



2015-2016 *Course Catalog*

Withlacoochee Technical College

1201 West Main Street

Inverness, Florida 34450

(352) 726-2430

Student Services – ex. 4326

www.wtcollege.org



POLICY AGAINST DISCRIMINATION

No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability, political or religious beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment actions or practices conducted by this School District, except as provided by law.

The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap.

For more information on the Citrus County School District's Non-Discrimination and Non-Harassment policies, please refer to the *Citrus County Schools: Policy Handbook*.

Each student is held responsible for the information contained in this catalog.
Failure to read and comply with school regulations does not exempt the
student from this responsibility.

CITRUS COUNTY SCHOOLS

SCHOOL BOARD MEMBERS

Mr. Thomas Kennedy..... Chairman
MR. Doug Dodd..... Member
Ms. Sandy Balfour..... Member
Ms. Ginger Bryant..... Member
Ms. Linda Powers..... Member

ADMINISTRATION

Ms. Sandra “Sam” Himmel Superintendent of Schools
Mr. Mike Mullen Assistant Superintendent of Schools
Mr. Kenny Blocker Assistant Superintendent of Schools
Ms. Gloria Bishop... Director of Withlacoochee Technical College
Mr. Assistant Director of Adult Education
Dr. Richard Van Gulik Assistant Director of Curriculum
Lt. David Vincent..... Director of Public Safety Training Center



The Accrediting Commission of the Council on Occupation Education accredits WTC.

www.council.org

Suite 325

7840 Roswell Road, Bldg. 300

Atlanta, GA 30350

(800) 917-2081 or (770) 396-3898

FAX (770) 396-3790

“Celebrating 30 years of accreditation”

Accommodation Statement

Any person requiring reasonable accommodations because of a disability or physical impairment should contact Student Services at Withlacoochee Technical College, (352) 726-2430, 4326.

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WITHLACOOCHEE TECHNICAL COLLEGE

A MESSAGE FROM THE DIRECTOR

Welcome to WTC. The faculty, staff, and administration at WTC are here to help you prepare for a rewarding career.

The knowledge and skills you gain at WTC will benefit you in starting your new career, advancing in your present career or continuing your post-secondary education at the collegiate level.

Technology has and will continue to change the way we repair vehicles, build buildings, provide health care and solve problems. You need to embrace these changes and incorporate them in to your education. While at WTC you will have the opportunity to earn an industry credential. The industry credential tells employers you have the skills they are looking for in an employee. Completing your program in a timely manner will start you on the path to a successful career. Learning is a lifelong process. You will see from our mission and vision that WTC is committed to provide you with the opportunity to gain a quality education. I encourage you to embrace the opportunities WTC has to offer.

We look forward to providing you the opportunity to achieve your educational and career goals.

Gloria Bishop
Director

MISSION STATEMENT

The mission of the Withlacoochee Technical College is to provide the highest quality academic and technical education for current and emerging careers in a competitive workplace.

VISION STATEMENT

The vision of the Withlacoochee Technical College is to be nationally recognized school of choice providing high tech education to advance the future of our community.

CORE BELIEFS

- All students can learn
- Students learn best in a safe environment
- Teaching and learning must be relevant
- Positive role modeling is essential for building character
- We learn from each other
- State of the art equipment and diversified instruction are necessary for learning
- Planning for the future is constant

ACCREDITATION

In recognition of the quality programs offered at WTC, the Institute has been awarded accreditation and approval by several organizations and agencies.

The Accrediting Commission of the Council on Occupational Education accredits WTC. Requests for information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:

Dr. Gary Puckett
Executive Director
Accrediting Commission
Council on Occupational Education
7840 Roswell Road, Bldg. 300
Atlanta, GA 30350
www.council.org
(770) 396-3898
(800) 917-2081
FAX (770) 396-3790

A copy of the documents describing the school's accreditation, approval or licensing are available in the administration office. WTC is an approved training site by the Criminal Justice Standards and Training Commission of the Florida Department of Law Enforcement (FDLE), Florida State Board of Cosmetology, Florida State Board of Nursing, the Florida Department of Veterans Affairs, Florida Board of Massage Therapy and the National Automotive Technicians Education Foundation (NATEF/ASE).

The United States Secretary of Education has determined that WTC satisfies the definition of an eligible institution under the Higher Education Act of 1965. As an eligible institution, WTC is able to participate in the Pell Grant and other federal Financial Aid programs. All programs offered at WTC are approved and regulated by the Florida Department of Education.

CAMPUS LOCATION

Withlacoochee Technical College is located on S.R. 44 in Inverness, Florida. It is approximately 75 miles north of Tampa. Inverness is a small city in Citrus County. It has both a rural and suburban character. The campus consists of several buildings located on forty acres near the center of town.

OPERATION

WTC is a public institution authorized by the State of Florida and operated by the Citrus County School District.

WTC HISTORY

A metamorphosis of various instructional programs and mergers of three different school facilities has resulted in what is now "Withlacoochee Technical College". The following is a history of these institutions.

In 1959, the Citrus County Schools started Adult General Education evening classes for inmates at a local Florida Department of Corrections road camp. This arrangement continued for a few years until the road camp was closed. At that time the School system began to offer adult education classes during the evening hours to the public. A major expansion to this program occurred in 1975 when the program was provided with its own separate facilities. The Adult Education Program moved into a school building that was no longer being used for the K-12 program. The building was renamed The Adult Community Education Center (ACE), and class offerings were expanded to include daytime hours. This expansion also resulted in the hiring of the first full-time adult education teacher to instruct these additional day classes.

By the late 1960's, public interest in adult education had set the stage for the initial offering of vocational classes. However, the small population in Citrus County would still not justify the expense of building an area center. Therefore, the Citrus County School District sought the cooperation of neighboring school districts, and a plan to deliver vocational education was developed. The idea was to build the Withlacoochee Vocational Technical Center (WVTC) in Inverness and for WVTC to serve the population of Citrus County, Hernando County, Sumter County, and the southwestern portion of Marion County. WVTC opened in the fall of 1968, offering six programs.

The Learning Resource Center (LRC) was opened in 1975 as a result of the institution of Florida's Individualized Manpower Training System (IMTS) this was a means of providing diagnostic testing and individualized basic skills education.

In 1984, the Adult Community Education Center, the Learning Resource Center, and Withlacoochee Vocational Technical Center were merged into one entity named Withlacoochee Vocational and Adult Educational Center (WVAEC).

The school was renamed Withlacoochee Technical College (WTC) in 1992. The name change reflected the curriculum of the school becoming more technical in nature and a desire to project an image better reflecting the schools mission.

OVERVIEW

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 post-secondary institutions. Most Career and Technical Education (certificate) programs are held weekdays between 7:45 am and 2:45 pm with a half-hour scheduled lunch, although some program schedules may vary. Please see a current program schedule for details. 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. WTC uses a two-session calendar. The fall session, for most programs, starts in the beginning of August and ends in December. The spring session starts in January and ends the latter part of May. Short programs and licensure programs may start earlier or later than this schedule. The school calendar is correlated where possible with the CCSB K-12 calendar for the convenience of adult students who are also parents of school-aged children. Some Career and Technical Education programs, such as Law Enforcement Officer and Fire Fighter, are offered in the evenings and weekends. As a post-secondary institution, WTC 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.

Work Based Learning Experiences combine 100 hours of on-the-job training with classroom instruction to enable students to supplement their training experience. This experience helps the student transition from school to employment.

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.

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, and industry or State certifications in a variety of areas. Interested parties should call the school Curriculum Office for more information.

Instructors all full-time instructors hold Florida teaching certificates. The majority of instructors hold bachelor's degrees and some 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 instructors for certificate programs may be found in the back of this catalog.

Adult Education Programs -The mission of Adult General Education is to provide basic skill training that connects each student to his or her career path. 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 and online.

-  **ABE** classes are available for those individuals with minimum academic skills. This program is available days and evenings.
-  **ESOL** classes are available for adult students needing instruction in the English language. This program is available days and evenings.
-  **GED®** programs prepare students for the Florida High School Equivalency Test through an individualized course of study. This program is available days and evenings. Upon completion of study, students who pass the 1 GED® test will be awarded a State of Florida High School Diploma. WTC is an approved GED® test site.

- **AAAE** is a support program offered days and evenings 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.

GED® Testing-GED® testing for the State of Florida High School Diploma is provided on the WTC main campus. WTC offers the new four-test battery on the computer. Interested candidates must register online at www.gedcomputer.com 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. WTC 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 30 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.

ADMISSION PROCEDURES FOR FACE-TO-FACE ABE, GED®, & AAEE CLASSES

- Complete a school application
- Take the Test of Adult Basic Education (TABE)
- Meet with a counselor to discuss TABE scores
- Register in the Student Services Office
- Pay tuition in the Business Office

ADMISSION PROCEDURES FOR ESOL

- Complete a school application.
- Take the Comprehensive Adult Student Assessment Systems (CASAS) test

CTE ADMISSIONS

Persons aged 16 years or older are eligible to apply for admission to most WTC programs (exceptions are detailed in the descriptions of programs). With minimal exceptions, programs are open for enrollment in August and January of each school year. The application process consists of:

- Completing an application, payment of the \$25 non-refundable application fee, testing, meeting with a counselor, payment of the \$30 non-refundable registration fee and the payment of tuition and other fees.
- Providing proof of Florida residency in order to pay in-state tuition rates. Two forms of identification are required.
- Paying any outstanding debt to WTC prior to registration.
- Providing a copy of their standard high school diploma, or official transcript, or official notification of passing a GED®, HiSET or TASC exam if the student is applying for Financial Aid.
- The student will receive an invoice on or about July 1 for the fall session and on or about December 1 for the spring session indicating that tuition and fees must be paid or the student must have the Pell deferral in place or a letter of commitment from a sponsoring agency must be on file by the deadline stated on the invoice. If the student has not provided proof of residency by the time the invoices are prepared the student will be billed at the out of state tuition rate. If the student is applying for Financial Aid and has not provided a high school diploma by the time the invoices are prepared, the student will be billed as a self-pay student. If the student fails to meet the deadline for payment as stated on the invoice, the student's name will be removed from the class list. The student may be reinstated to the class list when the student has made payment or payment documentation is in place and space is still available in the class.

- Payment in full of tuition, lab fees and other expenses must be made 15 business days prior to the start date of the session or course start date. Students will be dropped from the class if payments are not received. Payment is made in the Business Office (Room 117A), or may be made over the phone by credit card. Cash, money order, VISA and Master Card are accepted forms of payment.

The admissions process must be completed before enrollment. Most programs admit students on a first come, first serve basis. If the program is fully enrolled, a waiting list is maintained. Counselors are available for educational and career counseling from 7:15 am to 2:45 pm Monday through Friday during the regular school year. Hours of operation during the summer will differ. The Student Services Office is closed most holidays.

Students who enroll in a post-secondary Career and Technical Education program shall complete a basic skills assessment. Students deemed to lack basic skills as determined on the basic skills assessment will be referred to a program of basic skill building called Applied Academics for Adult Education (AAAE). The State of Florida Curriculum Frameworks defines adequate skill levels for each program. A student who entered ninth grade in a Florida public school in the 2003-2004 school year, and earned a Florida standard high school diploma will be exempt from taking the Test of Adult Basic Education (TABE). A student who has an Associate's Degree or higher is exempt from taking the TABE. Appropriate documentation is required.

TOURS

Persons interested in enrolling in WTC programs are encouraged to discuss their educational plans with the instructors as part of the counseling process. Counselors will arrange tours and/or appointments with instructors.

HIGH SCHOOL STUDENTS

High school credits may be earned at WTC. Career and Technical education courses may be taken to satisfy elective and career and technical education requirements for graduation. Students participating in articulated programs may also earn post-secondary/college credits.

Interested high school students should contact their high school counselor or a WTC counselor for more information.

DUAL-ENROLLMENT

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

- Be a high school student at least 16 years of age or older and in the 11th grade or higher.
- Have a viable career and technical goal.
- Have at least a 2.0 non weighted GPA. All high school students are strongly encouraged to have passed the FCAT prior to dual enrollment.
- 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 WTC at the end of each semester or purchased by the student. As per Florida State Statute, home schooled and private school students are required to purchase textbooks and instructional materials.

HIGH SCHOOL STUDENTS TRANSITIONING TO POST-SECONDARY STATUS

Students who graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the a \$15.00 application fee, a \$30.00 non-refundable registration fee, the post-secondary tuition and fees for the remaining portion of the program as well as purchase the necessary tools, textbooks and supplies.**

ARTICULATIONS / EDUCATIONAL PROGRAMS

High school students successfully completing an articulated program can be admitted to WTC with advanced status, thereby reducing the amount of time required to complete the student's program. Articulated programs are detailed in the program section of this book. Contact a counselor for more information.

Some programs have Career Pathway articulation agreements with Hernando, Pasco and Marion County high schools and/or articulations with the College of Central Florida, Lake-Sumter Community College and other post-secondary 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 WTC Director's office.

Statewide articulations between technical centers and community 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. Student earning an industry certification can often be awarded college credit as part of the articulation process.

TRANSFER STUDENTS

Students transferring to WTC from another institution must file their application with Student Services. Students must be in good standing at the transferring institution. All transfers are done on an individual basis and in accordance with Florida Statue 1007.24 (7).

Students desiring to transfer programs at WTC must meet with a counselor.

Students with previous technical training from other institutions may receive credit for that training. A transcript from a Florida public institute documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institute for the same technical program.

A transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/ program. Transcripts from non-accredited institutions will be evaluated on an individual basis by the department head and the program instructor to determine if advanced placement in a given program is applicable.

All documentation, including transcripts, must be received by WTC prior to the student starting their program.

Florida Statue 1007.24(7) states that:

Any student who transfers among post-secondary 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 nonpublic post-secondary education 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 receiving institution are generated in courses for which the faculty possesses 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 award to native students.

A variety of assessment techniques are utilized to access the placement of students transferring into WTC from other post-secondary schools. These techniques include but are not limited to analyzing transcripts, interviewing and testing. Transfer students are admitted on a space available basis.

TUITION AND FEES

Post-secondary students are assessed tuition and lab fees. The session's tuition and lab fees are discussed during the enrollment period and are payable fifteen (15) business days prior to the start of each session or course start date. Dual enrolled high school students pay no tuition but may need to purchase certain supplies needed for program operation. 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 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 is \$2.33 per clock hour, plus 10% Financial Aid fee, 5% technology fee and a 5% capital improvement fee.

Tuition for non-Florida residents is \$9.32 per clock hour, plus 10% Financial Aid fee, 5% technology fee and a 5% capital improvement fee.

All students pay a non-refundable \$15.00 application fee and a \$30.00 non-refundable registration fee to hold their place in the class.

Information on the cost of individual programs may be obtained in Student Services or on the WTC Website www.wtcollege.org.

Adult Education students are assessed \$30.00 per term for instruction in GED®, ESOL, or Applied Academics.

For short-term, fee-based classes, the full cost of instruction determines the cost of the class.

Tuition and fees are set by the Florida Legislature and are subject to change without notice.

RESIDENCY

(State Board of Education Rule 6A-10.044: New Florida Residency Statute for Tuition Purposes)

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 WTC 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. A depended student who attended a Florida high school for a minimum of two (2) academic years immediately preceding his or her initial enrollment in an institution of higher education and graduated from a Florida high school or earned a Florida GED within the last twelve (12) months may use their high school transcript or the GED transcript as evidence of Florida residency. At least one (1) additional document identified must be presented evidencing parental legal residence. No single piece of documentation shall be conclusive according to the State Board of Education Rule 6A-10.044; therefore, WTC 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.**

1. Driver's license
2. Voter registration card
3. Vehicle registration
4. Declaration of domicile
5. Proof of purchase of a permanent home
6. Transcripts from a Florida school for multiple years
7. Proof of permanent full-time employment
8. Benefit histories from Florida Agencies or Public Assistance Programs
9. If necessary, other documents may be used; see your Admission 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 from 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

REFUND POLICY

Tuition refunds for students choosing to withdraw from a Career/Technical Education course before, on or after the first day of class will be made if the student withdraws during the drop period. Tuition refunds for students enrolled in Career/Technical courses **300 hours or more** are as follows:

1. If WTC cancels a career/technical course or does not open the course as scheduled, the \$30 registration fee will be refunded.
2. If a student withdraws before the first day of class, the student will receive a refund on tuition and lab fees only. Other fees paid will not be refunded.
3. If a student withdraws during the first five (5) days of class – 100% refund of tuition and lab fees will be refunded.
4. If a student withdraws after the fifth day of class – no refund.

Tuition refunds for students enrolled in Career/Technical courses **less than 300 hours** are as follows:

1. If a student withdraws during the first three (3) days of class – 100% refund of tuition and lab fees.
2. If a student withdraws after the third day of class – NO refund.

Refunds on books, supplies, insurance, testing, fingerprinting or other fees.

- No refunds will be given on books, supplies, insurance, fingerprinting or testing fees.
- No fees will be refunded after the closing of the fifth day of class per semester.
- Registration fees are non-refundable.
- No refund will be given for fees used to purchase required program malpractice insurance.
- 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 WTC Business Office.
- Official Transcripts will be held until all debts owed to the school are paid.

For agency sponsored students, the refund will go to the agency.

Financial Aid Refund Policy

The return of funds is based on the premise that financial aid is earned in proportion to the length of time a student remains enrolled/in attendance. Title IV aid is returned on a pro-rated schedule until the student has reached greater than 60% attendance in his/her payment period. Once the student has attended greater than 60% of the payment period, he/she is considered to have earned all of the financial aid that was originally awarded/dispensed, therefore, will not owe a return of Title IV funds.

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): school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with Financial Aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and 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

An institution does not have to permit a student to inspect and review education records that do the following:

Information to which a Student May Not Have Access

A student may not have access to records that 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 record. A student may not have access to records that contain financial information of his or her parents.

FERPA allows every institution of higher education to disclose "directory information" without written consent of the student. Directory information includes the following items:

Directory Information

- 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 Education 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 post-secondary 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, WTC may disclose student record information to school officials with a legitimate educational interest. A school official is a person employed by WTC or CCSD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Citrus County Board of Education or a person or company with whom WTC 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

WTC 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.

RULES AND REGULATIONS

Students are expected to follow certain rules and regulations while pursuing their education. These rules and regulations fall into four categories: attendance, academic progress, dress, and student behavior.

Attendance

WTC strives to provide the best educational opportunities possible to prepare students for their chosen occupation. **Students are to be on time and attend all classes**, consistent with attendance expectations in the workplace. However, WTC recognizes that there may be times when students cannot attend school. In that case the student must notify the instructor to inform him/her of their absences.

In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy.

For post-secondary students, there are no excused or unexcused absences. You are present or you are absent

Time missed due to arriving late or leaving early count toward absences. Instructors will round up to the nearest quarter hour when recording tardiness or leaving early.

Licensing programs such as Cosmetology, Massage Therapy, Patient Care Assistant, Law Enforcement, Corrections and Practical Nursing programs have more rigorous program attendance requirements.

A student will be withdrawn after being absent ten (10) consecutive days.

A withdrawn student must wait until the next enrollment period to re-register.

Only regularly scheduled class hours are reported for attendance. Make up time is not accepted.

Students needing additional hours to complete their programs can purchase half of a session. Students who maintain **perfect** attendance during this half session will receive a refund for excess hours purchased. (This option is not available in all programs and is subject to teacher/administrator approval).

A rubric showing how points are determined for an attendance grade follows.

Rubric for Attendance Grade	
Perfect Attendance (0 time absent)	100 points
0+ days to 2 days absent	90 points
2+ days to 4 days absent	80 points
4+ days to 6 days absent	70 points
6+ days to 8 days absent	60 points
8+ days to 10 absent	50 points
10+ days absent	0 points

SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to receive Federal Financial Aid, students must maintain satisfactory academic progress. This report is completed by the student's instructor, once the student has completed their payment period.

Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours and weeks, achieve a specific cumulative grade evaluation (GPA) and do not exceed the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours and prior to subsequent disbursement for students enrolled in programs of one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

Academic Progress is defined as:

- Students must maintain an overall grade of 70 percent or higher in all theory, clinical, and/or shop performance during each evaluation period. (Qualitative)
- Complete the minimum number of competencies within the pacing guide for the evaluation period. The competencies in the evaluation period are an accumulation of all competencies completed. The 85 percent rule refers to the quantity of work completed for on-time program completion. (Quantitative)
- Students are allowed up 150% of the scheduled clock hours to complete their program however, they will only be provided Financial Aid for 100% of the program hours. (Minimum 67% Pace of Progression)

Some programs have higher standards and the student must adhere to those standards to make Satisfactory Academic Progress.

Failure to meet Satisfactory Academic Progress

- No academic probation or warning will be provided by WTC upon determination of unsatisfactory academic progress. Students sign the Academic Progress Report, acknowledging the notice of unsatisfactory progress and the forfeiture of scheduled Financial Aid payment.
- Reinstatement of Financial Aid will be granted when a student achieves a satisfactory academic progress report for the subsequent term of enrollment for which no grant aid was awarded.

Proof that the above guidelines are implemented will be collected from instructors confirming the students' name, program, and progress toward academic achievement.

Dress

WTC prepares students to enter the job market. Therefore, students should dress in accordance with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area. However, the following minimum requirements apply:

Hard-soled and closed toed shoes must be worn in all occupational areas. Sandals, flip-flops, open toe shoes and bare feet are not permitted. **NO EXCEPTIONS**

For safety and/or health reasons, students will follow established safety procedures and practices acceptable to their occupation. For example: Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length, remove jewelry, wear safe clothing.

The Student Handbook has more detailed information on acceptable dress.

Student Behavior

Good manners, a cheerful attitude, and treating others with respect will always be acceptable behavior. The WTC Student Handbook defines acceptable behavior in more detail.

Should any student not follow the rules and regulations of WTC, corrective action will be implemented to correct the problem. More information on this topic may be found in the WTC Student Handbook.

Student Identification Badges

More and more employers are requiring their employees to wear an identification badge. To prepare our students for the workplace, students will be issued a photo identification badge upon beginning a program. When applying for scholarships, registering for industry certification exams, or when picking up a Pell check, the student identification badge will be an acceptable form of identification.

The identification badge will also distinguish WTC students from unauthorized visitors on campus. Students are expected to wear their badge as they move about campus.

It is the student's responsibility to protect their badge from theft or loss. Replacement badges are available in the Business Office at a cost of \$10. If a student transfers to another program, the student is responsible for purchasing the identification badge used in that program.

CERTIFICATE REQUIREMENTS

The requirements to receive a WTC certificate of completion are:

1. Complete the required curriculum within the allotted time frame.
2. Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE).
3. Maintain a grade average of C or better
4. Maintain acceptable attendance (less than 10% absenteeism)
5. Pay all WTC debts
6. Be recommended for a certificate by the instructor

ADVANCED STUDY

College of Central Florida (CF) and WTC cooperate in an effort to provide Citrus County students increased educational opportunities. In addition, the statewide articulation agreements have increased the opportunities for students to continue their education beyond WTC. These educational opportunities make it possible for students to make the transition from certificate programs to degree programs in the most efficient manner. Details of these agreements are described in the program section of this catalog.

SERVICES AVAILABLE

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.

ACCIDENT AND PROFESSIONAL LIABILITY INSURANCE

The Citrus County School Board has arranged for low cost accident insurance to be available to students. Information is available in the Business Office. WTC strongly encourages students to purchase some type of accident insurance. Professional liability insurance is also available for students working with clients in a clinical setting.

ACTIVITIES

Students are encouraged to participate in student organizations such as SkillsUSA. This organization promotes career development and leadership skills through activities such as local chapter meetings, the yard sale, Local, Regional, State and National Leadership Conference and Skill Competitions.

WTC also seeks student members to serve on the School Advisory Enhancement Council. This Council provides input into the WTC's planning and operation.

WTC also has an active chapter of the National Technical Honor Society (NTHS). The NTHS recognizes outstanding achievement of a student in a chosen career pathway.

FINANCIAL AID SERVICES

Financial Aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. Federal Financial Aid is not available for programs of less than 600 clock hours. The amount of Financial Aid is dependent upon financial need; therefore, the amount awarded may vary from student to student. WTC's attendance policy and satisfactory academic progress must be maintained throughout the length of the program to remain eligible for federal Financial Aid. Other Financial Aid programs may have additional requirements. Financial Aid and Veterans' Benefits will be terminated when a student violates the policy set forth in the Attendance, Satisfactory Academic Progress, and Withdrawal sections of this catalog. Students losing their benefits may re-enroll as self-pay until such time Financial Aid or Veterans' Benefits can be re-instated.

Financial Aid awards are contingent upon receipt of funds. Other sources of financial aid include, but are not limited to:

- Federal Pell Grant (does not require repayment if all criteria are met and maintained.)
- Veterans Educational Benefits – earned by U.S. service veterans for themselves or their family
- Scholarships may be available to qualified students
- Florida Student Assistant Grant - Continuing Education (FSAG-CE)
- Florida Bright Futures Scholarship Program
- Florida College Prepaid Program
- Local Scholarships
- Outside Agencies

Deferrals for tuition and lab fee payments are available for approved Financial Aid applicants. To qualify for a Pell deferral, a student must have:

- An error free processed Institutional Student Information Record (ISIR) on file
- Submit **ALL** required material for verification process if selected; and
- Have a standard High School Diploma, GED[®], or Official transcript on file in Student Services Providing a copy of their standard high school diploma, or official transcript, or official notification of passing a GED[®], HiSET or TASC exam if the student is applying for Financial Aid.

Individual appointments are available for the purpose of disseminating general information, application explanation, application review, and assistance in processing an application.

OTHER FORMS OF FINANCIAL ASSISTANCE

Vocational Rehabilitation, CareerSource of Citrus, Levy and Marion Counties, and third party agencies also provide financial assistance to offset costs for training.

VETERANS EDUCATION BENEFITS

A veteran receiving educational benefits while attending WTC is subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration. These specific regulations are:

1. The veteran student must be under direct supervision of the instructor at all times and be enrolled as a full-time student.
2. All time away from class will be recorded and reported by the instructor. Actual clock time will be deducted for late arrivals, leaving early, arriving late from lunch, and any other absences from school.

3. The veteran student must maintain satisfactory progress as defined in WTC's catalog. A student will fail to meet satisfactory progress if he/she receives a grade lower than a "C" for two consecutive months. This will result in the veteran student losing his/her benefits. Benefits will be re-instated upon the veteran maintaining satisfactory progress for two full months. Programs requiring higher GPA's will adhere to those requirements.
4. The veteran student is required to attend all classes. A veteran student missing 35 hours during any quarter (9 weeks) will lose their educational benefits. A veteran student will be recertified for their benefits after they maintain satisfactory attendance for a full quarter (9 weeks).

FOOD SERVICES

Cafeteria-style meals are available on school days at reasonable prices. Snacks are also available in the Futures Café and from vending machines located around the campus. Since WTC is a post-secondary school, it is not a participant in the free and reduced lunch program. Hours of operation are posted in the Future's Café.

MEDIA CENTER

The WTC Media Center maintains a collection of fiction, reference, technical resources, and other materials for student use. These materials are found in print, audio, video, and electronic (including the Internet) form. WTC is a member of a library consortium making it possible for students to access materials from other locations in the Citrus County School District. WTC is also within a convenient distance of the Lakes Region Library.

STUDENT SERVICES

The Office of Student Services offers these services:

Professional Counseling is available for clarifying personal, economic, educational, and career concerns. Referrals may be made to other agencies and professionals

Educational Records are maintained by this department. Student records are private and are accessible only to authorized school officials. Upon written request to the Student Services Office, students may receive a copy, or designate a person/institution to receive a copy, of their transcript and/or other information contained in their file. Written requests may be submitted to personnel in the Student Services Office.

Testing Services are available which assist students to set and reach their goals. Tests are available which help students discover their abilities and/or interests. Other available tests document student achievement such as the GED®, Ready to Work and a number of industry certification exams.

Reference Materials are maintained for information on advanced educational opportunities, military and civilian careers, and personal growth.

ASSESSMENT CENTER

WTC has an authorized assessment center on campus for the convenience of students needing to take certification exams, ability tests or the GED® exam. We expect students to honor this privilege and to abide by the established test procedures.

When a student is found to be violating test procedures the following will occur:

1. The test proctor will collect all test materials from the student.
2. The student will be dismissed from the test.
3. The infraction is reported to an administrator.

4. The incident is documented at the local level and reported to the testing company if appropriate.
5. If the student wishes to retest, the student must wait ninety (90) calendar days unless specific test policies prohibit retesting.
6. The student must pay a \$15.00 retest fee in addition to the cost of the test if warranted.
7. Whenever possible the student will be retested using a computer version of the test. The student's name will be entered into the in school ethics violation database.

The Assessment Center offers the following tests:

GED (GENERAL EDUCATIONAL DEVELOPMENT)

- A. The GED® is administered weekly throughout the day. Students should register at ged.com.
- B. Procedures relating to this test are explained in the State of Florida GED® Administrator's Handbook and the GED® Examiner's Manual and the WTC GED® Policy Handbook.
- C. Underage GED® Test Registration

TABE (TEST OF ADULT BASIC EDUCATION)

- A. Career Technical Educational (CTE) Programs ([FAC 6A-10.040](#))
 1. Post-Secondary Students who are enrolled in CTE Programs of 450 clock hours or more shall complete the TABE prior to or within the first six weeks after admission into the program. However, TABE testing is required to assist in counseling and scheduling of students, therefore it is recommended that students take the test prior to starting the program.
 2. Students who can show proof of earning an Associate's Degree or higher or having attended 4 years in a Florida public school or diploma in accordance with Florida Legislation are exempt from taking the TABE.
 3. Post-Secondary Students deemed through TABE testing to lack the required minimum skills levels (as designated by the "Technical Education Program Course Standards") are given the option of paying \$30 to enroll in Applied Academics courses.
 4. Students enrolled in Applied Academics must complete a minimum of 60 hours of instruction time prior to re-testing. Student's CTE hours can be counted towards the required 60 hours of instruction.
 5. Students also have the option to prepare on their own and pay \$15 to re-test. Students not enrolled in Applied Academics are permitted to re-test (same test/same form) every 6 months or 60 hours of instruction.
 6. Students enrolled in Post-Secondary programs will not be considered as CTE program completers until the prescribed basic skill levels have been met. Students in Auto Service Technology.
- B. All Dual Enrollment students are required to take the TABE and possess the required TABE scores at the start of their CTE Program.

 Shared Enrollment students are not required to take the TABE. If shared students wish to continue their program after graduation they must take the TABE test or meet requirements for the waiver.
- C. Testing
 1. Math skill levels will be evidenced by the total mathematics score on the TABE.
 2. Reading skill levels will be evidenced by the average of the total reading scores of the TABE.

3. Language skill levels will be evidenced by the average of the total language scores of the TABE.
4. The spelling test will not be administered unless a faculty member determines that there is a specific need to test an individual student.
5. TABE test results are valid for one (1) year from the date they are given or for the length of any continuous enrollment in a single program, whichever is longer.

CASAS (COMPREHENSIVE ADULT STUDENT ASSESSMENT SYSTEM)

This assessment is administered at the time of enrollment and again every three months or 70 hours of instruction to monitor progress of student.

CJBAT (CRIMINAL JUSTICE BASIC ABILITIES TEST)

This assessment is administered prior to enrollment into Law Enforcement, Corrections, or Fire Fighter programs. Student must score at or above the percentage recommended by I/O Solutions.

NLN (NATIONAL LEAGUE FOR NURSING)

The NLN will be scheduled and administered at an appropriate time in conjunction with the application procedure for the Practical Nursing Program.

COMP-TIA A+, NETWORK +, AND SECURITY +

Comp-TIA professional certifications cover the technical skills and knowledge needed to succeed in a specific IT career. This is a Pearson Vue exam and students may register on www.pearsonvue.com. Current students qualify for Comp-TIA Academy discount pricing.

EPA 608/609, INDOOR AIR QUALITY, GREEN, R-410A, PM-TECH

EPA-Approved Section 608 certification is needed to service building air conditioning and refrigeration systems. With the 608 certification, any refrigerants in containers greater than 20 pounds can be purchased. Air Conditioning, Refrigeration, and Heating Technology Students are qualified and may register on www.epatest.com

NATE (NORTH AMERICAN TECHNICIAN EXCELLENCE)

This assessment is administered to HVAC students at the conclusion of their coursework.

NATIONAL AUTOMOTIVE STUDENT SKILLS STANDARDS ASSESSMENT AND ASE

This series of NATEF/ASE tests are administered by appointment in the WTC assessment center. There are two scheduled testing windows during the school year, one in December and one in May.

NHA-CMAA

Also referred to as Medical Office Secretary or Medical Office Assistant, the Certified Medical Administrative Assistant (CMAA) will perform routine administrative tasks to help keep the physicians' offices and clinics running efficiently. Students from the Medical Administrative Specialist program will take this exam at the end of their course.

NRFSP

National Registry for [Food Safety Manager Certification](#), [HACCP Certification](#) and [Food Handler Certificate Program](#). Candidates wishing to test must register on www.pearsonvue.com

SERVSAFE

Training and testing for the ServSafe Food Protection Manager Certification is given through our culinary program.

SOCE/FDLE

FDLE is a Pearson Vue State exam for Corrections and Law Enforcement Candidates. Paperwork from the training facility must be submitted to the state stating the course has been completed before being allowed to register or sit for the exam.

COSMETOLOGY HIV

Open to Cosmetology students only. Course and test approved by the Florida department of Business & Professional Regulation. Required for licensing

NOCTI-ADMINISTRATIVE ASSISTING

NOCTI is a job ready assessment which measure technical skill at the occupational level and includes items which gauge factual and theoretical knowledge.

MICROSOFT OFFICE SPECIALIST

A [Microsoft Certification](#) validates the expertise in a Microsoft technology. As a Microsoft Certified Professional, students have access to [community resources](#) and tools that allow the exchange of ideas with peers, increase knowledge and skills, and broaden career opportunities.

MSSC-CPT

The Manufacturing Skill Standards Council (MSSC), a 501(c) 3 non-profit, is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The CPT Certification addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing.

READY TO WORK CREDENTIAL

This assessment is administered when the student is nearing completion. This series of tests can help prepare the student for various industry certification exams.

TEST SECURITY ([FS 228.301](#))

- A. It shall be unlawful for anyone, knowingly and willfully, to violate test security rules adopted by the State Board of Education. For mandatory tests administered by or through The State Board of Education it is unlawful for students, educators, applicants for certification, to knowingly and willfully :
- Give examinees access to test questions prior to testing
 - Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet
 - Coach examinees during testing or to alter or to interfere with examinee's responses in any way
 - Make answer keys available to examinees
 - Fail to follow security rules for distribution and return of secure test as directed, or to fail to account for all secure test materials before, during, and after testing
 - Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section
- B. Any person violating the provisions of this section shall be guilty of a misdemeanor of the first degree and upon conviction shall be fined not more than \$1,000 or be imprisoned for not more than 90 days, or both.
- C. Testing activities will be monitored by testing proctor(s) and video surveillance.

TRANSPORTATION

Motor vehicles are allowed on campus. The WTC campus has ample and convenient parking facilities. Operating a motor vehicle on campus is a privilege. Students operating vehicles on campus are expected to be licensed, properly insured, and to abide by traffic regulations. Violations may result in a loss of campus driving privileges, other school disciplinary action, and/or traffic citations from the police.

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. 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.

The Citrus County Schools and nearby schools in other counties provide school bus transportation for high school students to attend WTC. Contact the Student Services Office for more information.

Citrus County Transit provides low-cost public transportation which has stops at WTC. Riders must make reservations. For more information contact the Citrus County Transportation Office at 352-527-7630.

AMERICAN WITH DISABILITIES ACT INFORMATION

The Citrus County School District is committed to ensuring that students with disabilities have equal access to programs and services and that their rights to confidentiality are protected. Please contact a WTC counselor or your school's guidance office for more information.

The Citrus County School District is committed to ensure equity in all of its school programs and shall comply with the Title IX, Title VI, Section 505 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

FACILITIES

WTC has made and continues to make improvements to the campus in an effort to correct accessibility problems as they are discovered. WTC has an ongoing process to insure that the facilities are in complete compliance with the standards mandated by the Americans with Disabilities Act (ADA). District personnel, responsive to the needs of the handicapped, recommend facility alterations when necessary.

CURRICULUM

Disabled students may qualify for curricular substitutions if their handicap interferes with program requirements. Curricular substitutions are an attempt to make it possible for the disabled to demonstrate competency in their field in ways not affected by their handicap. Course standards must still be met. Consult a counselor for more information.

CAMPUS SECURITY AND SAFETY

The WTC campus has an extremely low crime rate. This low crime rate is the result of strict enforcement of rules and conscientious supervision by faculty, staff, and administration. Responsible supervision is supplemented by the Citrus County Sheriff's Department school resource officers. The Annual Campus Security Report is located at www.wtcollege.org. Individuals may request a paper copy of the report by contacting the secretary to the director or the Student Services Office.

Emergency procedures are posted in each department and program area as are campus maps with clearly marked emergency exits and tornado safety areas. In the event of an accident or other medical emergency, an administrator or the Student Services Office should be notified to call 911. Contact information for designated campus first responders is posted throughout the campus in prominent areas.

Students who witness or are hurt in an accident must immediately notify school authorities or seek help from school staff in an emergency.

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 WTC to take immediate corrective action to prevent a repeat of the activity and maintain a safe campus for all students, employees and campus visitors.

Each program area contains fire extinguishers and first aid kits as well as MSDS information sheets and eyewash stations where applicable. Fire, tornado and lockdown drills are routinely held.

WTC 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 WTC employee shall report the harassment to the director, an assistant director, a WTC counselor or teacher. Filing a complaint or otherwise reporting harassment in good faith will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing. State the act or acts, state the date(s) and state the names of witnesses. The document is to be signed by the complainant. The right to confidentiality, both of the complainant and of the alleged harasser, will be respected, consistent with WTC legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when the conduct has occurred.

In the event of criminal activity takes place on campus, the administration will notify staff of the nature of the crime and the precautions one should take to avoid becoming a victim. Teachers will share that information with their students.

CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at www.cleryact.info.

Sexual Misconduct

Withlacoochee Technical College prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of the college, Withlacoochee Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the college is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action, which may result in expulsion from the college.

Definition

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

Sexual Harassment—Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well, and may be exploited in ways that are damaging to either party. Students should therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's full enjoyment of educational/professional opportunities, or an action that induces conformance, stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A

person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

Sexual Assault—Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

Dating Violence—Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence—Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the state of Florida, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Florida. Students requiring immediate assistance are encouraged to contact the **Citrus Abuse Shelter Association (CASA) 24 hour hotline (352) 344-8111**.

Rape— The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Stalking—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

More information on available resources can be found on the college's website at www.wtcollege.org. Reporting Sexual Misconduct

The college encourages all sexual misconduct to be reported. Withlacoochee Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

1. School Administration, ext. 4312
2. Citrus County Sheriff's Office (352) 726-1121

Procedures for Handling Alleged School Related Crimes

1. Any individual member of the college community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to Administration.
2. After a preliminary investigation, the Director or designee determines if there is sufficient information to warrant disciplinary proceedings. At that time the director or designee may notify the Sheriff's Department if it has been determined that a crime has been committed.
3. Disciplinary proceedings are initiated by the Director in a face-to-face disciplinary conference.
4. The disciplinary conference shall take place no earlier than 48 hours from the date of notification.
5. Cameras, camera phones and audio/video recording devices other than those belonging to the college are not permitted at a disciplinary conference.

6. The Director may choose to adjourn the disciplinary conference at any time to obtain further information from other sources.
7. At the conclusion of the disciplinary conference, the Director may dismiss all disciplinary charges or make a judgment and assign a sanction.
8. A letter confirming the decision will be sent to the student and a copy placed in the student's permanent record.
9. If at any time during the investigation the student is arrested for the offense that occurred at school, the student will be withdrawn immediately.

Sexual Misconduct Prevention

Warning Signs

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship. While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex
- Has a history of bad relationships
- Has a strong belief in extreme gender roles

In all relationships, it is important to trust your instincts. If your intuition tells you something is wrong, you shouldn't ignore it.

Bystander Intervention

Bystander Intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous - to tell someone, intervene, get help, or speak up.

So how do you do it?

Use the 3 Ds: Direct, Delegate, and Distract!

Direct: Do something yourself (like ask someone to stop what they're doing, or check on someone you might be worried about).

Delegate: If you can't do something yourself because of your barriers, ask friends to help, faculty or staff member, or a trusted peer.

Distract: If you don't want to address the situation directly or even acknowledge that you see it, try to think of a distraction that will diffuse the situation or calm things down in the moment. One distraction might be "accidentally" spilling a drink; asking to borrow the phone of someone who is in a risky situation; asking for a ride or starting an unrelated conversation.

If you see something, do something! More tips on how to be an active bystander from the It's On Us Campaign:

1. Talk to your friends honestly and openly about sexual assault.
2. Don't just be a bystander. If you see something, intervene in any way that you can without endangering yourself.
3. Trust your gut. If something looks like it might be a bad situation, it probably is.
4. Be direct! Ask someone who looks like they need help if they're ok.
5. Get someone to help you if you see something. Delegate by enlisting a friend, bartender or host to help step in.
6. Keep an eye on someone who has had too much to drink.
7. If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
8. Recognize the potential danger of someone who talks about planning to target another person at a party.
9. Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else.
10. Get in the way by creating a distraction, drawing attention to the situation, or separating them.
11. Understand that if someone does not or cannot consent to sex, it's rape.
12. Never blame the victim.

BULLYING AND OTHER FORMS OF AGGRESSION

WTC is committed to providing a safe, positive, productive, and nurturing educational environment for all of its 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.

TOBACCO

WTC is a tobacco-free campus by State statute. Smoking or tobacco use is not allowed on campus at any time that includes using tobacco products in a vehicle. Any tobacco products brought on campus must remain in a vehicle.

Please note that if a citation is issued for using tobacco products on campus the minimum fine for the first offense is \$500.

1. First offense – three (3) day suspension
2. Second offense – seven (7) day suspension

CONTRABAND/BANNED ACTIVITIES

- A. Weapons and fireworks are strictly prohibited from the campus and at any school activity.
- B. Electronic listening devices such as tape/CD/iPods are not to be used in the classroom and/or shop unless authorized by the instructor for instructional purposes.
- C. Cell phones in classrooms and/or shops are to be turned off and put away during school hours. Personal property should be kept in a locked locker or be left in your locked vehicle. Citrus County School District will not be responsible for lost, stolen and/or damaged personal property including cell phones.
- D. All illegal activity is prohibited.
- E. Public display of affection is prohibited.
- F. No book bags are allowed in the CTE Shop/Lab areas or the Media Center.

THEFT/STEALING

It is the intent of WTC to make it very clear that stealing from the school will not be tolerated. WTC will prosecute to the fullest extent of the law those persons found stealing from the school. Students found stealing will be withdrawn.

GRIEVANCE PROCEDURE

A grievance is the allegation by a student that school officials did not follow policies or rules resulting in an unjust situation for the student. Students should discuss their claims with a teacher, counselor, and/or administrator, and the director. If after following the advice of these officials, the student believes the matter has not been satisfactorily resolved, the student may submit a written grievance to:

Executive Director of Educational Services
Citrus County School Board Office
1007 West Main Street
Inverness, Florida 34450
Phone: (352) 726-1931

If, after following all the procedures above, the student believes that the school is violating its policies, he/she may contact the Council on Occupational Education.

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, Georgia 30350
(800) 917-2081 or (770) 396-3898
www.council.org

MISCELLANEOUS

This catalog is provided for information purposes only. It is not meant to be a contract of services or programs. The most up to date information can always be obtained from the WTC Student Services Office.

The official school calendar is available in the Student Services Office or the Business Office.

This institute does not discriminate on the basis of race, color, national origin, gender, religion, age, marital status, or handicap in the recruitment, selection, or treatment of students.

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BUSINESS, MANAGEMENT & ADMINISTRATION

ADMINISTRATIVE OFFICE SPECIALIST

B070330 / 8212500

MISSION

The mission of the Administrative Office Specialist Program is to prepare students to be literate, informed, responsible, and productive members of society with the skills necessary to become employed in the business field

PROGRAM DESCRIPTION

The Administrative Office Specialist Program offers a broad foundation of knowledge and skills expanding the traditional role of the secretary.

This program is designed to prepare students for employment as an administrative office specialist, a computer user support specialist, front desk specialist, or an administrative assistant and to provide supplemental training for persons previously or currently employed in any of these occupations.

The content includes the use of technology to develop communication skills, higher level thinking skills and decision making skills; business terminology; the performance of office procedures specific to the business environment; transcription of documents from machine dictation; the production of quality documents in an efficient manner using advanced features of business software application; research of job opportunities; the production of high quality employment portfolios and job-seeking opportunities; as well as an externship providing on-the-job training

The program focuses on broad, transferable skills and stresses understanding of the following elements of the secretarial industry: planning; management; finance; technical and production skills; underlying principles and technology; labor issues; community issues; and health safety, and environmental issues.

Laboratory activities are an integral part of this program and include the use of automated keyboarding systems, calculators, transcription equipment, computers, and other peripheral equipment.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1050 hours (approximately one school year full-time).

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 10, Math 10, and Language 10.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year. Tuition is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 8:15 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Microsoft Office Master.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

BUSINESS MANAGEMENT & ADMINISTRATION

MEDICAL ADMINISTRATIVE SPECIALIST

B070300 / 8212300

MISSION

The mission of the Medical Administrative Specialist Program is to prepare students to be literate, informed, responsible, and productive members of society with the skills necessary to become employed in the medical field as a medical administrative specialist, medical office technologist, front desk specialist, or information technology specialist.

PROGRAM DESCRIPTION

The Medical Administrative Specialist Program offers a broad foundation of knowledge and skills expanding the traditional role of the Medical Secretary.

This program is designed to prepare students for employment as an Information Technology assistant, Front Desk Specialist, Medical Office Technologist, and Medical Administrative Specialist, and to provide supplemental training for persons previously or currently employed in any of these occupations.

The content includes the use of technology to develop communication skills, higher level thinking skills and decision making skills; medical terminology; the performance of office procedures specific to the medical environment; transcription of medical documents from machine dictation; the production of quality documents in an efficient manner using advanced features of business software application; research of job opportunities; the production of high quality employment portfolios and job-seeking opportunities; as well as an externship providing on-the-job training

The program focuses on broad, transferable skills and stresses understanding of the following elements of the medical secretarial industry: planning; management; finance; technical and production skills; underlying principles and technology; labor issues; community issues; and health safety, and environmental issues.

Laboratory activities are an integral part of this program and include the use of automated keyboarding systems, calculators, transcription equipment, computers, and other peripheral equipment.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1050 hours (approximately one school year full-time).

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps

staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 10, Math 10, and Language 10.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year. Tuition is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 8:15 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Certified Medical Administrative Assistant (CMAA).

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

HEALTH SCIENCE

MASSAGE THERAPY H120405

MISSION

The mission of the Massage Therapy program is to prepare students to be informed, responsible, and productive members of society with the skills necessary to take the Florida State and National Board Examinations, with an ultimate goal of employment as a licensed massage therapist.

PROGRAM DESCRIPTION

Upon completion of the program graduates are expected to take the Florida State and National Board approved examination to practice as massage therapists. The program includes, but is not limited to, the theory and practice of massage, theory and practice of hydrotherapy, hygiene, practice demonstration, human anatomy and physiology, legal aspects of massage practice, allied modalities, leadership and human relations skills, health and safety, CPR, and employability skills.

Lab Activities will cover mobilization of superficial and deep tissues of the human body through “Hands on” demonstration. Student practices include massage techniques, and use of hydrotherapy equipment such as steam room, sauna, treatment tables, local/full immersion baths, whirlpool baths, cabinet baths, hot/cold packs, and paraffin baths. Students will develop instructional skills in the use of adjunct modalities and therapeutic exercise.

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 750 hours (approximately 29 weeks). It is expected that all students will sit for the licensing exam upon completion of the program.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process.

Students attend orientation, take the TABE test, meet with the guidance counselor, and will be eligible for the program. In addition, students must be capable of lifting 30 lbs. due to transporting and setting up massage tables.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate’s degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student’s ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 10, Math 10, and Language 10.

COMPLETION REQUIREMENTS

It is expected that the student will take the appropriate State or National Board Examinations to practice massage therapy in the State of Florida.

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of the session. Current fee information is available from the Business Office. Failure to pay all fees at the time class beings will result in the student not being able to attend class and/or clinicals. Current tuition rates can be found on the WTC Website www.wtccollege.org.

CLASS SCHEDULE

Full-time students attend class from 8:15 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Licensed Massage Therapist, Florida Department of Health.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

HEALTH SCIENCE

PATIENT CARE ASSISTANT

H170692

MISSION

The mission of the Patient Care Assistant Program and Nurse Assistant Program is to provide the instruction needed by students to become employed as a Patient Care Assistant, Home Health Aide, or Certified Nursing Assistant.

PROGRAM DESCRIPTION

This program provides instruction both in the classroom and clinical setting. Clinical instruction is provided at local hospitals, geriatric facilities, hospice, various home care locations, and a variety of other health care settings. Instruction includes topics related to patient care, patient room environment, sanitation, hygiene, body elimination, nutrition, comfort, safety measures, first aid, CPR, taking patient vital signs (temperature, pulse, respiration and blood pressure), anatomy/physiology, record keeping, communications, interpersonal relationships, and employability skills. Graduates of this program are eligible to take the Florida Certified Nursing Assistant examination.

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete the Patient Care Assistant program in 290 hours (approx. 11 weeks).

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

Lifting patients is required; therefore, students must be able to lift, bend, and do moderate to heavy activities. Applicants are warned that it is extremely difficult to become employed in this field with a criminal background. Therefore, an applicant with a criminal background should discuss the situation with a counselor before enrolling.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 10, Math 10, and Language 10.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

ARTICULATION AGREEMENT

Students successfully completing the CNA program at their high school will have admission priority to this program and may receive credit for completed competencies. An articulation agreement is in place for Patient Care Assistant with Crystal River High School. See a counselor for more information.

TUITION

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of the session. Current fee information is available from the Business Office. Failure to pay all fees at the time class begins will result in the student not being able to attend class and/or clinicals. Current tuition rates can be found on the WTC Website www.wtcollege.org.

CLASS SCHEDULE

Full-time students attend class from 8:15 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Certified Nurse Assistant License, Florida Department of Health.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

HEALTH SCIENCE

PRACTICAL NURSING H170605

MISSION

The mission of the Practical Nursing Program is to provide instruction, which will enable individuals to pursue a career as a licensed practical nurse. An integral part of this mission is to prepare students to successfully pass the state licensing examination and to inculcate an attitude of contributing to the well-being of others.

PROGRAM DESCRIPTION

Instruction takes place in the classroom, laboratory, and various clinical settings. Students give nursing care in local hospitals and geriatric facilities. Learning experiences are also provided in home health care, hospice, doctors' offices, and clinics.

Instruction is given in basic nursing care, nursing nutrition, anatomy, family and community health, growth and development throughout the life span, nursing care of mothers, newborns, and the care of children. Students also receive clinical experience and classroom instruction in the care of medical and surgical patients. The preparation and administration of medication is an integral part of this learning experience. Emphasis is placed on communication skills and employability skills throughout the program.

WTC Practical Nursing Curriculum meets the requirements approved by the State of Florida Department of Business and Professional Regulation (Division of Medical Quality Assurance - Board of Nursing) and the State of Florida Department of Education (Division of Workforce Education). Graduates take the examination leading to licensure in Florida as a Licensed Practical Nurse.

PROGRAM OUTLINE

1. Classroom Learning

1. Orientation
2. Safety
3. Employability Skills
4. Individual, Family and Community Health
5. Structure and Function of the Human Body
6. Nutrition
7. Human Growth and Development
8. Nursing Needs of the Patient
9. Fundamentals of Nursing
10. Geriatric Nursing
11. Medical/Surgical Nursing
12. Pharmacology
13. Neonatal Nursing
14. Pediatric Nursing
15. Comprehensive Nursing

2. Clinical Learning

- A. Fundamental Nursing Skills
- B. Maternal and Neonatal
- C. Pediatric
- D. Pharmacology
- E. Medical-Surgical-Advanced Nursing Skills
- F. Geriatrics

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 1350 hours (less than one year). The clinical schedule varies. Students must be available at different times during the program to complete the clinical portion of the program. Students must also have reliable transportation.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

In addition to the WTC's standard admission requirements, applicants must also meet the following requirements:

1. All applicants must take the National League of Nursing Exam and the TABE test. Minimum NLN scores as stated in the admission packet must be met.
2. Applicants must have a high school diploma or the equivalent.
3. Have sufficient ability to communicate in the English language in order to successfully challenge the state board exam and communicate with staff and patients.
4. Have a negative tuberculosis test and appropriate immunizations.
5. By law, notify the State Board of Nursing of any previous arrest record in which they were 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.")
6. Be at least 18 years of age prior to clinicals.
7. Be able to perform Essential Tasks as outlined in the curriculum.
8. Meet standard of "Good Moral Character" as required by Florida Statue 400.512.
9. Have a negative drug screen (to be conducted at the start of the program).
10. Complete all application forms and requirements by the deadline dates.
11. Provide documentation of having had a physical exam and immunizations are up to date (upon acceptance).
12. Successfully complete a Level 2 background check (upon acceptance).
13. Payment of the non-refundable deposit is due when the student has been selected for admission to the program.
14. A rubric will be used to assign a point value to the criteria for admission. Students with the highest scores will be invited to enroll in the program.

Special Note: Applicants are warned that licensure may be denied to individuals with a criminal record. Individuals convicted of a crime who are on probation or anyone that has not had their civil rights restored may NOT take the state licensing examination. Before licensure, **the Board of Nursing completes criminal background checks. Therefore, an applicant with a criminal background should discuss the situation with a counselor before applying for enrollment.**

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt

from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 11, Math 11, and Language 11.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

ADVANCED STUDY

In an effort to facilitate career mobility, this program may be used as a bridge to the College of Central Florida (CF) Associate in Science Degree Nursing (A.D.N.) and Associate Science Degree Surgical Technology programs. Consult a WTC counselor or the Health Education Division at CF for further information.

P.N. to R.N. bridge programs is also available at other colleges. Contact the Department Head at the college for further information.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class beings will result in the student not being able to attend class and/or clinicals. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 8:00 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. Hours during clinical rotations may vary. This schedule provides a minimum of 6 ¼ hours of instruction each day for a total of 31 ¼ hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period. To sit for the licensing exam students must meet the attendance requirements.

INDUSTRY CERTIFICATION

To become a licensed Practical Nurse an individual must be at least 18 years of age; possess a high school diploma or equivalent; have successfully completed the Practical Nursing Program under rules established by the Florida Board of Nursing (FBN); submit an application to the Board, pay the fees to the FBN and take the NCLEX examination; submit information to the board for statewide criminal background check through FDLE; be in good mental and physical health; and be able to communicate in the English language (Florida Statutes 464.008).

The industry certification for this program is the CAT NCLEX-PN Licensing Exam.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

ARCHITECTURE & CONSTRUCTION

AIR CONDITIONING, REFRIGERATION & HEATING TECHNOLOGY I470203 / 8723000

MISSION

The mission of the Air Conditioning, Refrigeration and Heating Technology Program is to provide students the opportunity to secure the skills and credentials needed for gainful employment in this industry.

PROGRAM DESCRIPTION

This program prepares students for employment or advanced training in the heating, air conditioning, refrigeration and ventilation industry. The student should obtain EPA certification prior to leaving school. This certification is required to be employed in any job that requires work with refrigerants.

The program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, A/C, Refrigeration and Heating Technician.

The program is designed to train the student in the basic theory, fundamental principles, and the practical applications which develop the knowledge and skills necessary for entry into the basic service and installation occupations of the industry. The program also covers the various elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1350 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as

determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 10, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:30 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides $6\frac{3}{4}$ hours of instruction each day for a total of $33\frac{3}{4}$ hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is National Center of Construction Education and Research (NCCER) Levels 1-4 or the NATE

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

ARCHITECTURE & CONSTRUCTION

ELECTRICITY I460312 / 8727200

MISSION

The mission of the Electrical Program is to provide students with the skills necessary to become competent electricians.

PROGRAM DESCRIPTION

This program prepares students for employment or advanced training in a variety of electrical occupations. Students may be employed as an electrician's helper, residential electrician, or commercial electrician.

Specialized classroom instruction coupled with laboratory applications provides students with the skills to install and maintain electrical equipment such as motors, motor controls, programmable logic controllers, photovoltaic systems, power and lighting systems in residential, commercial, and industrial applications. Students learn how to locate and correct electrical and equipment malfunctions using test instruments such as the amp meter and volt-ohm meter.

Instruction includes assembling, installing, maintaining, and repairing electrical systems. Students learn basic electrical theory and regulations as defined by the National Electrical Code. Related instruction includes safety, mathematic computations, employability skills, and entrepreneurship.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1200 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:45 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provide 6 1/2 hours of instruction each day for a total of 32 1/2 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is National Center Construction Education and Research (NCCER) Levels 1-4.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

AUTOMOTIVE COLLISION REPAIR AND REFINISHING

I470603 / 8709000

MISSION

The mission of the Automotive Body Repair and Refinishing Program is to provide students with the instruction necessary for them to become competent automotive body paint/repair technicians.

PROGRAM DESCRIPTION

The Automotive Collision Repair and Refinishing program is accredited by the National Automotive Technicians Education Foundation/Automotive Service Excellence NATEF/ASE. This accreditation ensures students that WTC has the highest level of training standards in the automotive industry.

Through classroom and shop experiences you can become proficient in various phases of auto body repair and refinishing. You will learn computerized body/frame alignment, estimating, MIG welding, and shop safety. You will also learn to prepare and apply body fillers; prepare surfaces for refinishing; maintain and operate spray equipment; select and apply appropriate paints and finishes; and repair shop business practices.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1400 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:45 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 ½ hours of instruction each day for a total of 32 1/2 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Automotive Service Excellence (ASE).

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

AUTOMOTIVE SERVICE TECHNOLOGY 8709400 / I470608

MISSION

The mission of the Automotive Service Technology Program is to develop highly qualified and dedicated automobile technicians.

PROGRAM DESCRIPTION

Automotive Service Technology prepares students for employment using the latest software, simulators, and diagnostic equipment found in all phases of automotive services and electronic technologies. The program combines classroom instruction with hands-on laboratory training to troubleshoot, service, and repair automotive systems.

The Automotive Service Technology Program provides a platform for continuing education or employment in a rewarding, high-wage career. This program provides comprehensive training in the following automotive service areas: engine repair, automatic transmission/transaxles, braking systems, engine performance, manual drive trains/transaxles, suspensions/steering systems, heating and a/c systems and electrical/electronic systems.

This program provides current and future technicians with practical exercises in a wide range of fundamentals as it applies to today's sophisticated vehicles that feature electronic fuel injection, computerized controlled ignition systems, starting systems, accessory systems, antilock braking systems, and electronic emission control systems. This program develops a mastery of the applications of electronics through practical skills training, problem solving, and real-time simulations coupled with live work experience. The program holds NATEF Master Accreditation – the highest level of achievement recognized by the National Automotive Technician's Foundation.

Automotive Service Technology is 1800 hours.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1800 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students graduating from a Florida public high school with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their

academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 10, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:30 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 $\frac{3}{4}$ hours of instruction each day for a total of 33 $\frac{3}{4}$ hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is National Automotive Service Excellence (ASE).

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers that you have the appropriate skills to enter the workforce.

HOSPITALITY & TOURISM

COMMERCIAL FOODS AND CULINARY ARTS N100500

MISSION

The mission of the Commercial Foods and Culinary Arts Program is to prepare students for employment and advanced study in the food service and/or the hospitality industry.

PROGRAM DESCRIPTION

Commercial Foods and Culinary Art provides an affordable competency-based education for individuals who wish to pursue a career in the Food Service Industry. The program provides the learning experiences necessary to enable an individual to acquire the skills, knowledge and attitude to gain employment in the community as a food preparation worker, cook, baker's helper or a food service restaurant manager. This program may also serve as supplemental training for those seeking additional training in the food service industry.

This course includes instruction on food preparation, serving; proper storage, selection and presentation of a wide variety of foods.

Also covered are: customer relations, leadership, professional communication, employability skills, entrepreneurship, and safe work practices.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1200 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

ARTICULATION

Students successfully completing a culinary program at their high school may enter this program with advanced standing and may complete the program in as little as 900 hours. Programs for Culinary Arts are available at Crystal River High School, Citrus High School and Lecanto High School. See a counselor for more information.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class beings will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:30 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 $\frac{3}{4}$ hours of instruction each day for a total of 33 $\frac{3}{4}$ hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Certified Professional Food Service Manager (ServSafe).

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

HOSPITALITY & TOURISM

CULINARY ARTS 8800500

MISSION

The mission of the Culinary Arts Program is to prepare high school students for employment and advanced study in the food service and/or the hospitality industry.

PROGRAM DESCRIPTION

Culinary Arts provides an affordable competency-based education for individuals who wish to pursue a career in the Food Service Industry. The program provides the learning experiences necessary to enable an individual to acquire the skills, knowledge and attitude to gain employment in the community as a food preparation worker, cook, baker's helper or a food service restaurant manager. This program may also serve as supplemental training for those seeking additional training in the food service industry. This course includes instruction on food preparation, serving; proper storage, selection and presentation of a wide variety of foods.

Also covered are: customer relations, leadership, professional communication, employability skills, entrepreneurship, and safe work practices.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time or shared time basis.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

ARTICULATION

Students successfully completing a culinary program at their high school may enter this program with advanced standing and may complete the program in as little as 900 hours. Programs for Culinary Arts are available at Crystal River High School, Citrus High School and Lecanto High School. See a counselor for more information.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Shared-time students attend class from 8:15 a.m. until 10:30 a.m. or from 11:45 a.m. to 2:00 p.m. Monday through Friday, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as lower grades, withdrawal from the program, and prohibition from re-enrollment.

INDUSTRY CERTIFICATION

The industry certification for this program is Certified Professional Food Service Manager (ServSafe).

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

INFORMATION TECHNOLOGY

NETWORK SYSTEMS ADMINISTRATION 8207440/B079300

MISSION

The mission of the Network Systems Administration Program is to prepare students for employment or advanced training in a variety of occupations in the Information Technology Industry.

PROGRAM DESCRIPTION

The (NSA) program is an entry level program designed to get you started in the IT Industry as a networking assistant or network support technician. Additional post-secondary education or training will be needed to attain higher level positions. While this course prepares you for entry level positions, the Network Systems Administration (NSA) course is considered an advanced course in the information technology field

A typical student enrolling in this program should have good background knowledge of computer systems, operating systems, configuring systems, troubleshooting techniques, repairing equipment, the principles of security and minor networking capabilities.

The Networking course is a challenging and demanding curriculum. Students must be completely focused and use their time wisely throughout the course to be prepared for the CompTIA Network + industry certification exam. The course is competency based and self-paced. You are responsible for your own progress. If you have little or no experience with computers, you may be able to fast track the CompTIA A+ basic curriculum which will provide you with basic computer knowledge. It is important for you to understand that should you decide to fast track the A+ basic course you will need to be extremely productive at all times to complete the networking course.

This program is a planned sequence of instruction consisting of seven (7) occupational completion points as follows: (1) Information Technology Assistant; (2) Computer Support Assistant; (3) Network Support Technician; (4) Systems Administrator; (5) Systems Engineer (6) Wireless Network Administrator (7) Data Communications Analyst.

Students learn software fundamentals, computer systems architecture, peripheral equipment, and electronic information exchange and computer security. Students can prepare for and take the A+ certification exam and Network+ certification exam. Skills acquired in the program may be used in preparing for the Microsoft Certified System Administrator (MCSA) certification.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1050 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

In addition to the WTC's standard entrance requirements, applicants must have the required mathematics skills. High school students should have completed Algebra I with a grade of C or higher prior to enrolling in this program. Post-secondary students should have completed Algebra I with a grade of C or demonstrate the equivalent skills through testing before enrolling in this program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 8:15 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is CompTIA A+ or Network +.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

INFORMATION TECHNOLOGY

TECHNOLOGY SUPPORT SERVICES

9001400/Y100100

MISSION

The mission of the Technology Support Services Program is to prepare students for employment or advanced training in a variety of occupations in the Information Technology Industry.

PROGRAM DESCRIPTION

The (TSS) program is an entry level program designed to get you started in the IT Industry as a Help Desk Technician. Additional post-secondary education or training will be needed to attain higher level positions.

A typical student enrolling in this program should have some background knowledge of computer systems, and troubleshooting techniques.

The Technology Support Services course is a challenging and demanding curriculum to complete in the hours allotted. Students must be completely focused and use their time wisely throughout the course to be prepared for the CompTIA A+ industry certification exam. The course is competency based and self-paced. You are responsible for your own progress. If you have little or no experience with computers, you will need to be extremely productive at all times to complete the course.

This program is a planned sequence of instruction that covers operating systems, programming languages, HTML, software applications, multimedia, VHD, Security and Data.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 600 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

In addition to the WTC's standard entrance requirements, applicants must have the required mathematics skills. High school students should have completed Algebra I with a grade of C or higher prior to enrolling in this program. Post-secondary students should have completed Algebra I with a grade of C or demonstrate the equivalent skills through testing before enrolling in this program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps

staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 10, Math 10, and Language 10.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:30 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 $\frac{3}{4}$ hours of instruction each day for a total of 33 $\frac{3}{4}$ hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is CompTIA A+.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

HUMAN SERVICES

COSMETOLOGY D500100 / 8905100

MISSION

The mission of the Cosmetology Program is to provide instruction, to prepare students to pass the state licensing exam and become competent, professional hairstylists.

PROGRAM DESCRIPTION

Specialized instruction and practical experience in hair, nail, and skin care procedures, related chemistry, anatomy, physiology, safety, and Florida Cosmetology Law are combined with communication and leadership skills to prepare students for success in the cosmetology industry.

Specialized classroom and lab experiences are utilized to enable the student to become proficient in the use of a variety of beauty treatments, including the care and beautification of the hair, complexion, and hands. Instruction includes: giving shampoos, rinses, scalp treatments, hair styling, settings, cuttings, tinting, bleaching, permanent waving, facials, manicures/pedicures, and hand and arm massages. Also included in the curriculum are safety, bacteriology, hygiene, sanitation, customer relations, salon management, record keeping, Florida cosmetology law, and employability skills. Time required for completion of the preparatory program is determined by state licensing regulations. Activities of Skills USA are included as a part of the instructional program.

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 1200 hours (one year full-time). Students are expected to sit for the licensing exam upon program completion.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

It is recommended that students have good hand-eye coordination and finger/hand dexterity.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as

determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 8, Math 8, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class and/or clinicals. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 8:15 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

The State of Florida, Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology requires 1200 hours of instruction and a required amount of services in each block of instruction.

INDUSTRY CERTIFICATION

The industry certification for this program is Florida State Licensing Exam.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

MANUFACTURING

INDUSTRIAL MACHINERY MAINTENANCE AND REPAIR

I470303 / 8743100

MISSION

The mission of the Industrial Machinery, Maintenance and Repair Program is to provide students with the skills necessary to become competent workers in a highly competitive workforce.

PROGRAM DESCRIPTION

Machinery mechanics use technical manuals, their understanding of the equipment, and careful observation to discover the cause of a problem. Once a repair is made, mechanics perform tests to ensure that the machine is running smoothly. Responsibilities include preventive maintenance; for example, cleaning and lubricating machinery, performing basic diagnostic tests, checking performance, and testing damaged machine parts to determine whether additional repairs are necessary. A variety of hand tools are used in addition to using lathes, grinders, or drill presses to create a new part. Mechanics use catalogs to order replacement parts and often read blueprints, schematics, technical manuals, and engineering specifications to maintain and fix equipment. Machinery Mechanics must have good problem-solving abilities. Mechanical aptitude and manual dexterity are also important. Good reading comprehension is necessary to understand the technical manuals of a wide range of machines; and good communication skills are essential to convey ideas and to understand the needs of other workers and managers.

Instruction includes the repair, installation, maintenance, and troubleshooting of pumps and valves. Students learn to use technical manuals, read blueprints and schematics, use drill presses, milling machines and lathes. Welding and safety are an integral part of the program. Related instruction includes mathematic computations, employability skills, and entrepreneurship.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1350 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as

determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:30 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 $\frac{3}{4}$ hours of instruction each day for a total of 33 $\frac{3}{4}$ hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is National Center for Construction Education and Research (NCCER) Levels 1-4.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

MANUFACTURING

AUTOMATION & PRODUCTION TECHNOLOGY J100100/9200100

MISSION

The mission of the Automation & Production Technology Program is to provide students with the skills necessary to become competent workers in a highly competitive workforce.

PROGRAM DESCRIPTION

Automation and Production Technicians, also known as Electro-Mechanical Technicians, combine knowledge of mechanical technology with knowledge of electrical and electronic circuits. They install, troubleshoot, repair, and upgrade electronic and computer-controlled mechanical systems, such as robotic assembly machines and automated production equipment.

Automation and Production Technicians typically:

- Read blueprints, schematics, and diagrams to determine the method and sequence of assembly of a part, machine, or piece of equipment
- Verify dimensions of parts, using precision measuring instruments, to ensure that specifications are met
- Operate CNC metalworking machines to make housings, fittings, and fixtures
- Repair and calibrate hydraulic and pneumatic assemblies
- Test the performance of electro-mechanical assemblies, using test instruments
- Install electronic parts and hardware, using soldering equipment and hand tools

Automation and Production Technicians may test and operate machines in factories and other worksites. They also analyze and record test results, and prepare written documentation to describe the tests they did and what the test results were.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 600 hours.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 7:30 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides $6\frac{3}{4}$ hours of instruction each day for a total of $33\frac{3}{4}$ hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is the MSSC-CPT Certified Production Technician

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

MANUFACTURING

WELDING TECHNOLOGY

I480500 / 8754500

MISSION

The mission of the Welding Program is to prepare students to be informed, responsible, and productive members of the welding profession who will be able to flourish in an increasingly complex occupation and who believe learning is a lifelong process.

PROGRAM DESCRIPTION

Instruction includes learning experiences in the joining and cutting of metal materials with the different welding and cutting processes which industry requires.

Laboratory experiences include the welding of many different joint designs and fabrication of projects such as frames, trailers, and tanks. Classroom activities include learning basic metallurgy, shielded metal arc welding (SMAW) (STICK, ARC), gas tungsten arc welding (GTAW) (TIG, Heliarc), gas metal arc welding (GMAW) (MIG), flux cored arc welding (FCAW), submerged arc welding (SAW), oxyacetylene processes (welding, brazing, soldering, cutting), plasma arc cutting (PAC), pipe welding, welding inspection, welding certification, blueprint reading, and the theory of welding and cutting processes. Related instruction includes safety, basic shop skills, employability skills, and entrepreneurship.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 1050 hours (approximately one school year full-time).

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services Office. A minimum skills evaluation is part of the admission process. It is highly recommended that co-enrolled and dual-enrolled students meet with the program instructor prior to entering the program.

TEST OF ADULT BASIC EDUCATION (TABE)

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from taking the TABE test. However, it is recommended that all students take the TABE test to identify any deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful. WTC uses the Test of Adult Basic Education (TABE) to determine a student's ability levels.

Students who do not meet the State mandated minimum TABE scores for their program must begin attending applied academics classes outside of their program hours and must make acceptable progress as determined by the instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

The requirements to earn a certificate of completion are:

- Complete the required curriculum within the allotted timeframe,
- Meet the basic skill levels as required by the State of Florida and measured by the Test of Adult Basic Education (TABE),
- Maintain a GPA of 2.0,
- Maintain an attendance rate with less than 10% absenteeism,
- Pay all debts; and
- Be recommended by the instructor.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 15 business days prior to the first day of each session. Current fee information is available from the Business Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class from 8:15 a.m. until 2:45 p.m. Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC. Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is American Welding Society.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter workforce.

LAW, PUBLIC SAFETY AND SECURITY

CORRECTIONAL OFFICER P430102

MISSION

The mission of the Correctional Officer Program is to prepare students to pass the certification examination administered by the Florida Department of Law Enforcement (FDLE) to become employed as a correctional officer.

PROGRAM DESCRIPTION

Instruction covers an introduction to the criminal justice system and the Florida Criminal Justice Standards and Training Commission (CJSTC), correctional laws and rules, inmate control techniques, rights and responsibilities, correctional administration, human skills and behavior.

PROGRAM COURSES

CJD0770	Criminal Justice Legal 1
CJD0771	Criminal Justice Legal 2
CJD0772	Criminal Justice Communications
CJD0773	Interpersonal Skills 1
CJD0704	Criminal Justice Defensive Tactics
CJD0705	Criminal Justice Weapons
CJD0254	Medical First Responder
CJD0750	Interpersonal Skills
CJD0741	Emergency Preparedness
CJD0752	Correctional Operations

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 532 hours (one-half school year).

ADMISSION REQUIREMENTS

ACADEMY ENTRANCE PROCEDURE

Action	Reference/Cost
Attend an Academy Introduction	
If applicable, apply for educational funding	
Schedule CJBAT and obtain passing Score	\$40.00
Schedule Physical Exam with your doctor/clinic. Have your physician complete and sign the CJSTC Form 75B. (Physical must be within 6 months of class start date.)	Variable based on health coverage
Submit Application/Florida residency form with Required Documents – Schedule an appointment with the Academy Secretary to drop off your Application/Florida residency and document requirements: Incomplete applications will NOT be accepted.	\$15 Application Fee must be paid before submitting application.
Law Enforcement candidates will be contacted via email to schedule a PAT (Physical Agility Test).	

ACADEMY ENTRANCE PROCEDURE - CONTINUED

LE Candidates -- Await notification of acceptance. Please do not call to inquire about your status. You will be notified upon acceptance. Applicants will not be given a specific reason if they are not selected (unless disqualified). Please do not call to inquire if you are not selected. You will be notified if it is due to a specific concern. Anyone not selected for a particular Academy, will be automatically transferred to the next academy's selection process. Fingerprints, Physicals and PAT may require renewal at time of second process.

Academy Orientation – uniform fitting and ordering. Academy Rules and Regulations are distributed at this time.	Approx. \$350-450 Due at time of order
Pick Up Books	
Pick Up Uniforms	Date TBA
All tuition must be paid in full at Business Office	
Report for training at the Academy	

Candidates will be notified of deadlines for every phase of the entry process. Please contact us if you have any questions.

SUPPORTING DOCUMENTATION CHECKLIST

Please inventory and submit documents in the order that they are listed.

☐	Passing CJBAT Score Sheet
☐	Non-Refundable Application Fee (\$15) – Must be paid before applications are accepted by Mr. Gough. Bring your receipt on the same day of application drop –off.
☐	Copy of birth certificate or signed affidavit verifying naturalization of U.S. citizenship
☐	Copy of Marriage license, adoption papers or any name-change documents.
☐	Copy of High School Diploma- If you cannot secure your H.S. Diploma, submit sealed official transcripts (no exceptions). Or, if applicable, copy of GED scores and GED diploma.
☐	Any/all official college transcripts, including technical institutions (no exceptions)
☐	Copy of a signed social security card. If your name has changed, you must get a new Social Security card with the correct name.
☐	Copy of a valid and current driver's license with current address. If you have recently turned 21 years of age, have your driver's license updated.
☐	Copy of driver's license status: https://www6.hsmv.state.fl.us/DCheck/main.jsp
☐	Any/all arrest records/dispositions from the Clerk's Office where occurrence took place.
☐	If applicable, copy of Military Discharge DD214 long form.
☐	Copy of health insurance card or you must purchase school accident Insurance (\$11.00) at www.schoolinsuranceagency.com and submit copy of member card.
☐	CJSTC Form 75B (completed by physician authorizing pepper-spray). Please ensure physician's mailing address is included in the lower signature portion.
☐	Pages needing notarization must be signed and dated in the presence of a Notary. Ensure the dates of signatures for both parties are identical.

SUPPORTING DOCUMENTATION CHECKLIST - CONTINUED		
☐		Fingerprint Fee (\$75) – Corrections candidates: Wait for direction to remit \$75 payment after acceptance.
☐		Florida Residency Form At application drop off – Applicants will have to submit documentation that they (or a parent or legal guardian if a dependent) has been a Florida resident for at least 12 months prior to the first day of classes. Submit form when you drop-off application to the academy secretary and copies of at least two of the documents must be submitted with dates that show evidence of the 12 month qualifying period (Ex: driver's license, vehicle registration, FL voter registration card). Other options are on the form.

All documents must be compiled in the order listed and submitted with your Application. It is recommended you review the above checklist to ensure that all required documents and actions are attached and complete. If any item is missing from your application you will be rescheduled.

CJBAT (CRIMINAL JUSTICE BASIC ABILITIES TEST)

Description of CJBAT: The test is very reading comprehensive, contains a lot of visuals, and has very minimal math. The exam is administered online and you will obtain instant results when completed.

Scores: Passing scores at the WTC testing center for Law Enforcement is 79% and 72% for Corrections. CJBATs scores are good for 2 years from the date administered. There are different exam versions for Corrections and Law Enforcement.

Reserve a Seat: CJBAT is administered every Monday at WTC. Please contact Ms. Sleighter in the business office, to submit payment of non-refundable fee of \$40.00 at (352) 726-2430, x4304. Provide your name, phone number and email address. A confirmation and these instructions will be emailed to you. CJBATs may be administered on alternate dates under special circumstances contact Ms. Sleighter to inquire.

- Reserve your seat and arrive at WTC on your exam date at the side main entrance, Admin (Building 100) Student Services area (Room 117) to submit your ID (Driver's License) for access to school grounds.
- Report to room 118F to complete the exam.
- The test takes about 2.5 hours.
- Ms. Burke will provide a score sheet with your official test results. Retain this for future Application and document submissions to the Academy.

Would You Like To Prep For This Test? WTC offers CJBAT Study Guides at a cost of \$20.00 (includes tax). To obtain a copy, visit

<http://wti.textbookx.com/institutional/index.php#books/594816/>

What Do I Need To Bring? \$40 receipt and ID (Driver's License) for access to campus.

What Happens Next? You must obtain your passing CJBAT before your application will be accepted. If you have not attended an Academy Introduction (1st and 3rd Wednesday of each month- See page 3 for schedule of Introductions) you must first do so. Your next step is to complete the Academy Application and all required documents then contact the Academy Secretary for an Application/Florida residency Drop-Off Appointment at (352) 726-2430, x4352.

FINGERPRINTS/BACKGROUND CHECK

- Fingerprint background checks are mandatory and require the fee of \$75.
- Please await instructions prior to payment and fingerprinting. A Candidate Payment Slip will be issued by the Academy Secretary to authorize your payment and fingerprinting.
- All fees are paid at the WTC Book Store and your payment receipt is presented to the Academy Secretary.

PHYSICAL EXAM

- Schedule an appointment with your doctor or a local clinic for a physical exam. Your doctor must complete the form 75B which indicates that you are healthy enough to undergo exposure to pepper-spray.
- Show your physician a copy of the Academy Training Plan so they will understand the physical requirements of this Academy.
- Submit the 75B along with your Academy Application and other required documents.

P.A.T. (PHYSICAL AGILITIES TEST)

You will have to complete a Physical Agility Test (PAT) which consists of a one-half-mile course with approximately 13 objectives including walls, ladders, hurdles, a 150 pound sled-drag, windows and doors. A detailed description of this course will be provided to you at a PAT Briefing. You will be notified via email of this date.

DRUG SCREENING

All candidates are subject to random Drug Screening any time throughout the application or Academy duration. There is no action required on the part of the candidate unless directed.

CANDIDATE REQUIREMENTS

In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

- Be 19 years of age or older
- Be a U.S. Citizen
- Have a valid Florida driver's license
- Completed the criminal Justice Basic Abilities Test (CJBAT) with a passing score (72 for Corrections, 79 for Law Enforcement)
- High School diploma or GED equivalent
- Medical Physical exam
- Students must have a physician's approval to participate in physically strenuous activity and exposure to oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS).
- Background investigation by school through Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
- Have never been convicted of any felony charge.

- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Have good physical agility and hand-eye coordination.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of good moral character.
- Pass random drug screening.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

ACADEMY COMPLETION REQUIREMENTS

- Meet all basic skill levels as required by the State of Florida
- Pay all WTC debts in advance of course start date.
- Maintain attendance requirements
- Students are required to pass each exam with a minimum score of 80%. Failure to meet the 80% requirement will result in termination from the academy.
- Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Complete all required course curriculum.
- Be recommended for certification by the Corrections or Law Enforcement Coordinator
- Upon successful academy completion, graduates are eligible to take the State Officer Certification Exam. After passing the state exam, students are eligible for employment by as a Law Enforcement or Correctional Officers in the state of Florida.

ADVANCED STUDY

Graduates from this program may transfer credits to CF to pursue the A.S. Degree. Consult the Director of the WTC Public Safety Training Center for further information.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 10 business days prior to the first day of each session. Current fee information is available from the Public Safety Training Center admissions office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class Monday through Friday with a 30 minute lunch period.

Corrections Officer

Typical Corrections Academy Schedule

Students may enroll in this program on a full-time basis.

Days	Monday-Friday
Time	Daytime: 8:00 am to 5:00 pm Evening: 5:00 pm to 9:00 pm
Pistol Range	Await Schedule
DTAC/1st Aid	Await Schedule
Duration	Daytime: Approx. 4 months Evening: Approx. 7 months
Credit Hour Value	12
Total Hours	420

502 Corrections = 420 Hours

Chapter 1	CJK 0300	Introduction to Corrections	32 hrs.
Chapter 2	CJK 0305	Communications	40 hrs.
Chapter 3	CJK 0310	Officer Safety	12 hrs.
Chapter 4	CJK 0315	Facility and Equipment	12 hrs.
Chapter 5	CJK 0320	Intake and Release	18 hrs.
Chapter 6	CJK 0325	Supervising in a Correctional Facility	40 hrs.
Chapter 7	CJK 0330	Supervising Special Populations	20 hrs.
Chapter 8	CJK 0335	Responding to Incidents and Emergencies	16 hrs.
HL 2	CJK 0031	CMS First Aid for Criminal Justice Officers	40 hrs.
HL 3	CJK 0040	CMS Criminal Justice Firearms	80 hrs.
HL 4	CJK 0051	CMS Criminal Justice Defensive Tactics	80 hrs.
HL 6	CJK 0340	Officer Wellness and Physical Abilities	30 hrs.
			Total 420 hrs.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Florida Department of Law Enforcement.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

LAW, PUBLIC SAFETY AND SECURITY

LAW ENFORCEMENT P430105

MISSION

The mission of the Law Enforcement Program is to prepare students to pass the certification examination administered by the Florida Department of Law Enforcement (FDLE) to become employed as a law enforcement officer.

PROGRAM DESCRIPTION

Instruction includes a combination of theory, laboratory, and supportive courses. Instruction in the criminal justice specialties includes the history and composition of the criminal justice system, law enforcement activities, correctional system activities, police ethics and responsibilities, law enforcement agencies, crime laboratory procedures, arrest and custodial procedures, investigations, trial and court procedures, and record keeping. Supportive instruction is provided in communications, constitutional rights, human relations, social sciences, first responder skills, and self-defense.

PROGRAM COURSES

CJD0760	Criminal Justice Legal 1	CJD0705	Criminal Justice Weapons
CJD0761	Criminal Justice Legal 2	CJD0254	Medical First Responder
CJD0730	Law Enforcement Legal 3	CJD0731	Law Enforcement Patrol
CJD0762	Criminal Justice Communications	CJD0732	Law Enforcement Traffic
CJD0763	Interpersonal Skills 1	CJD0723	Vehicle Operations
CJD0704	Criminal Justice Defensive Tactics	CJD0734	Law Enforcement Investigations

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 770 hours.

ADMISSION REQUIREMENTS

ACADEMY ENTRANCE PROCEDURE	
Action	Reference/Cost
1. Attend an Academy Introduction	
2. If applicable, apply for educational funding	
3. Schedule CJBAT and obtain passing Score	\$40.00
4. Schedule Physical Exam with your doctor/clinic. Have your physician complete and sign the CJSTC Form 75B. (Physical must be within 6 months of class start date.)	Variable based on health coverage
5. Submit Application/Florida residency form with Required Documents – Schedule an appointment with the Academy Secretary to drop off your Application/Florida residency and document requirements: Incomplete applications will NOT be accepted.	\$15 Application Fee must be paid before submitting application.
6. Law Enforcement candidates will be contacted via email to schedule a PAT (Physical Agility Test).	

ACADEMY ENTRANCE PROCEDURE - CONTINUED

7. LE Candidates -- Await notification of acceptance. Please do not call to inquire about your status. You will be notified upon acceptance. Applicants will not be given a specific reason if they are not selected (unless disqualified). Please do not call to inquire if you are not selected. You will be notified if it is due to a specific concern. Anyone not selected for a particular Academy, will be automatically transferred to the next academy's selection process. Fingerprints, Physicals and PAT may require renewal at time of second process.

8. Academy Orientation – uniform fitting and ordering. Academy Rules and Regulations are distributed at this time.	Approx. \$350-450 Due at time of order
9. Pick Up Books	
10. Pick Up Uniforms	Date TBA
11. All tuition must be paid in full at Business Office	
12. Report for training at the Academy	

**Candidates will be notified of deadlines for every phase of the entry process.
Please contact us if you have any questions.**

SUPPORTING DOCUMENTATION CHECKLIST

Please inventory and submit documents in the order that they are listed.

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☐	3.	Copy of birth certificate or signed affidavit verifying naturalization of U.S. citizenship
☐	4.	Copy of Marriage license , adoption papers or any name-change documents.
☐	5.	Copy of High School Diploma - If you cannot secure your H.S. Diploma, submit sealed official transcripts (no exceptions). Or, if applicable, copy of GED scores and GED diploma .
☐	6.	Any/all official college transcripts , including technical institutions (no exceptions).
☐	7.	Copy of a signed social security card . If your name has changed, you must get a new Social Security card with the correct name.
☐	8.	Copy of a valid and current driver's license <u>with current</u> address. If you have recently turned 21 years of age, have your driver's license updated.
☐	9.	Copy of driver's license status : https://www6.hsmv.state.fl.us/DCheck/main.jsp
☐	10.	Any/all arrest records/dispositions from the Clerk's Office where occurrence took place.
☐	11.	If applicable, copy of Military Discharge DD214 long form.
☐	12.	Copy of health insurance card or you must purchase school accident Insurance (\$11.00) at www.schoolinsuranceagency.com and submit copy of member card.
☐	13.	CJSTC Form 75B (completed by physician authorizing pepper-spray). Please ensure physician's mailing address is included in the lower signature portion.

SUPPORTING DOCUMENTATION CHECKLIST - CONTINUED		
☐	14.	Pages needing notarization must be signed and dated in the presence of a Notary. Ensure the dates of signatures for both parties are identical.
☐	15.	Fingerprint Fee (\$75) – Corrections candidates: Wait for direction to remit \$75 payment after acceptance.
☐	16.	Florida Residency Form At application drop off – Applicants will have to submit documentation that they (or a parent or legal guardian if a dependent) has been a Florida resident for at least 12 months prior to the first day of classes. Submit form when you drop-off application to the academy secretary and copies of at least two of the documents must be submitted with dates that show evidence of the 12 month qualifying period (Ex: driver's license, vehicle registration, FL voter registration card). Other options are on the form.

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Scores: Passing scores at the WTC testing center for Law Enforcement is 79% and 72% for Corrections. CJBATs scores are good for 2 years from the date administered. There are different exam versions for Corrections and Law Enforcement.

Reserve a Seat: CJBAT is administered every Monday at WTC. Please contact Ms. Sleighter in the business office, to submit payment of non-refundable fee of \$40.00 at (352) 726-2430, x4304. Provide your name, phone number and email address. A confirmation and these instructions will be emailed to you. CJBATs may be administered on alternate dates under special circumstances contact Ms. Sleighter to inquire.

- Reserve your seat and arrive at WTC on your exam date
- At the side main entrance, Admin (Building 100) Student Services area (Room 117) to submit your ID (Driver's License) for access to school grounds.
- Report to room 118F to complete the exam.
- The test takes about 2.5 hours.
- Ms. Burke will provide a score sheet with your official test results. Retain this for future Application and document submissions to the Academy.

Would You Like To Prep For This Test? WTC offers CJBAT Study Guides at a cost of \$20.00 (includes tax). To obtain a copy, visit <http://wti.textbookx.com/institutional/index.php#books/594816/>

What Do I Need To Bring? \$40 receipt and ID (Driver's License) for access to campus.

What Happens Next? You must obtain your passing CJBAT before your application will be accepted. If you have not attended an Academy Introduction (1st and 3rd Wednesday of each month- See page 3 for schedule of Introductions) you must first do so. Your next step is to complete the Academy Application and all required documents then contact the Academy Secretary for an Application/Florida residency Drop-Off Appointment at (352) 726-2430, x4352.

FINGERPRINTS/BACKGROUND CHECK

- Fingerprint background checks are mandatory and require the fee of \$75.
- Please await instructions prior to payment and fingerprinting. A Candidate Payment Slip will be issued by the Academy Secretary to authorize your payment and fingerprinting.
- All fees are paid at the WTC Book Store and your payment receipt is presented to the Academy Secretary.

PHYSICAL EXAM

- Schedule an appointment with your doctor or a local clinic for a physical exam. Your doctor must complete the form 75B which indicates that you are healthy enough to undergo exposure to pepper-spray.
- Show your physician a copy of the Academy Training Plan so they will understand the physical requirements of this Academy.
- Submit the 75B along with your Academy Application and other required documents.

P.A.T. (PHYSICAL AGILITIES TEST)

You will have to complete a Physical Agility Test (PAT) which consists of a one-half-mile course with approximately 13 objectives including walls, ladders, hurdles, a 150 pound sled-drag, windows and doors. A detailed description of this course will be provided to you at a PAT Briefing. You will be notified via email of this date.

DRUG SCREENING

All candidates are subject to random Drug Screening any time throughout the application or Academy duration. There is no action required on the part of the candidate unless directed.

CANDIDATE REQUIREMENTS

In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

- Be 18 years of age or older
- Be a U.S. Citizen
- Have a valid Florida driver's license
- High School diploma or GED[®] equivalent
- Background investigation by school through Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
- Have never been convicted of any felony charge.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a

felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.

- Have good physical agility and hand-eye coordination.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of good moral character.
- Pass random drug screening.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

ACADEMY COMPLETION REQUIREMENTS

- Meet all basic skill levels as required by the State of Florida
- Pay all WTC debts in advance of course start date.
- Maintain attendance requirements
- Students are required to pass each exam with a minimum score of 75%. Failure to meet the 75% requirement will result in termination from the academy.
- Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Complete all required course curriculum.
- Be recommended for certification by the Corrections or Law Enforcement Coordinator
- Upon successful academy completion, graduates are eligible to apply for the "D" or "G" license

ADVANCED STUDY

Graduates from this program may transfer credits to CF to pursue the A.S. Degree. Consult the Director of the WTC Public Safety Training Center for further information.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 10 business days prior to the first day of each session. Current fee information is available from the Public Safety Training Center Admissions Office. Failure to pay all fees at the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

CLASS SCHEDULE

Full-time students attend class Monday through Friday with a 30 minute lunch period.

Typical Course Schedules

LAW ENFORCEMENT – EVENING	
Days	Monday-Thursday (Friday's Off)
Time	5:00pm - 10:00 pm
Pistol Range	10 Saturdays (8-hour days)
Driving Range	1 Weekend (2, 12-hour days)
Duration	Approximately 10 months (considered full-time)
Credit Hour Value	15
Total Hours	770
Recommended	An additional 40-hours Radar & Laser training (elective)

LAW ENFORCEMENT – DAYTIME	
Days	Monday-Thursday (Friday's Off)
Time	5:00pm - 10:00 pm
Pistol Range	10 Saturdays (8-hour days)
Driving Range	1 Weekend (2, 12-hour days)
Duration	Approximately 10 months (considered full-time)
Credit Hour Value	15
Total Hours	770
Recommended	An additional 40-hours Radar & Laser training (elective)

#1177 LAW ENFORCEMENT = 770 HOURS			
Chapter 1	CJK 0007	Introduction to Law Enforcement	11 hrs.
Chapter 2	CJK 0008	Legal	69 hrs.
Chapter 3	CJK 0017	Communications	76 hrs.
Chapter 4	CJK 0011	Human Issues	40 hrs.
Chapter 5	CJK 0061	Patrol 1	58 hrs.
Chapter 6	CJK 0062	Patrol 2	40 hrs.
Chapter 7	CJK 0076	Crime Scene Investigations	24 hrs.
Chapter 8	CJK 0071	Criminal Investigations	56 hrs.
Chapter 9	CJK 0082	Traffic Stops	24 hrs.
Chapter 10	CJK 0083	DUI Traffic Stops	24 hrs.
Chapter 11	CJK 0086	Traffic Crash Investigations	32 hrs.
Chapter 12	CJK 0020	CMS LE Vehicle Operations	48 hrs.
Chapter 13	CJK 0031	CMS First Aid for CJ Officers	40 hrs.
Chapter 14	CJK 0040	CMS CJ Firearms	80 hrs.
Chapter 15	CJK 0051	CMS CJ Defensive Tactics	80 hrs.
Chapter 16	CJK 0422	Dart-Firing Stun Gun	8 hrs.
Chapter 17	CJK 0096	CJ Officer Physical Fitness Training	60 hrs.
Elective	N/A	Radar & Laser Training	40 hrs.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. 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 code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

Students with excessive absences will be subject to penalties such as loss of Financial Aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

INDUSTRY CERTIFICATION

The industry certification for this program is Florida Department of Law Enforcement.

READY TO WORK

Students are encouraged to complete the series of Ready to Work exams to demonstrate to employers you have the appropriate skills to enter the workforce.

LAW, PUBLIC SAFETY AND SECURITY

PRIVATE SECURITY OFFICER P430109

MISSION

The mission of this program is to prepare students for employment as private security officers in the contract and proprietary security industry. The individual must meet certification standards in accordance with F.S. 493 established by the State of Florida for armed security officers at entry-level positions.

PROGRAM DESCRIPTION

This program focuses on broad, transferable skills, stresses understanding of all aspects of the private security industry, and demonstrates such elements of the industry as planning, supervision, legal issues, access controls and patrol techniques, investigations, ethics and professional conduct, labor issues, community relations, fire detection and suppression, handling medical emergencies, and migrating critical incidents (i.e., hazardous materials, catastrophic incidents, terrorism).

PROGRAM COURSES

CJK0132

PRIVATE SECURITY OFFICER

- Understand the requirements of Chapter 493, F.S., and 5N-1, F.A.C., regulating the private security industry in Florida
- Understand Chapter 776, F.S., and the legal authority and liability for security actions involving the use of force. · Understand basic first aid and Cardiopulmonary Resuscitation (CPR) techniques
- Understand how to implement emergency procedures · Understand the importance of ethics and professional conduct
- Demonstrate interviewing techniques · Understand and verbalize why security duties regarding fire detection, suppression, and life safety are important
- Understand crime and accident scene protection and why it is important
- Identify entrepreneurship opportunities in the private security industry
- Demonstrate employability skills in the private security industry
- Identify terrorists' events and the appropriate response for each Understand the importance of public and interagency relations
- Explain the importance of proper courtroom procedures
- Understand the fundamentals of personal security
- Demonstrate interpersonal communication skills
- Demonstrate professional and communication skills
- Understand traffic control techniques
- Identify crowd control techniques
- Identify special problems for security
- Define terrorism and identify types of terrorists groups

- Understand the importance of public and interagency relations.
- Demonstrate courtroom procedures.
- Understand the fundamentals of personal security.
- Demonstrate interpersonal communication skills.
- Demonstrate professional communication skills.
- Perform traffic control.
- Perform crowd control.
- Terrorism Awareness
- Identify special problems for security
- Recall the basic provisions of Chapter 493, F.S., as they relate to armed security officers.
- Recall the provisions of Chapter 775, F.S., relating to the classification of crimes.
- Describe the situations in which an individual can use force according to Chapter 776, F.S.
- Recall the provisions of Chapter 790, F.S., relating to owning and carrying firearms.
- Recall the civil and criminal liability relating to the use of deadly force.
- Understand the importance of public and interagency relations.
- Demonstrate courtroom procedures.
- Understand the fundamentals of personal security.
- Demonstrate interpersonal communication skills.
- Demonstrate professional communication skills.
- Perform traffic control.
- Perform crowd control.
- Terrorism Awareness
- Identify special problems for security.
- Recall the basic provisions of Chapter 493, F.S., as they relate to armed security officers.
- Recall the provisions of Chapter 775, F.S., relating to the classification of crimes.
- Describe the situations in which an individual can use force according to Chapter 776, F.S.
- Recall the provisions of Chapter 790, F.S., relating to owning and carrying firearms.
- Recall the civil and criminal liability relating to the use of deadly force.
- Demonstrate operational firearms safety measures.
- Demonstrate firearms mechanical skills.
- Meet the DOACS qualification standards with a firearm on the firing range.

LICENSURE/CERTIFICATION/OTHER:

Industry certification/licensures associated with this program: this program meets the State of Florida requirements for Class “D” Unarmed Security Officer as outlined in Florida Administrative Code 5N-1.140. A Class “D” license must be held by the individual prior to obtaining a Class “G” Armed license.

JOB TRAINING INCLUDES:**Occupational Completion Points (OCP)**

OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

Local employers have verified that the range of wages that can be reasonably expected by students who enter this field upon completion of the program is:

From \$16,800. Annually to \$41,193. Annually (Based on year-round, full-time employment)

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 68 hours.

ADMISSION REQUIREMENTS

ACADEMY ENTRANCE PROCEDURE	
Action	Reference/Cost
1. Attend an Academy Introduction	See above for schedule
2. Submit Application/Florida residency form with Required Documents – Schedule an appointment with the Academy Secretary to drop off your Application/Florida residency and document requirements: Incomplete applications will NOT be accepted.	\$15 Application Fee must be paid before submitting application.
3. Pick Up Books	
4. All tuition must be paid in full at Business Office	Page 8
5. Report for training at the Academy	

Candidates will be notified of deadlines for every phase of the entry process. Please contact us if you have any questions.

SUPPORTING DOCUMENTATION CHECKLIST		
☐	1.	Non-Refundable Application Fee (\$15) – Must be paid before applications are accepted by Mr. Gough. Bring your receipt on the same day of application drop –off.
☐	2.	Copy of birth certificate or signed affidavit verifying naturalization of U.S. citizenship
☐	3.	Copy of Marriage license , adoption papers or any name-change documents.
☐	4.	Copy of High School Diploma - If you cannot secure your H.S. Diploma, submit sealed official transcripts (no exceptions). Or, if applicable, copy of GED® scores and GED® diploma .
☐	5.	Any/all official college transcripts , including technical institutions (no exceptions).
☐	6.	Copy of a signed social security card . If your name has changed, you must get a new Social Security card with the correct name.
☐	7.	Copy of a valid and current driver's license <u>with current address</u> . If you have recently turned 21 years of age, have your driver's license updated.
☐	8.	Copy of driver's license status : https://www6.hsmv.state.fl.us/DCheck/main.jsp
☐	9.	Any/all arrest records/dispositions from the Clerk's Office where occurrence took place.
☐	10.	If applicable, copy of Military Discharge DD214 long form.
☐	11.	Copy of health insurance card or you must purchase school accident Insurance (\$11.00) at www.schoolinsuranceagency.com and submit copy of member card.
☐	12.	Pages needing notarization must be signed and dated in the presence of a Notary. Ensure the dates of signatures for both parties are identical.
☐	13.	Fingerprint Fee (\$75)

SUPPORTING DOCUMENTATION CHECKLIST

☐	14.	Florida Residency Form At application drop off – Applicants will have to submit documentation that they (or a parent or legal guardian if a dependent) has been a Florida resident for at least 12 months prior to the first day of classes. Submit form when you drop-off application to the academy secretary and copies of at least two of the documents must be submitted with dates that show evidence of the 12 month qualifying period (Ex: driver's license, vehicle registration, FL voter registration card). Other options are on the form.
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All documents must be compiled in the order listed and submitted with your Application. It is recommended you review the above checklist to ensure that all required documents and actions are attached and complete. **If any item is missing from your application you will be rescheduled.**

FINGERPRINTS/BACKGROUND CHECK

- Fingerprint background checks are mandatory and require the fee of \$75.
- Please await instructions prior to payment and fingerprinting. A Candidate Payment Slip will be issued by the Academy Secretary to authorize your payment and fingerprinting.
- All fees are paid at the WTC Book Store and your payment receipt is presented to the Academy Secretary.

PHYSICAL EXAM

- Schedule an appointment with your doctor or a local clinic for a physical exam. Your doctor must complete the form 75B which indicates that you are healthy enough to undergo exposure to pepper-spray.
- Show your physician a copy of the Academy Training Plan so they will understand the physical requirements of this Academy.
- Submit the 75B along with your Academy Application and other required documents.

P.A.T. (PHYSICAL AGILITIES TEST)

You will have to complete a Physical Agility Test (PAT) which consists of a one-half-mile course with approximately 13 objectives including walls, ladders, hurdles, a 150 pound sled-drag, windows and doors. A detailed description of this course will be provided to you at a PAT Briefing. You will be notified via email of this date.

DRUG SCREENING

All candidates are subject to random Drug Screening any time throughout the application or Academy duration. There is no action required on the part of the candidate unless directed.

CANDIDATE REQUIREMENTS

- In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must: At least 18 years of age
- good moral character
- Citizen/legal resident of the U.S.
- Mentally competent
- Not a chronic/habitual drug or alcohol abuser
- Not a habitual offender
- The student must achieve a minimum score of 75% on all examinations

- All examinations and instructors are approved and licensed by the State of Florida

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

ACADEMY COMPLETION REQUIREMENTS

- Meet all basic skill levels as required by the State of Florida
- Pay all WTC debts in advance of course start date.
- Maintain attendance requirements
- Students are required to pass each exam with a minimum score of 80%. Failure to meet the 80% requirement will result in termination from the academy.
- Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Complete all required course curriculum.
- Be recommended for certification by the Corrections or Law Enforcement Coordinator
- Upon successful academy completion, graduates are eligible to take the State Officer Certification Exam. After passing the state exam, students are eligible for employment by as a Law Enforcement or Correctional Officers in the state of Florida.

ADVANCED STUDY

Graduates from this program may transfer credits to CF to pursue the A.S. Degree. Consult the Director of the WTC Public Safety Training Center for further information.

TUITION

Tuition is charged for adult students a reasonable rate that may vary slightly from year to year and is due 10 business days prior to the first day of each session. Current fee information is available from the Business. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees at the time class beings will result in the student not being able to attend class. Current tuition rates can be found on the WTC Website www.wtcollege.org.

Important Note: Students that graduate high school before completing their career and technical education (CTE) program may re-enroll in WTC as a post-secondary student. **Students choosing this option must pay the post-secondary tuition and fees for the remaining portion of the program and purchase the necessary tools, textbooks and supplies.** Students are encouraged to meet with a Financial Aid counselor to discuss applying for Financial Aid.

ADMINISTRATION

BISHOP, Gloria

- M.A., Nova Southeastern University
- B.S., University of South Florida
- WTC Director since 2015
- Experience prior to current position: 27 years in education

DAVIS, Karen

- M.Ed., University of South Florida
- B.Ed., University of Alaska Anchorage
- WTC Assistant Director since 2015
- Experience prior to current position: 22 years in education

VAN GULIK, Richard

- Ph. D., Madison University
- M.A., College of New Jersey
- B.A., College of New Jersey
- Assistant Director at WTC since 2007
- Experience prior to current position: 40 years in education

WILLIAMS, Jeffrey

- M.A., University of South Florida
- B.A., Florida Atlantic University
- Certifications in MOS Word and PowerPoint
- Assistant Director at WTC since 2015
- Experience prior to current position: 13 years in education

FULL-TIME FACULTY

ADMINISTRATIVE OFFICE SPECIALIST

GODWIN, Theresa

- A.A., Central Florida Community College, Ocala, FL
- WTC instructor since 2010
- Experience prior to current position: 16 years in education and 6 years in the medical field

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

GERLACH, James

- Gerlach Construction – owner
- Professional Air and Electric – owner
- Holds contractor licenses in six trade areas
- EPA certified
- Florida Class 1 Energy Rater
- Certified Wind Design Technician
- Twenty three years in construction

APPLIED ACADEMICS

COPELAND, Deon

- M.Ed., University of South Florida,
- B.S., University of South Florida
- A.S., Central Florida Community College
- WTC Assistant Director 2014-2015
- WTC instructor since 2015
- Experience prior to current position: 14 years in education

WELDING TECHNOLOGIES

T.B.A.

- WTC instructor since 2015
- Experience prior to current position: ____ years in education and ____ years in the welding industry

AUTOMOTIVE COLLISION REPAIR AND REFINISHING

PERSAVICH, Allan

- B.S., University of Pittsburgh
- Industry Collision Auto Repair (I-CAR) Certificate
- Automotive Service Excellence (ASE) Paint and Refinishing Certification
- WTC instructor since 1997
- Experience prior to current position: 24 years in the automotive body repair and refinishing industry

AUTOMATION AND PRODUCTION TECHNOLOGY

NEWKIRK, Laurie

- M.S., North Carolina State University, Raleigh, NC
- Project Management Professional (PMP), Project Management Institute, Newton Square, Pennsylvania
- WTC instructor since 2014
- Experience prior to current position: 2 years in education and 22 years in industry

AUTOMOTIVE SERVICE TECHNOLOGY

IRVING, Robert

- H.S. Diploma, Roosevelt High School, Des Moines, Iowa
- Chrysler Academy Learning Center, Orlando, Florida
- Automotive Service Excellence (ASE) A1 through A8
- 43 Specialty Chrysler certifications
- WTC instructor since 2009
- Experience prior to current position: 30 years in automotive industry

COMMERCIAL FOODS & CULINARY ARTS

QUICK, William

- Sullivan County Community College, Lock Sheldrake, New York
- Sullivan County BOCES (Vocational School), Liberty, New York
- WTC instructor since 2012
- Experience prior to current position: 28 years in the commercial foods industry

CORRECTIONS / LAW ENFORCEMENT/FIREFIGHTER

VINCENT, David

- B.A., Florida Gulf Coast University, Ft. Myers, Florida
- A.A., Central Florida College, Ocala, Florida
- 129th Administrative Officers Course – University of Louisville, Kentucky
- Public Safety Training Center Director since 2014
- Experience prior to current position: 21 years of experience in Law Enforcement

CLARK, John

- A.A., Criminal Justice, Somerset County College
- Currently enrolled in Columbia Southern University working towards B.S. degree
- WTC instructor since 2010
- Experience prior to current position: 24 years of experience in Law Enforcement

GOUGH, Ed

- B.S., Hawthorne University
- Certified by the Florida Department of Law Enforcement
- WTC instructor since 1990
- Experience prior to current position: 20 years of experience in Law Enforcement

CRUZ, Vincente

- H.S. Diploma, John P. Stevens High School, Edison, N.J.
- WTC Corrections Academy
- Pasco County Sheriff's Office, 6 years
- WTC Adjunct Instructor, Criminal Justice Academy, 10 years
- Sumter Correctional Institution, 13 years
- U. S. Army, 6 years

COUNSELING / ADVISING

CHANDLER, Lucinda

- M.Ed., University of Southern Mississippi
- M.S., University of Mississippi
- B.A., Union University
- WTC counselor since 2010
- Experience prior to current position: 32 years in education

NAUGLE, Ryan

- M.A., Eastern Kentucky University
- B.S., Indiana University
- WTC Counselor since 2009
- Experience prior to current position: 12 years in education

VAN DERVORT, Sandra

- M.S., State University of New York at Oneonta
- B.S., State University of New York at Brockport
- WTC counselor since 2010
- Experience prior to current position: 1 year in education and 3 years in the industry/counseling

COSMETOLOGY

HOLT, Laura

- M.A., National Louis University
- B.S., University of Central Florida
- A.A., Central Florida Community College
- Licensed by the State of Florida, Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology
- WTC instructor since 1996
- Experience prior to current position: 6 years in education

SURBER, Karon

- V.O.E. Certification, University Of South Florida
- WTC Vocational Certification, 1969
- Licensed by the State of Florida, Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology
- WTC instructor since 2006
- Experience prior to current position: 36 years in the cosmetology industry

ELECTRICITY

WOYTHALER, John

- H.S. Diploma, Citrus High School, Inverness, FL
- Withlacoochee Technical College Graduate 1982
- State Certified Electrical Contractor #EC 13002488
- Carrier Generator Certification
- NCCER Certified Electrical Instructor
- NCCER Certified Core Curricula Instructor
- Citrus County School Board Alternative Teaching Certification
- WTC instructor since 2010
- Experience prior to current position: 28 years in the electrical trades industry

EXCEPTIONAL EDUCATION

ROWLINSON, Toby

- B.A., University of South Florida
- Exceptional Student Education, Grade K-12)
- Elementary Education, (Grades K-6)
- Middle Grades Integrated Curriculum, (Grades 5-9)
- Reading, Endorsement Professional
- ESOL / English for Speakers of Other Languages Endorsement
- WTC instructor since 2015
- Experience prior to current position: 15 years in education

GENERAL EDUCATION DEVELOPMENT (GED®)

MITCHELL, Al

- B.S., Bluffton College
- WTC instructor since 1996
- Experience prior to current position: 21 years in education

INDUSTRIAL MACHINERY MAINTENANCE AND REPAIR

T.B.A.

- T.B.A.
- WTC instructor since 2015
- Experience prior to current position: ____ years in industry

MASSAGE THERAPY

WOOD, Jeffery

- H.S. Diploma, Citrus High School, Inverness, FL
- Suncoast Center for Natural Healing School of Massage Therapy, Tampa, FL
- A.S., Daytona Beach Community College, Occupational Therapy Assistant
- A.A., General Education, Daytona Beach Community College, Daytona, FL
- Course Work towards a B.A. degree, University of Central Florida, Orlando, FL
- Licensed Massage Therapist
- Experience prior to current position: 8 years massage therapy, 6 years occupational therapy in orthopedic setting

MATHEMATICS

PINEAU, Sheryl

- B.A. University of South Florida
- Certified in elementary education and mathematics grades 5-12
- Experience prior to current position, 25 years.

MEDIA

DEFELICE, Jeane

- B.A., Saint Leo University
- A.S., Central Florida Community College
- WTC instructor since 2002
- Experience prior to current position: 11 years in Business/Industry
- National Board Certified by the National Board for Professional Teaching Standards in Career and Technical Education

MEDICAL ADMINISTRATIVE SPECIALIST

GODWIN, Theresa

- A.A., Central Florida Community College, Ocala, FL
- WTC instructor since 2010
- Experience prior to current position: 16 years in education and 6 years in the medical field

NETWORK SYSTEMS ADMINISTRATION

WILBER, Charles

- A.S., Kirkland Community College
- Airframe and Power Plant License, Federal Aviation Authority
- Aircraft Inspector License, Federal Aviation Authority
- Real Estate License
- WTC instructor since 2010
- Experience prior to current position: 20 years in the computer repair and networking industry

PATIENT CARE ASSISTANT

GEORGE, Andrea

- B.S.N., College Miserincordia, Dallas, PA
- WTC instructor since 2015
- Experience prior to current position: 2 1/2 years in education and 35 years in the medical field

PRACTICAL NURSING

DILLARD, Sarah

- B.S.N, University of Central Florida
- A.D.N., Central Florida Community College, Ocala, FL
- WTC instructor since 2004
- Experience prior to current position: 11 years in education and 6 years in the medical field

DVORSKY, Melinda

- A.D.N., Rasmussen College, Ocala, FL
- WTC instructor since 2015
- Experience prior to current position: 10 years in the medical field

TECHNOLOGY SUPPORT SERVICES

WILBER, Charles

- A.S., Kirkland Community College
- Airframe and Power Plant License, Federal Aviation Authority
- Aircraft Inspector License, Federal Aviation Authority
- Real Estate License
- WTC instructor since 2010
- Experience prior to current position: 20 years in the computer repair and networking industry

PART-TIME FACULTY

GED® / ADULT BASIC EDUCATION

MARSHALL, Pamela

- B. A., Pittsburg State University
- WTC instructor since 2010
- Experience prior to WTC position: 23 years in education

MITCHELL, Al

- B.A., Bluffton College
- WTC instructor since 1995
- Experience prior to current position: 21 years in education

ESOL

KRUCZEK, Deborah

- B.S., Central Connecticut State University
- WTC Instructor since 2015
- Experience prior to current position: 0 years in education

LAW ENFORCEMENT / CORRECTIONS OFFICER

The Law Enforcement Academy maintains a part-time staff of approximately 30 Florida Department of Law Enforcement Certified Adjunct Instructors. They are available to teach a variety of subjects and courses.