



Dual Enrollment

Florida Panhandle Technical College

2022.2023 Application

All new AND students returning in August must bring required documents to FPTC Student Services located in the administration building to complete the application process.

Office hours (Fall/Spring) Monday through Friday, 7:30 am—3:30 pm

Office hours (Summer) Monday through Thursday, 7:00 am—4:00 pm

Summer (when offered)	April 1st	START DATE	Varies	DROP/ADD End Date	1 st week of summer session
Fall (August) Enrollment	May 15th	START DATE	2 nd Week Aug	DROP/ADD End Date	Sept. 2nd
SPRING (January) Enrollment	November 15th	START DATE	1 st Week Jan	DROP/ADD End Date	Jan. 31st

ANTICIPATED SCHEDULE: 8-11 ____ 10-2.30 ____ 11.30-2.30 ____ 8-2.30 ____



Requirements for Dual Enrollment Application

- | | |
|----|---|
| 1 | Online Application at www.fptc.edu for first-time FPTC students |
| 2 | Current Dual Enrollment Eligibility Form signed and dated by school counselor |
| 3 | FPTC Probationary Contract with student and parent's signature |
| 4 | Emergency Contact. Minor Student Sign Out, Transportation form with parent's signature |
| 5 | Dr. License/Picture ID |
| 6 | Official transcript as of last grade completed |
| 7 | High School Class Schedule (For current Fall or Spring Term) |
| 8 | COPY OF IEP from Home High School (if applicable) |
| 9 | NCCER Registration and Release Form (for ONLY those in <i>Electrician, Carpentry, Welding</i>) with student and parent's signature |
| 10 | Parking Permit (if applicable) |
| 11 | FOUNDATION Documentation – REQUIRED for ALL Dual Enrollment Students. Complete and Signed by all parties . |

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DUAL ENROLLMENT OPTIONS

Thank you for choosing **FPTC** to aid in developing your desired career. High school students have the dual enrollment option of attending career and technical education (CTE) courses through the Tech College. This opportunity will lead to earning high school credit(s) and lead to earning a technical certificate and industry certifications with a possibility of college credit through statewide articulation agreements. In order for the experience to be meaningful, dual enrolled students must attend a **minimum of 2 hours daily**. To be eligible, the student must be at least 16 years of age and have a cumulative unweighted GPA of 2.00 or higher.

To serve the students of high schools in our surrounding counties, a wide variety of CTE programs are offered. Programs available to dual enrolled students are listed below. Additional program information can be obtained through the website at www.fptc.edu, by visiting our campus or by calling Student Services at 850.638.1180 ext. 317.

Summer term availability for programs will be based on enrollment numbers unless otherwise noted.

<p>ARTS, A/V TECHNOLOGY & COMMUNICATION</p> <ul style="list-style-type: none"> Digital Media/Multimedia Design Digital Photography Technology Digital Video Technology (includes Drone) 	<p>INFORMATION TECHNOLOGY</p> <ul style="list-style-type: none"> Applied Information Technology Applied Cybersecurity (Prerequisite: Applied IT) Network Support Services (Prerequisite: Applied IT)
<p>ARCHITECTURE AND CONSTRUCTION</p> <ul style="list-style-type: none"> Drafting (AutoCAD) Carpentry Electrician* <p><i>*Will not meet during summer</i></p> <p>Carpentry and Electrician schedule from 8-11 ___ OR 10-2.30 ___ <u>PM (11.30-2.30) REQUIRES TEACHER APPROVAL DUE TO OFF-SITE LIVE WORK SCHEDULES.</u></p>	<p>LAW, PUBLIC SAFETY & SECURITY</p> <p>*The CJ BAT must be <u>taken and passed</u> before credit may be earned for coursework.</p> <ul style="list-style-type: none"> Florida Law Enforcement Academy (Classes meet Monday – Thursday : No Friday) Schedule Options: Morning 7:30 am—11:30 am Afternoon 12:00 pm—4:00 pm All Day 7:30 am—4:00 pm Correctional Officer (Classes meet Monday - Thursday : No Friday) Schedule Options: Morning 7:30 am—11:30 am Afternoon 12:00 pm—4:00 pm All Day 7:30 am—4:00 pm
<p>HEALTH SCIENCE</p> <ul style="list-style-type: none"> Patient Care Technician (PCT students must attend the first 3 weeks of the summer term prior to enrolling in August. Students must also turn 18 years old within two months (by July) of completion of the program. PCT dual enrolled classes are scheduled 11:30 to 2:30 daily during the Fall and Spring terms.) Pharmacy Technician (Pharm Tech students must attend the first 3 weeks of the summer term prior to enrolling for the August term of their junior year.) 	<p>MANUFACTURING</p> <ul style="list-style-type: none"> Welding Technology (offers night 3x week @ 4 hours each) <p>TRANSPORTATION</p> <ul style="list-style-type: none"> Automotive Service Technology Diesel Systems Technician

Always check www.fptc.edu for the most recent additions for Dual Enrollment Options.



2021.2022 / Dual Enrollment Policies

Florida Panhandle Technical College (FPTC) encourages students to enroll into programs as early as practical for the best opportunity of program completion and certification. The statutes of Florida state that students 9-12 may enroll in post-secondary coursework, and further direct that post-secondary institutions ensure the students complete their general education core course requirements before participating in elective post-secondary coursework. For career dual enrollment in certificate programs, students are only awarded the equivalent high school credit upon completion of the entire dual enrollment course.

FPTC's accreditation requires students enroll with the expectation of program completion, certification, and employment after graduation. Therefore, if a program has a license that requires the student to have a high school diploma for licensing, and/or be eighteen (18) years of age to take or pass the associated licensing exam, or to hold the professional license after test passing, then those students may not enroll early in those programs, and may only enroll when they will meet those requirements, regardless of grade or other standing.

For all Dual Enrollment Students, the statutes also direct the following minimum requirements must be met by the student:

- Be 16 years of age,
- Have at least 11 high school credits,
- Have and maintain a minimum of a 2.0 unweighted grade point average.
- Meet attendance requirements at high school and have no more than a 10% absenteeism for the semester immediate prior to application to Technical College.
- Have no outstanding disciplinary actions, or prior actions which might hinder the program choice success. Any discipline actions shall be reviewed and approved by Administration prior to enrollment.
- Must CASAS, TABE*, or PERT test to enroll, or provide a PERT, an ACT, or an SAT test dated less than 2 years from the enrollment date to meet the basic skills of the chosen program. Periodic testing will continue throughout the program enrollment until the required program basic skills are met.
- Be able to attend FPTC for the available schedule hours for the program of choice (see "Career Cluster Snapshot").

If enrolling as a full-time / dual-enrollment student in a CTE program, student must have completed all graduation requirements.

18 Credit Option: Full-time CTE pathway students will provide a letter from their high school stating the student has met remaining requirements to graduate. *CTE pathways students must COMPLETE an entire program **and** receive an industry certification to graduate with this option.*

Workforce Employability skills are a required portion of the CTE frameworks that must be met for satisfactory progression of Post-Secondary CTE programs. Therefore, student attendance, attitude, and adherence to any other set forth requirements is paramount.

Unapproved/Approved Absences*. FPTC does not have excused absences, nor does FPTC recognize ½ days when public K-12 schools are out ½ a day. But, students may be approved for absence depending on circumstances that arise as a dual enrollment student gaining employability skills. The student is expected to communicate directly with their instructor PRIOR to absences (less emergency) to arrange and get approval for absences. Because this communication is a workforce skill, the student, not the parent/guardian/school should contact the instructor (less emergency).

If absences are approved, they will not be counted toward the 15-day threshold and will not affect the employability grade. Simply stated, a successful college experience requires commitment, so students are expected to attend all their classes as scheduled. Regular class attendance coupled with thoughtful classroom engagement are required as outlined in the course syllabus for each class.

Maximum Absences: Attendance may not exceed fifteen (15) unapproved* absences during a semester. Since FPTC does NOT have "Excused Absences", a student is either present or not. Except for approved absences, the student should not miss more than 15 days per semester to avoid attendance violations.

Unless otherwise specified in the instructor's syllabus, attendance violations will be met with 1) a written warning and contact to home high school, and/or parent if needed; if attendance is not corrected, 2) Written and signed corrective plan to employ with no violations throughout the rest of the semester, 3) dismissal from the technical college for the semester immediately following the violation.

Progressive Discipline: Depending on the action or violation requiring address, and pursuant to FPTC's Satisfactory Academic Progress or Code of Conduct, or pursuant to the instructor's syllabus, whichever is the most concisely appropriate for the program, the student will be given the following progressive corrective action:

1. Written violation and expected corrective action, signed by instructor and student.
2. Additional information regarding the continuation, escalation, or addition to the original reason for discipline, with additional probation and corrective action, signed by student, instructor, and administrative designee. Provision to home high school.
3. Written notice of dismissal and any opportunity for curtailed re-enrollment, pursuant to violation, signed by student, instructor, and administrative designee. Provision to home high school. Drop form completed. Immediate dismissal.

Students will participate in and acknowledge understanding of a Dual Enrollment Student Orientation before enrollment is complete. The student should address any questions or concerns prior to enrollment for clarification.

APPLICATIONDEADLINES /START DATES**

Summer (when offered)	April 1st	START DATE	Varies	DROP/ADD End Date	1st week of summer session
Fall (August) Enrollment	May 15th	START DATE	2nd Week Aug	DROP/ADD End Date	Sept. 2nd
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** Application is complete when the students delivers completed program application with required signatures and documents to the FPTC Student Affairs Office, no later than the application deadline.

GRADES:

- Grades are provided to High Schools in December and May each year.
- Grades will be provided as [P] Progress (incomplete – not eligible for credit) or [F] Final (complete – eligible for credit).
- If a student completes a course mid-term, or during summer, he or she must request the instructor, or student services, to provide that final grade to the high school, otherwise, it will be provided as indicated.
- [P] Progress grades do not count toward credit if the course is incomplete.
- Gradebook grades DO NOT INDICATE a final grade for a course. These are used for current status and overall progress that will be averaged upon course completion. Courses must be completed to earn a grade.
A student must complete, at minimum, the required course hours AND reach competency to complete the course.
- Successful completion of coursework will be defined as the student having earned completion code of a W28, W29, or (possibly) W32 coupled with a final grade of A, B, C or D.
- A student who does not complete the hours and has not met competency will receive an "I" Incomplete on the final course drop.
- No Course that is incomplete will receive a final grade or credit.
- Any incomplete course will receive an "I" Incomplete final grade.



Florida Panhandle Technical College

757 Hoyt St.
Chipley, FL 32428
www.fptc.edu
Phone: 850.638.1180
Fax: 850.415.5378

Dual Enrollment Eligibility Form

**Minimum Dual Enrollment Eligibility Requirements: Cumulative Unweighted High School GPA of 2.00 or higher,
16 years of age or older**

Name _____
First Middle Last

High School _____

Grade in 2021.2022 School Year _____ DOB _____

Unweighted Cumulative GPA _____ Active IEP? Yes* _____ No _____
***If "Yes" - MUST provide copy**

I recommend this student for the Dual Enrollment program listed below at Florida Panhandle Technical College.

Printed Name of Principal/High School Guidance

Signature of Principal/High School Guidance

Date

FPTC Program _____

Term: Summer _____ Fall/Spring** _____

****If Fall/Spring, student's current high school schedule is required.**



Probationary Contract

All students are enrolled into Florida Panhandle Technical College on a probationary period. I understand that if my application is accepted into Florida Panhandle Technical College, it will be on a probationary basis for a period of one year. I am aware of my probationary status. I understand that my past and future will have an effect on employment and some life experiences could prohibit me from employment in the workforce. It is my choice to apply and/or continue enrollment at Florida Panhandle Technical College. I understand that failure to comply with campus or school board policy and/or procedures can result in the termination of my enrollment. I also understand that progress monitoring of my attendance, conduct and academic performance will be used to determine my enrollment status. If termination occurs, I understand that I will not be eligible for admittance into the technical college for a period of up to one year from the date of dismissal.

ATTENDANCE: All Students should read the attendance policy in the FPTC Handbook/Catalog so that you are aware of the policies. Any dually enrolled student with attendance and/or performance issues will return to their home school campus the following semester. Dual Enrollment Students should be aware of the content in the FPTC Dual Enrollment Policies.

- Students are expected to contact their program supervisor/instructor prior to any absence. Information is provided to student in the program syllabus. Because FPTC frameworks include job-training, dual-enrollment students, not parents, should contact the instructor about absences, less emergency situations when the student is unable to do so.
- A Dual Enrolled students have no more than 15 unapproved absences within a semester will not be allowed to re-enroll at FPTC the semester following such absences.
- Dual enrolled students who have poor attendance are unlikely to be successful in a program and will not be recommended back at the end of the term, for the following school term.
- Students withdrawn for poor attendance may re-register on a space available basis after approval from the Instructor, Student Affairs, and if necessary, administration. A re-registration after an attendance issue will result in a renewed, one-year probationary status.
- Students with extenuating circumstances leading to absence, i.e. hospital confinement, personal problems, extended illness, etc., may appeal to the director or assistant director for an exceptional re-enrollment by using the student complaint form in the FPTC handbook/catalog.
- **APPROVED ABSENCES:** FPTC does not have excused absences. But, an absence shall be considered "Approved" if documented evidence is available to indicate that the absence was due to
 - A death in the student's immediate family
 - The student is confined to a hospital or to his home because of a physician' directions.
 - The absence is due to a school holiday, other than a national holiday(s). School leave and half days are not considered holidays.
 - Another unusual and documented circumstance, not normal of the regular schedule

Signatures below indicate the student and parent/guardian understand and consent to the Dual Enrollment Policies, Probationary and Attendance requirements, grades, enrollment minimums, and other affective rules in the FPTC Handbook/Catalog.

Printed Student Name

Enrollment Date

Student Signature

Date Signed

Parent or Legal Guardian Signature
(If student is dually enrolled or under age 18.)

Date Signed

FPTC Parking Permit

Please check one:		
FPTC Faculty / Staff _____	Student: High School _____	Adult _____
Program: _____		

Contact Information
Full Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Home Phone: _____ Cell Phone: _____

Automobile 1	Automobile 2	Automobile 3
Decal #: _____	Decal #: _____	Decal #: _____
Make: _____	Make: _____	Make: _____
Model: _____	Model: _____	Model: _____
Tag #: _____	Tag #: _____	Tag #: _____
Color: _____	Color: _____	Color: _____
<i>If other than FL tag list state. _____</i>	<i>If other than FL tag list state. _____</i>	<i>If other than FL tag list state. _____</i>

Parking on campus is a privilege. Any of the following actions will result in loss of your parking permit:

1. Driving in a reckless fashion at any time on campus property.
2. Use of vehicle to leave campus without proper checking out procedures.
3. Transporting another student off campus without proper approval (see authorization page).

Please note the following:

- Parking permits shall be affixed to the vehicle rear windshield, preferably the driver's side.
- Vehicles are subject to search as to the code of student conduct and discipline.

I have read the above information and understand the benefits and limitations of having a parking permit.

Student Signature

Parent or Legal Guardian Signature

Registration and Release Form



Please type or print legibly. Inaccuracies on this form may be reflected on credentials. This form must be completed to be entered into the NCCER Registry System. Records containing personal trainee information, including but not limited to score reports, training prescriptions, and transcripts, may not be distributed until this form has been completed.

* Denotes required fields.

ATS/AAC Name*: _____

Name*: _____

Job Title: _____

Address*: _____

City*: _____ State*: _____ Zip*: _____

Phone*: _____ Home Number Cell Number

Email Address*: _____

Birth Date*: _____ Birth City*: _____

* You must provide ONE of the following numbers to be entered into the NCCER Registry System. A unique Card Number will be generated once your Registration and Release Form has been entered into the system. Pipeline users MUST provide their SSN.

Social Security Number: _____

NCCER Card Number: _____

State DOE Student Number: _____ Which State? _____

Dept. of Corrections Student Number: _____ Which State? _____

Driver's License Number: _____ Which State? _____

If you provide the State DOE Student Number, then please first contact your Sponsor Representative to ensure your state I.D. type has been added to the Registry System. NCCER must approve all new Alternate I.D. types. Please contact NCCER Customer Support if you have any questions.

Optional Information:

Company/School Name: _____

Company/School Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I agree to release and hold harmless NCCER for the disclosure of any such information in connection with this verification process. I confirm my understanding that any and all NCCER credentials and/or certifications I receive may be revoked by NCCER at any time, with or without notice, if it is determined that the organization through which I received them has violated the NCCER Accreditation Guidelines & Program Compliance standards or any other applicable policies and procedures promulgated by NCCER. I also understand and agree that NCCER shall have no legal, financial or other liability to me for the revocation of any certification or credential, and that financial liability for any funds paid to an organization for training, testing, assessment or other services associated with the issuance of such certifications or credentials shall rest solely with said organization.

➔ Signature*: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(Required if individual is under 18 years of age.)

NOTE: This form must be maintained on file per NCCER Accreditation Guidelines. Do not send to NCCER unless requested.

Updated 08/2020

V3.0

This form ONLY required for Electrician, Carpentry, and Welding enrollment. Parent signature IS REQUIRED



FOUNDATION

Dual Enrollment Application Documentation

Parent and Student Must Sign

**IMPORTANT: ALL DUAL ENROLLMENT STUDENTS
MUST COMPLETE THIS APPLICATION**

**Submit the FPTC Foundation Documentation
ALONG WITH THE Dual Enrollment Application to Student Services.**

FLORIDA PANHANDLE TECHNICAL COLLEGE FOUNDATION

Documentation Requirements

The Florida Panhandle Technical College Foundation was established to help students who demonstrate financial need to attend technical programs at Florida Panhandle Technical College. The scholarships may be awarded for tuition, books and educational expenses as determined by the Foundation Committee.

CRITERIA FOR SCHOLARSHIP ELIGIBILITY

The student must:

1. Be a U.S. Citizen and a Florida resident.
2. Be enrolled at Florida Panhandle Technical College in a technical program or accepted for enrollment as a full-time student.
3. Students currently enrolled in a FPTC technical program must have a 2.5 grade point average and an attendance record of at least 85%.
4. Demonstrate financial need by providing the results of the FAFSA (the Free Application for Federal Student Assistance). You cannot be considered for Foundation Scholarship Funds until your new FAFSA award year results are received by FPTC.
5. Adhere to the policies and procedures of Students' Responsibilities & Rights as described in the FPTC Course Catalog and Student Handbook.
6. Complete all information on the attached Scholarship Application. If you live with your parents, you must also include their information. Applications that are not fully complete will not be reviewed.
7. Submit the FPTC Foundation Scholarship Application **ALONG WITH THE** Dual Enrollment Application to Student Services.

FPTC Foundation Committee

A standing committee from the Florida Panhandle Technical College Foundation membership will review applications and select scholarship recipients. Monies will be awarded without preference to race, religion, sex or national origin. Depending on the amount of funds available, the committee has the discretion to award as many scholarships of varying amounts to students.



Florida Panhandle Technical College Foundation
Documentation
2020-2021

Name Last First M.I.

Address Street City State Zip County

Home Phone: Cell #:

Birthdate (mm/dd/yyyy) Age

FPTC Technical Program name
High School Attended
High School Date of Graduation - PROJECTED (mm/yyyy)

If you live with your parent(s), please provide the following information:

Name of Male Parent Guardian in Residence
Relationship
Contact Phone #

Name of Female Parent/Guardian in Residence
Relationship
Contact Phone #

Please answer the following questions to will help the Scholarship Committee to determine your eligibility and need for this scholarship. Please use a separate sheet if needed.

1. List any of your achievements, awards, honors, volunteer activities:

Blank lines for student achievements

2. How will the training in your career and technical program contribute to your immediate or long range career plans?

Blank lines for career plan contribution

I hereby authorize the disclosure and review of my academic record and financial status to the Committee of FPTC Foundation for use as a dual enrollment student. I hereby certify my intentions to attend Florida Panhandle Technical College. I also agree to notify the Committee in the event I withdraw from enrollment at FPTC as a full-time student.



Student Signature Date



Parent Signature (if living with parent) Date