

LAKE TECH



A Career in a Year!

CATALOG
2012 ~ 2013



Lake Technical Center

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

Institute of Public Safety

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

Instructional Service Centers

Former Mascotte Elementary School
513 Albroom Street
Mascotte, Florida 34753 – 352-589-2250

The Bushnell Sumter County Service Center
910 North Main Street
Bushnell, Florida 33513 – 352-589-2250

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

Welcome to Lake Technical Center! 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.

For over 40 years Lake Technical Center has provided 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 Lake Tech enjoyable and rewarding. The instructors are experts within their field and will provide the education and experiences necessary for your transition from the classroom to a great career.

Our 30-plus career-technical certificate programs work in partnership with business and industry in our community. The combination of exceptional instructors, great partnerships with business and industry, and industry standard curriculum, equipment, and technology equals SUCCESS! Lake Tech 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 Center. The best of luck to you as you embark on this journey into your future!

A handwritten signature in dark ink that reads "Diane W. Culpepper". The signature is written in a cursive style with a large, sweeping "D" and a long, trailing "er" at the end.

Diane Culpepper
Director

Lake Technical Center Board of Directors

Mickey G. Gauldin, P.E., President
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Lake Technical Center Administration

Diane Culpepper, Ph.D, Director
Jack Miller, Assistant Director
Melissa Stephan, Assistant Director
Betty Jones, Dean of Enrollment Management

MISSION

Lake Technical Center's mission is to meet
the educational needs of the community by offering
a variety of high quality career-technical training opportunities.

VISION

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

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Center's Board of Directors. Lake Technical Center is an Equal Opportunity Institution.

**190-DAY STUDENT CALENDAR
2012-2013
LAKE TECHNICAL CENTER**

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

School Month	Days Enrolled	Date	Description
JULY/AUGUST		July 2 – August 9	Adult Education Summer Session
AUGUST	10	August 20	First Day of Classes (Monday)
SEPTEMBER	19	September 3	Labor Day / Student Holiday (Monday)
OCTOBER	18	October 19	Teacher Work Day – Professional Development / Student Holiday (Friday)
		October 25	End of First Grading Period (Thursday)
		October 26	Teacher Work Day / Student Holiday (Friday)
	3	October 29	Second Grading Period Begins (Monday)
NOVEMBER	17	November 19-23	Thanksgiving Holidays / Student Holidays (Monday-Friday) Storm Make-up Days (Monday, Tuesday))
		November 26	Classes Resume (Monday)
DECEMBER	15	December 24-31	Winter Holidays (Begins on Monday)
JANUARY		January 1-2	Winter Holiday (Tuesday-Wednesday)
		January 3-4	Winter Holiday / Storm Make-up (Thursday-Friday)
	9	January 7	Students Return / Classes Resume (Monday)
		January 17	End of Second Grading Period (Thursday)
		January 18	Student Holiday / Teacher Work Day (Friday)
		January 21	Martin Luther King, Jr., Birthday/Student Holiday (Monday)
	8	January 22	Third Grading Period Begins (Tuesday)
FEBRUARY	19	February 18	Presidents' Day / Student Holiday (Monday)
MARCH	15	March 21	End of Third Grading Period (Thursday)
		March 22	Student Holiday / Teacher Work Day (Friday)
		March 25-29	Spring Break (Monday – Friday)
APRIL	22	April 1	Fourth Grading Period Begins (Monday)
MAY	22	May 27	Memorial Day / Student Holiday (Monday)
JUNE	13	June 18	State of Florida High School (GED) Graduation
		June 19	Last Day of School (Wednesday)
		June 20	Career Technical Education Graduation (Thursday)
Total Enrolled Days	190		

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LAKE TECHNICAL CENTER

The Lake Technical Center (Lake Tech and/or LTC) main campus is located in central Florida at 2001 Kurt Street, Eustis, Florida 32726, 352-589-2250, and was known for many years as Lake County Area Vocational Technical Center. Lake Tech's extension campus, the Institute of Public Safety Complex (IPS), is located at 1565 Lane Park Cutoff, Tavares, Florida 32778, 352-742-6463. The IPS firing and driving range is located in close proximity to IPS at 13000 Frankie's Road, Tavares, Florida 32778. Lake Tech 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. Lake Tech's campuses have grown to encompass 231,548 square feet.

Currently, Lake Tech offers over 30 postsecondary certificate programs plus two apprentice programs. The Commercial Foods and Culinary Arts and Early Childhood Education apprenticeship programs are alternative methods of delivery for regular certificate programs.

Lake Tech 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

Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

Vision

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

Governance

Lake Tech became a public 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, Lake Tech 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 Center Charter Board

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

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

Isaac B. Deas, II, Ed.D., Treasurer, Consultant

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

Richard D. Keith, Fire Chief – City of Tavares

Mary K. Perfumo, Hospital and health care professional

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 Tech 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; 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 Lake Tech 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.

Most Career and Technical Education (certificate) programs are held weekdays between 8:00 am and 3:00 pm with a half-hour scheduled lunch, although some program schedules may vary. Please see a current program schedule for details. Students may enroll in most open-entry/open-exit programs full or part-time. Students in most licensure programs attend full-time.

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 classes.

Lake Tech uses a two-semester calendar, with the fall semester for most programs lasting from mid-August through early January and the spring semester starting in January and ending the latter part 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.

Some Career and Technical Education programs such as Cosmetology, Facials Specialty, Nails Specialty, Law Enforcement Officer, EMT, Fire Fighter, LPN, Applied Welding Technologies and apprenticeship programs are offered in the evenings and weekends to accommodate students who are not able to attend classes during the day.

As a postsecondary institution, Lake Tech 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.

Apprenticeship Programs combine on-the-job training with classroom training to enable students to earn a Career and Technical Education certificate of program completion through an alternative method of instruction.

Continuing Workforce Education 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.

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.

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 Curriculum Office for more information.

Staff Information

Administration:

Diane Culpepper, Director
Jack Miller, Assistant Director
Melissa Stephan, Assistant Director
Betty Jones, Dean of Enrollment Management

Instructors:

All full-time instructors hold Florida teaching certificates. The majority of instructors hold bachelor's degrees and 37% also have master's degrees or higher. Non-degreed instructors are experts within their field due to years of industry experience and certification. Career-technical instructors have a minimum of six years experience in their field or a bachelor's degree and two years experience in field. All instructors maintain a close relationship with industry trends through their active industry-specific advisory committee members. A list of full and part-time instructors for certificate programs may be found in the back of this catalog.





Admissions/ Registration

Lake Tech 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 4:00 p.m., and Friday, 8:30 a.m. to 4:00 p.m., except for scheduled holidays. Counselors 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 3:00 p.m. and Friday 8:30 a.m. until 12:00 p.m.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Center's Board of Directors. LTC is an Equal Opportunity Institution.

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. 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 Tech 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. Lake Tech 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 counselor 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. Eligible high school students may enroll at the beginning of the first, second, and third nine week periods and must be referred by their home high school.

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), 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 (documented A.A., A.S., A.A.S., B.A., and B.S. degreed persons are exempt from this requirement).
- Meet with a counselor or program advisor.
- Provide transcripts as required.
- Take the CareerScope assessment if desired.
- Register in the Admissions Office for main campus programs or Institute of Public Safety main office for Law Enforcement Officer, Correctional Officer and Fire Fighter 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 Law Enforcement Officer, Correctional Officer and Fire Fighter programs.

Students are also strongly encouraged to speak with the program instructor prior to their first day of class.

A guidance counselor or program 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 Lake Tech. 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 programs 450 hours or more, with the exception of Law Enforcement Officer applicants, take a state mandated TABE prior to enrollment (documented A.A., A.S., A.A.S., B.A., and B.S. degreed persons are exempt from this requirement). Law Enforcement Officer 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 program applicants must take the NFSI.

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 guidance counselor.

Applicants transferring appropriately leveled TABE, Postsecondary Education Readiness Test (PERT) or College Placement Test (CPT) 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.

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 Thursdays. Students must check in the Center lobby prior to testing. The fee for the TABE is \$20.00, CJBAT is \$40.00, NFSI is \$25.00, and TEAS is \$35.00. This fee must be paid prior to testing between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday in the Business Office. 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.

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 AAAE instructor. Students should 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.

Applicants transferring TABE or CPT scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment.

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 one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

Policy Concerning Waiving TABE Scores

Florida Statute requires students who enroll in a program offered for career credit of 450 hours or more to complete an entry-level examination (TABE) within the first 6 weeks of admission into the program. The exception to this requirement is in Law Enforcement Officer program, which use the CJBAT instead of the TABE as set forth by the FLDOE and the Criminal Justice Standard and Training Commission of the State of Florida. A student who possesses a college degree at the applied science level or higher is exempt from the TABE requirement (s.1004.91). In addition, students taking the CPT or the PERT 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). 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, a student who achieves a score that meets or exceeds a minimum score on a nationally standardized examination (SAT or ACT) is also exempt from the TABE. The test must be taken within two years of enrollment in a Career and Technical Education program.

In order to be exempt, a student must submit official documentation to a counselor for verification of an exemption. Mandated TABE exit scores may be waived for documented special needs students as per Florida guidelines.

Dual-Enrollment

Eligible dual-enrolled high school students may attend adult Career and Technical Education programs and earn elective credits toward high school graduation as well as hours toward a postsecondary program certificate. In addition, all programs prepare the student for state licensure exams or specific industry certifications. The student must:

1. Be a high school student at least 16 years of age or older and in the 11th grade or higher.
2. Have a viable career-technical goal.
3. Have at least a 2.0 unweighted GPA. All high school students are strongly encouraged to have passed the FCAT prior to dual-enrollment.
4. Have TABE scores within two grade levels of state mandated exit requirements for completion of the selected program.
5. Have good attendance and discipline records.

Tuition is waived for applicable programs. Textbooks are loaned to students enrolled in a public high school and must be returned to the Lake Tech instructor at the end of each semester or purchased by the student. As per state statute, home schooled and private school students are required to purchase textbooks and instructional materials.

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.

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 instructor 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 an instructor 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 instructor or department chair and are established by a contract with the facility.

Apprenticeship Programs

Lake Tech offers apprenticeship programs in Commercial Foods and Culinary Arts and Early Childhood Education. Apprenticeship training is tuition-free and is an alternative method of delivery for regular classroom certificate programs. Apprenticeships are designed to enhance an employee's value to his company and the company's value to the employee. This method of training is an excellent alternative for working adults who are not able to attend classes on a full-time basis.

Continuing Workforce Education/ Fee-based Classes

Short-term, fee-based 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 Continuing Workforce Education/fee-based classes are:

- Complete a Continuing Workforce Education 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 6:30 p.m., Tuesday through Thursday, 8:00 a.m. - 3:30 p.m. and Friday, 8:30 a.m. to 3:30 p.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 counselor about TABE scores
- Register in the Admissions Office
- Pay tuition in the Business Office

Admission Procedures for Online ABE, GED, and AAAE Classes

- Complete an online school application
- Take the TABE (Students must have a least a 4.0 in Reading to be eligible for the online class*)
- Meet with a counselor about TABE scores
- Register in the Admissions Office and receive instructor welcome packet
- Pay tuition in the Business Office
- Follow orientation instructions
- Login using information received once orientation is complete

*Students who score below a 4.0 in reading on the TABE will need to co-enroll with the Lake County Library pre-GED program to receive tutoring. Upon demonstrating proof of enrollment in the tutoring program, a student is eligible for online classes. See a counselor for more information.

ESOL (main campus day program)

- Complete a registration form in the ESOL classroom on Monday, Wednesday or Friday between 7:30 a.m. and 12:30 p.m. (allow 2 1/2 hours, no children)
- Take the Comprehensive Adult Student Assessment Systems (CASAS) test

ESOL (satellite locations)

Call 352-589-2250, ext. 1876, for registration sites and testing schedules.

GED Testing

GED testing for the State of Florida High School Diploma is provided on the Lake Tech main campus. The complete five-test battery required to earn a State of Florida High School Diploma is given in two testing sessions on consecutive dates. Interested candidates must attend a GED test orientation, which takes approximately 90 minutes. During the orientation, information is presented about the test, necessary forms are filled out and registration is completed for testing sessions. Candidates scheduling tests must be prepared to pay the testing fee by check, money

order, or cash at orientation in order to be registered. You must pay during regular business hours, 8:00 a.m. to 3:30 p.m. or until 6:30 p.m. on Monday evenings.

The cost of the complete five-test battery is \$70. All retests for failed subject areas are \$14 per individual test. These testing fees are non-refundable.

Candidates unable to attend one or both scheduled testing sessions may reschedule one time only at no charge prior to the date of the first test. Those who miss or show up without their correct identification for the scheduled test session must pay a \$14 rescheduling fee for each testing session; this rescheduling is only allowed once per paid test fee and must be scheduled within three months of the original test date. Candidates missing the rescheduled testing sessions will be required to pay the complete \$70 fee to reregister.

Candidates with documented disabilities may be entitled to testing accommodations. Candidates requesting accommodations should call for an appointment with the GED Chief Examiner to discuss their needs and the required procedures.

Electronic devices such as cell phones, pagers, calculators, etc. are not allowed in the assessment center and should be left at home or in a vehicle. Lake Tech assumes no responsibility for lost or stolen items. Candidates who bring electronic devices into the assessment center will have their test invalidated and will be removed from further testing.

All candidates taking the test should arrive at the testing sign-in area 15 minutes prior to the scheduled testing session. A valid driver's license, valid passport or other form of government issued identification that show name, address, date of birth, signature and photograph is required each time registered test takers enter the testing room. Candidates without proper identification will be considered no-shows and will be assessed a \$14 rescheduling fee as set forth above.

The school receives test results approximately eight weeks after each testing session. Results are mailed to test takers. Information about test scores may not be given over the phone. Retesting for failed test subsections may occur two additional times in one year. To reschedule a test, individuals must arrive at 8:00 a.m. or 5:00 p.m. on a scheduled orientation date.

CareerScope Assessment

The CareerScope assessment is given at no cost and provides potential students the opportunity to explore aptitudes and interests and is coordinated with Federal Government Department of Labor data.

The assessment is completed with a comprehensive, computerized report and a conference with an evaluator. The information gained increases the student's knowledge of personal potential and capability that leads to the best possible career and training decisions. Call 352-589-2250, Admissions Office, for additional information and an appointment.

Foreign and International Diplomas/Degrees

Lake Tech 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 \$100.00 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 Lake Tech 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 Lake Tech's program offerings.

Transfer of Credit

Transfer between Lake Tech programs:

Students desiring to transfer between programs at Lake Tech must meet with a counselor. The student will visit the desired program prior to transferring. Both the sending and receiving instructors 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 guidance counselor for more information.

Transfer among Postsecondary Institutions:

Students transferring to Lake Tech 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. The appropriate Department of Education Statewide Course Numbering System discipline committee has reviewed and assigned a "transfer value" to the curriculum content for certificate programs. Student placement will be the result of mutual planning by the student, instructor, counselor 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.

Graduation

Lake Technical Center holds annual commencement ceremonies in June of each year honoring all 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.

Students are eligible for **graduation** once the following criteria are met:

1. Completion of all Occupational Completion Points/Literacy 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.

A written appeal to the Center Director must be submitted for any exception to the graduation criteria. The 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 students

having a 93 or better grade average with at least 90% attendance and instructor recommendation.



Student Support Services

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

Counselors

Counselors 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 3:00 p.m., and Friday, 8:30 a.m.-12:00 p.m.

Disability Accommodations

In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability. The Students with Disabilities Coordinator will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations. The Dean of Enrollment Management supervises students with disabilities' accommodations and is the second point of contact.

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 Financial Aid process generally takes 2-3 weeks to complete. 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 and VA education benefits. 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 Lake Tech, 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 10% of Total Program Hours for Financial Aid Recipients

If a student is absent more than 10% 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 10% 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.

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 10% 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.

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 Lake Tech. These fees shall also be used to provide students with a supplemental source of financial assistance at Lake Tech. 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.

Federally Funded Title IV Grants

For details on eligibility and applications, ask for the financial aid brochure or call 352-589-2250, extension 1829.

Indian Affairs

Please call 1-800-322-9186.

Local Private Scholarships

For details on eligibility and applications, call 352-589-2250, extension 1829.

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 Act (WIA)

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 Center. 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 first day of class, 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 Lake Tech 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 Lake Tech. 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 Lake Tech's VA Certifying Official.
6. Students must attend classes regularly, and attendance will be recorded and maintained by the school. Veterans are allowed three (3) excused absences and three (3) unexcused absences within a calendar month. Excused absences, granted for extenuating circumstances only, include illness of self, illness or death of immediate family member, jury duty or active military service. Documentation supporting absences must be given to the VA Certifying Official **immediately** upon student returning to school. All absences 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. DVA will be notified by the school's VA Certifying Official when seven (7) absences and/or four (4) unexcused absences have been recorded within a calendar month for a student, and VA benefits will be terminated for the student's unsatisfactory attendance. 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.
9. The DVA will be notified by the school's VA Certifying Official if the veteran does not maintain satisfactory attendance.

Appeal Process

If a student has reached termination status because of unsatisfactory academic progress or unsatisfactory attendance and he/she feels that extenuating circumstances have prevented him/her from meeting the required standard, 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 Lake Tech. Credit for previous training will be evaluated by the instructor 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 will make a partial payment based on Lake Tech's established procedures at the time of registration and the balance as scheduled. Failure to meet this obligation will result in the student being withdrawn from classes. For short-term programs, balance is due no later than the last day of enrollment prior to receiving completion certificate. 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 instructor 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 instructor 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 Center. 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. Documentation of VA form 22-8873 must be in the student's file before VA benefits are reinstated.



POLICIES AND GENERAL INFORMATION



NOTIFICATION OF COMPLIANCE

Lake Tech 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 Art Seidner at 589-2250 ext. 1823 or Sherie Lindamood at 589-2250 ext. 1824.

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 Tech 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 Lake Tech 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 Lake Tech main campus. The Students with Disabilities Coordinator is the coordinator of section 504 activities and may be contacted at 352-589-2250, extension 1823.

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 Tech 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 Lake Tech.

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 (ASCII)
- 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 MSDS information and eyewash stations where applicable. Fire, tornado and lock-down drills are routinely held.

Each program and department has a first aid kit. These kits are routinely inspected by nurses from the Health Science Education Department (HSE) and restocked as needed. HSE also houses a box of first aid supplies accessible to instructors 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. 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 instructor 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. It is the policy of Lake Tech 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.

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.

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

Drugs, alcohol and illegal substances are prohibited and will not be tolerated on any Lake Tech 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.

Students 18 and older may smoke only in the designated smoking area. Smoking is not permitted in the buildings or parking lots.

Harassment

Lake Tech 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 Tech 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 Lake Tech employee shall report the harassment to an administrator(s), guidance counselors 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 Lake Tech's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

Loitering

Students are not to loiter in the Center parking lots whether inside or outside of vehicles.

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 Lake Tech 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 a decision 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 Enrollment Management.
2. The Dean of Enrollment Management and staff gather data regarding the appeal and submit to the director or designee.
3. If needed, the counselor sets and notifies appropriate staff for an appeals meeting. Included in the meeting must be an administrator, counselor, and instructor, 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 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 Enrollment Management.
2. The Dean of Enrollment Management and staff gather data regarding the grievance.
3. The counselor 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 counselor 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 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://www2.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):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o 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 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.

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 Lake Tech or LCSB as administrator, supervisor, instructor, 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 Lake Tech 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. After school receipt of proper notification, the subpoenaed records will be produced as demanded on the 10th working day following the service of the subpoena if an injunction is not granted.

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.



STUDENT RESPONSIBILITIES

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 Lake Tech 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 instructor(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

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 Lake Tech website at www.laketech.org and or may be downloaded from Lake County Government's website at <http://election.doc.state.fl.us/voter-registration/voter-reg.shtml>. In addition, voter registration drives take place on an annual basis.

Code of Student Conduct

Students attending Lake Tech are treated as mature individuals. Lake Tech 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 Lake Tech'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 Lake Tech and is in effect on Lake Tech property and whenever students are

under the official supervision of Lake Tech 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 Lake Tech without any special considerations. Students dismissed "not in good standing" will need to request special consideration from the Director of Lake Technical Center or designee and may be excluded from enrollment in most licensure programs.

Dual-enrolled high school students not meeting the standards for Lake Tech 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 Tech'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 abusive, profane, obscene language/materials, either oral or written language (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. Possession of weapons or explosives of any kind.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. The use of tobacco products by any student under 18 years of age.
12. Smoking outside of the designated smoking area
13. Inappropriate use of electronic communication devices on campus.

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 Lake Tech 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.

Copyright Law and Lake Technical Center's Policy

U.S. Copyright Law

Title 17, United States Code, contains rules regarding copying or reproducing copyrighted material. Lake Tech 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.
- 2 years for materials used in a multimedia teaching project
- 10% or 3 minutes (whichever is less) of motion media such as video, DVD, etc.
- No more than 3 poems by 1 poet or 5 from one anthology
- 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 5 images from one artist or photographer
- 10% or 15 works (whichever is less) from a collection
- 10% or 2500 fields or cells (whichever is less) from a database or data table

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.

LTC’s Compliance Plan

Lake Technical Center 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 iBoss 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.riaa.com/toolsforparents.php>;
- <http://www.mpaa.org/contentprotection/get-movies-tv-shows>
- <http://www.cinemanow.com/>
- <http://www.movielink.net.au/>

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 Lake Tech 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 neither distracting nor offensive and be clean, neat, modest, in good repair and appropriately sized. Please refer to the Master Plans of Instruction for individual program dress code policies.

The Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. When 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.

Acceptable Telecommunications / Electronic Communications Use Policy

Lake Tech provides computers and 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 Lake Tech.

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 Tech may suspend or revoke a student's access to the district system upon violation of Lake Tech 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

Attendance Policy

In an effort to develop appropriate work ethics, Lake Tech 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 instructor 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. 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 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

Some programs have Career Pathways articulations with Lake County high schools and/or articulations with Lake-Sumter State College or other postsecondary institutions. 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 Lake Tech Curriculum Office.

Statewide articulations between technical centers and community and state colleges articulating credits for selected programs were established in 2006. These statewide articulation agreements allow students to earn up to the maximum number of articulated credits based upon similar curriculum as determined by the accepting institution.

The articulations in place between Lake Tech and Lake-Sumter State College are for Lake Tech's Accounting Operations, Administrative Office Specialist, Early Child Care, Fire Fighter, Law Enforcement Officer, EMT and Paramedic programs. Some of these agreements offer more articulated credit than the statewide articulations. See program information in this catalog for individual agreements. Contact a guidance counselor or instructor for more information about these articulations.

Career Pathways articulations allow students who completed a Career and Technical course of study (three sequential courses in an approved career-technical program) at a Lake County Schools' high school to articulate courses in selected programs as follows:

Career Pathways Articulations

High School Program w/Specific Program Course Requirements	Lake Technical Program	Articulated Courses/Hrs
► Accounting Operations Computing for College & Careers Accounting Apps. 1 Accounting Apps. 2	Accounting Operations	Information Technology Asst., OTA0040 (150 hrs) Accounting Clerk, ACO0040 (300 hrs)
	Administrative Office Specialist	Information Technology Asst., OTA0040 (150 hrs)
	Digital Design	Information Technology Asst., OTA0040 (150 hrs)
► Administrative Asst. Computing for College & Careers Administrative Office Technology Business Software Applications	Accounting Operations	Information Technology Asst., OTA0040 (150 hrs)
	Administrative Office Specialist	Information Technology Asst., OTA0040 (150 hrs) Front Desk Specialist, OTA0041 (300 hrs)
	Digital Design	Information Technology Asst., OTA0040 (150 hrs)
► Business Computer Programming Computing for College & Careers Bus. Comp. Prog. 1 Bus. Comp. Prog. 2	Accounting Operations	Information Technology Asst., OTA0040 (150 hrs)
	Administrative Office Specialist	Information Technology Asst., OTA0040 (150 hrs)
	Digital Design	Information Technology Asst., OTA0040 (150 hrs)
► Business Supervision & Management Computing for College & Careers Business & Entrepreneurial Principles Legal Aspects of Bus.	Accounting Operations	Information Technology Asst., OTA0040 (150 hrs)
	Administrative Office Specialist	Information Technology Asst., OTA0040 (150 hrs)
	Digital Design	Information Technology Asst., OTA0040 (150 hrs)
► Digital Design Computing for College & Careers Digital Design 1 Digital Design 2	Accounting Operations	Information Technology Asst., OTA0040 (150 hrs)
	Administrative Office Specialist	Information Technology Asst., OTA0040 (150 hrs)
	Digital Design	Information Technology Asst., OTA0040 (150 hrs) Production Asst., GRA0024 150 hrs towards Digital Asst. Designer, GRA0025
► Entrepreneurship Principles of Entrepreneurship Business Management & Law Business Ownership	Accounting Operations	60 clock hrs towards entrepreneurship competencies
	Administrative Office Specialist	60 clock hrs towards entrepreneurship competencies
	Applied Welding Technologies	25 hrs towards entrepreneurship competencies
	Auto Collision Repair & Refinishing	25 clock hrs towards entrepreneurship competencies
	Comm. Foods & Culinary Arts	60 clock hrs towards entrepreneurship competencies
	Cosmetology	24 clock hrs towards entrepreneurship competencies
	Digital Design	80 clock hrs towards entrepreneurship competencies
	Medium & Heavy Duty Truck & Bus	25 hrs towards entrepreneurship competencies
► International Business Computing for College & Careers Acct. Applications 1 International Business Systems	Accounting Operations	Information Technology Asst., OTA0040 (150 hrs) 150 hrs towards Accounting Clerk, ACO0040
	Administrative Office Specialist	Information Technology Asst., OTA0040 (150 hrs)
	Digital Design	Information Technology Asst., OTA0040 (150 hrs)
► Legal Administrative Specialist Computing for College & Careers Administrative Office Technology 1 Business Software Applications 1	Accounting Operations	Information Technology Asst., OTA0040 (150 hrs)
	Administrative Office Specialist	Information Technology Asst., OTA0040 (150 hrs) Front Desk Specialist, OTA0041 (300 hrs)
	Digital Design	Information Technology Asst., OTA0040 (150 hrs)
► Network Support Services Computing for College & Careers Networking 1 Networking 2	Accounting Operations	Information Tech. Asst., OTA0040 (150 hrs)
	Administrative Office Specialist	Information Tech. Asst., OTA0040 (150 hrs)
	Digital Design	Information Tech. Asst., OTA0040 (150 hrs)

Career Pathways Articulations *continued*

High School Program w/Specific Program Course Requirements	Lake Technical Program	Articulated Courses/Hrs
► New Media Technology Computing for College & Careers New Media & Digital Imaging Fundamentals Digital Video & Sound Fundamentals	Accounting Operations	Information Tech. Asst., OTA0040 (150 hrs)
	Administrative Office Specialist	Information Tech. Asst., OTA0040 (150 hrs)
	Digital Design	Information Tech. Asst. OTA0040 (150 hrs)
► Allied Health Assisting Health Science 1 Health Science 2 Allied Health Assisting 3	Patient Care Technician (CNA, HHA, PCA, PCT)	Basic Healthcare Worker, HSC0003 (90 hrs)
	Emergency Medical Technician (EMT)	Basic Healthcare Worker, HSC0003 (90 hrs)
	Medical Assisting	Basic Healthcare Worker, HSC0003 (90 hrs)
	Practical Nursing (LPN)	Basic Healthcare Worker HSC0003 (90 hrs)
► Nursing Assistant Health Science 1 Health Science 2 Allied Health Assisting 3 Nursing Assistant 3	Patient Care Technician (CNA, HHA, PCA, PCT)	Basic Healthcare Worker, HSC0003 (90 hrs) Nurse Aide & Orderly, HCP0121 (75 hrs)
	Emergency Medical Technician (EMT)	Basic Healthcare Worker HSC0003 (90 hrs)
	Medical Assisting	Basic Healthcare Worker, HSC0003 (90 hrs)
	Practical Nursing (LPN)	Basic Healthcare Worker, HSC0003 (90 hrs) Nurse Aide & Orderly, HCP0121 (75 hrs)
► Auto Collision Repair & Refinishing Auto Collision Repair & Refinishing 1 Auto Collision Repair & Refinishing 2 Auto Collision Repair & Refinishing 3	Auto Collision Repair & Refinishing	Paint & Body Helper, ARR0210 (250 hrs) Paint & Body Asst. ARR0213(250 hrs)
► Automotive Service Technology Automotive Service Tech. 1 Automotive Service Tech. 2 Automotive Service Tech. 3	Automotive Service Technology	Automobile Services Assistor, AER0014 (300 hrs) Engine Repair Technician, AER0110 (150 hrs)
► Commercial Art Technology Commercial Art Tech. 1 Commercial Art Tech. 2 Commercial Art Tech. 3	Digital Design	100 hrs towards competencies in Information Tech. Asst., OTA0040 & Production Asst., GRA0024
► Culinary Arts Culinary Arts 1 Culinary Arts 2 Culinary Arts 3 Culinary Arts 4	Commercial Foods & Culinary Arts	Food Preparation, HMV0100 (300 hrs) 150 hrs towards Cook, Restaurant, HMV0170 150 hrs towards Food Service Management, HMV0126

Statewide PSAV to AAS/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)
Digital Design 1 and 2	Graphics Technology	9
Early Childhood (CDAE)	Early Childhood Degree	9 (with CDAE)
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, visit Lake Technical Center's online Bookstore and Marketplace at <http://laketech.textbookx.com/institutional/index.php#>. Information about refund policy, sale of used books, etc., may also be found at <http://laketech.textbookx.com/institutional/index.php#>.

Minimal supplies, such as nursing patches and safety goggles, will be available in the Business Office.

Fees and Tuition

Tuition is required at enrollment and is payable by semester or with a payment plan prior to each enrollment period. 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.

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 \$11.45 per hour.

Students pay a non-refundable \$10.00 registration fee and a \$10.00 facility use fee on an annual basis.

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

Adult Education students are assessed \$30.00 per term for instruction in GED, ESOL, or AAEE. Non-Florida residents are assessed \$120.00 per term.

For short-term, fee-based classes, 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 and Adult General Education (GED, ABE, AAEE, and ESOL) 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 Center 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.**

- Driver's license
- Voter registration card
- 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.

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:
 - o your full name
 - o a working telephone number
 - o a current mailing address
 - o an e-mail address, if you have one
2. Leave your appeal with a guidance counselor in the Admissions Office for review by the LTC residency determination committee.

Grading System

Lake Tech 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 Center is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
0 – 69	Failing

In most programs, students are evaluated in the areas of skills, knowledge and work habits. 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 work habits 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, to Administration to review the possibilities of program completion. When a student has demonstrated unsuccessful program progress based upon grades, skills or work habits, the student may be placed on academic probation or recommended for dismissal from the program. When a student is dismissed, the student will not be eligible to return to Lake Tech without administrative approval. Dual-enrollment students who fail to make the corrections stipulated in a probationary contract will be returned to the home high school. The dual-enrollment student may return to Lake Tech 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 Lake Tech 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 instructors into Lake Tech'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. Dual enrolled students receive a report card from Lake County Schools and a progress report from Lake Tech.

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 instructor and in the program Master Plan of Instruction which is available on the school website.

Job Placement Assistance

The Career and Technical Education program instructor 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 instructor to discuss their employment goals. This service may be utilized either during

enrollment at Lake Tech or upon completion of a certificate program.

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 instructors held throughout the year. Facebook is also used as a communication tool.

Leaving Campus

Adult students may leave campus for lunch provided this is done within the allotted time. Dual-enrolled students are not allowed to leave campus during lunch.

All students must notify their instructor when leaving campus early. This is for the safety of students.

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.

Textbooks may be purchased online through Lake Technical Center's Bookstore and Marketplace, at <http://laketech.textbookx.com/institutional/index.php#>.

Minimum Technical Requirements to take Online Courses

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

Operating Systems:

- Microsoft Windows 98SE, ME, 2000, XP, Vista
- Macintosh OS X

Web browsers:

- MS Internet Explorer version 5.5 or above
- Netscape 6x or above
- Mozilla/Firefox
- Apple Safari version 1x or above

Media Resources

Because of the wide diversity of programs at Lake Tech, media resources are located in each department and/or program area for the use of

students and instructors rather than being housed in a central location. A school-wide inventory list is on the school intranet and available from program instructors. Print media may be checked out by students at the discretion of the instructor.

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 classes or receive services until the debt is paid in full.

Refund Policy

Career and Technical Education Refund Policy

Occasionally it becomes necessary for a CTE student to withdraw or change programs at Lake Tech. 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 Lake Tech cancels a class, a class does not open as scheduled or a student registers but never attends. 100% of all tuition/fees will be refunded.
- Withdrawal through the closing of the fifth day of class per semester, 100% of all tuition/fees will be refunded.
- Schedule changes through the closing of the fifth day of class per semester, 100% of all tuition/fees will be refunded.
- No lab fees will be refunded after the closing of the fifth day of class per semester.
- Tool deposits are refundable provided tools are returned in usable condition as determined by the program instructor.
- No refund will be given for fees used to purchase required program malpractice insurance.
- Uniform items 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 withdraws and 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 Lake Tech 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 and Continuing Workforce Education/Fee Based Class Refund Policy

The Adult Education and Continuing Workforce Education 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.

Returned Check Policy

Checks returned for insufficient funds will be assessed a returned check fee of \$25.00 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 counselor, instructor and financial aid supervisor (if appropriate). 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 instructor 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 instructor determines

that a student is ready to complete, the AAAE instructor 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 Director.

Student Vehicles

Students attending Lake Tech must observe the following rules:

- All cars must have a parking permit prominently displayed. A parking permit is given to each student paying a registration fee.
- Students must observe all speed limits on the campus and other posted rules. The speed limit on campus is 10 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 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 Lake Tech transcripts must complete a request form available from the Admissions Office. Transcript requests will normally be processed within one business day 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 no charge for the first transcript. Each additional transcript is \$5.00.

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 lab 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



Arts, A/V Technology and Communication

Digital Design 1 and 2

Digital Design 1 and 2, located on the LTC main campus, are 600 hour programs each offering a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning, and development of specialized skills in multimedia presentations.

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

Estimated Expenses: Digital Design 1 - Tuition is approximately \$1,728, plus books and fees.
Digital Design 2 - Tuition is approximately \$1,728 plus books and fees.

Job Opportunities Printing companies, newspapers, real estate promotional publishers, screen printers, billboard and sign companies, in-house art departments, marketing firms, advertising agencies, and exhibition/tradeshow display companies.

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

Digital Design 1

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.

GRA 0024 – Production Assistant, 150 hours

This course is designed to provide students with the knowledge of digital publishing concepts including layout, design, and measurement. Students will learn digital publishing operations and digital imaging.

GRA 0025 – Digital Assistant Designer, 300 hours

This course is designed to provide students with the opportunity to become proficient in digital publishing operations and digital imaging. Students will also become proficient in multimedia presentations. Emphasis is placed on working in teams, the importance of ethics and legal responsibilities as well as leadership skills.

A student must complete Digital Design 1 before enrolling in Digital Design 2.

Digital Design 2

GRA 0026 – Graphic Designer, 300 hours

This course is designed as a continuation of Digital Design 1 and will provide students with the opportunity to refine their skills using a variety of technology tools and software.

GRA 0027 – Media Designer, 300 hours

This course is designed as a continuation of Digital Design 1 and will provide students with the opportunity to refine their skills in multimedia presentation.



Business, Management & Administration

Accounting Operations

Accounting Operations, 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 Peachtree, QuickBooks, and TurboTax.

An articulation agreement with Lake-Sumter State College allows students completing this program to receive college credits hours toward an AAS degree in Office Administration or Business Administration.

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 – online component

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

Administrative Office Specialist, 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 AAS degree in Office Administration or Business Administration.

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 – online component

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 – online component

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.



Education and Training

Child Care Center Operations

Director's Credential

A 45-hour Child Care Center Operations program is designed to prepare students to become a child care center director or administrator. Completion of this program is required for the foundational level of the state-mandated Child Care Director's Credential. TEACH Scholarships may be available to assist students with tuition and book fees. Location: LTC main campus.

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

Estimated Expenses: Tuition is approximately \$149.50 plus books and fees.

Job Opportunities: Owner/Operator/Director of Child Care Center.

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

HEV 0160 – Child Care Center Director, 45 hours

This course is designed to develop an understanding of the organizational structure and job responsibilities in child care centers and to identify leadership skills and styles. In addition, students will learn health, safety, nutrition, professional rules and legal obligations as they pertain to child care centers.

Early Childhood Education Classes

40-Hour State-Mandated Child Care Training:

Day and evening classes, which are held on the LTC main campus, are available to child care professionals interested in completing the 40-hour state-mandated training. Within 90 days of employment, child care facility personnel must begin training to meet the 40-hour Introductory Child Care Training requirement. This training (Parts I and II) must be completed within 1 year of the date on which the training began. Students must pass a state competency test to receive their state certificate.

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

Estimated Expense: See current cost schedule available in the Admissions Office.

Employment Opportunities: Child Care Center Teacher Assistant.

HEV 0117 – Child Care Worker, 45 hours

Part I – 30-hour Introduction to Child Care
Part II – 10-hour specialized training to include the 5-hour Early Literacy requirement

Early Childhood Education Apprenticeship Program

A tuition-free Child Care Apprenticeship Program is available to professionals currently working full time in child care centers or elementary school classrooms. This program combines 4000 hours of on-the-job training with 288 hours of related

classroom instruction held at the LTC main campus. Graduates earn a program certificate and state Child Care Apprenticeship Certificate (CCAC) and may receive the state Early Childhood Professional Certificate (ECPC). In addition to Lake Tech's admission requirements, applicants must:

- Be at least 18 years of age
- Possess a high school diploma or the equivalent
- Verify full-time employment in a child care center or elementary school.

An articulation agreement with Lake-Sumter State College allows students completing these classes to receive up to 9 college credit hours towards an AS or AAS degree in Early Childhood Education.

Estimated Expenses: Tuition free for those who meet the admission requirements listed above.

Job Opportunities: Child care provider/worker/teacher, public school teacher aide, family daycare provider, child care development specialist, school age provider, and child care center owner/operator/ director.

To qualify for a Certificate of Completion, students must successfully complete 288 hours of coursework along with 4000 hours of on-the-job training. Course requirements will be completed in both the workplace and classroom.

Continuing Workforce Classes Toward National Certification

Child Development Associate:

Evening classes, held on the LTC main campus, are available to childcare professionals seeking the National CDA Credential. This program provides a minimum of 120 hours of classroom instruction toward the credential. TEACH Scholarships may be available to assist students with tuition.

Interested students should contact The Council for Professional Recognition (800.424.4310) for **additional requirements** for this credential.

Estimated Expenses: See current schedule available in the Admissions Office for program costs.

Job Opportunities: Child Care Center Teacher, School System Teacher Assistant.



Health Science

Emergency Medical Technician

Emergency Medical Technician, located on the LTC main campus, is a 250-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 National Highway Traffic Safety Administration. 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. Successful completion of the state board examination results in state certification and the ability to gain employment in the capacity of EMT.

Students who complete the EMT program are eligible to receive college credit hours to be applied toward an Associate of Science degree in Emergency Medical Services. The number of credit hours granted varies according to the educational institution. An articulation agreement with Lake-Sumter Community College allows students completing this program to receive up to 11 college credit hours when transferring to the Emergency Medical Services AS degree program. For more information regarding an AS degree in EMS, contact Lake-Sumter State College or the educational institution of your choice.

Special admission requirements apply. In addition to Lake Tech'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 \$720.00 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.

HSC 0003 – Basic Healthcare Worker, 90 hours – online component

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.

EMS 0159 – Emergency Medical Technician, 160 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.

Home Health Aide

Home Health Aide, located on the LTC main Campus, is 165-hour program designed to prepare a student to provide and maintain bodily and emotional comfort and to assist the patient

toward independent living in a safe environment. Content areas include, but are not limited to, legal and ethical responsibilities; communication skills; a safe, clean, and healthy home environment; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; and employability skills.

Certification: Upon successful completion of this program, the student should be eligible to take the voluntary national certification through the National Association for Home Care.

In addition to Lake Tech's admission requirements, applicants must:

- Be at least 18 years of age by the time that clinical start.
- Complete an application.
- Completion of the Test of Adult Basic Education (TABE) for PCT only. CNA, HHA, PCA do not require the TABE.
- Meet with a counselor.
- Have a negative tuberculosis skin test or chest x-ray.
- Pass a drug screening and a Level II Florida Department of Law Enforcement (FDLE) background check.
- Have transportation to clinical sites.
- 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 \$472.50 plus books and fees.

Job Opportunities: Home Health Agencies

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

HSC 0003 - Basic Healthcare Worker, 90 hours; online component.

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 0330 – Home Health Aide, 75 hours

This course is designed to provide students with training in the areas of legal and ethical responsibilities; communication skills; basic human needs; a safe, clean, and healthy home environment; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record-keeping; and employability skills.

Nursing Assistant (Articulated)
(also known as CNA)

Nursing Assistant (CNA), located on the LTC main campus and LTC's Instructional Service Center, Mascotte, 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. Most CNA programs are scheduled in the day; however, part-time and/or evening programs are occasionally offered.

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 Lake Tech's admission requirements, applicants must:

- Be at least 18 years of age by the time that clinical start.
- Complete an application.
- Completion of the Test of Adult Basic Education (TABE) for PCT only. CNA, HHA, PCA do not require the TABE.
- Meet with a counselor.
- Have a negative tuberculosis skin test or chest x-ray.
- Pass a drug screening and a Level II Florida Department of Law Enforcement (FDLE) background check.
- Have transportation to clinical sites.
- 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 – online component

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.



Medical Assisting

Medical Assisting, located on the LTC main campus, is a 1300-hour program designed to prepare a student for employment as a medical assistant. Training includes receptionist responsibilities, phlebotomy, electrocardiography, emergency procedures, communications, insurance and finance procedures, transcription, office management software, medications, and human relations skills.

In addition to Lake Tech’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 at the start of the program).

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 – online component

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 0500 – Medical Office Receptionist, 100 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.

MEA 0550 – Medical Assistant 1, 320 hours

This course is designed to provide students with the knowledge of legal responsibilities for medical assistants, an understanding of anatomy and physiology concepts, and knowledge of the fundamentals of microbial control and use aseptic techniques.

MEA 0551 – Medical Assistant 2, 320 hours

This course is designed to provide students with the knowledge of emergency preparedness and protective practices, the ability to perform basic and diagnostic clinical laboratory procedures, knowledge of office exam procedures, the ability to perform minor treatments, and the knowledge of basic diagnostic medical assisting procedures.

MEA 0552 – Medical Assistant 3, 320 hours

This course is designed to provide students with the knowledge of pharmaceutical principles and administer medications, demonstrate basic X-Ray procedures and the ability to perform administrative office duties. Students participate in the satisfactory completion of a mandatory, unpaid, 160 hour practicum will at the end of this course.

Paramedic

Paramedic, 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 National Highway Traffic Safety Administration. Upon successful completion of the Paramedic 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, 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 Emergency Medical Services. 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 42 college credit hours when transferring to the Emergency Medical Services AS degree program. For more information regarding an AS degree in EMS, contact Lake-Sumter State College or the educational institution of your choice. Special admission requirements apply and prior health care experience is preferred. In addition to Lake Tech'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 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 2 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.

HSC 0003 – Basic Healthcare Worker, 90 hours – Credit transferred into the program via EMT licensure.

EMS 0219 – Paramedic 1, 336 hours

EMS 0220 – Paramedic 2, 336 hours

EMS 0221 – Paramedic 3, 338 hours

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

Patient Care Assistant

The Patient Care Assistant program, located on the LTC main campus, trains students to be a Nursing Assistant, Home Health Aide and Patient Care Assistant. It is a 290-hour program which is designed to prepare students to assist patients in long-term and acute care facilities and their home with the activities of daily living. The program includes classroom, laboratory and clinical experience.

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 Lake Tech's admission requirements, applicants must:

- Be in good mental and physical health.
- Have a negative tuberculosis test.
- Be at least 18 years of age.
- 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.
- Successfully complete a Level 2 background check.
- Have a negative drug screen (to be conducted at the start of the program).
- 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 \$835.20 plus books and fees.

Job Opportunities: Long-term care facilities, assisted living facilities, schools, hospitals or clinics and home health agencies.

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

HSC 0003 – Basic Healthcare Worker, 90 hours – online component

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 and 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.

HCP 0332 – Advanced Home Health Aide, 50 hours

The Home Health Aide course prepares students to administer care and assist with activities of daily living for individuals in their home. In additional hours students learn adaptations to nursing care applied in the home setting.

HCP 0020 – Patient Care Assistant, 75 hours

The Patient Care Assistant course prepares students to assist patients in an acute care facility with the activities of daily living. The additional hours expand the role of the CNA and include care of pre- and post-operative patients, traction and unsterile procedures.

Patient Care Technician

Patient Care Technician, located on the LTC main campus, is a 600-hour program which trains students in a variety of skills including Nursing Assistant, Home Health Aide, Patient Care Assistant, EKG, Phlebotomy and Patient Care Technician. Students learn to assist patients in

long-term and acute care facilities, hospitals and their home with the activities of daily living. The program includes classroom, laboratory and clinical experience.

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 Lake Tech's admission requirements, applicants must:

- Be in good mental and physical health.
- Have a negative tuberculosis test.
- Be at least 18 years of age.
- 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.
- Successfully complete a Level 2 background check.
- Have a negative drug screen (to be conducted at the start of the program).
- 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 \$1,728.00 plus books and fees.

Job Opportunities: Hospitals, long-term care facilities, assisted living facilities, laboratory and rehabilitation facilities.

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

HSC 0003 – Basic Healthcare Worker, 90 hours – online component

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 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.

HCP 0332 – Advanced Home Health Aide, 50 hours

The Home Health Aide course prepares students to administer care and assist with activities of daily living for individuals in their home. In additional hours students learn adaptations to nursing care applied in the home setting.

HCP 0020 – Patient Care Assistant, 75 hours

The Patient Care Assistant course prepares students to assist patients in an acute care facility with the activities of daily living. The additional hours expand the role of the CNA and include care of pre- and post-operative patients, traction and unsterile procedures.

HSC 0016 – Allied Health Assistant, 150 hours

This course is designed to provide students with skills in electrocardiograph and phlebotomy at the aide level. Students will also complete a clinical rotation in the major allied health areas listed above.

MEA 0580 – Advanced Allied Health Assistant, 100 hours

In this course students will participate in clinical rotations in the major allied health areas.

PRN 0094 – Patient Care Technician, 60 hours

In this course students will participate in clinical rotations demonstrating knowledge of organizational and effective team member skills.

Phlebotomy

Phlebotomy, 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.

- Provide proof of high school diploma or its equivalent.
- Meet the definition of Good Moral Character.
- Meet the Essential Physical and Emotional requirements.
- Pass a Level II Florida Department of Law Enforcement (FDLE) background check.
- Pass a drug screen.
- Submit a proof of a negative Tuberculin 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 – online component

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.

Practical Nursing

Practical Nursing, located on the LTC main campus and LTC's Instructional Service Center, Mascotte, 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 Lake Tech'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 clinicals.
- 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 18 college credit hours when transferring to the Nursing AS degree program.

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.

HSC 0003 – Basic Healthcare Worker, 90 hours – online component

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 – Articulated Nursing Assistant, 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.

PRN 0091 – Practical Nurse 1, 285 hrs

PRN 0092 – Practical Nurse 2, 450 hrs

PRN 0096 – Practical Nurse 3, 450 hrs

These courses present the principles and skills of assessment, planning, implementation and evaluation related to advanced nursing care. Students learn pharmacology and medication administration and integrate this knowledge into the care of complex medical surgical patients. Obstetrical, psychiatric and pediatric nursing are an integral part of the practical nursing program.



Hospitality and Tourism

Commercial Foods and Culinary Arts

Commercial Foods and Culinary Arts, 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.

Commercial Foods and Culinary Arts Apprenticeship

A Commercial Foods and Culinary Arts apprenticeship program is available. This ACF accredited on-the-job training program in cooperation with local ACF chapters is the only national apprenticeship-training program for cooks. Apprentices complete 4000 hours of on-the-job training as well as theory courses, held at the LTC main campus, usually over a two year period. The successful graduate is eligible to apply for the level of certified culinarian or certified sous chef through the ACF and apprentice cook certification through the State of Florida Department of Education.

Estimated Expenses: Tuition free for those who meet the following admissions requirements, plus books and fees.

Admissions Requirements: Working full time in the field; have an approved apprenticeship sponsor (employer); meet with the instructor.

Testing Requirements: None

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



Human Services

Cosmetology

Cosmetology, 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. Graduating students

must pass the State Board of Examination before being licensed as a Cosmetologist by the Department of Business and Professional Regulations.

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: 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 – online component

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-0004 – 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

Facials Specialty, 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. 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 – online component

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

Nails Specialty, 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. 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 – online component

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.



Law, Public Safety, and Security

Correctional Officer and Law Enforcement Officer 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

This 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 12 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.
- Physical Abilities Test.
- 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 hrs**
- **CJK0305, CJSTC Communications, 40 hrs**
- **CJK0310, Officer Safety, 12 hrs**
- **CJK0315, Facility and Equipment, 12 hrs**
- **CJK0320, Intake and Release, 18 hrs**
- **CJK0325, Supervising in a Correctional Facility, 40 hrs**
- **CJK0330, Supervising Special Populations, 20 hrs**
- **CJK0335, Responding to Incidents and Emergencies, 16 hrs**
- **CJK0340, Officer Wellness and Physical Abilities, 30 hrs**
- **CJK0031, CMS First Aide for Criminal Justice Officers, 40 hrs**
- **CJK0040, CMS Criminal Justice Firearms, 80 hrs**
- **CJK0051, CMS Criminal Justice Defensive Tactics, 80 hrs**



Crossover from Correctional Officer to Law Enforcement Officer

This 457-hour program, located at LTC's Institute of Public Safety, is designed to prepare a certified correctional officer to become additionally certified as a law enforcement officer. This dual certification is highly desirable in county and state correctional facilities in order for correctional officers to perform law enforcement duties when called upon. The program includes Florida law (state statutes peculiar to law enforcement), patrol, traffic, investigations and vehicle operations. Ethical awareness, physical fitness and interpersonal skills are emphasized as needed for successful job performance.

Florida Statutes require each Crossover CO to LEO 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 to the Crossover CO to LEO program include:

- The applicant's CJSTC Certificate of Compliance for Law Enforcement.
- Qualifying CJBAT/Law Enforcement scores.
- A letter on agency letterhead stating applicant's employment record, background investigation, and drug screening information.
- If not employed by an agency, the applicant will provide a drug screening analysis and background check.

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

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 as a law enforcement officer. Regulations do allow individuals to be concurrently dual certified as correctional officers and law enforcement officers.

Estimated Expenses: Tuition is approximately \$1,316.00 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.

- **CJK 0221 – Correctional Crossover to Law Enforcement Introduction and Legal, 47hrs**
- **CJK 0222 – Correctional Crossover to Law Enforcement Communications, 56 hrs**
- **CJK 0223 – Correctional Crossover to Law Enforcement Human Issues, 32 hrs**
- **CJK 0061 – Patrol 1, 58 hrs**
- **CJK 0062 – Patrol 2, 40 hrs**
- **CJK 0076 – Crime Scene Investigations, 24 hrs**
- **CJK 0071 – Criminal Investigations, 56 hrs**
- **CJK 0082 – Traffic Stops, 24 hrs**
- **CJK 0083 – DUI Traffic Stops, 24 hrs**
- **CJK 0086 – Traffic Crash Investigations, 32 hrs**
- **CJK 0020 – Law Enforcement Vehicle Operations, 48 hrs**
- **CJK 0422 – Dart Firing Stun Gun, 8 hrs**
- **CJK 0212 – Crossover Correctional to Law Enforcement CMS High Liability, 8 hrs**

Crossover from Law Enforcement Officer to Correctional Officer

This 199-hour program, located at LTC's Institute of Public Safety, is designed to prepare a certified law enforcement officer to become additionally certified as a correctional officer. This dual certification is highly desirable in county and state

correctional facilities in order for law enforcement officers to perform correctional officer duties when called upon. The course includes Florida law (state statutes peculiar to the correctional field), emergency preparation, interpersonal skills and correctional operations. Ethical awareness, physical fitness and interpersonal skills are emphasized as needed for successful job performance.

Florida Statutes require each Crossover LEO to CO 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 to the Crossover LEO to CO program include:

- The applicant's CJSTC Certificate of Compliance for Law Enforcement.
- Qualifying CJBAT/Corrections scores.
- A letter on agency letterhead stating applicant's employment record, background investigation, and drug screening information.
- If not employed by an agency, the applicant will provide a drug screening analysis and background check.

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

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 as a correctional officer. Regulations do allow individuals to be concurrently dual

certified as law enforcement officers and correctional officers.

Estimated Expenses: Tuition is approximately \$573.00 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 Corrections Officer.

- **CJK 0204 – Law Enforcement Crossover to Correctional Introduction, 59 hrs**
- **CJD 750 – Interpersonal Skills 2, 50 hrs**
- **CJD 741 – Emergency Preparedness, 26 hrs**
- **CJD 0752 – Correctional Operations, 64 hrs**

Fire Fighter

Fire Fighter, located at LTC's Institute of Public Safety, is a 398-hour program that provides the minimum training required for an individual to become a certified fire fighter. The program meets or exceeds requirements of the Bureau of Fire Standards and Training. (Note: statewide changes in program length will be implemented in January, 2009 as per BFST.) Training involves classroom and practical hours including live-burn exercises with structures and gas. The first-responder course is included with the program. Applicants must possess a high school diploma, GED or certificate of completion, have no felony or misdemeanor convictions involving moral turpitude, obtain a physical examination and possess a valid Florida driver's license with no suspensions within three years. EMT training is not included in this program. See page 35 for EMT information.

An articulation agreement with Lake-Sumter State College allows students completing this program to receive up to 30 college credit hours when transferring to the Fire Science Technology AAS degree.

Applicants to the Fire Fighter program have the following specific entrance requirements:

- Be at least 18 years of age or 17 if entering under a dual enrollment agreement.
- Complete the Test of Adult Basic Education (TABE).

- Complete the LTC online application.
- Score 70% or higher on NSFI (National Fire Selection Inventory).
- Submit proof of a high school diploma or equivalent (unless a dual enrollment student).
- Possess a valid Florida driver's license.
- Provide social security card.
- Complete a physical exam with EKG.
- Pass the Physical Agility Test (PAT).

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

Estimated Expenses: Tuition is approximately \$1,146.00 plus books and fees.

Job Opportunities: County and municipal fire departments and forestry.

To qualify for a program 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.

Additional Requirement: Completion of the 47-hour Capstone for Fire Fighter class. Tuition: \$235.

Law Enforcement Officer

This 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 to 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.
- Physical Abilities Test.
- Individual interview.
- Essay.

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

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.

- **CJK 0007 – Introduction to Law Enforcement, 11 hrs**
- **CJK 0008 – Legal, 69 hrs**
- **CJK 0017 – Communications, 76 hrs**
- **CJK 0011 – Human Issues, 40 hrs**
- **CJK 0061 – Patrol 1, 58 hrs**
- **CJK 0062 – Patrol 2, 40 hrs**
- **CJK 0076 – Crime Scene Investigations, 24 hrs**
- **CJK 0071 – Criminal Investigations, 56 hrs**
- **CJK 0082 – Traffic Stops, 24 hrs**
- **CJK 0083 – DUI Traffic Stops, 24 hrs**
- **CJK 0086 – Traffic Crash Investigations, 32 hrs**
- **CJK 0020 – CMS Law Enforcement Vehicle Operations, 48 hrs**
- **CJK 0031 – CMS First Aid for Criminal Justice Officers, 40 hrs**
- **CJK 0040 – CMS Criminal Justice Firearms, 80 hrs**
- **CJK 0051 – CMS Criminal Justice Defensive Tactics, 80 hrs**
- **CJK 0422 – Dart Firing Stun Gun, 8 hrs**
- **CJK 0096 – Criminal Justice Officer Physical Fitness Training/Law Enforcement, 60 hrs**

CRIMINAL JUSTICE REVIEW CLASSES

Corrections Comparative Compliance Review Course

This 64-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 80-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

Applied Welding Technologies

Applied Welding Technologies, located on the LTC main campus, is an 1170-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 \$3,370.00 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 0011 – Welder Helper, 250 hours

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

PMT 0012 – Welder, Shielded Metal Arc, 250 hours

The content of this course includes use of 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 0013 – Welder, Gas Metal Arc, 125 hours

This course content covers safety requirements, setting up GMAW equipment and preparing materials for welding mild steel, aluminum and stainless steel joints in all positions.

PMT 0014 – Welder, Flux Cored Arc, 100 hours

This course content includes safety requirements, setting up FCAW equipment and preparing materials for welding mild steel with flux cored in all positions.

PMT 0015 – Welder, Gas Tungsten Arc, 175 hours

This course content covers instruction in safety, setting up GTAW equipment and preparing materials for welding as well as welding aluminum, mild steel and stainless steel joints in all positions.

PMT 0016 – Welder, Pipe, 270 hours

The content of this course includes safety, preparing materials and setting up equipment for welding pipe in all positions. Also, instruction is provided in using the following processes: OAW, SMAW, GMAW and GTAW for the welding of pipe joints.



Transportation, Distribution, and Logistics

Automotive Collision Repair and Refinishing

Automotive Collision Repair and Refinishing, 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 instructors 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 Service Technology 1 and 2

Automotive Service Technology 1 and 2, 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, 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 Axles 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.

Medium and Heavy Duty Truck and Bus Technician 1 and 2

Medium and Heavy Duty Truck and Bus Technician 1 and 2, 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.

Medium and Heavy Duty Truck and Bus 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.

Medium and Heavy Duty Truck and Bus 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

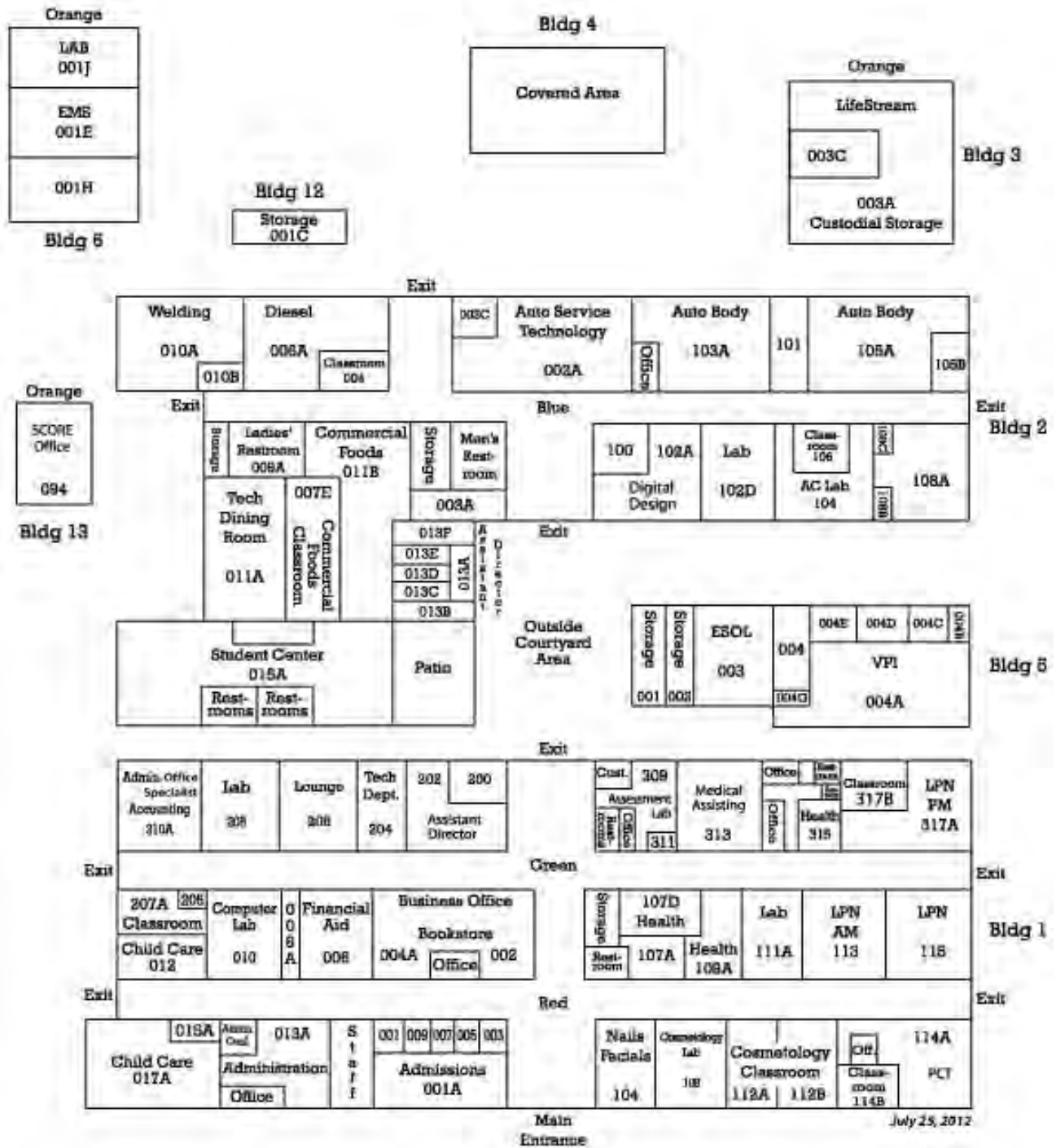
Instructor	Subject Area	Certification/Degree	Institution
Aro, James	Commercial Foods and Culinary Arts	Vocational Certification/ CCC	American Culinary Federation
Balogh, Gloria	Adult Education	Bachelor's Degree	University of West Florida
Beliveau, David	Auto Body Repair and Refinishing	Associates Degree, Certifications – I-CAR, NATEF, CHIEF, PPG	Florida Technical College
Bell, Patsy	ESOL	Bachelor's Degree	Georgia Southern College
Cooper, Stanley	Commercial Foods and Culinary Arts	Vocational Certification/ CCC	American Culinary Federation
Culpepper, Diane	Director	Doctorate	University of South Florida
Dahler, John	Applied Welding	Vocational Certification	Industry Work Experience
Dailey, Trudy	Adult Education	Bachelor's Degree	University of Florida
Dawson, Tonyia	Cosmetology	Vocational Certification	Industry Work Experience
Durante, Chuck	Business Technology	Master's Degree	Syracuse University
Girard, Kathy	CNA/HHA/PCT	Bachelor's Degree	University of Central Florida
Hendrickson, Layne	EMT/Paramedic	Bachelor's Degree	University of Phoenix
Hooper, Marvina	ESOL	Bachelor's Degree	Stetson University
Indomenico, Joe	Auto Body Repair	Vocational Certification, I-CAR, NATEF, Master CHIEF, PPG	Industry Work Experience
Jones, Betty	Dean of Enrollment Management	Master's Degree	University of Florida
Johnson, Kerrie	Digital Design	Bachelor's Degree	University of North Carolina
Koenig, Kenneth	Commercial Foods and Culinary Arts	Vocational Certification/ CCC, CEC	SE Inst. Of Culinary Arts/ American Culinary Federation
Lindamood, Sherie	Program Specialist	Doctorate	Ohio State University
McCrocklin, Donna	Practical Nursing	Associates Degree	Daytona Beach Community College
McKinney, Mark	Auto Services Technology	Vocational Certification, GM, NATEF, I-CAR, ASE	Industry Work Experience
Miller, Jack	Assistant Director	Master's Degree	University of Central Florida
Netherton, Pam	Adult Education	Master's Degree	University of South Florida
Netherton, Tom	Adult Education	Master's Degree	University of Central Florida
Peterson, Cathy	Financial Aid	Bachelor's Degree	Univ. of Southern Indiana
Roberts, Katherine	Early Childhood Education	Master's Degree	University of South Florida
Rosenglick, Sonya	Business Technology	Master's Degree	Nova Southeastern University
Seidner, Art	Guidance/Counseling	Master's Degree	Trinity International University
Suskiewich, Linda	Practical Nursing	Master's Degree	University of Central Florida
Stephan, Melissa	Assistant Director	Master's Degree	Stetson University
Thomas, DeAnna	Cosmetology	Vocational Certification	Industry Work Experience
Thornton, Beth	Medical Assisting	Master's Degree	University of Phoenix
Tindall, Karen	Practical Nursing	Master's Degree	University of South Florida

Instructor	Subject Area	Certification/Degree	Institution
Veremakis, Elise	Practical Nursing	Master's Degree	Case Western Reserve University
Weatherman, Barbara	Practical Nursing	Bachelor's Degree	Canyon College
Weaver, Rachel	Practical Nursing	Bachelor's Degree	Marymount University
Whalen, Tonia	Cosmetology	Vocational Certification	Industry Work Experience
Williams, Ron	Firefighting	AS Degree	Valencia Community College
Yates, Randy	Medium and Heavy Duty Truck and Bus Technician 1 and 2	Vocational Certification	Industry Work Experience

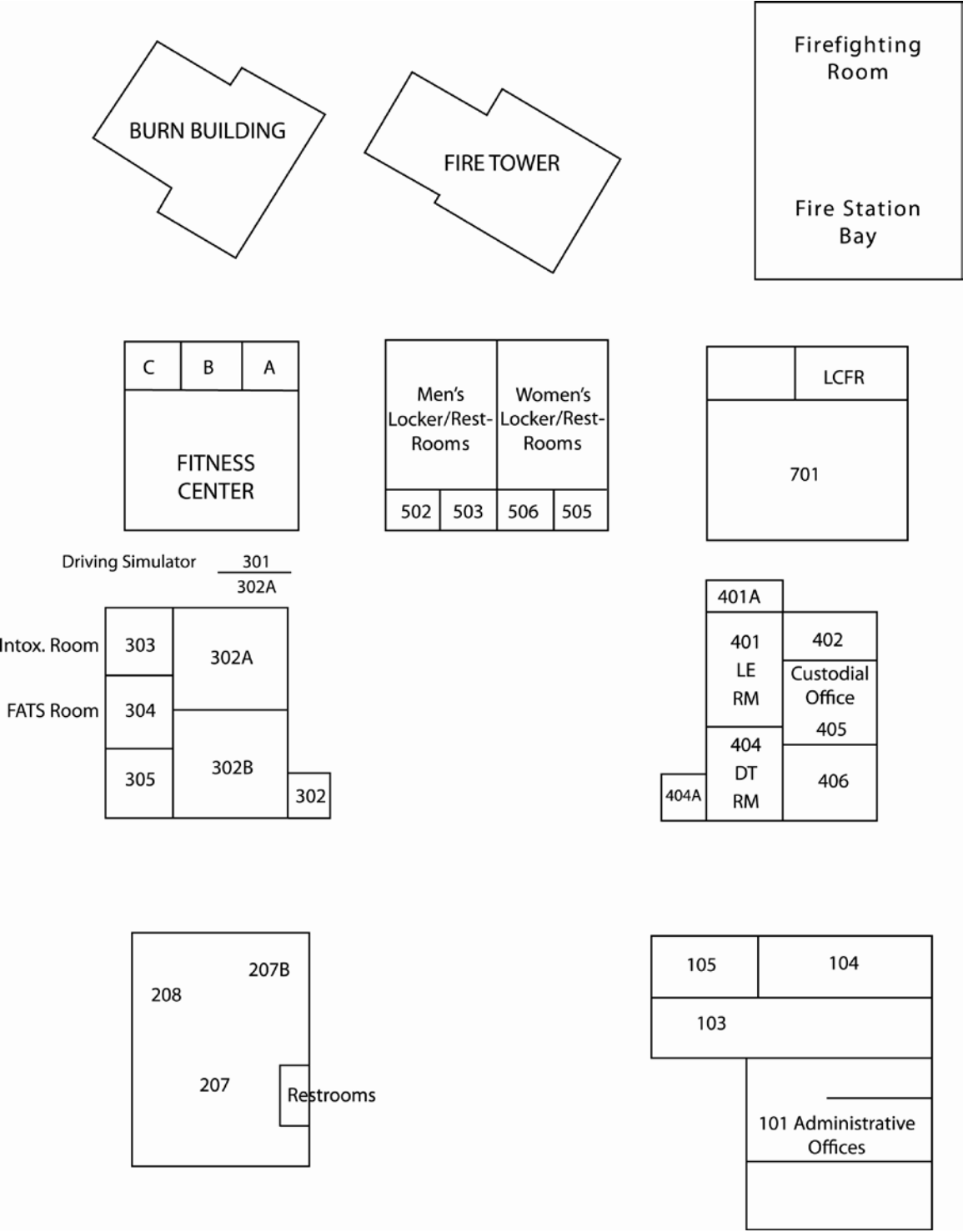
PART-TIME FACULTY

Child Care			
Beckett, Toni	Hammond, Rhonda	Kotz, Rikki	White, Teresa
Cosmetology			
Ancona, Lucia			
Fire Fighter			
Blinco, Charles	Blinco, Charles	Blinco, Charles	Blinco, Charles
Gage, Christopher	Gage, Christopher	Gage, Christopher	Gage, Christopher
Irving, James	Irving, James	Irving, James	Irving, James
Health Occupations			
Amedeo, Michael	Gruetzmacher, Mike	McClelland, Mike	Searcy, Heather
Massey, Rebecca	Hanson, Robert	McDaniel, Robin	Shepherd, Joy
Carpenter, Tommy	Harper, Eric	Meadows, Ross	Speir, David
Cox, Jolene	Hawk, Carol	Newsome, Danny	Steed, Catalina
Festa, Paul	Jenkins, William	Park, Michelle	Temple, Scott
Flohre, Shawn	Lezotte, Norm	Quale, James	Treadwell, Julie
Garbaravage, Joseph	Martin Thelma	Roberts, Timothy	White, Jason
Law Enforcement			
Birkhofer, Kenneth	Feleccia, Dannyh	Howard, Kevin	O'Neil, Daniel
Bond, Michael	Hart, Robert	Marden, Michael	Roberts, Vaughn
Edwards, Russell	Hoagland, Walter	McMaster, Michael	Sing, Carson

Lake Technical Center Main Campus Map



Map of the Institute of Public Safety Extension Campus



Lake Technical Center
Main Campus – 352.589.2250
Telephone Numbers and Extensions

DEPARTMENTS		PROGRAMS		Medical Assisting	
Administration		AAAE/ABE/GED		Thornton, Beth	1858
Culpepper, Diane	1810	Avelli, Colleen	1878	Medium / Heavy Duty Truck and Bus Technician 1 and 2	
Jones, Betty (<i>Dean of Enrollment Management</i>)	1813	Balogh, Gloria	1878	Yates, Randy	1863
Miller, Jack (<i>Facilities</i>)	1811	Dailey, Trudy	1853	Patient Care Technician	
Stephan, Melissa (<i>Curriculum</i>)	1812	Hutchinson, Diane	1857	Girard, Kathy	1845
Taylor, Lana	1815	Netherton, Pam	1877	Practical Nursing - Day	
Zaharis, Debbie	1868	Stubbs, Brent	1825	Suskiewich, Linda	1844
Admissions		Accounting/Admin. Office Specialist		McCrocklin, Donna	1843
Bielfelt, Marilyn	1818	Durante, Charles	1826	Practical Nursing - Evening	
Darst, Russell	1819	Applied Welding Technologies		Tindall, Karen	1859
Hermann, Bill	1820	Dahler, John	1864	Weaver, Rachel	1860
Lindamood, Sherie	1824	Auto Collision Repair/Refinishing		Practical Nursing – Part-Time	
Pruett, Yvonne	1821	Beliveau, David	1873	Hawk, Carol	1848
Seidner, Art	1823	Indomenico, Joe	1874	Weatherman, Barbara	1847
Woodruff, Etta / Bateman, Megan	1800/1822	Automotive Service Technology 1 and 2			
Business Office		McKinney, Mark	1862	Distance Learning/	
Molina, Jill	1827	Child Care		Rosenglick, Sonya	1855
Sain, Anne	1828	Roberts, Kathy	1835		
Salters, Mary	1869				
Computer Support		Commercial Food and Culinary Arts			
Johnson, Bill	1850	Aro, Jim	1867		
Netherton, Tom	1849	Cooper, Chip	1867		
Zehner, Bob	1851	Gonzales, Maria	1867		
Custodial Staff, 1856		Guercio, Debbie	1867		
Lind, Robert	Martinez, Julia	Koenig, Ken	1866		
Mitchell, Belinda	Prescott, Mark	Cosmetology		SUPPORT NUMBERS	
Storm, Irene	Tijerina, Mark	Dawson, Tonyia	1838	Cosmetology Apts. Only	1836
Data Reporting		Thomas, Deanna	1837	Cosmetology Direct Line	357-5671
Szasz, Barbara	1833	Whalen, Tonia	1839	SCORE	357-1476
Finance		Digital Design 1 and 2		Tech Dining Room	1866
Peterson, Cathy	1814	Johnson, Kerrie	1871		
Financial Aid		Emergency Medical Services		FAX NUMBERS	
Larry, Beverly	1834	Harper, Eric	1880	Administrative Office Specialist	357-1428
Leon, Herendira	1829	Hendrickson, Layne	1881	Admissions	483-2611
Yang, Mai	1831	ESOL		Curriculum Office	357-0544
Health Science		Bell, Patsy	1876	EMS	357-7640
DeMoss, Sue	1841	Heater, Darlene	1876	Financial Aid	357-8970
Veremakis, Elise	1842	Hooper, Marvina	1876	Public Safety	742-6466

**Institute of Public Safety
Extension Campus – 352.742.6463
Telephone Numbers and Extensions**

Main Office	742-6463
Administration	
Culpepper, Diane – Director, Lake Technical Center	589-2250, x113
Admissions Office	221
Fax Number	742-6466
Darst, Russell	225
Lemonovitch, Doris	224
Ryan, Tammy	222
Criminal Justice	
Edwards, Russ (Sergeant) – LCSO	255
De Libro, Chris (Lieutenant) LCSO	233
Green, Jean LCSO	250
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O'Neil, Scott (Master Deputy) -LCSO	238
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Williams, Ron – Fire Fighter Academy Coordinator	240
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*LCSO= Lake County Sheriff's Office

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