



Withlacoochee Technical College Career Shared Enrollment Program Application

Date _____ Birth Date _____ Current High School _____ School ID _____

Name _____
First _____ Last _____ Middle initial _____

Address _____ Social Security Number _____
Street _____
City _____ State _____ Zip _____

Parent Email Address _____ Student Cell _____
Home Phone _____

Student Email Address _____

Grade level at time of entry (check one) ☐ 11 ☐ 12 ☐ Website ☐ Newspaper
Term of entry (check one) ☐ Aug ☐ Jan ☐ Other _____

Referral Source ☐ Counselor ☐ Friend

PROGRAM OF CHOICE

First Choice _____

Second Choice _____

FOLLOW US ON



Signature of Applicant

Signature of Parent/Guardian if applicant is under 18

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

I recommend the above student to enroll as a Career and Technical Education Shared Enrolled student ☐ Yes ☐ No

If no, please state
reason _____

Signature of Certified School Counselor

Print Name of Certified School Counselor

Counselor Phone Number

Date

DOCUMENTS NEEDED

☐ Official Transcript
Date Received _____
☐ Attendance Record
Date Received _____

☐ Discipline Record
Date Received _____
☐ IEP or 504 Plan
Date Received _____

WITHLACOOCHEE TECHNICAL COLLEGE

Date Received _____ Initials _____
☐ Accepted ☐ Denied
Date Applicant Accepted or Denied _____

WITHLACOOCHEE TECHNICAL COLLEGE CONTRACT

This contract is between Withlacoochee Technical College and

Student Name (Please Print)

I understand that the goal of Withlacoochee Technical College is to help every student receive a quality education. This contract is intended to help me fully understand what is expected of me in order to succeed at WTC.

To be successful, I understand that I must perform well in three areas. These areas are:

- Attendance
- Behavior
- Academics

To be successful, I realize that I must:

1. Attend school every day. If I am absent I must document my absence with a health provider's verification.
2. Follow all school rules and policies and show the proper respect to authority.
3. Have no discipline referrals.
4. Maintain "C" or better in all classes.

I am aware that if I have 5 or more absences in a 9 week grading period or receive a grade lower than a "C" in a 9 week grading period, I will be placed on probation for the following grading period. If I have 5 or more absences or receive a grade lower than a "C" in a grading period while I am on probation, I am aware that I will be withdrawn from WTC. I am also aware that if I have 10 or more absences in any one grading period, I will be withdrawn from WTC.

I have read and fully understand what behaviors I must exhibit. I agree to be responsible in meeting all the terms of this contract. I realize that this will be accomplished by my wise choice of friends, my commitment to myself and my future, and my involvement with my school. Failure to comply with the terms of this contract will result in being withdrawn from the program and from WTC.

Student Signature

Date



Withlacoochee Technical College

Career Shared Enrollment Admissions Process – FAQ's

What is Career Shared Enrollment?

Career Shared Enrollment is an option for high school students to enroll in secondary courses creditable toward both high school graduation and a career and technical program certificate.

When can a student begin the Career Shared Enrollment process?

Students can enroll during their junior year or during their senior year (minimum of 16 years of age). Students that do not complete a program as a high school student will have the opportunity to complete as a post-secondary student.

How do students get started?

- Complete the Withlacoochee Technical College Shared Enrollment Program Application
- Schedule an appointment with a WTC Certified School Counselor

What are the entry requirements to be Career Shared Enrolled?

- A student has completed a minimum of 12 high school credits

What are expectations to maintain Career Shared Enrollment?

- A student maintains a 2.0 unweighted GPA in their technical program.
- A student complies with the Citrus County School Board (CCSB) Attendance Policy and the Student Code of Conduct Handbook while enrolled in a career and technical program.

Do Career Shared Enrolled students earn high school credit?

Yes—Students receive one (1) credit per 2.25 hour blocks every nine weeks. Students have the opportunity to earn (4) credits per year/part time or eight (8) credits per year/fulltime. These credits apply toward graduation requirements.

Are there any fees for Career Shared Enrolled students?

Citrus County Public School high school students are provided tuition, and text books free of charge. Some programs may incur costs not covered by the School district. Please see a Withlacoochee Technical College Certified School Counselor for more information.

Is there an attendance policy?

In accordance with the Florida Statute 1003.24, a child's attendance in school is the responsibility of the parent or legal guardian. Absences cause students to miss significant instruction and learning opportunities. Non-attendance places the student in jeopardy of consequences per CCSB Policy 5.5 and the Student Code of Conduct Handbook. Failure to comply may result in dismissal from the program. According to the CCSB policy, parents must report the absence of a high school student to both schools by telephone or written note within two days following the absence.

What are the requirements to complete a Career Technical Education Program?

- A student has passed all coursework within the WTC technical program with a "C" or better (2.0 GPA)
- Meet the minimum attendance requirements for the program
- Settle all school debt, including returning textbooks
- Receive the instructor's recommendation

What certificates do students receive?

Technical Program Certificates are awarded to students who have successfully completed all of the requirements of the program in which they have enrolled. Withlacoochee Technical College provides an opportunity for licensure or industry certification. Please see the Withlacoochee Technical College counselor for specific program information.

What happens if the Technical Program is not completed prior to high school graduation?

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

How do I enroll after I graduate from high school?

- Complete the WTC Admissions Application
- Take the TABE. A student will be exempt from taking the if the student entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, completed all four years in a Florida public school and earned a Florida standard high school diploma. Appropriate documentation is required.
- Schedule an appointment with a WTC Certified School Counselor

What is the TABE?

TABE stands for Test of Adult Basic Education. It is a state regulated assessment of basic skills in Math, Reading and Language. TABE is available at WTC on Tuesdays at 8:30 AM and Thursdays at 12:30 PM. All students entering a technical program of study must sit for the TABE. Prior to testing, students with an active 504 Plan or IEP should disclose this information to the Technical College's Certified School Counselor in order to request special accommodations. Contact your current high school ESE Specialist for further assistance.

How are TABE scores used?

TABE scores are used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in their technical program. Students scoring within two grade levels of their mandated exit scores have a better opportunity to successfully meet the rigors of a WTC technical program. Students scoring below two grade levels of their mandated exit scores will be counseled and appropriate options for assistance will be determined. Scores are reviewed with the student to determine what type of academic intervention will be required so that the student is ready to meet the demands of their technical program of study as well as meeting the mandated exit scores.

Does WTC provide basic skills remediation to prepare students to meet the TABE exit scores for their program of study?

Yes – Students will have the opportunity to register for instructional support to prepare them to retest to meet the TABE program exit scores. Students only need to retest in the area or areas they did not meet (Math, Reading, and/or Language) and remediation will be focused to support their success.

How do I pay for college after high school?

Financial Aid (Pell Grant only/www.FAFSA.gov) WTC school code 016258
Bright Futures
Scholarships
Florida Prepaid

For more information, visit our website.

Withlacoochee Technical College
WTCCollege.org

☐ ADMINISTRATIVE OFFICE SPECIALIST

Overview of Program

- Administrative office procedures
- Advanced Microsoft Office skills
- Desktop publishing, QuickBooks
- High-level office and secretarial skills
- Office etiquette and leadership skills

Industry Certifications

Microsoft Office Specialist

☐ AIR-CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

Overview of Program

- Basics of electricity and electrical components
- Designing of heating and cooling systems
- Installation, maintaining and repair of heating, air-conditioning, and refrigeration
- Troubleshooting of heating, air-conditioning, and refrigeration electrical control systems and their components

Industry Certifications

EPA Certification

National Center for Construction Education and Research (NCCER)

North American Technician Excellence (NATE)

☐ AUTOMATION AND PRODUCTION TECHNOLOGY

Overview of Program

- CAD/CAM/3D Design & Printing
- CNC Basics (Milling & Turning)
- Electrical Circuits
- Hydraulic & Pneumatic Power
- Precision Measurement
- Programmable Logic Controllers
- Quality Management
- Robotics
- Engineering Design Process
- Business Management

Industry Certifications

Manufacturing Skill Standards Council (MSSC): Certified Production Technician (CPT)

☐ AUTOMOTIVE COLLISION REPAIR AND REFINISHING

Overview of Program

- Basic auto body repair skills
- Hands-on training using state-of-the-art industry equipment and paint systems
- Welding, body repair, frame repair, painting, and estimating

Industry Certifications

National Association Technician Education Foundation (NATEF/ASE)

☐ AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR

Overview of Program

- Automobile maintenance and customer service
- Basic automotive repair skills
- Proper use and handling of industry tools and equipment
- Shop and personal safety

Industry Certifications

National Association Technician Education Foundation (NATEF/ASE)

☐ CULINARY ARTS

Overview of Program

- Advanced food preparatory skills
- Basic culinary knowledge
- Preparation of breads, pastries, soups, sauces, salads, entrees
- Basic principles of nutrition
- Sanitary work procedures
- Management and supervision skills

Industry Certifications

ServSafe Certified Professional Food Service Manager

☐ COSMETOLOGY (Seniors Only Full-Time)

Overview of Program

- Chemical texture and color services
- Cosmetology laws, rules, and ethics
- Hairstyles and haircutting
- Nails, skin and makeup
- Science of the skin, hair, and nails

Industry Certifications

Florida Department of Business and Professional Regulation, Board of Cosmetology

☐ ELECTRICITY

Overview of Program

- Wiring circuit breakers, transformers, and other components
- Inspection of electrical systems, equipment, and components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes
- Installation of residential and commercial electrical wiring including PLCs
- Planning, layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes
- Interpreting blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes

Industry Certifications

National Center for Construction Education and Research (NCCER)

☐ INDUSTRIAL MACHINERY MAINTENANCE TECHNOLOGY

Overview of Program

- Analysis of test results and machine error messages
- Cleaning, lubrication, and adjustment of parts, equipment and machinery
- Disassemble machinery or equipment to remove parts and make repairs
- Observation and testing of equipment to diagnose malfunctions using volt-meters or other testing devices
- Repair and maintenance of industrial production and processing machinery and equipment
- Repair or replace broken or malfunctioning components of equipment
- Verification of adequacy of repairs

Industry Certifications

National Center for Construction Education and Research (NCCER)

☐ MEDICAL ADMINISTRATIVE SPECIALIST

Overview of Program

- Communications with patients including, interviewing to complete documents, case histories, and forms, such as intake and insurance forms
- Recording of medical charts, reports, and correspondence
- Operation of office equipment including voice mail messaging systems, word processing, spreadsheet, and other software applications
- Routing messages and documents procedures, such as laboratory results to appropriate staff
- Scheduling and confirming patient diagnostic appointments, surgeries, and medical consultations
- Transmitting correspondence and medical records by mail, e-mail, or fax

Industry Certifications

National Healthcare Association

Certified Medical Administrative Assistant

☐ NETWORK SYSTEMS ADMINISTRATION

Overview of Program

- Daily oversight of computer systems
- Connecting to and setting up a network
- Installing and supporting I/O and storage devices
- Mobile devices and client-side virtualization
- Networking types, devices, and cables
- Satisfying customer needs
- Security strategies
- Troubleshooting hardware, software and peripherals

Industry Certifications

CompTIA A+, Network+

☐ PATIENT CARE ASSISTANT

Overview of Program

- Safety
- Personal Hygiene and Dress Sanitation
- Infection Control (includes Blood Borne Diseases)
- Record Keeping
- Observing and Recording Vital Signs
- CPR and First Aide
- Home Health Care
- Care of the sick
 - Pre-operative care
 - Post-operative care
 - The dying patient
 - Patient admission, transfer and discharge
 - Specimen collection

Industry Certifications

Florida Certified Nursing Assistant

☐ TECHNOLOGY SUPPORT SERVICES

Overview of Program

- Answering user inquiries regarding computer software and hardware operation to resolve problems
- Setting up equipment for employee use, performing and ensuring proper installation of cables, operating systems, and appropriate software
- Installing and performing minor repairs to hardware, software, and peripheral equipment, following design and installation specifications
- Maintaining records of daily data communication transactions, problems and remedial actions taken, and installation activities
- Conducting computer diagnostics to resolve problems, provide technical assistance and make recommendations to client

Industry Certifications

Computing Technology Industry Association CompTIA

☐ WELDING TECHNOLOGY FUNDAMENTALS

Overview of Program

- Basic and advanced welding
- Proper use of welding equipment and products
- Shielded metal arc welding (SMAW); metal inert gas (MIG) welding
- Tungsten inert gas (TIG) welding
- Gas metal arc welding (GMAW); gas tungsten arc welding (GTAW)
- Flux-cored arc welding (FCAW or FCA)
- How to weld in flat, vertical and overhead positions
- Shop and personal safety

Industry Certifications

American Welding Society (AWS)
