

## CAREER DUAL ENROLLMENT (CDE) INFORMATIONAL PACKET

**SCHOOL YEAR 2025-2026**

CDE Applications are accepted for the spring term from September 1 - November 14, 2025 and the fall term from February 16 - April 30, 2026

### ELIGIBILITY

- ✓ Be enrolled as a student in a Florida public or nonpublic secondary school, or in a home education program
- ✓ Be at least 16 years of age
- ✓ Be in 11<sup>th</sup> or 12<sup>th</sup> grade and on track for graduation
- ✓ Have a viable career-technical goal
- ✓ Have a 2.0 unweighted high school grade point average (GPA)
- ✓ Have Basic Skills Assessment (BSA) within 2 levels of state mandated exit requirements

### CONTACT US

+352.589.2250, Press #1

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

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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 enrolled as a student in a Florida public or nonpublic secondary school, or in a home education program.
- 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 who enroll in their senior year may not be able to complete a program as high school students. 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 FAST or an equivalent test before enrolling in CDE.
- 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 the Admissions department for more information, (352) 589-2250.

### **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. CDE students receive books at no charge. Kits can be loaned, but students are encouraged to purchase their own so they will have them at the start of their career. 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 16 through April 30. CDE Applications are accepted for the spring term from September 1 through November 14. All dual enrollment requirements, including testing, program shadows, counselor signatures, and authorization for the release of educational records, 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 their 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.



### 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 a full-time or part-time student.

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

Students may only enroll in one program at a time.

### 504

Lake Tech will accommodate special populations to ensure an inclusive and supportive learning environment for all students. Students must disclose and submit a current 504/IEP or medical documentation, and schedule a meeting before the start of the program.

### 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.

## 2025-2026 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\*
- Advanced Manufacturing and Production Technology\*

### INFORMATION TECHNOLOGY

- Cloud Computing & Virtualization
- Computer Systems & Information Technology (CSIT)

### LAW, PUBLIC SAFETY, AND SECURITY

- Public Safety Telecommunications\*+~ (Online class)

### TRANSPORTATION, DISTRIBUTION & LOGISTICS

- Auto Collision Technology Technician #
- Master Automotive Service Technology 1 & 2 #°~
- Diesel Systems Technician 1 & 2 #°~

\* Must be a Senior; + Age restrictions; ^ Full-time enrollment required;

# Must have a valid Driver's License; <Hybrid Schedule Available;

° Transportation Innovation Hub; ~ Institute of Public Safety;

>Lake County Animal Shelter, ~Fall Registration Only





### **Lake and Sumter County PUBLIC high school students:**

- Complete a FOCUS online application, [www.LakeTech.org](http://www.LakeTech.org), "Apply Now".
- Meet with their high school counselor to complete the Career Dual Enrollment Application, which is available under "Career Dual Enrollment" and then "Steps to Apply." Incomplete CDE applications will not be accepted.
- Meet with an 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 are provided to all CDE students during career dual enrollment and will be issued to the student by the program instructor during the first week of class.

### **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:

- Complete the Lake Technical College online student application— "Apply Now" at [www.laketech.org](http://www.laketech.org).
- Meet with their high school counselor to complete the Career Dual Enrollment Application, which is available under "Career Dual Enrollment" and then "Steps to Apply." Incomplete CDE applications will not be accepted.
- Meet with an 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 their 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 provided to all CDE students during career dual enrollment and will be issued to the student by the program instructor during the first week of 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:

- Complete the Lake Technical College online student application— "Apply Now" at [www.laketech.org](http://www.laketech.org).
- Complete the Career Dual Enrollment Application, which is available under "Career Dual Enrollment" then "Steps to Apply." Incomplete CDE applications will not be accepted.
- Register with Lake County's Home Education Office prior to submitting the CDE Application. Please contact the Lake County Home Education line at 352-742-6951 to register and obtain a Homeschool Verification Letter.
- Meet with an 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 their 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 provided to all CDE students during career dual enrollment and will be issued to the student by the program instructor during the first week of class.