



Lake Technical College



# CAREER DUAL ENROLLMENT (CDE) PUBLIC HIGH SCHOOL STUDENT ADMISSIONS PACKET 2020-2021

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



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

Revised: 02/19/2020





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

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

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

### What are the eligibility requirements for CDE?

A student must:

- Be at least 16 years of age (some programs require students to be 18 years of age) and in 11th or 12th grade. Please note, students that enroll in their senior year may not be able to complete a program before they graduate from high school. Opportunities to complete as an adult student afterward is available and scholarships may be available to help students complete their studies.
- Have a viable career-technical goal.
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA, or equivalent test, prior to dual enrollment.
- Have good attendance and discipline records.
- Have TABE scores within 2 grade levels of state mandated exit requirements for completion of the program.

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

### What is the TABE?

The TABE (Test of Adult Basic Education) is a state regulated assessment of basic skills in Math, Reading, and Language. Students can take the TABE at Lake Technical College's Assessment Center located on the main campus in Eustis. The first TABE attempt is free\* of charge with a completed CDE application. Walk-in TABE testing is available on Mondays and Wednesdays, 8am-1pm (except for holidays). Other times may be available; please call Admissions Office to schedule an

appointment. All students applying for CDE must sit for the TABE.

*Prior to the day of testing*, students with an active 504 Plan or IEP should contact Lake Tech's Students With Disabilities Coordinator to schedule an appointment. A testing appointment may be necessary to meet the student's needs.

### How are TABE scores used?

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

If you have taken the PERT, SAT, or ACT within the past calendar year, you may be exempt from the TABE test requirement. Contact Admissions for details.

### Are there fees involved?

Tuition and some fees for CDE students are waived; some fees are the student's responsibility. Fees assessed may include lab kit, insurance, drug screen, uniforms, etc. Students attending public secondary schools are loaned books at no charge.

Financial assistance is not available for CDE students.

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

CDE Applications are accepted for the fall term February 15 through May 1. CDE Applications are accepted for the spring term September 1 through November 15. *Testing must be completed prior to the deadline for each term.* Spaces are limited and will be filled on a first-come, first-served basis; Returning CDE students must reapply each school year.

Some programs are lock-step and have specific testing and application windows. Students interested in these programs must follow the same testing and registration deadlines as traditional adult students. They are noted on page 4 of this application. Contact Admissions for details.



# LAKE TECHNICAL COLLEGE

## CAREER DUAL ENROLLMENT ADMISSIONS PROCESS—FAQ's



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

In high school, students must continue to be on track for timely graduation, must maintain a minimum 2.0 unweighted grade point average, and must not have any discipline issues.

In addition, students must maintain an 85% or higher attendance rate at Lake Tech and must progress through the CDE program competencies in a timely fashion. Failure to do so may result in the student being sent back to the high school.

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

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

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

Students may only enroll in one program at a time. Students should carefully consider which program best meets their future career goals before enrolling. A program switch will require administrative approval.

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

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

### Is transportation available?

In general, Lake Tech does not provide transportation. It is the student and parent/guardian's responsibility to ensure that they are able to attend class during the scheduled time.

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

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though career dual enrollment school students may be considered "dependent minors", under FERPA they have rights to privacy in all matters relating to their *post-secondary* educational record. Generally,

LTC, including the faculty members, will not release details relating to protected student information to non-LCSB officials or other high school representatives without the student's written consent. The practice of not releasing information extends to the release of information to parents and guardians.

Lake Tech *strongly suggests* that students complete the Release of Information Form during the admissions process so Lake Tech can communicate with the parent/guardian regarding the student's progress during the program. Otherwise, Lake Tech will communicate to the high school counselors only regarding a student's progress and/or attendance.

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

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

### Let's get started!!!

It is strongly suggested that all interested students attend a Program Information Session or a Career TechXpo *prior* to beginning the application process. Steps to enroll may vary for non-public high school and home school students. The following steps are approved for Lake County and Sumter County public high school students.

### *Students interested in CDE must complete all steps:*

- ⇒ Complete Lake Tech's online application available at [www.laketech.org](http://www.laketech.org) ~ Click the red "Apply Now" button.
- ⇒ Meet with high school guidance counselor to determine student's eligibility for CDE. Together the student, parent/guardian, and guidance counselor will complete the final two pages of this CDE Application Packet.
- ⇒ Bring the completed CDE Application and valid government identification card (i.e. Driver's License) *with you* to Lake Tech when you are ready take the TABE test. Please note, 504/IEP requests must be made in advance. The TABE is comprised of three sections: *Reading, Math, and Language*. The test can be taken all at once, or broken into segments.  
  
Remember, additional placement tests and application steps may be needed for some programs. The testing fee for TABE is *waived* for your first TABE attempt with submission of a completed CDE Application. However, retake TABE testing fees, or additional program-specific testing (i.e. TEAS) are the student's responsibility. Government issued photo identification is required to test.
- ⇒ Meet with a LTC Career Advisor to discuss TABE test results and program interests. The application will be held in Admissions until the application period closes and all applications are assessed.
- ⇒ Once approved, student will return to the Admissions Office to finish registration and to pay any applicable fees in the LTC Business Office. Program textbooks and kits will be loaned to students during career dual enrollment.





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Lake Technical College



# A Career In A Year!

352.589.2250

## 2020/21 CAREER DUAL ENROLLMENT PROGRAM OPPORTUNITIES

### **ARCHITECTURE & CONSTRUCTION**

- ◇ Heating, Ventilation, Air-Conditioning/Refrigeration

### **BUSINESS MANAGEMENT & ADMINISTRATION**

- ◇ Accounting Operations\*
- ◇ Administrative Office Specialist\*

### **HEALTH SCIENCES**

- ◇ Emergency Medical Tech. (ATD)\*+  
(Senior; 18 years old)
- ◇ Medical Assisting\* (Senior; 18 years old by course completion)
- ◇ Nursing Assistant (Long Term Care) ~  
"CNA" (Senior; 18 years old)
- ◇ Patient Care Technician\* (Senior, 18 years old)
- ◇ Pharmacy Technician\* (Senior; 18 years old)

### **HOSPITALITY & TOURISM**

- ◇ Professional Culinary Arts & Hospitality\*
- ◇ Baking and Pastry Arts

### **MANUFACTURING**

- ◇ Welding Technology
- ◇ CNC Production Specialist\*

### **HUMAN SERVICES**

- ◇ Cosmetology\* (Senior; Day class only)
- ◇ Facials Specialty (Senior)
- ◇ Nails Specialty (Senior)

### **INFORMATION TECHNOLOGY**

- ◇ Enterprise Desktop & Mobile Support Tech.\*

### **LAW, PUBLIC SAFETY, AND SECURITY**

- ◇ Fire Fighter/EMT Combo\*+ (Senior; 18 years old)
- ◇ Public Safety Telecommunications ~  
"911 Dispatcher" (Senior; 18 years old; Online class plus LTC site-based testing and 16 hours of job shadow)

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

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

\* Full Time enrollment required.

+ Additional Testing and/or application steps required.

# CAREER DUAL ENROLLMENT APPLICATION 2020-2021 ~ PUBLIC HIGH SCHOOL STUDENT



## PROGRAM CHOICE

Program Choice #1: \_\_\_\_\_ Program Choice#2: \_\_\_\_\_

Have you attended LTC Before? Yes No When? \_\_\_\_\_

## PERSONAL INFORMATION

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I. \_\_\_\_\_

Last 4 of Social Security #: \_\_\_\_\_ Birthdate: \_\_\_\_\_ mm/dd/yyyy High School: \_\_\_\_\_

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

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

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

## EMERGENCY CONTACTS—MUST INCLUDE PARENT/GUARDIAN

◆ Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

◆ Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

### I AFFIRM THAT:

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

Student Signature

Date

Witness: Parent/Guardian Signature

## THIS SECTION TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

Student's Name: \_\_\_\_\_

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

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

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

Does the student need credits from LTC in order to graduate?: Yes No

Potential high school transfer hours into LTC program? Yes No

Does the student have a discipline record? Yes No

**Student has taken:** PERT SAT ACT n/a

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

**Student has IEP/504:** Yes No

If YES ~ student must schedule a meeting with Lake Tech's 504 Coordinator PRIOR to taking the TABE test; Contact: Tyler Shadick: 352.589.2250, ext. 1887

**Approximate time student can attend Lake Technical College:**

- ☐ Full Time (approximately 8am-4pm)
- ☐ Part Time Morning (approximately 8am-Noon)
- ☐ Part Time Afternoon (approximately Noon-4pm)

**Approved term of entry, circle one:**

Fall (August)

Spring (January)

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

## THIS SECTION TO BE COMPLETED BY LAKE TECHNICAL COLLEGE ~ OFFICE OF ADMISSIONS

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

	REQUIRED SCORES (TABE or Alternative)	STUDENT'S TABE SCORES	STUDENT'S PERT , SAT, ACT SCORES
READING	T P S A		
MATH	T P S A		
LANGUAGE	T P S A		

**TABE FORM REQUIRED:** A D

**ALTERNATIVE SCORES USED:** PERT or SAT or ACT

If student did not meet TABE requirements, they are eligible to retake the test on: \_\_\_\_\_

**I recommend or do not recommend acceptance into (program name):** \_\_\_\_\_

**Recommended Start Date:** \_\_\_\_\_ **Career Advisor Initials:** \_\_\_\_\_

Approved

Denied

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

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