCESS—FAQ's

### How do prospective CDE students get started?

It is strongly suggested that all interested students attend a Program Information Session or visit the program and meet the instructor *prior* to beginning the application process. Based on the type of secondary school they are attending, students follow various steps to enroll in a postsecondary program as a Career Dual Enrollment student.



### Lake County Florida PUBLIC high school students must:

- Meet with high school guidance counselor to determine student's eligibility for CDE.
- Complete the CDE Application, electronically is preferred. Print the document and obtain appropriate signatures.
- Complete the Lake Tech application on the website.
- Bring the completed CDE Application *with you* to Lake Tech when you are ready take the TABE test. Additional placement tests may be needed for the program. Contact LTC Admissions for testing dates/times. Testing fee for TABE is *waived* with the completed CDE Application; however, testing fees for other required placement tests are the student's responsibility. Government issued photo identification is required to test. IEP/504 status must be disclosed *prior to the day of testing—a testing appointment may be required, call Admissions for details.*
- Meet with a LTC Career Advisor to discuss test results and program interests.
- Register for program in the LTC Admissions Office and pay any applicable fees in the LTC Business Office.
- Program textbooks and workbooks will be on loan to students during career dual enrollment and will be issued to the student by the program instructor. Students must return the books to the instructor at the end of the program, or they must pay for them.

**Florida PRIVATE high school students:** *Students enrolled in Florida Department of Education registered private schools, as defined by and meeting the curriculum pursuant to State statute, may be eligible for CDE. Enrollment steps include:*

- Meet with a high school representative to determine student's eligibility for career dual enrollment.
- Complete the CDE Application, electronically is preferred. Print the document and obtain appropriate signatures.
- Complete the Lake Tech application on the website.
- Bring the completed CDE Application *with you* to Lake Tech when you are ready take the TABE test. Additional placement tests may be needed for the program. Contact

LTC Admissions for testing dates/times. Testing fee for the TABE is \$25; Additional testing may be required for specific programs and are the responsibility of the student. Government issued photo identification is required to test. IEP/504 status must be disclosed *prior to the day of testing—a testing appointment may be required, call Admissions for details.*

- Meet with a Lake Tech Career Advisor to discuss test results and program interests.
- Register for program in the LTC Admissions Office and pay tuition plus any applicable fees in the LTC Business Office.
- Prior to beginning the class, order and pay for program books via the Lake Tech bookstore. *Students must have required books to begin class.*

**Florida HOME EDUCATION high school students:** *Students enrolled in a home education program, as defined in and meeting the criteria pursuant to State statute, may be eligible to participate in CDE. Enrollment steps include:*

- Register with Lake County's Home Education Office prior to submitting the CDE Application. Please contact Ms. Diaz at 352-742-6951 to register and obtain a Homeschool Verification Letter.
- Complete the CDE Application, electronically is preferred. Print the document and obtain appropriate signatures from a parent/guardian.
- Complete the Lake Tech application on the website.
- Bring the completed CDE Application *with you* to Lake Tech when you are ready take the TABE test. Additional placement tests may be needed for the program. Contact LTC Admissions for testing dates/times. Testing fee for TABE is *waived* with the completed CDE Application; however, testing fees for other required placement tests are the student's responsibility. Government issued photo identification is required to test. IEP/504 status must be disclosed *prior to the day of testing—a testing appointment may be required, call Admissions for details.*
- Meet with a Lake Tech Career Advisor to discuss test results and program interests.
- Register for program in the LTC Admissions Office and pay any applicable fees in the LTC Business Office.
- Prior to beginning the class, order and pay for program books via the Lake Tech bookstore. *Students must have required books to begin class.*





### Can students earn high school credits through CDE ?

Yes. Vocational or practical arts credits may be earned and are applied to a student's high school transcript at the end of each course within the program's curriculum framework. The type and amount of potential credit for the entire program is determined by the Florida Department of Education. The total amount of credit that a student can earn while a CDE student will fluctuate depending on the length of the program and how much time the student spends on Lake Tech's campus whether full or part-time student.

### In how many CDE programs can a student enroll?

Students may only enroll in one program at a time. Students should carefully consider which program best meets their future career goals before enrolling.

### What happens if a student doesn't complete the CDE program before high school graduation?

Students who do not complete their program during high school may return as an adult student to complete the program. Once enrolled as an adult, all enrollment/financial criteria will apply.



### Is transportation available?

Lake Tech does not provide transportation. It is the student and parent/guardian's responsibility to ensure that they are able to attend class during the scheduled time. Failure to comply with the attendance policy set forth in the Lake Tech Student Handbook may result in dismissal from the program.

### Who has access to a student's educational records?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though career dual enrollment school students may be considered "dependent minors", under FERPA they have rights to privacy in all matters relating to their *post-secondary* educational record. Generally, LTC, including the faculty members, will not release details relating to protected student information to non-LCSB officials or other high school representatives without the student's written consent. The practice of not releasing information extends to the release of information to parents and guardians.

LTC *strongly suggests* that students complete the LTC Release of Information Form in order to comply with FERPA guidelines prior to enrollment so LTC will be able to communicate with the parent/guardian regarding the student's progress during the program.

### Can college credit be earned through CDE programs?

Yes, some programs articulate into the state college system. Specific articulation agreements can be found on Lake Tech's website and are updated annually.

## 2017/18 CAREER DUAL ENROLLMENT PROGRAM OPPORTUNITIES

### ARCHITECTURE & CONSTRUCTION

- ◇ Air-Conditioning, Refrigeration & Heating Tech. 1 & 2

### BUSINESS MANAGEMENT & ADMINISTRATION

- ◇ Accounting Operations
- ◇ Administrative Office Specialist

### HEALTH SCIENCES

- ◇ EMT (Senior; 18 years old)\*
- ◇ Medical Assisting (Senior; Full-time required)
- ◇ Nursing Assistant Articulated (Senior; 18 years old)
- ◇ Patient Care Technician (18 years old; Full-time required)
- ◇ Pharmacy Technician (18 years old by completion of first 300 program hours)
- ◇ Phlebotomy (Senior; 18 years old)

### HOSPITALITY & TOURISM

- ◇ Commercial Foods & Culinary Arts/Professional Culinary Arts & Hospitality

\* Additional testing and/or enrollment steps required.\*

### HUMAN SERVICES

- ◇ Cosmetology (Senior; Full-time day class; offers secondary credit only)
- ◇ Facials Specialty (Senior; offers secondary credit only)
- ◇ Nails Specialty (Senior; offers secondary credit only)

### INFORMATION TECHNOLOGY

- ◇ Computer Systems & Information Technology
- ◇ Applied Cybersecurity (Prerequisite: CSIT or applicable transfer credit)

### LAW, PUBLIC SAFETY, AND SECURITY

- ◇ Fire Fighter/EMT Combo (Senior; 18 years old)\*
- ◇ Public Safety Telecommunications (Senior; Second Semester; 18 years old; Online class plus LTC site-based testing and 16 hours of on-site job training)

### MANUFACTURING

- ◇ Welding Technology
- ◇ CNC Production Specialist (Second Semester)

### TRANSPORTATION, DISTRIBUTION & LOGISTICS

- ◇ Auto Collision Technology Technician
- ◇ Automotive Service Technology 1 & 2
- ◇ Diesel Systems Technician 1 & 2

# CAREER DUAL ENROLLMENT APPLICATION 2017-2018

Current Date: \_\_\_\_\_ Have you attended LTC Before? Yes No When? \_\_\_\_\_

## PERSONAL INFORMATION

Social Security #: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
m/d/yr City, State or Country

Legal Name: \_\_\_\_\_  
Last First Middle

Permanent Address: \_\_\_\_\_  
Street City State Zip

Mailing Address (if different): \_\_\_\_\_  
Street City State Zip

Student's Preferred Phone: \_\_\_\_\_ Student's Email: \_\_\_\_\_

## PROGRAM CHOICE

Preferred Program Choice: \_\_\_\_\_ Second Program Choice: \_\_\_\_\_

Describe your career goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMERGENCY CONTACTS—MUST INCLUDE PARENT/GUARDIAN

◆ Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

◆ Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

◆ Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

I certify that the information given in this application is complete and accurate and I understand that to make false or fraudulent statements within this application may result in denial of admission or invalidation of certificate earned. If admitted, I hereby agree to abide by the policies, rules and regulations of Lake Technical College. Should any of the information I have given change prior to my entry, I will immediately notify the LTC Admissions Office.

### I AFFIRM THAT:

- ☐ I have read the Career Dual Enrollment Admissions Packet.
- ☐ I understand all of the requirements to enroll, and to maintain enrollment, at Lake Technical College.
- ☐ I have submitted the online application at [www.lakotech.org](http://www.lakotech.org) ~ "Apply Now"
- ☐ I understand that there is a special populations coordinator on campus who is available to assist students with disabilities.
- ☐ I understand that I may be eligible for transfer hours depending upon my high school career program of study (notify Lake Tech).
- ☐ I understand that in order to earn a certificate, minimum scores in basic skills (reading, math, and language) are required by state law.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness: Parent/Guardian Signature

**PUBLIC or PRIVATE SCHOOL:** This section is to be completed by a high school guidance counselor or designated representative.

**HOME EDUCATION:** This section should be completed by the parent/guardian; Student must be registered with the Lake County's Home Education Office prior to submitting the CDE Application. Please contact Evelyn Diaz at 352-742-6951 to register and obtain a copy of the Homeschool Verification Letter.

This school is: Public Private Home-Education

High School: \_\_\_\_\_ School Code: \_\_\_\_\_

Grade classification for year of enrollment: 11 12 Other \_\_\_\_\_

Expected Date of High School Graduation: \_\_\_\_\_

Credits already earned in high school: \_\_\_\_\_ Current GPA: \_\_\_\_\_

The student needs credits from LTC to meet graduation requirements: Yes No  
If yes, how many? \_\_\_\_\_

Potential high school transfer hours into LTC program? Yes No

Passed FSA Math: Yes No N/A

Passed FSA Reading: Yes No N/A

Has taken: PERT SAT ACT N/A

Please provide official documentation of scores, if applicable. Students may have the TABE requirement waived if they have taken the PERT, SAT, or ACT. Test must be taken two years or less from enrollment date at Lake Technical College.

Has current IEP/504: Yes N/A  
If yes, include supporting documentation

The student is approved to attend Lake Technical College: Full Time Part Time Evening Program Other ~ \_\_\_\_\_

If part time, the student must be on the high school campus from \_\_\_\_\_ until \_\_\_\_\_ in order to satisfy graduation requirements.

Term of entry: Fall (August) Spring (January) Other ~ \_\_\_\_\_

Additional Comments or Considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is my recommendation that this student be enrolled in the career & technical program requested since the interest and aptitude indicate potential for success in that program.

\_\_\_\_\_  
Counselor/School Official Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY LAKE TECHNICAL COLLEGE—For office use only**

Date application was received: \_\_\_\_\_

TABE requirement waived due to equivalent scores on  
(circle one): PERT SAT ACT N/A

TABE RESULTS	
Form Level	
Reading	
Math	
Language	

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional documents needed for Private School:**

- ☐ Official Transcript  
☐ Attendance Record  
☐ Discipline Record  
☐ IEP or 504 Documentation, if applicable

**Additional documents needed for Home Education:**

- ☐ Homeschool Verification Letter from LCS—Ms. Diaz  
☐ IEP or 504 Documentation, if applicable

**I recommend acceptance into (program name):**

\_\_\_\_\_

**Recommended Start Date:** \_\_\_\_\_

**Career Advisor Initials:** \_\_\_\_\_

Approved

Denied

Date: \_\_\_\_\_

Dean of Student Services: \_\_\_\_\_