



CAREER DUAL ENROLLMENT (CDE) INFORMATION PACKET School Year 2023-2024

Admissions ~ Main Campus: 2001 Kurt Street, Eustis, FL 32726
For more information call (352)589.2250, ext. 1820 or 1887



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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 the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.
- Have a viable career-technical goal.
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA, or equivalent test, prior to dual enrollment.
- Have good attendance and discipline records.
- Have Basic Skills Assessment (BSA) 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 Basic Skills Assessment (BSA)?

A Basic Skills Assessment is a state regulated evaluation of a student's Math and Reading/Language skills. Students can take the BSA at Lake Tech's testing center. For Lake and Sumter County public high school students, the first BSA is free of charge. For home-school and private school students, there is an assessment fee of \$25. All students applying for CDE must take a BSA. The PERT, ACT, and SAT scores can also be accepted. An official score report is required for review.

Students with an active 504 Plan or IEP should disclose this

information prior to the day of testing. Please contact Holly Burkett for more information, (352)589.2250, Ext. 1835.

How are the BSA scores used?

BSA scores are 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 career program. BSA score requirements vary by program.

Are there fees involved?

Tuition and some fees for CDE students are waived*; some fees are the student's responsibility. Fees assessed may include a kit, insurance, drug screen, background check, etc. Students attending public secondary schools are loaned books at no charge. Kits can also be loaned, but students are encouraged to purchase their own so they will have them at the start of their career. Students attending private schools or home education must purchase their books. Uniforms are required in all programs and are purchased by all students. Financial assistance is not available for CDE students.

When can students enroll in a CDE program?

CDE Applications are accepted for the fall term from February 13 through April 27. CDE Applications are accepted for the spring term from September 5 through November 9. *Testing must be completed prior to the deadline for each term.*

Spaces are limited in each program so students are encouraged to complete the application process early. Returning CDE students must reapply each school year. At the end of each application period, all completed applications are reviewed and eligible students are notified of acceptance status for their preferred program. Upon notification, all students must complete the final registration steps and pay applicable fees. Students who fail to do so within the designated timeframe will forfeit their seat and it will be given to the next eligible student.

What are the expectations to maintain CDE status?

Students must maintain a minimum 2.0 unweighted grade point average, be on track for graduation, and maintain good attendance and discipline records at the high school and at Lake Tech. In addition, students must adequately progress through the CDE program competencies. Student who fail to maintain these standards will be dismissed from the program and returned to their home high school.

*A CDE Articulation Agreement between Lake Tech and the private school and/or Home Education parent(s) will determine fees assessed.



Can students earn high school credits through CDE ?

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

In how many CDE programs can a student enroll?

Students may only enroll in one program at a time.

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

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

Is transportation available?

Lake Tech does not provide transportation. It is the student

and parent/guardian's responsibility to ensure that they are able to attend class during the scheduled time. Failure to comply with the attendance policy set forth in the Lake Tech Student Handbook may result in dismissal from the program.

Can college credit be earned through CDE programs?

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

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 without the student's written consent. The practice of not releasing information extends to the release of information to parents and guardians.

All CDE students will complete a "Release of Information" form at the time of registration.



2023-2024 CAREER DUAL ENROLLMENT PROGRAM OPPORTUNITIES

AGRICULTURE, FOOD & NATURAL RESOURCES

- ◇ Veterinary Assisting*^+

ARCHITECTURE & CONSTRUCTION

- ◇ Heating, Ventilation, Air-Conditioning/Refrigeration #

BUSINESS MANAGEMENT & ADMINISTRATION

- ◇ Accounting Operations <
- ◇ Administrative Office Specialist <

HEALTH SCIENCES

- ◇ Medical Assisting*+
- ◇ Patient Care Technician^*+
- ◇ Pharmacy Technician*+<

HOSPITALITY & TOURISM

- ◇ Baking & Pastry Arts ^
- ◇ Professional Culinary Arts & Hospitality ^

MANUFACTURING

- ◇ Welding Technology
- ◇ CNC Production Specialist

INFORMATION TECHNOLOGY

- ◇ Enterprise Desktop & Mobile Support Technology
- ◇ Cloud Computing & Virtualization

LAW, PUBLIC SAFETY, AND SECURITY

- ◇ Public Safety Telecommunications*+ (Online class)

TRANSPORTATION, DISTRIBUTION & LOGISTICS

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

^ Full-time enrollment required * Must be a senior
Must have valid driver's license +Age Restrictions < Hybrid Schedule Available

Not Career Dual Enrollment
Elective/Secondary Credit for LCS only:
Cosmetology *^
(FT Only: 8:00am - 4:00pm)

LAKE TECHNICAL COLLEGE CAREER DUAL ENROLLMENT—LET'S GET STARTED



Lake & Sumter County PUBLIC high school students must:

- 1) Complete the Lake Technical College online student application—“Apply Now” at www.laketech.org.
- 2) Complete the Career Dual Enrollment Application which is available under “Career Dual Enrollment” then “Steps to Apply.” Incomplete CDE applications will not be accepted.
- 3) Meet with a LTC Career Advisor to:
 - ◆ Submit CDE Application;
 - ◆ Discuss CDE program options and career pathways;
 - ◆ Schedule required program shadow experience;
 - ◆ Schedule Basic Skills Assessment (if needed)

Once these steps have been completed, the Career Advisor will consult the student's guidance counselor to verify current GPA, to check attendance and discipline records, and to note the scheduling availability for dual enrollment for the upcoming school year.

At the end of the application period, eligible students will be notified of acceptance into a program. At that point, the student will need to return to Admissions to complete the registration paperwork and to pay all applicable fees. Students who fail to do so within the designated timeframe will forfeit their seat and it will be given to the next eligible student.

Program textbooks and workbooks will be on loan to public high school students during career dual enrollment and will be issued to the student by the program instructor during the first week of class. Students must return the books to the instructor at the end of the program, or they must pay for them. Students can opt to purchase their own books should they choose to do so.

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

- 1) Complete the Lake Technical College online student application—“Apply Now” at www.laketech.org.
- 2) Complete the Career Dual Enrollment Application which is available under “Career Dual Enrollment” then “Steps to Apply.” Incomplete CDE applications will not be accepted.
- 3) Meet with a LTC Career Advisor to:
 - ◆ Submit CDE Application;
 - ◆ Discuss CDE program options and career pathways;
 - ◆ Schedule required program shadow experience;
 - ◆ Schedule Basic Skills Assessment (if needed) - \$25 fee

Once these steps have been completed, the Career Advisor will consult the student's guidance counselor to verify current

GPA, to check attendance and discipline records, and to note the scheduling availability for dual enrollment for the upcoming school year.

At the end of the application period, students will be notified of acceptance status.

A CDE Articulation Agreement will be written, reviewed, and signed by the student's private school and parents prior to enrollment. After this is signed, the student will need to return to Admissions to complete the registration paperwork and to pay all applicable fees. Students who fail to do so within the stated timeframe will forfeit their seat and it will be given to the next eligible student.

Program textbooks and workbooks are required and will be billed to the student's private school or as otherwise noted in the Career Dual Enrollment Articulation Agreement. *Students must have required books to begin class.*

Florida HOME EDUCATION high school students:

Students enrolled in a home education program, as defined in and meeting the criteria pursuant to State statute, may be eligible to participate in CDE. Home Education Students must:

- 1) Complete the Lake Technical College online student application—“Apply Now” at www.laketech.org.
- 2) Complete the Career Dual Enrollment Application which is available under “Career Dual Enrollment” then “Steps to Apply.” Incomplete CDE applications will not be accepted.
- 3) Register with Lake County's Home Education Office *prior to submitting the CDE Application*. Please contact Ms. Rosado at 352-742-6951 to register and obtain a Homeschool Verification Letter.
- 4) Meet with a LTC Career Advisor to:
 - ◆ Submit CDE Application & Homeschool Verification Letter
 - ◆ Discuss CDE program options and career pathways;
 - ◆ Schedule required program shadow experience;
 - ◆ Schedule Basic Skills Assessment (if needed) - \$25 fee

At the end of the application period, students will be notified of acceptance status.

A CDE Articulation Agreement will be written, reviewed, and signed by the student's parents prior to enrollment. After this is signed, the student will need to return to Admissions to complete the registration paperwork and to pay all applicable fees. Students who fail to do so within the designated timeframe will forfeit their seat and it will be given to the next eligible student.

Program textbooks and workbooks are required and must be purchased by the student prior to the first day of class. *Students must have required books to begin class.*



*A CDE Articulation Agreement between Lake Tech and the private school and/or Home Education parent(s) will determine fees assessed.