Catalog / Handbook 2025.2026

757 Hoyt Street, Chipley, Florida 32428
Telephone 850.638.1180
http://fptc.edu

Florida Panhandle Technical College
is a public institution of the
Washington County School District
Certified by the Florida Department of Education

Accredited by
The Accrediting Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30346
Telephone: 800-917-2081 or 770-396-3898
Fax: 770-396-3790

And

Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, GA 30033

ADMINISTRATION

Thomas Bryan Lee
MS, UWF
Director

Belinda R. Collins
B.S. M. Ed.
Assistant Director

Thomas Register
Superintendent Washington
County Schools

MISSION STATEMENT

The mission of the Florida Panhandle Technical College is to provide students with instruction in academic and technical training at competency levels, or above those required for employment and advancement in existing or potential occupational fields.

GOVERNANCE AND ACCREDICATION

Florida Panhandle Technical College is governed by five (5) elected officials who constitute the Washington County School Board. The elected district superintendent is the chief administrative officer of all schools in the district. The Technical College's director has the primary responsibility for the operation of the school.

Florida Panhandle Technical College, as an integral part of the Washington County Public School System, is subject to certification standards for its faculty that are equivalent to those required in other public supported schools. Instructors are experienced in their respective fields and maintain high standards of instruction.

The College's faculty members are certified by the Florida Department of Education and/or the Washington County School Board on the basis of their technical qualification, actual work experience in the occupation they teach, and professional training as teachers. Thus, they must have technical competence as well as professional teacher training.

The Technical College is served by a general advisory committee whose function is to advise and make recommendations to the director concerning the curriculum, equipment, operation, and goals of the Technical College. Committee members are selected for their interest, experience, and other qualities which enable them to make worthwhile contributions to the community. In addition, each program is served by a craft advisory committee which is composed of men and women who are employed in the field or trade represented by the program. These people are of invaluable service in evaluating programs, keeping instructors abreast of current industrial needs and technological needs as they pertain to job skills and job placement.

The Florida Panhandle Technical College is a public institution of the Washington County School Board, certified by the Florida State Department of Education and accredited by the Southern Association of Colleges and Schools Commission on Colleges. Florida Panhandle Technical College is accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education
7840 Roswell Road,
Building 300, Suite 325
Atlanta, GA 30346

Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

MESSAGE FROM THE DIRECTOR

On behalf of Superintendent Thomas Register and the members of the Washington County School Board thank you for your interest in the Florida Panhandle Technical College (FPTC).

We offer a wide variety of programs intended to meet the goals of individuals preparing for various careers. Providing outstanding training for our students has been a focus for over 50 years. The mission of FPTC is to provide students with instruction in academic and technical training at competency levels, or above those required for employment and advancement in existing or potential occupational fields.

Please review our Course Catalog and Student Handbook and if you need additional information, please feel free to contact Student Affairs at (850) 638-1180, ext. 6317.

This institution has provided life-changing experiences for many individuals in our area for many years and we plan to continue this tradition for years to come.

If I can be of assistance, please call or stop by the office. Thanks again for considering enrolling at Florida Panhandle Technical College

Sincerely,
Thomas Lee, Director

Florida Panhandle
TECHNICAL COLLEGE

Any concerns or issues that you may have at Florida Panhandle Technical College should be addressed to:

Thomas Lee, Director
Florida Panhandle Technical College
757 Hoyt Street
Chipley, Florida 32428
Telephone: 638-1180 ext. 6305

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GENERAL INFORMATION

History

Florida Panhandle Technical College (FPTC) was established in 1967 as Washington-Holmes Area Vocational Technical Center, to meet the vocational education needs of Washington, Holmes, and surrounding counties. Today, as vocational education has evolved into career and technical training, we celebrate a rebranding into a technical college providing workforce training to support the Florida Panhandle.

CAMPUS and FACILITIES

MAIN CAMPUS	757 Hoyt Street Chipley, FL 32428
EXTENSION CAMPUS: Commercial Vehicle Driving	661 Rustin Drive Chipley, FL 32428
EXTENSION CAMPUS: Interior Décor Fabrication	680 Second Street Chipley, FL 32428
INSTRUCTIONAL SERVICE CENTER: Public Safety Firing Range	2238 Mud Hill Road Wausau, FL 32462

LOCATIONS

The main campus of Florida Panhandle Technical College is located on the west side of the city limits of Chipley, Florida. It is accessible from U.S. Highway 90, State Highway 77 and Interstate-10. The campus consists of 26 acres and 116,16 square feet of buildings.

The Interior Décor Fabrication class is approximately one mile north of the main campus, in the historical CHS Building.

The Commercial Vehicle Driving Training Program is located one mile north of the main campus at 661 Rustin Drive, Chipley, Florida, and consists of two (2) classrooms, offices and chain linked maintenance area.

The Public Safety Firing Range is located approximately eleven (11) miles South at 2238 Mud Hill Road in Wausau, Florida. All instructional programs have spacious classrooms, laboratories and well-equipped shops to provide safe and orderly instruction.

SERVICES / POLICIES

STUDENT SERVICES

Student Services is available to provide resources to students. The staff is available for counseling to assist students to obtain a realistic understanding of their strengths and weaknesses, provide complimentary program choices, as well as assist students understand how to obtain federal, state, and local financial assistance.

TESTING CENTER / PEARSON VUE TESTING CENTER

The Pearson Vue testing center has been established and is maintained to fulfill various assessment and enrollment needs of students. The Test of Adult Basic Education (TABE) and CASAS are offered as general academic achievement test administered to determine a student's educational grade level.

Additionally, the General Educational Development (GED®) test is administered in the Pearson Vue Testing Center. Tests are scheduled through the testing provider or Student Services.

ADMISSIONS

ADMISSION POLICY

Individuals 16 years of age and older may apply for admissions at Florida Panhandle Technical College (FPTC).

The Florida Panhandle Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against or harassed in any educational program, services or activities, or employment conditions or practices on the basis of race, color, national origin, religion, sex, age, disability, marital status or sexual orientation.

FPTC assesses all students will be tested, unless exempt, to determine their ability to participate and benefit through placement testing and counseling. Based on assessments, services or referrals are provided to help prepare students for successful participation in adult education, education for those with limited English proficiency, or vocational training.

Applicants may be denied admission if their enrollment is perceived as a safety concern relating to the welfare of staff and/or students at Florida Panhandle Technical College. (F.S. 1001.42(8) (a), 1001.42(19) (a), 1001.43(1), 1006.07)

Applicants who have been expelled from any school program, have withdrawn or been withdrawn from a district or school program to avoid disciplinary action will be considered for enrollment at FPTC at a minimum of one (1) year after the withdrawal date. (F.S. 1001.43(1) (e))

Admission applications or residency statements submitted by or on behalf of the student that contain false, fraudulent or incomplete information may result in denial of admission or dismissal from the technical college.

All initial applications accepted are on a probationary status. Applicants who are denied admission may appeal to the Director of the Technical College, Washington County Superintendent, and Washington County School Board. Student grievance procedures and forms are available in the Student Handbook section of this document.

ADMISSION PROCEDURE

- **Obtain Application packet**
- **Complete online application**
- **Test for Basic Skills (unless exempt)**
- **Make Payment or verify payment methods**

Application packets are available from Student Services during office hours. Applications and Florida Residency Forms are accepted when application is complete (partial packets will not be accepted). Applicants holding a standard high school diploma must pay for their non-refundable processing, parking, or other applicable application/registration fees. FPTC does not accept checks for such payments. *Other documents may be required in addition to these set forth below.

REQUIRED DOCUMENTS*:
Application-Complete
College and Career Readiness Scores
(PERT, ACT, SAT, or TABE) or Exemption (FL Standard Diploma after 2007)
FL Residency Form with 2 proofs of documentation
Probationary Contract
High School or Equivalent Transcript, Transcripts from all postsecondary institutions, if applicable Photo ID Method of Payment
Complete Testing Requirements within first six weeks of enrollment**

ENTRANCE EXAM
Applicants must take an entrance exam (i.e.: TABE, CASAS, PERT, etc.) unless exempt with other scores or degrees. The exam is administered on campus, at 8:00 am, on scheduled dates. Applicants must pre-register with Student services for the exam. **Some teachers will review scores before program acceptance. FPTC requires that applicants take an entrance exam or show documentation of exemptions or scores demonstrating math, language, and reading to meet the required levels for their chosen program, to enter the program. Those with basic skills below state requirements must enroll in a remediation program until academic levels are met.

DETERMINE FINANCIAL AID STAFF IF APPLICABLE:
While completing registration requirements, applicants may need to meet with Financial Aid staff. FPTC requests all students complete a FAFSA to ensure that any financial opportunities are explored.

COMPLETE REGISTRATION PROCESS
All admission requirements must be met, and all outstanding fees must be paid to complete registration. Applicants will pay tuition and appropriate fees at the Business Office. Enrollment for credit will not occur until all admission and fee obligations are met. **NO ENROLLMENT WILL BE PROCESSED WITHOUT PAYMENT DETERMINATION**

BASIC SKILLS AT EXIT

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A-10.040 mandate that students who enroll in a program of 450 hours or more "*may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program.*" FPTC provides opportunities on campus for students to demonstrate basic skill requirement through the Test of Adult Basic Education (TABE) and the Postsecondary Education Readiness Test (PERT). In some cases, other tests may be available. The Florida Department of education has placed basic skill levels on all programs in the curriculum frameworks. The minimum ACT, SAT, or PERT scores are set forth in Florida Rules 6A-10.040 and 6A-10.0315. All placement scores are valid for a period of up to two (2) years. No student is exempt from this rule because of language deficiencies; however, alternative options may be applied.

EXEMPTION FROM BASIC SKILLS
Basic Skill Exemptions may be found in section 1004.91, F.S., which refers to s. 1008.30, F.S. and the accompanying Rule 6A-10.0315, F.A.C., wherein exemptions are listed. This may be found at FLDOE's webpage: https://www.fldoe.org/core/fileparse.php/5652/urlt/2022-23-basicskills-with-License-exempt.xlsx.

IF LISTED ON H.S. TRANSCRIPT, LESS THAN 2 YEARS TAKEN / **IF LESS THAN 2 YEARS SINCE PASSING

The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher. The student entered 9th grade in a Florida public school in the 2003-2004 school year, or thereafter, and earned a Florida standard High School Diploma. A student who demonstrates readiness by achieving or exceeding the ACT, SAT, or PERT test scores and enrolling within two (2) years after achieving such scores. The student who is serving as an active-duty member of any branch of the United States Armed Services. The student passes a state or national industry certification or licensure examination aligned to the career education program in which the student is enrolled, listed on the FLDOE basic skills exemption list.

See the Table Below for Placement Tests and Scores
IF LISTED ON H.S. TRANSCRIPT, LESS THAN 2 YEARS TAKEN
IF LESS THAN 2 YEARS SINCE PASSING
Or skills may be met by other alternate scores as listed in 6A-10.0315
Demonstration of Readiness for College-Level Communication and Computation.

TEST NAME	READING	WRITING/ LANGUAGE	MATH		TEST NAME	READING	WRITING/ LANGUAGE	MATH
(PERT) Florida Postsecondary Education Readiness Test**	106	103	114		PSAT/NMSQT (PSAT 10)*	24	25	24
(ACT) American College Testing Program**	19	17	19		PRE-ACT*	22	18	22
(SAT) The College Board**	490	490	480		GED**	145 (COMBINED)		145
MATH ONLY ALTERNATE* End of Course Assessment					Algebra I* Geometry*	4		

RETEST WAIT TIMES:

PERT	Retest wait time: minimum 30 days	**TEAS**	No Wait Time: Max Three (3) per Year
TABE	Retest wait time (no instruction): minimum 6 months, same level & form. 90 days, alternate form.	**TABE**	Retest wait time (with instruction): 30-80 hours of instruction, depending on level and form.
CASAS	No less than 40, but preferably after 70-100 hours of instruction.	**CASAS / TABE POST - TEST**	Alternate form, must be completed within seven (7) days of last enrollment date.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen career program. If, following admission to the program, a student is unable to demonstrate the basic skills exit requirements, remediation may be provided. Basic skills should be met before completion. However, after program completion, or remediation, the student may post-test by an allowable method. A student only needs to meet the basic skills requirements for exit from the final OCP. If, after remediation, the student's basic skills score still does not meet program exit requirements, the student may: **Remediate further and / or pass the appropriate exam.** Appropriate and recognized state, national or industry licensure exam/certification listed on the FLDOE Basic Skills Exemption List, found at http://www.fldoe.org/contact-us/search.stml?q=basic+skills. -

A student enrolled who does not meet the basic skills requirements, will be recorded as "incomplete" until the technical college receives documentation of passing scores. At that time, FPTC will report the student as a completer from their program. If the student does not meet the basic skills requirements, is not exempt, or does not pass an identified licensure exam/certification, the student will not be reported as a program completer from the final OCP and cannot earn a Career Certificate of Completion. FPTC CTE students not yet meeting BSE will be synchronously co-enrolled in remediation course(s) for the lacking Reading, Math, or Writing skill(s).

PROGRAM SELECTION

The Student Services staff will assist students in selecting the most appropriate career choice. Upon the selection of a program, students may be asked to interview with the instructor for approval, or complete specific program requirements for enrollment before enrolling in the program, providing seats are available.

ENROLLMENT

Enrollment dates are set throughout the year. Some programs must limit enrollment to the beginning of their course/program due to the unique requirements of their courses. Student Services will provide additional information concerning programs.

DUAL ENROLLMENT

High school students are allowed to enroll at the beginning of each semester if eligible. High School credits awarded are based on the FLDOE Dual Enrollment Equivalency List (https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf)

Continuation of enrollment relies on grades, attendance, performance, and a clean discipline record. Discipline issues at high school may result in enrollment continuation issues at FPTC. Summer attendance may be required for some programs. Not all programs are available to high school students. Please consult Student Services staff for current opportunities and application deadlines.

TRANSCRIPTS

At the completion of a program a complimentary certificate of completion along with a one open and one sealed transcript will be issued at program completion, if there are no outstanding fees. There is a charge for additional transcripts.

RESIDENCY

Fees are set by Florida, Differential, or non-Florida residents. A Florida Residency Classification form must be submitted with application before a student will be considered for "residential" enrollment. The student must provide documentation for
"Florida Resident for Tuition Purposes" status.

FINANCIAL AID COUNSELING

Financial aid counseling is available for assistance. Prior to course start date and financial aid approval, all tuition and fees must be paid by the student or other determined source. No student shall enroll without payment determination.

Note: Financial Aid approval does not automatically result in admittance into Florida Panhandle Technical College. All enrollment requirements must be met.

PLACEMENT

Florida Panhandle Technical College and Career Source Chipola have resources to provide job placement assistance after completion. It is the expectancy that the instructors forge relationships with employers and agencies to place students in careers at graduation. However, students are encouraged to attend career fairs and school sponsored internships for employment opportunities.

CAREERSOURCE The CareerSource link is www.careersourcechipola.com/ and provides placement opportunities under the "Job Seekers" tab. The career center hosts local job vacancies under "Hot Jobs" that is updated frequently. CareerSource also utilizes the "Employ Florida Marketplace" to assist students to secure employment in their field of training.

EMPLOY FLORIDA

The Employ Florida Marketplace is your one-stop online resource for job listings, education and training opportunities, career building assistance and much more. By registering with Employ Florida and posting your resume you will be able to access many features and services to help in career searches. Access the on-line workshop at https://www.careersourcechipola.com/users/login

Employ Florida provides services such as:

Job Openings	Trends
Resume' help	Cover letter help
Employer Information	Job Postings
Virtual Recruiter	

FPTC students should register with Employ Florida during the last few weeks of their program. This will give students an opportunity to look for a job while completing the program. The Employ Florida Link www.employflorida.com/.

HOUSING

Florida Panhandle Technical College does not provide dormitory space or any type of housing facility.

TRANSPORTATION

Upon space availability, adult students may ride district school buses with written permission from FPTC Administration or WCSD. Adult Riders must have a WCSD/FPTC issued Bus Pass to board. Adult students may park on campus with to date parking decals. Dual enrollment students must have permission forms signed to drive to campus. However, driving on campus is a privilege and permission may be revoked when necessary.

Transportation permission forms must be on file prior to a student driving on campus. Special parking areas on campus are designated for student parking.

General Bus Schedule:

Chipley High School	TIME	Vernon High School	TIME
Morning Dropped at FPTC before 8 am for AM classes	8 am	Bus/Van leaves VHS for FPTC AM classes	8 am
Bus leaves FPTC for CHS	11.25 am	Bus/Van leaves FPTC for VHS	10.20 am
Bus leaves CHS for FPTC PM classes	11.55 am	Bus/Van leaves VHS for FPTC PM classes	11.08 am
Bus leaves FPTC for CHS	1.50 pm	Bus/Van leaves FPTC for VHS	1.50 pm
FPTC Pick-up /Drop-off on Bus Loop / North End of Administration Building			

TRANSFER POLICY

A new student may provide an official transcript or military records for a specific technical program prior credit evaluation at the time of application. Transfers are evaluated on an individual basis by the program instructor and Student Services. A student who desires to transfer within the technical college between programs should discuss the request with a Student Services staff member. Such transfers must be approved by the instructor to whom the student is transferring, a designated Student Services staff member and, if applicable,
the agency funding the student's program costs. Eligible students are permitted one program transfer per semester for a total of two per calendar year. The established withdrawal and program processing fee(s) will be assessed for each program change. In all cases the FPTC will determine accepted transfer credit. Acceptance of hours completed at another institution will be in compliance with Florida Statute 1007.24(7). A Student must complete at least 50% of a program at FPTC unless the program guidelines require more than 50%.

TRANSFER OF PROGRAM

A student considering a transfer from a current program of study must contact Student Services for said change. Except in extreme cases, dual enrolled student transfers will only be permitted at the beginning of a semester period due to the possibility of a loss of credit required for graduation. A transfer during a course is discouraged and may result in additional fees. Transfers will only be approved upon program availability and in the best interest of all parties involved.

WITHDRAWAL PROCEDURES

WITHDRAWAL OF STUDENT UNDER AGE 18

FPTC will work with the student's school counselor and parents (or guardians) regarding withdrawals. Proper documentation and signatures from the authorities will be required.

WITHDRAWING FROM A PROGRAM

Students who wish to withdraw from a program will complete a Withdrawal Form signed by their instructor, Student Services, and Financial Aid to ensure that they are aware of any outstanding fees, items, or other costs for which they are responsible. A Withdrawal Form will be required for all withdrawals to be completed and returned to the instructor for the final drop. Failure to satisfy outstanding tuition or fees will result in collection actions and a loss of services until the responsibilities are met. Withdrawal fees may apply.

ADMINISTRATIVE WITHDRAWAL

FPTC reserves the right to withdraw a student from any program if, in the judgment of school officials, such withdrawal is in the best interest and/or safety of the student or student body at large.

STUDENT INFORMATION DISCLOSURE POLICY

In accordance with federal and state laws, Washington District Schools and FPTC will obtain your written consent prior to the disclosure of personally identifiable information from a student's education records by application completion of FERPA authorization and Financial Aid authorization. However, Washington District Schools may disclose appropriately designated directory information to authorized school personnel without consent unless the same otherwise, in writing.

STUDENT RECORDS

All matters concerning student records are processed, developed, and maintained by the Student Services department. Certificates are processed and issued; transcripts are prepared and provided at the student's request within a reasonable period of time. Fees may be associated with transcripts and some services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT(FERPA)

The **Federal Family Educational Rights and Privacy Act** of 1974, known as "FERPA", governs access to student education records maintained by educational institutions, including those of Florida Panhandle Technical College. FERPA's purpose is to protect the privacy of students' education records and to ensure that students have access to their own records. Under FERPA, the presumption is that a student's records are private and not available to the public without the consent of the student. Employees must not provide the requested information unless the student consents to the release, or the information falls within a specific FERPA provision permitting release without consent. The student shall provide information for those with access during the application process. Any changes may be made by the student in conjunction with Student Services staff.

FERPA applies to "eligible students." An eligible student is any individual who has been or is "in attendance" at an institution of post-secondary education at any time and about whom the institution maintains records. "In attendance" can include correspondence courses and on-line courses. The age of the student is irrelevant under FERPA.

Generally, there are four categories of individuals who can obtain access to education records in the manner defined under FERPA: Students, Parents of Students, School Officials, Others

ACCESS TO STUDENT RECORDS

Students. Students may have access to their own education records with few exceptions, including parental financial information, confidential letters of recommendation, and portions of their own education records containing information about other students.

Parents/Guardians. Parents generally have no automatic right of access to the education records of their children. However, access can be obtained in the following ways:

- With the consent of their child;
- If the child is identified as a dependent on the parents' tax return;
- If there is a health and safety emergency involving their child;
- Certain rights granted to minor students pursuant to applicable laws.

School Officials. School officials who have a legitimate educational need to access students' records may do so.

Others. Members of the public, employees of certain agencies, court officials and others may access education records when the following circumstances apply:

- The student has given consent;
- The information has been designated directory information;
- A health or safety emergency is involved;
- If the individual is a victim of certain types of violent offenses, they may obtain certain information;
- To comply with a subpoena or court order;
- For audit and evaluation by certain state and local officials.

PERMISSIBLE INFORMATION

"Directory information" is personally-identifiable student information which the U.S. Department of Education has concluded is permissible for institutions to release without a student's consent. Such information may include the student's following information; however, Directory Information may *never* include social security number:

Name
Address
Telephone number
Date and place of birth
Program of study
Dates of attendance
Grade Level
Enrollment status
Participation in campus activities
Degrees, certifications, honors, awards
Most recent education institution(s) attended
Photograph

The Washington County District Schools System has designated the following information as directory information: File: Directory Info Notice 2005.doc:

- A student's name, address, and telephone number (if there is a listed number)
- Image or likeness in photographs, videotape, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent, previous educational institution (agency, school, center, or technical college) the student attended.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

In-school use of student directory information for official school business. Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.

Student directory information of junior and senior students may be furnished, upon request, to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, FPTC asks each student for their request that his/her name be, or not be given for this purpose during application. Florida public universities and colleges.
US Congressman, Senators, Legislatures.

SOCIAL SECURITY NUMBER

In accordance with state Statue, social security numbers may be collected from students:
to be used as student identification numbers as required by 1008.386, F.S., to facilitate the processing of student scholarship, college and technical college admission, and other applications; and Services.
for other purposes when consent of the parent or adult student is granted.

ABILITY-TO-BENEFIT

Federal financial aid may be available to students over the age of 16 who do not possess a high school diploma or a GED, if they can demonstrate a reasonable chance of success in an eligible Title IV career pathway program by earning a cut score on an approved test which shows their "Ability-to-Benefit" (ATB) from the program. ATB implies that a student, through evaluations is able to satisfactorily complete the work required in a technical program. Students must reach the cut score on an approved test to determine ATB eligibility and concurrently enroll in adult basic education component to work toward a high school GED diploma. The ACCUPLACER test is offered at the technical college for a $25.00 fee. Appointment can be made at the office of Student Services. Test Information: ACCUPLACER
(Reading Comprehension, Sentence Skills, and Arithmetic). Publisher: The College Board, 250 Vesey Street, New York, New York 10281. Passing Scores: Reading Comprehension (55) Sentence Skills (60) Arithmetic (34). These scores are subject to change as new information is published in Federal Title IV instructions.

FINANCIAL AID

The objective of the Florida Panhandle Technical College

financial aid programs is to assist students who have financial need by providing a financial aid package which may be composed of grants, scholarships, and/or Federal or Florida Work Experience.

The primary responsibility for meeting educational costs is that of the student and the student's family. A financial need is established when it is determined that the resources of the student (expected family contribution) do not meet the cost of schooling. The total cost of attending school includes all fees, books and supplies, personal expenses and allowable travel expenses. A student's computed financial need is the total cost of attending a particular school minus the expected family contribution. Financial need is computed by a standard "need analysis" system using confidential data submitted by the student and the parent. Federal aid programs, state aid programs, and many institutional programs do not permit aid awards to exceed computed needs. This means that aid received from all sources must be made known to the Financial Aid office, who insures computed financial need is not exceeded. Any student enrolled at Florida Panhandle Technical College, or any prospective student, may apply for financial aid through www.studentaid.org.

STUDENTS & RESPONSIBILITIES FOR FINANCIAL AID

As a student consumer, you have the RIGHT to:

1. Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.
2. Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will receive your benefits.
3. Appeal any decision of the Financial Aid office with regard to your application.
4. View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
5. Know the job description and rate of pay for any student job you accept.
6. It is the student's responsibility to:
7. Complete all application materials correctly and submit them on time.
8. Read all materials sent to you from the Financial Aid office.
9. Know and comply with rules governing the aid you receive.
10. Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid office.
11. Use financial aid only for expenses related to attending post-secondary education.
12. Maintain satisfactory academic progress.
13. Notify the Financial Aid office of any resources not considered during your original need analysis and aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.
14. Keep your local and permanent addresses current at the Registrar's office.

FEDERAL TITLE IV GRANT PROGRAMS

The purpose of the Title IV Program is to provide a foundation for financial assistance to students in higher education. Other programs are secondary or supplementary to Pell Grant. The Title IV Program makes funds available to eligible students attending approved colleges, community/ junior colleges, technical colleges, and other educational facilities through PELL or the Comprehensive Transition Postsecondary Program.

To apply for a Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov in accordance with the instructions of the application and return that completed form to the Financial Aid office. Read instructions carefully; do not estimate. Take your financial information directly from your tax forms. The information will be transmitted electronically; the results will be returned to the school in an Institutional Student Information Record (ISIR) within 3 – 5 days.

Determination of the grant amount will be based on the student's Expected Family Contribution (EFC) contained in the Institutional Student Information Record, the cost of attendance at the eligible school of your choice, and the payment schedule issued to all eligible educational institutions by the US Department of Education.

To be eligible to receive the Pell Grant, the student must be enrolled in a program that:
Is at least 600 clock hours in length.
Is postsecondary in nature.

Additionally, the student must also meet one of the following requirements:
a standard high school diploma or

a high school equivalent through a GED® certificate or pass qualifying assessments to meet "Ability-to-Benefit" requirements or meet requirements of the Comprehensive Transition Postsecondary (CTP) Program

One of the criteria for financial aid eligibility is meeting and maintaining the financial aid academic progress requirement at FPTC defined by the school policy. It is the student's responsibility to read and understand these requirements.

PELL GRANT PROCESS

After receiving the Institution Student Information Record (ISIR), the applicant must return to the Financial Aid office for a review of the ISIR and completion of the Financial Aid folder. The following information is required for each folder:

1 Application for Vendor Status / Pell Grant Stipend.
2 W-9.
3 Certification of Financial Aid Information.
4 Student Data Form.
5 Non-filer Statement, if applicable.
6 Standards of Satisfactory Academic Progress.
7 Verification Worksheet, if selected for verification.
8 Copy of Income Tax Return TRANSCRIPTS from IRS (Copies of 1040 not acceptable).
9 Verification of all untaxed income reported on the FAFSA.
10 Other documents as needed by Federal Financial Aid or the school for verification of information

Verification - is a required federal process of checking the accuracy of information that applicants supply on their financial aid applications. Applicants who apply for financial aid should be aware that they may be selected for verification. Selection is based on Federal Department of Education guidelines. If the applicant is selected, he/she will be notified. Applicants selected for verification are not eligible to receive financial aid funds until they have submitted all required verification information.

Obtaining and providing information is the responsibility of the student. No federal funds can be disbursed until the student's financial aid folder is complete. If a student changes enrollment status or programs, the student must notify the Financial Aid Office to ensure Financial Aid benefits are calculated accurately. Benefits do not automatically roll from program to program. No funds will be disbursed if verification is incomplete.

STATE, FEDERAL, OR OTHER SCHOLARSHIPS, OR STUDENT LOAN PROGRAMS

As of July 2025, enhancements to 529 plans will recognize more diverse educational needs and career development pathways. 529 plan funds can be used tax-free for qualified higher education expenses and the enhancements expand this definition to include Post-secondary Credentialing Programs such as FPTC's Pell eligible programs. If you have a 529 plan to use, please consult your monetary advisor.

FLORIDA STUDENT ASSISTANT GRANT (FSAG) This grant is available to Florida residents with financial need as determined by the completion of the FAFSA. Applicants must be enrolled in a post-secondary adult vocational program (PSAV) that is at least 450 clock hours. Applicants must not be in default on any state or federal student loan. Students who currently hold a Bachelor's degree are not eligible for FSAG-CE.

FLORIDA WORK EXPERIENCE PROGRAM –WORKSTUDY (FWEP) This program provides earnings to students through gainful employment at FPTC. This grant is available to Florida residents with financial need as determined by the completion of the FAFSA. Applicants must be enrolled in a vocational program that is at least 450 clock hours. Applicants must not be in default on any state or federal student loan. Students who currently hold a bachelor's degree are not eligible for FWEP.

FLORIDA BRIGHT FUTURES Florida's Bright Futures Scholarships include the Florida Academic Scholars Award, Merit Scholars Award, and the Gold Seal Vocational Scholars Award. All three are based on student's high school academic achievement and awarded to high school seniors that are Florida residents. Bright Future Scholarships may be applied to any program at FPTC.

FLORIDA PREPAID COLLEGE FUND Florida Prepaid College Fund is a program that provides an opportunity for the student's parents to pay in advance for the student's college education. Qualified students should present their current prepaid college fund card to the financial aid office.

FINANCIAL AID FEE Financial Aid Fee funds are available for those who are not eligible for other sources of financial aid.

SOCIAL SECURITY A full-time student enrolled in high school completion who is eligible for social security benefits may continue to receive payments until his/her eighteenth (18th) birthday. Application and certification forms may be obtained at the local Social Security offices.

VETERANS' & DEPENDENTS' BENEFITS

Educational benefits are available to qualified veterans and children of deceased and disabled veterans. As a veteran or dependent, you may be entitled to certain benefits, and be eligible to participate in certain programs. For information, please contact the Financial Aid office.

VOCATIONAL REHABILITATION

This is a service to conserve the working usefulness of persons with impairment who have reasonable expectations of becoming employed. Students who may qualify for vocational rehabilitation aid to attend post-secondary education should contact the office of Vocational Rehabilitation.

FOUNDATION / FPTC Scholar

The Florida Panhandle Technical College Foundation makes scholarships available to adult and high school students who exhibit need and are demonstrating the attitude and ability to successfully complete their program of study. Applications are available at the FPTC Student Services office and the guidance office of local schools.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

Workforce Innovation & Opportunity Act (WIOA) funds are available for individuals who are financially and/or educationally disadvantaged. Applicants who do not possess a marketable skill will be trained in a program related to their interests and abilities. WIOA can assist eligible students with tuition, books and supplies. Workforce Innovation & Opportunity Act (WIOA) funds are dispersed through Career Source Chipola, which is an organization has a variety of programs to assist eligible individuals in furthering their education. Interested individuals should make an appointment with Career Source Chipola located on the FPTC campus.

STUDENT LOAN PROGRAMS

FPTC does not participate in Federal Loan Programs. However, private student loans are accepted as self-pay, and student loans are the responsibility of the student, separate from FPTC.

VETERANS AFFAIRS

As a veteran, you are entitled to certain benefits and are eligible to participate in certain programs. The following information should serve as a brief overview of these programs and your benefits. For additional information please contact the Financial Aid office. The office is open from 7:30 a.m. to 3:00 p.m., Monday – Friday during the school year. Summer hours vary.

In accordance with Title 38 US Code 3679 subsection (e), Florida Panhandle Technical College has adopted the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the Veteran Affairs, Florida Panhandle Technical College will not:

Prevent the student's enrollment;
Assess a late penalty fee to the student;
Require the student to secure alternative or additional funding;
Deny the student access to any resources available to other students who have satisfied their tuition and fees to Florida Panhandle Technical College.

To qualify for these provisions, students are required to:

- Produce the VA Certificate of Eligibility prior to the first day of class.
- Complete a certification request by completing a VA Student Acknowledgement Form provided by FPTC.
- Provide additional information needed to properly certify the enrollment as described in other VA and FPTC policies
- Provide to the VA SCO, an understanding of, authorization. for, and compliance with VA and FPTC policies as they relate to the Veterans Health Care and Benefits Improvement Act of 2020.

VA OUT OF STATE TUITION WAIVER PROGRAM

Exempts eligible students from being held to the 12-month residency rule for out-of-state students. In accordance with Florida Statute 1006.26(13) and (14), out of state fees shall be waived to students who are: Honorably discharged veterans of the United States Armed Forces, The United States Reserve Forces, the National Guard, or eligible veteran dependents using VA educational benefits who physically reside in the state of Florida while enrolled at FPTC, will submit the following documentation:

Copy of DD214 "Certificate of Release"

Proof of residing in Florida. This may include, but is not limited to, a signed lease, declaration of domicile, utility bill, driver's license, voter's registration card or vehicle registration.
Additional documentation may be required

Effective 7/1/2016 the waiver program included active duty members of the Armed Forces of the U.S. residing or stationed outside of Florida. As of August 1, 2021, the Federal Government removed the 3-year enrollment cut-off date.

APPROVED PROGRAMS

An excellent way for veterans to use their education benefits is pursuing an approved program of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by Department of Veteran Affairs for payment of benefits. All regular daytime programs at FPTC are currently approved by the State Approving Agency. If programs are approved for distance learning by C.O.E., then VA will also approve the same. Co-Operative student has been approved and may be an option for some students, in some programs.

Some students may qualify for the Veteran Readiness and Employment (VR&E) program. The program must be on the approved VA list for VR&E.

HOW TO APPLY

Students may contact the Financial Aid office for assistance in applying for veteran benefits. The chapter under which you are filing will determine the documentation required by the Department of Veteran Affairs to certify your benefits. The website www.benefits.va.gov/gibill has information to assist students.

ENROLLMENT CHANGES

If a veteran changes enrollment status or changes course or program, it is important to notify the Student Services and Financial Aid office for certification purpose. If a VA student fails to notify the financial aid officer of changes, recertification will be delayed. A Change of Program or Status form is required by the Department of Veteran Affairs and may be obtained at the Financial Aid office.

STUDENTS RESPONSIBILITY

As a student receiving Veterans Educational Assistance, you are responsible for immediately notifying the Financial Aid office of any changes in your certificate program or reduction in your clock hours. FPTC requires that all tuition and any applicable fees be paid prior to the final program course start date. VA Students must verify their enrollment to receive their monthly housing allowance.

OTHER FINANCIAL AID

Receiving veteran benefits does not necessarily prevent a student from receiving other forms of financial aid. Applications and assistance are available in the Financial Aid office. For more information about applying for educational benefits, contact FPTC at 850-638-1180 ext. 6319

VETERAN ATTENDANCE POLICY

VA Students MUST attend 85% of their scheduled hours. Students exceeding 15% total absent hours out of their total scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (equal or greater than 85% attendance) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.
Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance. If a student has violated the attendance policy stated above, they will be notified immediately in writing. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 for each course. A VA student whose cumulative GPA falls below 2.0 at the end of any course will be placed on academic probation for a maximum of two consecutive terms of enrollment (courses).

If the VA student's CGPA is still below 2.0 at the end of the second consecutive course (term of probation), the student's VA benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPT of 2.0 in a course.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

ATTENDANCE VIOLATION APPEALS

Students who feel that they have grounds for appeal to an action taken as a result of the requirement may appeal to the director. Upon written notification of violation, a student has five calendar days to fill out the VA Attendance Policy Appeal Form (found in the back of this handbook) and set up an appointment with FPTC Administration. An immediate date will be scheduled for the appeal. FPTC Financial Aid will be notified of the final appeal decision within 15 calendar days of the student's initial receipt of violation notification, and will communicate with VA accordingly.

VA ATTENDANCE APPEAL PROCESS

Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance.

VA student attendance will be monitored on a monthly basis. Within five (5) calendar days of a detection of a less than 85% attendance percentage the VA student will be notified in writing of a termination of services.

- *VA student has five (5) calendar days to appeal the termination through the attendance appeal process.
- The student will complete the *VA Attendance Policy Appeal Form* (found in the student handbook or from VA/FA officer)
- Attach documentation.
- Return to administration and schedule an immediate hearing date with Director.
- VA student will be notified in writing of the administrative appeal decision within 15 calendar days of initial notification.
- A copy of the decision will be sent to the FPTC Financial Aid Office. A VA Certifying Official will immediately notify VA Education of the decision.

VA students with specific GI Benefit award questions may direct inquiries to the Education Call Center at 1.888.442.4551 (M-F/7a-6p CST), or go to www.benefits.va.gov/gibill.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require both Quantitative (time-related) and Qualitative (grade-based) as reasonable standards for measuring of a student's progress in their educational program. Both measures are cumulative. Florida Panhandle Technical College (FPTC) has established Standards of Academic Progress (SAP) applicable to all students. Students are considered to be making satisfactory academic progress if they successfully complete program hours and weeks, as well as maintain a specific cumulative grade point average (GPA). Each student's academic progress is checked at the end of each payment period. No SAP is required for the first Title IV payment period in a program. Credit hours from another institution accepted toward the student's FPTC educational program will count as both attempted and completed hours.

Student must maintain a "C" (70-79) or better grade (maintaining an overall GPA of 2.0 or higher) Students are allowed up to 150% of the scheduled clock hours to complete their program, but may only be provided financial aid for 100% of program hours. Students Pace of Completion must show a minimum attendance completion of two-thirds (66.67%) of the cumulative scheduled hours attempted in their program of study.

Satisfactory/Unsatisfactory Academic Progress

If a student meets the above guidelines, they are considered to be in compliance with Satisfactory Academic Progress policy. Not meeting these guidelines will place a student on *Financial Aid Warning Status*, or if a dual enrollment student, *Enrollment Warning Status.*

Review: The student's course progression, attendance, and pace will be measured at the end of each disbursement payment period. A Pace of Completion at a minimum of 66.67% is considered acceptable. If any of the required minimum standards are not met, the procedure will be as follows:

Financial Aid Warning Status: A student will be placed on Financial Aid Warning Status for the payment period following their first failure to meet the minimum requirements. If the student is a Title IV recipient, they will continue to receive Title IV aid. A student will receive payment for the period immediately following the
"Unsatisfactory" report, but they MUST meet the SAP requirements listed above by the end of the next (immediately following) payment period, in order to receive the subsequent payments:

Suspension of Financial Aid: Failure to achieve satisfactory academic progress by the end of the warning payment period, or the beginning date of their second consecutive
"Unsatisfactory: progress review, will result in termination of Title IV aid. At this point in time, the student will be classified as "self-pay" and no additional Title IV aid will be offered. A probation period is not allowed.

Reinstating Financial Aid: A student may regain eligibility by successfully continuing their program as a self-pay student, and meeting the minimum grade, attendance, and pace of completion for the remainder of the course(s) for a full payment period following the suspension period during which the student failed to meet the standards. At such a time, the student may request their performance be re- evaluated and appeal the determination of termination through the Financial Aid office. A student may only appeal for extenuating circumstances, such as illness or family death. Student must provide documentation of the
extenuating circumstances which caused the original determination and explain how this issue has been resolved for future educational success. The student is only eligible for the payment period during which the student regains eligibility, and thereafter as requirements remain met; eligibility is not retroactive to all earlier payment periods.

There is no provision in this SAP policy to allow for repeats, remedial, withdrawals, or incomplete coursework. If additional hours are required to complete the coursework, or if the student withdraws from the program early, or after losing Title IV eligibility, the required R2T4 calculation will be performed to determine if any monies are

owed to the federal government. The student may still owe a balance to the school. If so, the student will be contacted and billed. This SAP is not limited to Title IV Financial Aid, and may work in conjunction with other financial aid provider's rules for academic.

Students in attendance at FPTC who are under 18 years of age will be subject to the attendance requirements related to their driver's license, academic, and attendance standing. The SAP shall be in effect for all students, including Dual Enrollment. If dually enrolled, contact will be made with the student's home high school if poor grades, behavior, and/or consecutive absences occur, and if necessary, a referral will be made to the student's home district office if any student under the age 18 has fifteen (15) absences within a 90-day period. In all other cases, FPTC shall follow the procedures for implementing the attendance requirements for high school students as shown in their district K-12 schools attendance policy. A dual enrollment student may receive an *Enrollment Warning Status.*

ATTENDANCE POLICY

ATTENDANCE EXPECTATIONS

While attendance policies may be more stringent in some career and technical programs, the following is a minimum for all programs. All students are expected to contact their program supervisor/instructor prior to an absence. Information is provided to the student in the program syllabus.

A student who is **absent six (6) consecutive days will be withdrawn** on the seventh day, except in extenuating circumstances.

Dually 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. See the Dual Enrollment packet for details.

Students withdrawn for poor attendance may re-register on a space available basis after approval from Student Services and, when necessary, administration and will be placed on a probationary status.

Students with extenuating circumstances, i.e. hospital confinement, personal problems, extended illness, etc., may appeal to the director or assistant director for an exception.

Except in the case of emergency, the student should obtain the exception ahead of time.

Students in attendance at the FPTC who are under 18 years of age regardless of the program of attendance will be subject to the attendance requirements related to their driver's license. A referral will be made to the district office if a student has 15 unexcused absences within a 90-day period or if he/she withdraws. The technical college shall follow the procedures for implementing the attendance requirements for high school students as shown in the K-12 schools.

ABSENCES

FPTC does offer excused absences; however, such absences (except for legitimate emergency) must be approved by the instructor, may be no more than 90% of the program hours or no more than permissible by the program's licensing agency, and will not count toward attended hours, but will count toward scheduled hours. Excused absences may be:

- A death in the student's immediate family
- The student is confined to a hospital or to his home because of a physician's directions
- Has a subpoena to appear in court
- Has orders to participate in National Guard activities or is recalled to a (Temporary Active Duty) assignment/training
- The absence is due to a school holiday other than a national holiday

NOTE regarding absence: Although the absence is accepted, clock hour credit is <u>not</u> earned, and an absence is documented. <u>EACH PROGRAM has its own policy for excused absences.</u>

DUAL ENROLLED STUDENTS

Dual enrolled high school students are expected to attend FPTC based on the Washington County School District calendar, regardless of their home high school calendar. Any dually enrolled student with attendance and/or performance issues will not be recommended back into the program and will return to their home school campus the following term. FPTC Does not participate in (½) half- day/early release. Dual Enrollment students should read their application packet to understand their attendance and grade requirements.

GRADING POLICY

CERTIFICATE REQUIREMENTS

A student must complete a minimum of 80% of the competencies required in the program of study before a Certificate of Completion can be issued. A **Program Certificate of Completion** will be awarded to students that successfully complete the program and meet the state required academic levels.

Grades will be awarded at the completion of each course. High School students enrolled in longer courses will be graded at the end of each term. All students will be progress monitored throughout the program by instructors and financial aid staff members. Most financial assistance requires students to maintain a "C" or above average.

Grade Point Values: A = 4.0; B = 3.0; C = 2.0; D = 1.0; F and I= 0.

A = 90-100 (Outstanding Performance)
Student performance exceeds business or industry expectations for entry level employments. A certificate of completion will be awarded upon completion of the program.

B = 80-89 (Above Average Performance)
Student performance meets business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

C = 70-79 (Average Performance)
Student performance meets the minimal business or industry expectations for entry level employment. A certificate of completion will be awarded upon completion of the program.

D = 60-69 (Below Average Performance)
Student performance does not meet business and industry expectation for entry level employment. Although a "D" meets district high school requirements to earn credits toward the completion of high school, if the student completes the program with a "D" or "F" average (or an "I") no certificate of completion will be awarded.

F = Below 60 (Failing)
Indicates failure of performance. Student performance does not meet business and industry expectations and will not receive a certificate of completion. An "F" does not meet district requirements for high school students to earn credits toward the completion of high school.

I = Incomplete A grade will not be issued unless/until the student completes the work required by the instructor. An incomplete grade must be satisfied by the student making up the necessary work within five days or the incomplete reverts to a grade of "F."

High school students earn a weighted value (an additional 1 point) for all technical colleges passing grades at the completion of a course when calculating their overall high school GPA. High school students cannot earn credit for incomplete courses.

SATISFACTORY PROGRESS
An incomplete grade must be satisfied by the student making up the necessary work within 5 days or the incomplete reverts to a grade of "F." A student earning a grade of "F" (0-59) for a grading period will be put on probation for the next grading period. A grade of "F" for the period of probation will constitute dismissal from that program of study.

Research indicates that there is a high correlation between punctuality and attendance in school and punctuality and attendance on the job. Business and industry can function profitably only when their employees are working on the job. The same is true in the training classroom.

Grades will be awarded only at the completion of each course. Dual enrolled students enrolled in longer courses will be graded at the end of each term for progress only – credit cannot be given until the course completes. All students will be progress monitored throughout the program the program by instructors and financial aid staff members. Most financial assistance requires students to maintain a "C" or above average.

TUITION & FEE INFORMATION

FEES
All students enrolled in CTE courses and/or hold a high school diploma or equivalent are required to pay a processing and parling fee per semester.

DUAL ENROLLMENT FEE EXEMPTION
In accordance with F.S. 107.271(13), dual enrollment students are exempt from paying processing, tuition, and lab fees for all programs.

PAYMENT ACCEPTANCE POLICY
Payments must be made for the exact amount due and made payable to Florida Panhandle Technical College (FPTC). No second party checks will be accepted. A $36.00 fee will be charged for all returned checks. FPTC accepts credit cards with a 2.75% processing fee and debit cards with a minimum $.50 processing fee.

CHECKS: FPTC does not accept checks for testing or transcript fees. No personal checks will be accepted for tuition; however, cashier's check or money orders will be accepted for tuition, but must be made payable to Florida Panhandle Technical College (FPTC).

REFUND POLICY

- All tuition and fees will be refunded for all programs and courses canceled by FPTC.
- A refund will be issued for the first course of a new CTE program, if the course is dropped within (10) school days after the enrollment date, with the exception of the Commercial Vehicle Driving (CVD), Phlebotomy, and Public Safety courses.
- Refunds are not available for subsequent courses in a program.
- Refunds will only be made from CVD if the course is dropped no less than two (2) weeks prior to the first day of class. Three hundred dollars ($300.00) of the Commercial Vehicle Driving Program deposit is non-refundable
- Public Safety must be dropped no less than 48 hours prior to the first day of class.
- $100.00 of the Phlebotomy tuition will be non-refundable.
- Refunds will not be issued for the Adult General Education courses.
- Refunds do not require student requests and will be issued as soon as possible, but within forty-five (45) days of the course start date or withdrawal date. In the event a refund recipient requests a stop payment, or re-issue due to USPS no-delivery, the refund recipient will be responsible for all fees associated with stop payment, re-issue, and remailing, including any signatures required or expedient fees of said refund.

ADDITIONAL STUDENT COSTS*/**

** All fees are subject to change based on provider requirements.*
*** No processing fees will be assessed for Adult Education students. All other fees may apply.*

Processing Fee Per Semester	**$20.00**
Withdrawal Fee (withdraw before graduation)	**$16.00**
Emergency Medical Liability Insurance / Health Program Liability Insurance	**$31.00**
District Background Check	**$75.00**
Practical Nurse TEAS Test + Proctor fee	**$100.00**
CPR Certification	**$40.00**
CPR Documentation / First Aid Card	**$12.00**
OSHA Card	**$10.00**
Criminal Justice Ability Test (CJBAT)	**$39.00**
Accuplacer (Must be ordered)	**$25.00**
Parking Fee Per Semester	**$10.00**
Graduation Diploma & Processing Fee	**$16.00**
Graduation Participation Fee (Varies)	**$45.00-$50.00**
Returned Check Fee	**$39.00**

OTHER FEES

Debit/Credit Transaction: of Transaction (min charge of $0.50)	**2.75%**
Exam Review (Available for every program except CVD) Covers maximum of four (4) school days	**$70.00**
Proctor fee per exam for any outside exam: TEAS	**$20.00**
Transcript Copy: (first copy complimentary)	**$10.00**
Student ID Badge: (first copy complimentary)	**$5.00**
Parking Violation fee: per incident	**$5.00**
PERT for Basic Skills attainment Full 3 section test	**$20.00**
TABE for Basic Skills attainment Full 3 section test	**$15.00**
CASAS for Basic Skills attainment Full 2 section test	**$10.00**
PERT, TABE, CASAS retake fee per section	**$5.00**
ONLINE* program ACCESS FEE/ Per semester	**$50.00**

HOURLY RATE PR COURSE HOUR

Fee components are set forth by F.S. 1009.23 and final category billing may be rounded be the nearest whole number when calculating course hours, for accounting purposes. * DIFFERENTIAL fees apply to students with an out-of-state address that are within daily driving distance to FPTC. Fees are set based on F.S. 1009.22(3).

Statutory Category	Residential	Differential	Non-Resident
Base Tuition	2.44	2.54	9.32
Financial Aid	.24	.24	.93
Capital Improvement	.12	.13	.46
Technology Fee	.12	.13	.46
TOTAL clock hour fee	$2.92	$3.04	$11.17

Adult General Education: $31.50 per semester. Maximum of $94.50 per year. (fee set pursuant to s. 1009.22(3)(d), F.S.)

Continuing Workforce Education (CWE) Fees: Fees will vary based on board approved amounts, instructor salary, enrolled students on day one, other indirect or facility or lab costs, or board approved fees.

Articulation: Some NCD completed programs or certifications earned may articulate to a minimum guarantee of credit with the Florida College System pursuant to Statewide Career Pathways (SCP). Current SCP listings may be found at https://www.fldoe.org/academics/career-adult-edu/career-technicial-edu-agreements/

These articulations are based on the academic and performance rigor combined.

Special Situation Fee Application

CATEGORY	HOURLY	LESS	FEE CHARGED
District Tuition*	2.92	FA /.24	2.68
CATEGORY	HOURLY	LESS	FEE CHARGED
Exam Review**	FLAT RATE FEE	0.00	70.00

EVENING / HOBBY PROGRAM OFFERINGS:

Courses, Fees, Dates, and Hours vary by program and demand.

GRADUATION FEES

All students will be assessed a diploma fee at the time they register for the final course in a program. Should the student desire to participate in the FPTC year-end formal graduation ceremony, they will be required to pay an additional regalia fee. Some programs may have a specialized additional fee for ceremonial memorabilia or activities.

LEARN MORE

For more information about CWE Costs, or evening courses, contact Student Services. Programs are offered on a demand basis. Short courses or Hobby Courses may be developed and offered as needed for business and industry upon request.

PROGRAM OFFERINGS BY CAREER CLUSTER

ADULT GENERAL EDUCATION
Adult Basic Education (ABE)
Adult Basic Skills (ABS)
English for speakers of Other Languages (ESOL)
GED® Integrated Preparation Comprehensive Program (may include IET)

ARCHITECTURE & CONSTRUCTION
Cabinetmaking
Carpentry
Drafting
Electricity

ARTS, A/V TECHNOLOGY & COMMUNICATION
Digital Media/Multimedia Design
Digital Video Technology
Television Production Technology

HEALTH SCIENCE
Emergency Medical Technician-ATD
Patient Care Technician
Pharmacy Technician
Phlebotomy*
Practical Nursing

HUMAN SERVICES
Cosmetology

**(Generally available summer terms only; however, times/terms may vary)*

INFORMATION TECHNOLOGY
Applied Cybersecurity
Applied Information Technology
Cloud Computing
Network Support Services
Network Systems Administration

LAW, PUBLIC SAFETY & SECURITY
Basic Recruit Training Program for Florida Correctional Offers
Crossover Correctional Officer to Law Enforcement Officer
Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer
Florida Law Enforcement Academy

MANUFACTURING
Welding Technology
Welding Technology-Advanced

MARKETING, SALES & SERVICE
Marketing, Management and Entrepreneurial Principles

TRANSPORTATION, DISTRIBUTION, & LOGISTICS
Master Automotive Service Technology 1
Master Automotive Service Technology 2
Commercial Vehicle Driving
Diesel Systems Technician 1
Diesel Systems Technician 2
Heavy Equipment Operations Technician

CLUSTER	**ADULT GENERAL EDUCATION**	**ELIGIBLE FOR**	
Program Name	**ADULT BASIC EDUCATION**	**PELL**	**NO**
Program Number	**9900000**	**CAREER SOURCE**	**NO***
Program Hours	**VARY: Based on Need**	**TRI-COUNTY**	**NO***
Program Weeks	**VARY: Based on Need**		
CIP Number	**1532010100**		

Career Source or Tri-County May be Available: Student must apply and qualify

PROGRAM DESCRIPTION:

This program is the first step on the path to a high school equivalent diploma. All students are required to take the "CASAS Goals" (CASAS) test as a pretest to the program. If a student scores below 9.0 grade level in Reading or Math, he/she is enrolled in Adult Basic Education. The content includes, but is not limited to, Reading, Language Arts, and Mathematics.

PROGRAM STRUCTURE:

Adult Basic Education (ABE) is a non-credit course designed to remediate and develop basic skills in Reading, Language Arts, and Mathematics. ABE prepares students to enroll in the GED ® preparation courses, improve employability skills, and improve knowledge base for Career Technical Education (CTE) options. The FPTC program is an "open-enrollment/open-exit" program that allows a rolling enrollment throughout the school year, allowing the student to work within their own schedule, and at their own pace, under the direction and assistance of a certified instructor. The instructor will create an individualized pacing plan for each student, based on his or her specific skills and needs. Progress through levels must be measured by approved validation methods in accordance with Rule 6A-6.014, Florida Administrative Code (F.A.C.); therefore, the student will test throughout their program enrollment to measure gains in the three subject areas until they meet the level 9.0 or above.

COURSE #	CASAS GRADE LEVELS	CASAS SCALE SCORE	COURSE DESCRIPTION	HOURS	TUITION
9900001	0.0-8.9	<238	ABE Mathematics	Based on Need	**$31.50**
9900023	0.0-8.9	<225	ABE Reasoning Through Language Arts		
Parking Per (10) Semester Fee					$10.00
Total					$41.50

Adult Basic Education (ABE) is available to individuals who:

*Are 16 years or older and have legally left the secondary school system.

*Do not have a high school diploma or its equivalent.

*Have earned a high school diploma, or its equivalent, but require remediation to obtain employment or pursue postsecondary education

CLUSTER	**ADULT GENERAL EDUCATION**	**ELIGIBLE FOR**	
Program Name	**Academic Skills Building (ASB)**	**PELL**	**NO**
Program Number	**9900500**	**CAREER SOURCE**	**NO***
Program Hours	**VARY**	**TRI-COUNTY**	**NO***
Program Weeks	**VARY**		
CIP Number	**1532.010101**		

Career Source or Tri-County May be Available: Student must apply and qualify

PROGRAM DESCRIPTION:

The AGE Program has multiple purposes. Primarily, it provides instruction in reading and language and Math to students seeking to obtain a high school diploma or its recognized equivalent. The ASB Program is a **non-credit program** designed to develop the literacy and mathematics skills necessary for students to be successful workers, citizens, and family members. The Academic Skills Building (ASB) Program comprises two courses, ASB Reasoning through Language Arts (RLA) and ASB Mathematics. Students in the ASB program may enroll in either course or both courses. The student may or may not have already earned a high school diploma or equivalent G.E.D.

ASSESSMENT

- TABE or CASAS shall be used to establish the student's placement in this program.

PROGRAM STRUCTURE:

The program encompasses career assessment, basic skills related instruction in reading, math, and language and other related instruction as needed for post-secondary tests such as PERT and TEAS. The program is characterized by open entry/open exit, self-paced instructional module, flexible schedules, and performance-based evaluation. The program of study is determined by the individual's TABE or CASAS test assessment as it relates to the student's chosen technical or career field. The teacher develops an individualized prescription of study to meet the requirements of the post-secondary goal. When the prescription is completed, the student is post-tested on the TABE or CASAS to determine progress. The student starts at the academic level as determined by the pretest on the TABE or CASAS and progresses to reach or surpass the minimum grade level requirements for the chosen technical training.

COURSE	NRS LEVELS	GRADE LEVELS	COURSE DESCRIPTION	HOURS	TUITION
ASB Reasoning through Language Arts	RLA 5	9-10.9	Level 5 / Level 6 ASB RLA	Based on Need	$31.50
ASB Math (See ABE)	RLA 6	11-12.9	Level 5 / Level 6 ASB Math		
Parking Per (10) Semester Fee					$10.00
Total					$41.50

STUDENTS

Students eligible to enroll in the ASB are those who:

- Pre-Test score within the Educational Functioning Levels (EFL) 5 and 6.
- Are age 16 years or older.
- Are not enrolled in the K12 system.
- May have a high school diploma or G.E.D., and have a goal of preparing for postsecondary education and employment.
- Post-Test

CLUSTER	**ADULT GENERAL EDUCATION**	**ELIGIBLE FOR**	
Program Name	**ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**	**PELL**	**NO**
Program Number	**99000040**	**CAREER SOURCE**	**NO**
Program Hours	**VARY**	**TRI-COUNTY**	**NO***
Program Weeks	**VARY**		
CIP Number	**1532.010900**		

**Career Source or Tri-County may be available. Student must apply and qualify*

PROGRAM DESCRIPTION:

This program is designed to provide English language instruction to adult learners who are able to read and write in at least one language other than English. The program will prepare adult learners to use English for entering career and technical (CTE) or another postsecondary education, employment, and participation in the civic life in the United States

PROGRAM STRUCTURE:

Adult ESOL is a non-credit course with six levels. The courses are non-graded and characterized by open-entry, open exit; self-paced instructional modules; differentiated instruction; flexible schedules; and performance-based evaluation. Students will pre-test over CASA and re-test every 70-100 hours of instruction to progress through the six (6) levels of ESOL.

COURSE #	CASAS GRADE LEVELS	CASAS SCALE SCORE	COURSE DESCRIPTION	HOURS	TUITION
9900040	**GRADE LEVEL: N/A STUDENT WILL TEST FOR ENGLISH STRENGTH BASELINE**		Foundations	Based on Need	**$31.50**
			Low Beginning	Based on Need	
			High Beginning	Based on Need	
			Low Intermediate	Based on Need	
			High Intermediate	Based on Need	
			Advanced	Based on Need	
Parking Per (10) Semester Fee					$10.00
Total					$41.50

Adult English as a Second Language (ESOL) is available to individuals who:

*Are 16 years or older and have legally left the secondary school system.
*Want to learn to speak, read, and write the English language

CLUSTER	**ADULT GENERAL EDUCATION**	**ELIGIBLE FOR**	
Program Name	**GED® PREPARATION PROGRAM**	**PELL**	**NO**
Program Number	**9900130**	**CAREER SOURCE**	**YES**
Program Hours	**VARY**	**TRI-COUNTY**	**YES**
Program Weeks	**VARY**		
CIP Number	**1532.020207**		

Student must apply and qualify for Career Source or Tri -County Assistance

PROGRAM DESCRIPTION:

This program will prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to continue their education to earn a post-secondary degree, certificate, or industry certification.

PROGRAM STRUCTURE:

The GED® Preparation Program consists of four courses: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. The courses are non-graded and characterized by open-entry, open-exit; self-paced instructional modules; differentiated instruction; flexible schedules; and performance-based evaluation. Some GED participants may be eligible for an optional IET program (IET subject options may vary per year).

Upon student progression and mastery of skills in the program, a variety of GED® practice tests will be provided, including the official practice test, GED® Ready, to assess if the student is ready for the official high school equivalency exam through Pearson Vue. A testing discount voucher is provided to students enrolled in the program, when the student has mastered the official practice test. The student is then responsible for registering for the official exam through Pearson Vue. The mastery score of 145 is required in all subject areas to earn a high school equivalent.

Integrated Education and Training may be included in GED® preparation to offer the opportunity for industry training in conjunction with the seeking of a GED high school diploma.

COURSE #	TABE /CASAS GRADE LEVELS	COURSE DESCRIPTION	HOURS	TUITION
9900131	9.0-12.9 5-6	GED® Reasoning Through Language Arts	Based on Need	**$31.50**
9900132	9.0-12.9 5-6	GED® Social Studies	Based on Need	
9900133	9.0-12.9 5-6	GED® Science	Based on Need	
9900134	9.0-12.9 5-6	GED® Mathematical Reasoning	Based on Need	
9900135	9.0-12.9 5-6	GED® Preparation Comprehensive	Based on Need	
Parking Per (10) Semester Fee				$10.00
Total				$41.50

General Educational Development (GED®) Preparation is available to individuals who:

- Pre-Test score within the Educational Functioning Levels (EFL) 5 and 6.
- Are 16 years or older and have legally left the secondary school system.
- Do not have a recognized high school diploma or its equivalent.

GED® Testing Fees – 2014 Series		
Computer Based Testing	**Individual Subject**	**$38.00 per subject/per test** ***Career Source/Tri-County may assist with the cost.***
	Science	
	Social Studies	
	Math	
	Reading/Language	

CLUSTER	**ARCHITECTURE & CONTRUCTION**	**ELIGIBLE FOR**	
Program Name	**CABINETMAKING**	**PELL**	**YES**
Program Number	**C410400**	**CAREER SOURCE**	**YES**
Program Hours	**1200**	**TRI-COUNTY**	**NO**
Program Weeks	**40**		
CIP Number	**06 480703 03**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

The cabinetmaking program is designed for aspiring professional furniture makers and dedicated amateurs who seek in-depth training at the highest standard of excellence. The hands-on, project-oriented format includes the full range of furniture making skills. Sequential projects take students from the fundamentals through the fine points of design and craftsmanship. Cabinetmakers are specific types of woodworkers who create and install cabinets in bathrooms, kitchens, other areas of homes and businesses. Typical duties of cabinet makers include designing custom cabinets, making cabinets, installing cabinetry, consulting with clients and other duties as needed. Cabinet makers are responsible for cutting and shaping wood, preparing surfaces and forming a completed product.

OCCUPATION DESCRIPTION:

Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortises to surface, cut, or shape lumber or to fabricate parts for wood products. *Excludes: "Woodworking, Machine Setters, Operators, and Tenders".*

ARTICULATION AGREEMENT Some certifications for this program may articulate to an advanced degree in Construction Technology.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
BCV0200	A	Cabinetmaker Helper	300	$ 876.00	$ 912.00	$ 3,351.00	$ 100.00	x
BCV0235	B	Cabinet Finisher	150	$ 438.00	$ 456.00	$ 1,675.50	$ 75.00	x
BCV0240	C	Cabinet Assembler	300	$ 876.00	$ 912.00	$ 3,351.00	$ 100.00	x
BCV0243	D	Cabinetmaker	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 150.00	x
		TOTAL(s)	**1200**	**$ 3,504.00**	**$ 3,648.00**	**$ 13,404.00**	**$ 425.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 410.00	$ 410.00	$ 410.00	x	x
Uniform Fees (4 T-shirts) $60-$80 per year				$ 80.00	$ 80.00	$ 80.00	x	x
OSHA Card Fee				$ 10.00	$ 10.00	$ 10.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 4,459.00**	**$ 4,603.00**	**$ 14,359.00**	**x**	**x**

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Physical	Lift 50 lbs / climb ladder

Subject/ Grade Level	**Reading 9**	**Math 9**	**Writing/Language 9**
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Optional Exam Review $70.00 / Graduation Fees $16.00

Certification(s)	**Cost**	**# Tests Per Level (Pay Test and ReTest)**
NCCER Test Subscription	$27	All Levels Active 1 year from purchase

Live Work Fees*		
ITEM	**COST**	
Materials	15% + Tax	
Small Jobs:	$ 5.00	$ 45.00
Medium Jobs:	$ 45.00	$ 75.00
Large Jobs	$ 75.00	up
CNC Job	$ 5.00	(+) 10¢ per inch
**Must be approved by instructor*		

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 19,920.00	$ 33,900.00
HIGH	$ 48,720.00	**National**
GENERAL	$ 22,000.00	$ 40,500.00

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**100**	**License / Certification(s) Not Required**

CLUSTER	**ARCHITECTURE & CONTRUCTION**	**ELIGIBLE FOR**	
Program Name	**CARPENTRY**	**PELL**	**YES**
Program Number	**C510300**	**CAREER SOURCE**	**YES**
Program Hours	**1200**	**TRI-COUNTY**	**NO**
Program Weeks	**40**		
CIP Number	**06 460201 17**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

Carpenters are responsible at least in part, for creating just about every building in your community. Homes, schools, court houses and office buildings are built from scratch through the skills and experience of professional carpenters. To be a carpenter is to be a member of one of the oldest and most respected trades in the world. If you enjoy working with tools, like to see your work produce immediately results and if you have a good work ethic, you can build a lifetime career in carpentry. The carpentry program builds lab activities into the program and provides instruction in: use of hand and power tools, selection and use of materials, estimating, blueprint reading, and interpretation of building codes.

OCCUPATION DESCRIPTION:

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

ARTICULATION AGREEMENT

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1200** clock hour program in **Carpentry** shall articulate **three (3)** college credit hours to the AAS/AS Degree in **Building Construction Technology**.

PROGRAM STRUCTURE: The following table illustrates the **PSAV** program structure:

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
BCV0112	A	Introduction to Carpentry	150	$ 438.00	$ 456.00	$ 1,675.50	$ 75.00	x
BCV0122	B	Rough Framing Carpentry	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 150.00	x
BCV0125	C	Finish Trim Carpentry	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 150.00	x
BCV0123	D	Foundation & Form Carpentry	150	$ 438.00	$ 456.00	$ 1,675.50	$ 100.00	x
		TOTAL(s)	**1200**	**$ 3,504.00**	**$ 3,648.00**	**$ 13,404.00**	**$ 475.00**	**$ -**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 410.00	$ 410.00	$ 410.00	x	x
Uniform Fees (4 T-shirts) $60-$80 per year				$ 80.00	$ 80.00	$ 80.00	x	x
OSHA Card Fee				$ 10.00	$ 10.00	$ 10.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 4,509.00**	**$ 4,653.00**	**$ 14,409.00**	**x**	**x**

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Physical	Lift 50 lbs / climb ladder

Subject/ Grade Level	**Reading 9**	**Math 9**	**Writing/Language 9**
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Optional Exam Review $70.00 / Graduation Fees $16.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 19,920.00	$ 33,900.00
HIGH	$ 48,720.00	**National**
GENERAL	$ 22,000.00	$ 40,500.00

Certification(s)	**Cost**	**# Tests Per Level (Pay Test and ReTest)**
NCCER Test Subscription	$27	All Levels Active 1 year from purchase

Live Work Fees*

ITEM	COST	
Materials	15% + Tax	
Small Jobs:	$ 5.00	$ 45.00
Medium Jobs:	$ 45.00	$ 75.00
Large Jobs	$ 75.00	up
CNC Job	$ 5.00	(+) 10¢ per in

**Must be approved by instructor*

Program Completion % Rate	100	Program Placement % Rate:	100	Program Certification Pass % Rate	100	License / Certification(s) Not Required

CLUSTER	**ARCHITECTURE & CONTRUCTION**	**ELIGIBLE FOR**	
Program Name	**DRAFTING**	**PELL**	**YES**
Program Number	**C100200**	**CAREER SOURCE**	**YES**
Program Hours	**1500**	**TRI-COUNTY**	**NO**
Program Weeks	**50**		
CIP Number	**06 151301 00**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

AutoCAD drafters are employed by manufacturing companies, engineering firms, and architectural firms. Drafters build on the ability to visualize concepts and designs and bring their ideas to life using Computer Aided Drafting (CAD) methods. Drafters use computer software to turn the concepts and specifications of architects, engineers and other manufacturing designers into blueprints and drawings. The yearlong program covers focused instruction in the use of CAD programs including Solid Works and Autodesk. Several students completing this program have continued to pursue a degree in engineering.

OCCUPATION DESCRIPTION:

AutoCAD Drafter: Know engineering and manufacturing terminology, read blueprints, add 3D life to 2D drawings, annotate technical drawings with dimensions styles, text, and multileaders block text, transition AutoCAD designs from concepts to workable construction documents, explore techniques for creating and designing three-dimensional, prepare structural and assembly drawings of machinery, prepare sketches and drawings that include pneumatic hydraulic drawings, prepare drawings to be printed or shared with others and print 3D images of drawings.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways

PROGRAM STRUCTUR The following table illustrates the PSAV program structure:

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
TDR0070	A	Introduction to Drafting	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TDR0370	B	Drafting Assistant	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 100.00	x
TDR0775	C	Drafting Detailer 1	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TDR0776		Drafting Detailer 2	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TDR0570	D	Architectural Drafter	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TDR0874	E	Civil Drafter	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TDR0777	F	Mechanical Drafter	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TDR0875	G	Structural Drafter	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
		TOTAL(s)	**1500**	**$ 4,380.00**	**$ 4,560.00**	**$ 16,755.00**	**$ 450.00**	**$ -**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 350.00	$ 350.00	$ 350.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 5,210.00**	**$ 5,390.00**	**$ 17,585.00**	**x**	**x**

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Physical	Sit for extended time

Subject/ Grade Level	**Reading 9**	**Math 10**	**Writing/Language 9**
TABE	550	577	560
CASAS	239	241	TABE or OTHER test

Optional Exam Review $70.00 / Graduation Fees $16.00

Certifications	
AutoCAD, Inventor, Revit, Fusion 360, Civil 3D	$150-$190 each
SOLIDWORKS	NC

Live Work Fees*	
ITEM	**COST**
Materials	15% + Tax
Black/White**	$2.00-$2.75
Color**	$2.75-$3.75 & up+

*Live work must be approved by instructor
**Based on size & saturation
+ discretion according to job

ADVISORY SALARY RANGE	**Florida Panhandle**	**State**
LOW	$ 26,900.00	$ 46,100.00
HIGH	$ 64,080.00	**National**
Mechanical Drafter	$26,300-$51,500	$ 48,800.00

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License / Certification(s) Not Required**

CLUSTER	**ARCHITECTURE & CONTRUCTION**	**ELIGIBLE FOR**	
Program Name	**ELECTRICITY**	**PELL**	**YES**
Program Number	**I460312**	**CAREER SOURCE**	**YES**
Program Hours	**1200**	**TRI-COUNTY**	**NO**
Program Weeks	**40**		
CIP Number	**06 460302 02**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction industries. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

OCCUPATION DESCRIPTION:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Architecture and Construction career cluster.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
BCV0603	A	Electrician Helper	300	$ 876.00	$ 912.00	$ 3,351.00	$ 125.00	x
BCV0640	B	Residential Electrician	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 150.00	x
BCV0652	C	Commercial Electrician	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 100.00	x
		TOTAL(s)	**1200**	**$ 3,504.00**	**$ 3,648.00**	**$ 13,404.00**	**$ 375.00**	**$ -**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 710.00	$ 710.00	$ 710.00	x	x
Uniform Kit Fee (Charged per semester)				$ 80.00	$ 80.00	$ 80.00	x	x
OSHA Card Fee				$ 10.00	$ 10.00	$ 10.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 4,709.00**	**$ 4,853.00**	**$ 14,609.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Physical	Lift 50 lbs / climb ladder

Subject/ Grade Level	**Reading 9**	**Math 9**	**Writing/Language 9**
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s)	**Cost**	**# Tests Per Level (*Pay Test and Retest*)**
NCCER Test Subscription	$27	All Levels Active 1 year from purchase

ADVISORY SALARY RANGE	**Florida Panhandle**	**State**
LOW	$ 30,000.00	$ 44,985.00
HIGH	$ 75,000.00	**National**
GENERAL	$20,800.00 -$ 62,400.00	$ 60,040.00

Live Work Fees*

ITEM	**COST**
Materials	15% + Tax
Work Order Fee	$35.00

**Must be approved by instructor*

Program Completion % Rate	**NEW**	**Program Placement % Rate:**	**NEW**	**Program Certification Pass % Rate**	**NA**	**License / Certification(s) Not Required**

CLUSTER	**ARTS, A / V TECHNOLOGY & COMMUNICATIONS**	**ELIGIBLE FOR**	
Program Name	**DIGITAL MEDIA / MULTIMEDIA DESIGN**	**PELL**	**YES**
Program Number	**K100200**	**CAREER SOURCE**	**YES**
Program Hours	**1050**	**TRI-COUNTY**	**NO**
Program Weeks	**35**		
CIP Number	**06 090702 08**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

The growth of the media production and entertainment industry in Florida has increased the demand for experienced multimedia production professionals in private industry, public service and education. A multimedia designer is a highly capable designer that turns any idea into a professional design by incorporating images, graphics, text, animations, video and audio. All Digital Media/Multimedia Design Technology students acquire knowledge and skill through the use of self-paced interactive software and hands-on exercises that are accompanied by teacher-led lectures and demonstrations. Through the application of a variety of computer software programs, students learn to create an assortment of Multimedia Design projects that are refined over time for their final professional portfolio.

OCCUPATION DESCRIPTION:

Graphic Designer: Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Multimedia Artist & Animator: Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
DIG0081	A	Theory and Foundations of Design	150	$ 438.00	$ 456.00	$ 1,675.50	$ 25.00	x
DIG0082	B	Multimedia Digital/Print Designer	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
DIG0083	C	Multimedia Web Interactive Designer	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
DIG0084	D	Multimedia Integrated Producer Designer	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
		TOTAL(s)	**1050**	**$ 3,066.00**	**$ 3,192.00**	**$ 11,728.50**	**$ 175.00**	**$ -**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies/Digital Curriculum				$ 300.00	$ 300.00	$ 300.00	x	x
Adobe Creative Cloud Software Subscription (annual fee)				$ 235.00	$ 235.00	$ 235.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,806.00**	**$ 3,932.00**	**$ 12,468.50**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Sit for extended time periods	

Subject/ Grade Level	Reading 10	Math 10	Writing/Language 10
TABE	563	577	573
CASAS	244	241	TABE or other

Certification(s)	COST
Adobe Certified Professional Series Certification (7)	$150.00 each
Adobe Certified Professional Series Certification Practice Test (7)	$40.00 each

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 21,683.00	$ 62,199.00
HIGH	$ 104,430.00	**National**
Graphic Designer	$18,585.00 -$ 72,129.00	$ 57,038.00
MM Artist- Animator	$20,798.00 -$ 74,340.00	

Google Badges may also be earned throughout the course @ little or no charge

Live Work Fees*

ITEM	COST
Materials	15% + Tax
Black/White**	$ .50 - $2.75 per page
Color**	$ .75 - $6.00 per page

*must be approved by instructor
** pricing varies based on size, saturation, paper quality, & finishing

Program Completion % Rate	**83**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**100**	**License / Certification(s) Not Required**

CLUSTER	**ARTS, A / V TECHNOLOGY & COMMUNICATIONS**	**ELIGIBLE FOR**	
Program Name	**DIGITAL VIDEO TECHNOLOGY**	**PELL**	**YES**
Program Number	**K100400**	**CAREER SOURCE**	**NO**
Program Hours	**900**	**TRI-COUNTY**	**NO**
Program Weeks	**30**		
CIP Number	**06 100105 24**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This program is designed to prepare students for employment as still and video camera operators, streaming video technicians, film production assistants, audio/video equipment technicians, still image and video editors, drone imaging technicians and broadcast technicians. Students get total-immersion, hands-on training in the latest techniques for digital photography and videography, photo and video camera operation, drone operation and regulations, production scripting, lighting, studio production, photo and video editing using Adobe Photoshop, Adobe Lightroom and Adobe Premiere Pro, along with the basics of business and marketing. Graduates are prepared for initial self employment and certifications available include FAA Part 107 Drone Pilot Certification, Adobe Photoshop Professional Certification, and Adobe Premiere Pro Professional Certification.

OCCUPATION DESCRIPTION:

Audio and Video Equipment: Set up and operate photo, video and audio equipment, including recording and streaming equipment.

Camera Operators, TV, Video and Film Production: Operate TV, video and film/cinematography equipment for broadcast, streaming, advertising and motion pictures.

Photo, Video, and Audio Production: Create, produce and edit photo, video and audio content using industry-standard editing software Adobe Photoshop, Adobe Audition, Adobe Premiere Pro and Adobe Lightroom.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
RTV0015	A	Digital Videography	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 50.00	x
RTV0016	B	Digital Audio-Video Technology	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
RTV0017	C	Digital Video Direction and Production	150	$ 438.00	$ 456.00	$ 1,675.50	$ 25.00	x
		TOTAL(s)	**900**	**$ 2,628.00**	**$ 2,736.00**	**$ 10,053.00**	**$ 125.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies/Digital Curriculum				$ 300.00	$ 300.00	$ 300.00	x	x
Exam Review - Drone and Federal Aviation Administration (FAA)				$ 70.00	$ 70.00	$ 70.00	x	
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,153.00**	**$ 3,261.00**	**$ 10,578.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Carry/Lift 50 lbs	

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s)	COST
Adobe Certified Professional Series Certification (7)	$150.00 each
Adobe Certified Professional Series Certification Practice Test (7)	$40.00 each
FAA Part 107 Certification (PSI/Tru-Talent/PAN /SITE # ABS42405)	$150.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 25,859.00	$ 51,180.00
HIGH	$ 70,000.00	**National**
GENERAL	$ 44,516.00	$ 59,780.00

All Live Work must be approved by Instructor: Fees may vary depending on project.

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License / Certification(s) Not Required**

CLUSTER	**ARTS, A / V TECHNOLOGY & COMMUNICATIONS**	**ELIGIBLE FOR**	
Program Name	**TELEVISION PRODUCTION TECHNOLOGY**	**PELL**	**YES**
Program Number	**K300300**	**CAREER SOURCE**	**NO**
Program Hours	**1200**	**TRI-COUNTY**	**NO**
Program Weeks	**40**		
CIP Number	**06 100202 18**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

The purpose of this program is to prepare students for employment as photographers, television, audio/video and photography camera operators, production assistants, audio/video broadcast and studio technicians and recording engineers, live streaming and podcast creation, basic website creation, basic marketing and responsible social media. This program emulates a real-world employment environment, requiring punctuality and attendance, and offering a sequence of coherent, rigorous and challenging academic standards and relevant technical knowledge, with skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes and general employability skills, technical skills and occupation-specific skills, and knowledge of all aspects of the Arts, Photography, A/V Technology and Communication career cluster. The content stresses, but is not limited to, communication and leadership skills, human relations and employability skills, safe and efficient work practices, interview skills, responsibility for overall production of television, photographic, video and audio studio activities, including pre-production, script and copy writing, lighting, shooting and directing documentaries, commercial advertising, cinematography, live streaming and podcasts, electronic news gathering (ENG) and field production. This program also offers the option to acquire the FAA Part 107 UAS Drone Operator Certification.

OCCUPATION DESCRIPTION:

Camera Technology, Photography and Audio/Video Production: Proficient use of digital cameras (still and video), studio technology and safety, commercial and industrial photo and video applications with emphasis on planning and problem solving, composition, lighting and basics of audio technology.

Photo, Video, and Audio Production: Plan, record/create, produce, edit and export photo, video and audio content using industry-standard editing software Adobe Photoshop, Adobe Audition, Adobe Premiere Pro, Adobe After Effects and Adobe Lightroom.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways

PROGRAM STRUCTURE: The following table illustrates the program structure:

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
RTT0514	A	Studio Assistance	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 50.00	x
RTT0516	B	Studio Technician	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 50.00	x
RTT0109	C	Television Production Operations	300	$ 876.00	$ 912.00	$ 3,351.00	$ 25.00	x
		TOTAL(s)	**1200**	**$ 3,504.00**	**$ 3,648.00**	**$ 13,404.00**	**$ 125.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Adobe Creative Cloud Software Subscription (annual fee)				$ 235.00	$ 235.00	$ 235.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,894.00**	**$ 4,038.00**	**$ 13,794.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00 / Student responsible for Adobe Access fees

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Carry/Lift 50 lbs	

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s)	COST
Adobe Certified Professional Series Certification (7) Certification Practice Tests (7) PREFERRED ADOBE023 Adobe Certified Professional in Video Design (.2)	$150.00 each $40.00 each
PREFERRED ENTCP001 ETCP Certified Entertainment Electrician	$650.00 (Retake $225.00)

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 35,000.00	$ 60,000.00
HIGH	$ 80,000.00	**National**
GENERAL	$ 35,000.00	$ 75,000.00

All Live Work must be approved by Instructor: fees may vary depending on project.

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License / Certification(s) Not Required**

CLUSTER	**HEALTH SCIENCE**	**ELIGIBLE FOR**	
Program Name	**EMERGENCY MEDICAL TECHNICIAN - ATD**	**PELL**	**NO**
Program Number	**W170212**	**CAREER SOURCE**	**NO**
Program Hours	**300**	**TRI-COUNTY**	**NO**
Program Weeks	**20**		
CIP Number	**03 510904 13**	**(Program must be eligible) ONLINE**	**YES**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Emergency Medical Technicians to function at the pre-hospital (basic) level and treat various medical/trauma conditions. The content includes, but is not limited to, patient assessment; airway management; cardiac arrest; external and internal bleeding and shock; traumatic injuries; fractures; dislocations; sprains; poisoning; stroke; alcohol and drug abuse; emergency childbirth and burns.

OCCUPATION DESCRIPTION:

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

PRE-REGISTRATION COSTS:

Fingerprinting/Background Check $75.00

Liability Insurance must be paid prior to admission; Admission is based on a weighted point system.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the ATD program structure:

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
EMS0110	A	Emergency Medical Technician (EMT)	300	$ 876.00	$ 912.00	$ 3,351.00	$ 100.00	$ 75.00
		TOTAL(s)	**300**	**$ 876.00**	**$ 912.00**	**$ 3,351.00**	$ 100.00	$ 75.00
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 160.00	$ 160.00	$ 160.00	x	x
Class VIIIA Student Liability Insurance				$ 31.00	$ 31.00	$ 31.00	x	x
CPR Certification – Must Show Current Card to exempt fee				$ 40.00	$ 40.00	$ 40.00	x	x
EVOC Certification – Must Show Certificate to exempt fee				$ 64.00	$ 64.00	$ 64.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 1,376.00**	**$ 1,412.00**	**$ 3,851.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00 / ONLINE ACCESS FEE $50 / LAB includes 1 POLO Shirt for uniform*

Program Requirements:	**AGE**	18 +
Level 2 Screening	**Diploma**	or Equivalent to enter

Subject/ Grade Level	Reading 10	Math 10	Writing/Language 10
TABE	563	577	573
CASAS	244	241	TABE or OTHER test

Certification(s)	Cost
Emergency Medical Technician (EMT)	$ 150.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 19,016.00	$ 29,455.00
HIGH	$ 48,204.00	**National**
GENERAL	$ 27,777.00	$ 35,403.00

ADDITIONAL FEES

STUDENT OUT OF POCKET

*Uniform POLO (1 included in LAB FEE)
Additional purchase from vendor $8 each

FISDAP Mobile App for Clinical Time Submission
https://www.fisdap.net/ $35.00

Program Completion % Rate	**86**	**Program Placement % Rate:**	**171**	**Program Certification Pass % Rate**	**100**	**Certification(s) Required**

CLUSTER	**HEALTH SCIENCE**	**ELIGIBLE FOR**	
Program Name	**PATIENT CARE TECHNICIAN**	**PELL**	**YES**
Program Number	**H170694**	**CAREER SOURCE**	**YES**
Program Hours	**600**	**TRI-COUNTY**	**YES**
Program Weeks	**20**		
CIP Number	**03 513902 05**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

The Patient Care Technician (PCT) program requires about six months of training. Nursing assistants commonly work in nursing care facilities and hospitals, but some are employed by doctors' offices, community care facilities and home health care services. The program includes classroom lectures, hands-on training using medical equipment, practical exercises in labs, and real-world experience in a variety of medical facilities and provides more than a CNA certification.

OCCUPATION DESCRIPTION:

Home Health Aide: Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Nursing Assistant: Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

PRE-REGISTRATION COSTS:

Fingerprinting Background Check $52.00

Level 2 Screening : Immunization record from birth; Physical Exam,TB Test; current Hep B immunization or a signed waiver on file; Immunizations & Vaccines Required according to facility policies.

Liability Insurance must be paid prior to admission; Admission is based on a weighted point system.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
HSC0003	A	Basic Healthcare Worker	90	$ 262.80	$ 273.60	$ 1,005.30	$ 75.00	x
HCP0121	B	Nurse Aide and Orderly (Articulated)	75	$ 219.00	$ 228.00	$ 837.75	$ 50.00	x
HCP0332	C	Advanced Home Health Aide	50	$ 146.00	$ 152.00	$ 558.50	$ 30.00	x
HCP0020	D	Patient Care Assistant	75	$ 219.00	$ 228.00	$ 837.75	$ 50.00	x
HSC0016	E	Allied Health Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
MEA0580	F	Advanced Allied Health Assistant	100	$ 292.00	$ 304.00	$ 1,117.00	$ 50.00	x
PRN0094	G	Patient Care Technician	60	$ 175.20	$ 182.40	$ 670.20	$ 30.00	x
		TOTAL(s)	**600**	**$ 1,752.00**	**$ 1,824.00**	**$ 6,702.00**	**$335.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 700.00	$ 700.00	$ 700.00	x	x
Class VIIIA Student Liability Insurance				$ 31.00	$ 31.00	$ 31.00	x	x
First Aid CPR Certification				$ 40.00	$ 40.00	$ 40.00	x	x
Approximate Uniform Fees (out of pocket)				$ 350.00	$ 350.00	$ 350.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,238.00**	**$ 3,310.00**	**$ 8,188.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00

Program Requirements:	**AGE**	18 + within 3 mths of Program Completion
	Diploma	N/A

Subject/ Grade Level	Reading 10	Math 10	Writing/Language 10
TABE	563	577	573
CASAS	244	241	TABE or OTHER test

Certification(s)	Cost
Certified Nursing Assistant (CNA)	$120.00 (Inc. screening for state)
Board of Nursing Exam	$35.00 must be 18 to take exam
Certified Patient Care Technician	$165.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 13,718.00	$ 29,982.00
HIGH	$ 57,526.00	**National**
GENERAL	$ 31,942.00	$ 32,695.00

Program Completion % Rate	83	Program Placement % Rate:	100	Program Certification Pass % Rate	100	Certification(s) Required

CLUSTER	**HEALTH SCIENCE**	**ELIGIBLE FOR**	
Program Name	**PHARMACY TECHNICIAN**	**PELL**	**YES**
Program Number	**H170500**	**CAREER SOURCE**	**NO**
Program Hours	**1050**	**TRI-COUNTY**	**NO**
Program Weeks	**35**		
CIP Number	**03 510805 06**	**(Program must be eligible) ONLINE**	**YES**

PROGRAM DESCRIPTION:

Pharmacy Technicians usually work beside pharmacists – counting tablets, packaging medicine and processing insurance claims. Pharmacy technicians ensure medications are filled correctly in a specified window of time and require immense precision and detail. The Pharmacy Technician program prepares students for employment in only two semesters as Pharmacy Technicians in hospitals, clinics or retail pharmacies.

OCCUPATION DESCRIPTION:

Prepare medications according to prescription orders.

PRE-REGISTRATION COSTS:

Fingerprinting/Background Check	$75.00	**Level 2 Screening**
5 Panel Drug Screen	$25.00	

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
HSC0003	A	Basic Healthcare Worker	90	$ 262.80	$ 273.60	$ 1,005.30	$ 25.00	x
PTN0084	B	Pharmacy Technician 1	360	$ 1,051.20	$ 1,094.40	$ 4,021.20	$ 25.00	x
PTN0085		Pharmacy Technician 2	300	$ 876.00	$ 912.00	$ 3,351.00	$ 25.00	x
PTN0086		Pharmacy Technician 3	300	$ 876.00	$ 912.00	$ 3,351.00	$ 25.00	x
		TOTAL(s)	**1050**	**$ 3,066.00**	**$ 3,192.00**	**$ 11,728.50**	**$ 100.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 545.00	$ 545.00	$ 545.00	x	x
First Aid CPR Certification				$ 40.00	$ 40.00	$ 40.00	x	x
Approximate Uniform Fees				$ 300.00	$ 300.00	$ 300.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 4,081.00**	**$ 4,207.00**	**$ 12,743.50**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00 / ONLINE ACCESS FEE $50

Program Requirements:	**AGE**	18 +
	Diploma	or Equivalent @ licensing

Subject/ Grade Level	Reading 10	Math 11	Writing/Language 10
TABE	563	596	573
CASAS	244	245	TABE or OTHER test

Certification(s)	Cost
Pharmacy Technician	$ 129.00
Certified Pharmacy Technician (CPhT)	$ 129.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 29,000.00	$ 32,365.00
HIGH	$ 41,000.00	**National**
GENERAL	$29,000 - $41,000	$ 36,843.00

Program Completion % Rate	**57**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**100**	**License / Certification(s) Not Required**

CLUSTER	**HEALTH SCIENCE**	**ELIGIBLE FOR**	
Program Name	**PHLEBOTOMY**	**PELL**	**NO**
Program Number	**H170302**	**CAREER SOURCE**	**YES**
Program Hours	**165**	**TRI-COUNTY**	**NO**
Program Weeks	**6**		
CIP Number	**03 511009 01**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

Phlebotomists work in blood banks, hospitals, clinics and other medical facilities drawing blood from patients in preparation for medical testing. As a phlebotomist, you must be able to work directly with patients and have the ability to calm them. Safety is key in phlebotomy and all safety precautions must be taken to prevent the transmission of infectious diseases.

OCCUPATION DESCRIPTION:

Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

PRE-REGISTRATION COSTS:

CPR Certification **$12.00-$40.00**

Liability Insurance must be paid prior to admission; Admission is based on a weighted point system.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
HSC0003	A	Basic Healthcare Worker	90	$ 262.80	$ 273.60	$ 1,005.30	$ 75.00	x
MEA0520	B	Phlebotomist	75	$ 219.00	$ 228.00	$ 837.75	x	$ 210.00
		TOTAL(s)	**165**	**$ 481.80**	**$ 501.60**	**$ 1,843.05**	**$ 75.00**	**$ 210.00**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 400.00	$ 400.00	$ 400.00	x	x
Class VIIIA Student Liability Insurance				$ 31.00	$ 31.00	$ 31.00	x	x
First Aid CPR Certification				$ 40.00	$ 40.00	$ 40.00	x	x
Approximate Uniform Fees				$ 200.00	$ 200.00	$ 200.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 1,467.80**	**$ 1,487.60**	**$ 2,829.05**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00

Program Requirements:	**AGE**	18 + of Program Completion
	Diploma	or Equivalent

*$100 of total tuition fee non- refundable

Subject/ Grade Level	Reading 10	Math 10	Writing/Language 10
TABE	563	577	573
CASAS	244	241	TABE or OTHER test

Certification(s)	Cost
Certified Phlebotomy Technician - National Certification	$ 129.00

$100 Non-Refundable Deposit Required to Enroll

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 18,143.00	$ 31,213.00
HIGH	$ 52,216.00	**National**
GENERAL	$ 33,254.00	$ 34,037.00

Program Completion % Rate	92	Program Placement % Rate:	78	Program Certification Pass % Rate	100	Certification(s) Required

CLUSTER	**HEALTH SCIENCE**	**ELIGIBLE FOR**	
Program Name	**PRACTICAL NURSING**	**PELL**	**YES**
Program Number	**H170607**	**CAREER SOURCE**	**YES**
Program Hours	**1350**	**TRI-COUNTY**	**YES**
Program Weeks	**44**		
CIP Number	**03 513901 01**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

Becoming a Licensed Practical Nurse is the quickest way to enter a nursing career - it only requires one year of training. Practical nurses must be very compassionate and patient, and be excellent caregivers. LPNs perform a variety of tasks including monitoring patients and medical equipment, gathering information from patients and recording it, administering medications and patient care.

OCCUPATION DESCRIPTION:

Provide basic nursing care under direction of registered nurses, physicians and/or supervisors. Licensing required.

PRE-REGISTRATION COSTS:

CPR Certification is required PRIOR to enrollment. FPTC Offers CPR 3 times per year.

Fingerprinting/Background Check	$75.00
CPR Certification (also listed below*)	$40.00
TEAS EXAM	$100.00

Level 2 Screening
CPR Certification; three (3) references; proof of immunization
*** TEAS - Only 3 attempts in a calendar year (Jan- Dec) - Scores valid for one (1) year only.**

Liability Insurance must be paid prior to admission; Admission is based on a weighted point system. Forms are available in the Student Affairs Office

ARTICULATION AGREEMENT: A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1350** clock hour program in **Practical Nursing** shall articulate **ten (10)** college credit hours to the AAS/AS Degree in **Registered Nursing**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
PRN0098	A	Practical Nursing Foundations 1	300	$ 876.00	$ 912.00	$ 3,351.00	x	$ 50.00
PRN0099	B	Practical Nursing Foundation 2	300	$ 876.00	$ 912.00	$ 3,351.00	x	$ 50.00
PRN0290		Medical Surgical Nursing 1	300	$ 876.00	$ 912.00	$ 3,351.00	x	$ 50.00
PRN0291		Medical Surgical Nursing 2	300	$ 876.00	$ 912.00	$ 3,351.00	x	$ 50.00
PRN0690		Comprehensive Nursing and Transitional Skills	150	$ 438.00	$ 456.00	$ 1,675.50	x	$ 25.00
		TOTAL(s)	**1350**	**$ 3,942.00**	**$ 4,104.00**	**$ 15,079.50**	x	**$ 225.00**
Additional Costs:								
Processing (20) & Parking Per (10) Semester / Graduation and Pin fees+ (last course)				$ 86.00	$ 86.00	$ 86.00	x	x
Approximate Books/Supplies				$ 887.00	$ 887.00	$ 887.00	x	x
Class VIIIA Student Liability Insurance				$ 31.00	$ 31.00	$ 31.00	x	x
First Aid CPR Certification *				$ 40.00	$ 40.00	$ 40.00	x	x
Approximate Uniform Fees with patch				$ 300.00	$ 300.00	$ 300.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 5,511.00**	**$ 5,673.00**	**$ 16,648.50**	**x**	**x**

Optional Exam Review $70.00 / +Graduation Fee $16.00 +Grad Pin Fee $40)

Program Requirements:	**AGE**	18 +
	Diploma	or Equivalent
	Physical	Must be able to climb two (2) flights of stairs w/o undue exertion

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$20,760.00	$41,052.00
HIGH	$59,538.00	**National**
GENERAL	$38,714.00	$44,766.00

Subject/ Grade Level	Reading 11	Math 11	Writing/ Language 11	Science 11
TABE	576	596	584	x
CASAS	249	245	TABE or OTHER test	x
TEAS %	60	60	50	30
Medical Math			85% or higher	

Certification(s)	Cost
Licensed Practical Nursing	$375.00

Program Completion % Rate	**63**	**Program Placement % Rate:**	**86**	**Program Certification Pass % Rate**	**91**	**License / Certification(s) Required**

CLUSTER	**HUMAN SERVICES**	**ELIGIBLE FOR**	
Program Name	**COSMETOLOGY**	**PELL**	**YES**
Program Number	**D500100**	**CAREER SOURCE**	**YES**
Program Hours	**1200**	**TRI-COUNTY**	**NO**
Program Weeks	**40**		
CIP Number	**06 120401 02**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Cosmetologists with emphasis on theory and hands-on experience.

OCCUPATION DESCRIPTION:

Hairdressers, Hairstylists & Cosmetologists: Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Manicurists and Pedicurists", and "Skincare Specialists".

Manicurist & Pedicurist: Clean and shape customers' fingernails and toenails. May polish or decorate nails.

Skincare Specialist: Provide skincare treatments to face and body to enhance an individual's appearance.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
COS0002	A	Cosmetologist and Hairdresser 1	300	$ 876.00	$ 912.00	$ 3,351.00	X	x
COS0009		Cosmetologist and Hairdresser 3	375	$ 1,095.00	$ 1,140.00	$ 4,188.75	x	$ 125.00
COS0003		Cosmetologist and Hairdresser 2	300	$ 876.00	$ 912.00	$ 3,351.00	x	$ 100.00
CSP0009		Grooming & Salon Services Core, Facials & Nails	225	$ 657.00	$ 684.00	$ 2,513.25	x	$ 225.00
		TOTAL(s)	**1200**	**$ 3,504.00**	**$ 3,648.00**	**$ 13,409.00**	**x**	**$ 450.00**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 359.02	$ 359.02	$ 359.02	x	x
Approximate Practice Mannequin/ Hair Kit/ Supplies				$ 821.25	$ 821.25	$ 821.25	x	x
Approximate Uniform Expense (Student Pays)				$ 200.00	$ 200.00	$ 200.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 5,364.27**	**$ 5,508.27**	**$ 15,269.27**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00
LAB includes Nail Kit

Program Requirements:	AGE	16 + (Adult Students Only)
	Diploma	N/A
	Stand for long periods of time	
	Hold arms up for extended time	

Subject/ Grade Level	Reading 9	Math 8	Writing/Language 8
TABE	550	537	547
CASAS	239	229	TABE or OTHER test

Certification(s)	Cost
Licensed Cosmetologist	$ 125.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 17,600.00	$ 29,194.00
HIGH	$ 36,520.00	**National**
GENERAL	$25,000.00 -$ 45,000.00	$ 33,986.00

Program Completion % Rate	**74**	**Program Placement % Rate:**	**92**	**Program Certification Pass % Rate**	**100**	**Certification(s) Required**

Cosmetology - Live Work Fees

1 Shampoo without style	$ 3.00
2 Style (includes shampoo)	$ 7.00
3 Haircut (includes shampoo & style)	$ 8.00
4 Color - Virgin Application	$ 30.00
5 Color - Re-touch Application	$ 30.00
6 Permanent Wave (includes one solution)	$ 30.00
7 Chemical Relaxer - Hydroxide Virgin or Re-touch	$ 30.00
8 Curl Reformation	$ 35.00
9 Balayage Highlighting/Lowlighting	$ 35.00
10 Highlights/Lowlighting Using Cap or Foil	$ 35.00
11 Additional Perm Solution	$ 10.00
12 Additional Color	$ 10.00
13 Manicure	$ 12.00
14 Pedicure	$ 18.00
15 Facial	$ 18.00
16 Nail Polish Application	$ 5.00
17 Gel Polish Application	$ 7.00
18 Eyebrow Wax	$ 5.00
19 Lip Wax	$ 5.00
20 Eyebrow Tint	$ 3.00
21 Keratin Smoothing Treatment	$ 45.00
22 Cornrow Hair Braiding (includes shampoo & blow dry)	$ 15.00
23 Two Strand Twist or Re-twist (includes shampoo & blow dry)	$ 15.00
24 FPTC Cosmetology Student Chemical Fee	$ 10.00
25 Hair Treatment with Shampoo & Style	$ 10.00
(includes special conditioners, hair masks, clarifying treatments, & protein treatments)	
26 Special Occasion Hairstyle without Shampoo and Blow Dry (includes updos & half up hairstyles)	$ 10.00

Additional Charges will be added for extra applications.

NOTE: Salon services may only be rendered to patrons using FPTC Cosmetology salon products with the exception of artificial hair additions.

Revised July 15, 2024

CLUSTER	**INFORMATION TECHNOLOGY**	**ELIGIBLE FOR**	
Program Name	**APPLIED CYBERSECURITY**	**PELL**	**YES**
Program Number	**Y100300**	**CAREER SOURCE**	**YES**
Program Hours	**750**	**TRI-COUNTY**	**NO**
Program Weeks	**25**	**STEM**	**YES**
CIP Number	**05 111003 02**	**(Program must be eligible) ONLINE**	**YES**

PROGRAM DESCRIPTION:

Cybersecurity is one of the most rapidly increasing areas in the IT industry. Candidates are in large demand in all facets of government, education, and business. Cybersecurity is the branch of computer science that studies cyber threats in order to develop tools and strategies that help provide for a stable, safe and resilient cyberspace. This 25-week hands-on program will give students real world security scenarios. Students learn to protect computers from hackers, secure wireless networks, protect computers from malware and identify security threats.

OCCUPATION DESCRIPTION:

Information Security Analysts: Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. Excludes "Computer Network Architects".

PRE-REGISTRATION COSTS:

Fingerprinting/Background Check $75.00

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
CTS0018	A	Cybersecurity Associate	600	$ 1,752.00	$ 1,824.00	$ 6,702.00	$ 20.00	x
CTS0085	B	Web Security Specialist	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
		TOTAL(s)	**750**	**$ 2,190.00**	**$ 2,280.00**	**$ 8,377.50**	**$ 40.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Student Books/Supplies				$ 1,200.00	$ 1,200.00	$ 1,200.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,460.00**	**$ 3,550.00**	**$ 9,647.50**	**x**	**$ -**

Optional Exam Review $70.00 / Graduation Fees $16.00 / ONLINE ACCESS FEE $50

Program Requirements:	**AGE**	16 +
	Diploma	NA

Subject/ Grade Level	Reading 9	Math 10	Writing/Language 9
TABE	550	577	560
CASAS	239	241	TABE or OTHER test

Certification(s)	Cost
TestOut Ethical Hacker Pro; Certified Ethical Hacker–CEH; Web Security Associate: CIW Web Security Specialist; TestOut Linux Pro	(Program Voucher)
CompTIA Linux+	$ 178.00

PRE -REQUISITE:

Comp TIA Security + Certification $262.00
CompTIA Network+ Certification $178.00
CompTIA A+ Certification $230.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 30,000.00	$ 80,000.00
HIGH	$ 60,000.00	**National**
GENERAL	$30,000 - $60,000	$ 70,000.00

Program Completion % Rate	100	Program Placement % Rate:	100	Program Certification Pass % Rate	100	License / Certification(s) Not Required

CLUSTER	**INFORMATION TECHNOLOGY**	**ELIGIBLE FOR**	
Program Name	**APPLIED INFORMATION TECHNOLOGY**	**PELL**	**YES**
Program Number	**Y300400**	**CAREER SOURCE**	**YES**
Program Hours	**600**	**TRI-COUNTY**	**NO**
Program Weeks	**20**		
CIP Number	**05 110103 02**	**(Program must be eligible) ONLINE**	**YES**

PROGRAM DESCRIPTION:

The Applied Information Technology program provides quality, up-to-date, competency-based training for students who desire an entry-level position as an Information Systems Technician, Computer Support Technician, or related occupations. The 600 hour program (approximately 20 weeks) includes hardware and software configuration, customer support operations and advanced web applications.

OCCUPATION DESCRIPTION:

IT ADMINISTRATOR: Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. Excludes "Information Security Analysts".

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
OTA0040	A	Information Technology Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0072	B	IT & Web Systems	300	$ 876.00	$ 912.00	$ 3,351.00	$ 20.00	x
CTS0025	G	Computer Networking	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
		TOTAL(s)	**600**	**$ 1,752.00**	**$ 1,824.00**	**$ 6,702.00**	**$ 60.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Student Books/Supplies				$ 575.00	$ 575.00	$ 575.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 2,417.00**	**$ 2,489.00**	**$ 7,367.00**	**x**	**$ -**

Optional Exam Review $70.00 / Graduation Fees $16.00 / ONLINE ACCESS FEE $50

Program Requirements:	**AGE**	16 +
	Diploma	NA

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	241	TABE or OTHER test

Certification(s)	Cost
TestOut IT Fundamentals Pro; TestOut PC Pro; Network Technology Associate	(Program Voucher)
Comp TIA A+	$ 230.00
Comp TIA IT Fundamentals (Dual Only)	$ 84.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 30,000.00	$ 45,000.00
HIGH	$ 50,000.00	**National**
GENERAL	$30,000 - $50,000	$ 43,000.00

Program Completion % Rate	**80**	**Program Placement % Rate:**	**88**	**Program Certification Pass % Rate**	**100**	**License / Certification(s) Not Required**

CLUSTER	**INFORMATION TECHNOLOGY**	**ELIGIBLE FOR**	
Program Name	**CLOUD COMPUTING AND VIRTUALIZATION**	**PELL**	**YES**
Program Number	**Y100400**	**CAREER SOURCE**	**YES**
Program Hours	**900**	**TRI-COUNTY**	**NO**
Program Weeks	**30**		
CIP Number	**05 110902 02**	**(Program must be eligible) ONLINE**	**YES**

PROGRAM DESCRIPTION:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills to meet the growth of industry. With most IT departments having infrastructure both on site and in the cloud, it is important they have employees that understand and know how to work with this technology. The purpose of the Cloud Computing & Virtualization program is to prepare students in the IT field as a Cloud Technician, Network Support Technician or a Cloud Support Specialist. This program teaches students to maintain, operate, configure, and troubleshoot virtual computer networks.

OCCUPATION DESCRIPTION:

To design and implement enterprise software systems that rely on distributed computing and service-oriented architecture, including databases, web services, cloud computing, and mobile apps. Includes instruction in data management, distributed and cloud computing, enterprise software architecture, enterprise and cloud security, mobile systems and applications, server administration, and web development.

ARTICULATION AGREEMENT: Some certifications and program completion articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways. Prior Credit will be evaluated for a student who has completed Applied Information Technology (FLDOE CTE Program # Y300400)

This PROGRAM STRUCTURE follows the following **PSAV** program structure:

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
OTA0040	A	Information Technology Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$20.00	x
EEV0504	B	Computer Support Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$20.00	x
CTS0026	C	Network Support Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$20.00	x
CTS0054	D	Cloud Analyst	150	$ 438.00	$ 456.00	$ 1,675.50	$20.00	x
CTS0056	E	Cloud Virtualization Specialist	300	$ 876.00	$ 912.00	$ 3,351.00	$20.00	x
		TOTAL(s)	**900**	**$ 2,628.00**	**$ 2,736.00**	**$ 10,053.00**	**$ 100.00**	x
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Student Books/Supplies				$ 575.00	$ 575.00	$ 575.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,333.00**	**$3,441.00**	**$10,758.00**	**x**	X

Optional Exam Review $70.00 / Graduation Fees $16.00 / ONLINE ACCESS FEE $50

Program Requirements:	**AGE**	16 +
	Diploma	NA

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s) Subject to Change	Cost*Always subject to change
TestOut IT Fundamentals Pro; TestOut PC Pro; Certmaster Perform Cloud+	(Program Voucher)*
Comp TIA A+	$230.00*
Comp TIA Cloud+	$178.00*

Expected Certifications

COMPT018
COMPT001
COMPT014

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 33,973.00	$40,772.00
HIGH	$ 42,702.00	**National**
GENERAL	$30,000 - $50,000	$97,098.00

Program Completion % Rate	NEW	Program Placement % Rate:	NEW	Program Certification Pass % Rate	NEW	License / Certification(s) Not Required

CLUSTER	**INFORMATION TECHNOLOGY**	**ELIGIBLE FOR**	
Program Name	**NETWORK SUPPORT SERVICES**	**PELL**	**YES**
Program Number	**B078000**	**CAREER SOURCE**	**YES**
Program Hours	**1050**	**TRI-COUNTY**	**NO**
Program Weeks	**35**	**STEM**	**YES**
CIP Number	**05 110901 02**	**(Program must be eligible) ONLINE**	**YES**

PROGRAM DESCRIPTION:

Computer Networking is the connecting of computers and computer equipment, to other computers and computer equipment by means of cables or airwaves, routers, and access points for the purpose of sharing data and resources. Students in this program receive hands-on training, with an emphasis on lab classes focusing on computers, servers, routers and other networking devices used to set up cabled and wireless systems. Graduates of this program become employed as IT Assistants, Computer/ Network Support Assistant, Wireless Network Administrator or Data Communication Analyst.

OCCUPATION DESCRIPTION:

Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

ARTICULATION AGREEMENT: A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Network Support Services** shall articulate **nine (9)** college credit hours to the AAS/AS Degree in **Networking Services Technology**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
OTA0040	A	Information Technology Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
EEV0504	B	Computer Support Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0022	C	Network Support Help Desk Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0023	D	Network Support Administrator	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0024	E	Senior Network Administrator	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0029	F	Wireless Network Administrator	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
EEV0317	G	Data Communications Analyst	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
		TOTAL(s)	**1050**	**$ 3,066.00**	**$ 3,192.00**	**$ 11,728.50**	**$ 140.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Student Books/Supplies				$ 450.00	$ 450.00	$ 450.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,686.00**	**$ 3,812.00**	**$ 12,348.50**	**x**	**$ -**

Optional Exam Review $70.00 / Graduation Fees $16.00/ ONLINE ACCESS FEE

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Program Requirements:	**AGE**	16 +
	Diploma	NA

PRE -REQUISITE:

CompTIA A+ Certification $230.00

Certification(s) Subject to Change	Cost
TestOut Network Pro; TestOut Security	(Program Voucher)
Comp TIA Network+	$ 178.00
CompTIA Security +	$ 262.00
CompTIA Linux+	$ 178.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 30,000.00	$ 54,000.00
HIGH	$ 55,000.00	**National**
GENERAL	$30,000 - $55,000	$ 48,000.00

Program Completion % Rate	**75**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**100**

CLUSTER	**INFORMATION TECHNOLOGY**	**ELIGIBLE FOR**	
Program Name	**NETWORK SYSTEMS ADMINISTRATION**	**PELL**	**YES**
Program Number	**B079300**	**CAREER SOURCE**	**YES**
Program Hours	**1050**	**TRI-COUNTY**	**NO**
Program Weeks	**35**	**STEM**	**YES**
CIP Number	**05 110901 05**	**(Program must be eligible) ONLINE**	**YES**

PROGRAM DESCRIPTION:

The Network Systems Administration program is the advanced Program to the Network Support Services program. This program provides students with advance network, server and security techniques to analyze, test, troubleshoot and evaluate existing network systems, such as local area networks (LAN), wide area networks (WAN), and Internet systems or a segment of a network system. Students completing this program are prepared for jobs as Computer Support Assistants, Network Support Technicians, Systems Administrators, Systems Engineers, Wireless Networks Administrators and Data Communications Analyst.

OCCUPATION DESCRIPTION:

Advanced network, server and security techniques to analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

ARTICULATION AGREEMENT: A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Network Systems Administration** shall articulate **nine (9)** college credit hours to the AAS/AS Degree in **Networking Services Technology**. This agreement does not preclude but encourages the awarding of additional credits by any college through local agreements.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
OTA0040	A	Information Technology Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
EEV0504	B	Computer Support Assistant	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0026	C	Network Support Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0027	D	Systems Administrator	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0028	E	Systems Engineer	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
CTS0029	F	Wireless Network Administrator	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
EEV0317	G	Data Communications Analyst	150	$ 438.00	$ 456.00	$ 1,675.50	$ 20.00	x
		TOTAL(s)	**1050**	**$ 3,066.00**	**$ 3,192.00**	**$ 11,728.50**	**$ 140.00**	$ -
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Student Books/Supplies				$ 1,000.00	$ 1,000.00	$ 1,000.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 4,236.00**	**$ 4,362.00**	**$ 12,898.50**	**x**	x

Optional Exam Review $70.00 / Graduation Fees $16.00/ ONLINE ACCESS FEE $50

Program Requirements:	**AGE**	16 +
	Diploma	NA

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s) Subject to Change	Cost
TestOut Security Pro; TestOut Linux Pro; TestOut Server Pro	(Program Voucher)
CompTIA Security +	$ 262.00
CompTIA Linux+; CompTIA Server+	$ 178.00 each

PRE -REQUISITE:

CompTIA A+ Certification $230.00

Network+ Certification $178.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 30,000.00	$ 65,000.00
HIGH	$ 55,000.00	**National**
GENERAL	$30,000 - $55,000	$ 74,000.00

Program Completion % Rate	100	Program Placement % Rate:	100	Program Certification Pass % Rate	100	License/Certification(s) NOT Required

CLUSTER	**LAW, PUBLIC SAFETY & SECURITY**	**ELIGIBLE FOR**	
Program Name	**BASIC RECRUIT TRAINING PROGRAM FOR FLORIDA CORRECTIONAL OFFICERS**	**PELL**	**NO**
Program Number	**L100200**	**CAREER SOURCE**	**YES**
Program Hours	**445**	**TRI-COUNTY**	**NO**
Program Weeks	**15**		
CIP Number	**07 430102 13**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Correctional Officers and Jailers. The content includes, but is not limited to, knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system; statutory authority of the FDLE Criminal Justice Standards and Training Commission (CJSTC); corrections rules, rights, and responsibilities; basic law and legal procedures; correctional operations; investigation knowledge and skills; use of force; defensive tactics; physical fitness; chemical agents, weapons, and firearms skills; controlling, restraining, and arrest techniques; medical first responder techniques; sexually transmitted diseases; emergency preparedness techniques; communications skills; and interpersonal skills.

OCCUPATION DESCRIPTION:

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

PRE-REGISTRATION COSTS:

Fingerprinting/Background Check $75.00

CJBAT Exam (military may be exempt) $39.00

If Required: Level 2 Screening / WCJ; Physical with EKG; FDLE Physical Fitness Assessment; US Citizenship

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
CJK0301	A	Introduction to Corrections	32	$ 93.44	$ 97.28	$ 357.44	$ 5.00	x
CJK0355		Legal for Correctional Officers	22	$ 64.24	$ 66.88	$ 245.74	$ 5.00	x
CJK0306		Communications for Correctional Officers	32	$ 93.44	$ 97.28	$ 357.44	$ 5.00	x
CJK0111		Interviewing and Report Writing in Corrections	16	$ 46.72	$ 48.64	$ 178.72	$ 5.00	x
CJK0327		Shit Management and Safety	20	$ 58.40	$ 60.80	$ 223.40	$ 5.00	x
CJK0321		Intake and Release	16	$ 46.72	$ 48.64	$ 178.72	$ 5.00	x
CJK0324		Supervising in a Correctional Facility	32	$ 93.44	$ 97.28	$ 357.44	$ 5.00	x
CJK0326		Supervising Correctional Populations	25	$ 73.00	$ 76.00	$ 279.25	$ 5.00	x
CJK0336		Incidents and Emergencies in Correctional Facilities	20	$ 58.40	$ 60.80	$ 223.40	$ 5.00	x
CJK0031		First Aid for Criminal Justice Officers	40	$ 116.80	$ 121.60	$ 446.80	x	$ 29.00
CJK0040		Criminal Justice Firearms	80	$ 233.60	$ 243.20	$ 893.60	x	$ 250.00
CJK0051		Criminal Justice Defensive Tactics	80	$ 233.60	$ 243.20	$ 893.60	$ 5.00	x
CJK0340		Criminal Justice Officer Physical Fitness Training	30	$ 87.60	$ 91.20	$ 335.10	$ 5.00	x
		TOTAL(s)	**445**	**$ 1299.40**	**$ 1352.80**	**$ 4970.65**	**$ 55.00**	$ 279.00
Additional Costs:								
Processing (20) & Parking Per (10) Semester		**Student may be exempt from some additional costs**		$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Uniform Expense				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 1,743.40**	**$ 1,796.80**	**$ 5,414.65**	**x**	**x**

Exam Review $70.00 / Graduation Fees $16.00/ **Supplies/ test prep Fee $50.00**

The applicant cannot be convicted of any felony or misdemeanor involving perjury or have received a dishonorable discharge from the military. Those with military background may be exempt from CJ Bat exam.

Program Requirements:	AGE	18 + of Program Completion Students must be 18+ to participate in Firearms course
	Diploma	or Equivalent prior to Program Completion

Subject/ Grade Level	Reading 12	Math 12	Writing/Language 12
TABE	597	627	608
CASAS	239	236	TABE or OTHER test
Diploma Required / Scores not applicable			

Certification(s)	Cost
Correctional Officer	$ 100.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 21,476.00	$ 36,331.00
HIGH	$ 61,460.00	National
GENERAL	$ 36,331.00	$ 68,437.00

Program Completion % Rate	78	Program Placement % Rate:	98	Program Certification Pass % Rate	99	License/ Certification(s) Required

CLUSTER	**LAW, PUBLIC SAFETY & SECURITY**	**ELIGIBLE FOR**	
Program Name	**CROSSOVER FROM CORRECTIONAL OFFICER TO LAW ENFORCEMENT OFFICER**	**PELL**	**NO**
Program Number	**P430125**	**CAREER SOURCE**	**YES**
Program Hours	**518**	**TRI-COUNTY**	**NO**
Program Weeks	**18**		
CIP Number	**07 430107 02**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students who are currently Correctional Officers to become Law Enforcement Officers. The Criminal Justice Standards and Training Commission have established basic recruit cross-over training programs to provide lateral movement of Florida officers between criminal justice disciplines. Within this program, selected sections of the Florida CMS Law Enforcement Basic Recruit Training Program have been modified to fit the needs of Correctional officers wanting to become certified Florida Law Enforcement Officers. The content includes, but is not limited to, knowledge of codes of ethics; laws, rules, and regulations of arrest; search and seizure; patrol procedures; traffic control and direction; law enforcement vehicle operations; investigation of traffic crashes; DUI enforcement techniques; crime scene investigation techniques; trial procedures and testimony; communications.

OCCUPATION DESCRIPTION:

Maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

PRE-REGISTRATION COSTS:

Fingerprinting/Background Check $75.00
CJBAT Exam $39.00

If Required: Level 2 Screening / WCJ; Physical with EKG; FDLE Physical Fitness Assessment; US Citizenship; must posses Correctional Officer Certification or have taken the exam with in four (4) years.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
CJK0002	A	Introduction to Law Enforcement	12	$ 35.04	$ 36.48	$ 134.04	x	$ 3.00
CJK0016		Communication	24	$ 70.08	$ 72.96	$ 268.08	x	$ 3.00
CJK0018		Legal	64	$ 186.88	$ 194.56	$ 714.88	x	$ 3.00
CJK0019		Interviewing and Report Writing	56	$ 163.52	$ 170.24	$ 625.52	x	$ 3.00
CJK0063		Fundamentals of Patrol	40	$ 116.80	$ 121.60	$ 446.80	x	$ 3.00
CJK0021		Serving Your Community	34	$ 99.28	$ 103.36	$ 379.78	x	$ 3.00
CJK0072		Crimes Against Persons	48	$ 140.16	$ 145.92	$ 536.16	x	$ 3.00
CJK0073		Crimes Involving Property and Society	12	$ 35.04	$ 36.48	$ 134.04	x	$ 3.00
CJK0079		Crime Scene Follow-up Investigations	34	$ 99.28	$ 103.36	$ 379.78	x	$ 3.00
CJK0400		Traffic Incidents	12	$ 35.04	$ 36.48	$ 134.04	x	$ 3.00
CJK0401		Traffic Stops	24	$ 70.08	$ 72.96	$ 268.08	x	$ 3.00
CJK0402		Traffic Crash Investigations	30	$ 87.60	$ 91.20	$ 335.10	x	$ 3.00
CJK0403		DUI Traffic Stops	24	$ 70.08	$ 72.96	$ 268.08	x	$ 3.00
CJK0093		Critical Incidents	44	$ 128.48	$ 133.76	$ 491.48	x	$ 3.00
CJK0393		Cross-Over Program Updates	8	$ 23.36	$ 24.32	$ 89.36	x	$ 3.00
CJK0020		Law Enforcement Vehicle Operations	48	$ 140.16	$ 145.92	$ 536.16	x	$ 103.00
CJK0421		Conducted Electrical Weapon/Dart-Firing Stun Gun	4	$ 11.68	$ 12.16	$ 44.68	x	$ 3.00
		TOTAL(s)	**518**	**$ 1,512.56**	**$ 1,568.64**	**$ 5,786.06**	**$ -**	$ 151.00
Additional Costs:								
Processing (20) & Parking Per (10) Semester **Student may be exempt**				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Uniform Expense **from some additional costs**				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 1,773.56**	**$ 1,829.64**	**$ 6,047.06**	**x**	**x**
Exam Review $70.00 / Graduation Fees $16.00/ Supplies/ test prep Fee $50.00								

Program Requirements:	AGE	18 +
	Diploma	or Equivalent

Subject/ Grade Level	Reading 12	Math 12	Writing/Language 12
TABE	597	627	608
CASAS	239	236	TABE or OTHER test

Diploma Required / Scores not applicable

Certification(s)	Cost
Law Enforcement Officer	$ 100.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 28,382.00	$ 42,893.00
HIGH	$ 64,825.00	National
GENERAL	$ 40,067.00	$ 50,884.00

Program Completion % Rate	100	Program Placement % Rate:	100	Program Certification Pass % Rate	100	License/ Certification(s) Required

CLUSTER	**LAW, PUBLIC SAFETY & SECURITY**	**ELIGIBLE FOR**	
Program Name	**CROSSOVER TRAINING PROGRAM FOR FLORIDA LAW ENFORCEMENT OFFICER TO CORRECTIONAL OFFICER**	**PELL**	**NO**
Program Number	**L100300**	**CAREER SOURCE**	**YES**
Program Hours	**223**	**TRI-COUNTY**	**NO**
Program Weeks	**8**		
CIP Number	**07 430102 14**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students who are currently Law Enforcement Officers to become Correctional Officers. Within this program, selected sections of the Traditional Correctional Officer Basic Recruit Training Program have been modified to fit the needs of Law Enforcement Officers wanting to become certified Florida Correctional Officers. The content includes, but is not limited to, knowledge of codes of ethics; development of correctional philosophies and systems; corrections rules, rights, and responsibilities; basic law and legal procedures; correctional operations; emergency preparedness techniques; communications skills; and human relations skills.

OCCUPATION DESCRIPTION:

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

PRE-REGISTRATION COSTS:

Fingerprinting/Background Check	$75.00
CJBAT Exam	$39.00

IF REQUIRED:
Level 2 Screening / WCJ; Physical with EKG; FDLE Physical Fitness Assessment; US Citizenship; Pass FL LEO Certification, or have taken the exam within four (4) years.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
CJK0301	A	Introduction to Corrections	32	$ 93.44	$ 97.28	$ 357.44	x	$ 5.00
CJK0355		Legal for Correctional Officers	22	$ 64.24	$ 66.88	$ 245.74	x	$ 5.00
CJK0306		Communications for Correctional Officers	32	$ 93.44	$ 97.28	$ 357.44	x	$ 5.00
CJK0111		Interviewing and Report Writing in Corrections	16	$ 46.72	$ 48.64	$ 178.72	x	$ 5.00
CJK0327		Shift Management and Safety	20	$ 58.40	$ 60.80	$ 223.40	x	$ 5.00
CJK0321		Intake & Release	16	$ 46.72	$ 48.64	$ 178.72	x	$ 5.00
CJK0324		Supervising in a Correctional Facility	32	$ 93.44	$ 97.28	$ 357.44	x	$ 5.00
CJK0326		Supervising Correctional Populations	25	$ 73.00	$ 76.00	$ 279.25	x	$ 5.00
CJK0336		Incidents & Emergencies in Correctional Facilities	20	$ 58.40	$ 60.80	$ 223.40	x	$ 5.00
CJK0393		Cross-Over Program Updates	8	$ 23.36	$ 24.32	$ 89.36	x	$ 5.00
		TOTAL(s)	**223**	**$ 651.16**	**$ 677.92**	**$ 2490.91**	**$ -**	$ 50.00
Additional Costs:								
Processing (20) & Parking Per (10) Semester		**Student may be exempt from some additional costs**		$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Uniform Expense				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 811.16**	**$ 837.92**	**$ 2,650.91**	x	x

Program Requirements:		
	AGE	18 +
	Diploma	or Equivalent

Exam Review $70.00 / Graduation Fees $16.00
Supplies/ test prep Fee $50.00

Subject/ Grade Level	Reading 12	Math 12	Writing/Language 12
TABE	597	627	608
CASAS	239	236	TABE or OTHER test
Diploma Required / Scores not applicable			

Certification(s)	Cost
Correctional Officer	$ 100.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 21,476.00	$ 36,331.00
HIGH	$ 61,460.00	**National**
GENERAL	$ 36,331.00	$ 68,437.00

Level 2 Screening / WCJ; Physical with EKG; FDLE Physical Fitness Assessment; US Citizenship; must posses state Law Enforcement Certification or have taken the exam with in four (4) years.

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**100**	**License/ Certification(s) Required**

CLUSTER	**LAW, PUBLIC SAFETY & SECURITY**	**ELIGIBLE FOR**	
Program Name	**FLORIDA LAW ENFORCEMENT ACADEMY**	**PELL**	**YES**
Program Number	**P430105**	**CAREER SOURCE**	**YES**
Program Hours	**770**	**TRI-COUNTY**	**NO**
Program Weeks	**24**		
CIP Number	**07 430107 00**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Law Enforcement Officers. The responsibility of a Law Enforcement Officer must never be taken lightly. Officers must always act within the boundaries of their authority and uphold the recognized standards of their professions code of ethics. The content includes, but is not limited to, knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system; statutory authority of the FDLE CJSTC; basic law and legal procedures; law enforcement operations; investigation knowledge and skills; laws, rules, and regulations of arrest; search and seizure; knowledge of use of force; defensive tactics; physical fitness; weapons skills; controlling and restraining techniques; traffic control and direction, DUI enforcement techniques; first aid techniques; communications skills; human relations skills; definition of sexual harassment and ways to avoid compromising interactions with other officers and the public.

OCCUPATION DESCRIPTION:

Maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.

PRE-REGISTRATION COSTS:

Fingerprinting/Background Check	$75.00
CJBAT Exam (military may be exempt)	$39.00

IF REQUIRED:
Level 2 Screening / WCJ; Physical with EKG; FDLE Physical Fitness Assessment; US Citizenship

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
CJK0002	A	Introduction to Law Enforcement	12	$ 35.04	$ 36.48	$ 134.04	$ 6.00	x
CJK0016		Communication	24	$ 70.08	$ 72.96	$ 268.08	$ 6.00	x
CJK0018		Legal	64	$ 186.88	$ 194.56	$ 714.88	$ 6.00	x
CJK0019		Interviewing and Report Writing	56	$ 163.52	$ 170.24	$ 625.52	$ 6.00	x
CJK0063		Fundamentals of Patrol	40	$ 116.80	$ 121.60	$ 446.80	$ 6.00	x
CJK0021		Serving Your Community	34	$ 99.28	$ 103.36	$ 379.78	$ 6.00	x
CJK0072		Crimes Against Persons	48	$ 140.16	$ 145.92	$ 536.16	$ 6.00	x
CJK0073		Crimes Involving Property and Society	12	$ 35.04	$ 36.48	$ 134.04	$ 6.00	x
CJK0079		Crime Scene Follow-up Investigations	34	$ 99.28	$ 103.36	$ 379.78	$ 6.00	x
CJK0400		Traffic Incidents	12	$ 35.04	$ 36.48	$ 134.04	$ 6.00	x
CJK0401		Traffic Stops	24	$ 70.08	$ 72.96	$ 268.08	$ 6.00	x
CJK0402		Traffic Crash Investigations	30	$ 87.60	$ 91.20	$ 335.10	$ 6.00	x
CJK0403		DUI Traffic Stops	24	$ 70.08	$ 72.96	$ 268.08	$ 6.00	x
CJK0093		Critical Incidents	44	$ 128.48	$ 133.76	$ 491.48	$ 6.00	x
CJK0020		Law Enforcement Vehicle Operations	48	$ 140.16	$ 145.92	$ 536.16	x	$ 103.00
CJK0031		First Aid for Criminal Justice Officers	40	$ 116.80	$ 121.60	$ 446.80	x	$ 29.00
CJK0040		Criminal Justice Firearms	80	$ 233.60	$ 243.20	$ 893.60	x	$ 250.00
CJK0051		Criminal Justice Defensive Tactics	80	$ 233.60	$ 243.20	$ 893.60	$ 6.00	x
CJK0421		Conducted Electrical Weapon/Dart-Firing Stun Gun	4	$ 11.68	$ 12.16	$ 44.68	$ 6.00	x
CJK0096		Criminal Justice Officer Physical Fitness Training/Law Enforcement	60	$ 175.20	$ 182.40	$ 670.20	$ 6.00	x
		TOTAL(s)	**770**	**$ 2,248.40**	**$ 2,340.80**	**$ 8,600.90**	**$ 102.00**	**$ 382.00**
Additional Costs								
Processing (20) & Parking Per (10) Semester		**Student may be exempt from some additional costs**		$ 30.00	$ 30.00	$ 30.00	x	x
Supplies/ test prep Fee				$ 50.00	$ 50.00	$ 50.00	x	x
Approximate Uniform Expense				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 2,892.40**	**$ 2,984.80**	**$ 9,244.90**	x	x
Exam Review $70.00 / Graduation Fees $16.00								

The applicant cannot be convicted of any felony or misdemeanor involving perjury or have received a dishonorable discharge from the military. Those with military background may be exempt from CJ Bat exam.

Program Requirements:		
	AGE	18 + of Program Completion Students must be 18+ to participate in Firearms course
	Diploma	or Equivalent prior to Program Completion

Subject/ Grade level	Reading 12	Math 12	Writing/Language 12
TABE	597	627	608
CASAS	239	236	TABE or OTHER test

Diploma Required / Scores not applicable

Certification(s)	Cost
Law Enforcement Officer	$ 100.00

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 28,382.00	$ 42,893.00
HIGH	$ 64,825.00	National
GENERAL	$ 40,067.00	$ 50,884.00

Program Completion % Rate	100	Program Placement % Rate:	100	Program Certification Pass % Rate	90	License /Certification(s) Required

CLUSTER	**MANUFACTURING**	**ELIGIBLE FOR**	
Program Name	**WELDING TECHNOLOGY**	**PELL**	**YES**
Program Number	**J400400**	**CAREER SOURCE**	**YES**
Program Hours	**1050**	**TRI-COUNTY**	**NO**
Program Weeks	**35**		
CIP Number	**06 480508 08**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment in various welding positions. The content includes, but is not limited to, planning; management; finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

OCCUPATION DESCRIPTION:

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
PMT0070	A	Welder Assistant 1	150	$ 438.00	$ 456.00	$ 1,675.50	$ 175.00	x
PMT0071		Welder Assistant 2	150	$ 438.00	$ 456.00	$ 1,675.50	$ 175.00	x
PMT0072	B	Welder, SMAW 1	150	$ 438.00	$ 456.00	$ 1,675.50	$ 175.00	x
PMT0073		Welder, SMAW 2	150	$ 438.00	$ 456.00	$ 1,675.50	$ 175.00	x
PMT0074	C	Welder	450	$ 1,314.00	$ 1,368.00	$ 5,026.50	$ 300.00	x
		TOTAL(s)	**1050**	**$ 3,066.00**	**$ 3,192.00**	**$ 11,728.50**	**$ 1000.00**	**x**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 210.00	$ 210.00	$ 210.00	x	x
Lincoln Tool Kit (price varies) $350-$475 if not purchased in WT				$ 475.00	$ 475.00	$ 475.00	x	x
Uniform Kit Fee (Charged per semester)				$ 97.50	$ 97.50	$ 97.50	x	x
OSHA Card Fee				$ 10.00	$ 10.00	$ 10.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 4,888.50**	**$ 5,014.50**	**$ 13,551.00**	**x**	**x**

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Able to crouch, bend, lift 50-100 lbs	

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s)	Cost	# Tests Per Level (Pay Test and ReTest)
NCCER Test Subscription	$27	All Levels Active 1 year from purchase
American Welding Society (AWS) Certified Welder (15 possible)	$	150.00 - 275.00

*NCCER CORE 9 -Pre-Req to Level 1

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 28,081.00	$ 47,328.00
HIGH	$ 61,098.00	**National**
GENERAL	$ 43,918.00	$ 46,500.00

Live Work Fees*	
ITEM	**COST**
Materials	15% + Tax
Small Jobs:	$30.00
Medium Jobs:	$40.00
Large Jobs:	$75.00 & up
**Must be approved by instructor*	

Program Completion % Rate	**91**	**Program Placement % Rate:**	**70**	**Program Certification Pass % Rate**	**NA**	**License / Certification(s) Not Required**

CLUSTER	**MANUFACTURING**	**ELIGIBLE FOR**	
Program Name	**WELDING TECHNOLOGY - ADVANCED**	**PELL**	**YES**
Program Number	**J400410**	**CAREER SOURCE**	**YES**
Program Hours	**750**	**TRI-COUNTY**	**NO**
Program Weeks	**25**		
CIP Number	**06 480508 06**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment in various welding positions. The content includes, but is not limited to, planning; management; finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

OCCUPATION DESCRIPTION:

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
PMT0075	A	Advanced Welder 1	600	$ 1,752.00	$ 1,824.00	$ 6,702.00	$ 400.00	$ 300.00
PMT0076	B	Advanced Welder 2	150	$ 438.00	$ 456.00	$ 1,675.50	$ 150.00	$ 150.00
		TOTAL(s)	**750**	**$ 2,190.00**	**$ 2,280.00**	**$ 8,377.50**	**$ 550.00**	**$ 450.00**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 210.00	$ 210.00	$ 210.00	x	x
Lincoln Tool Kit (price varies) $350-$475 if not purchased in WT				$ 475.00	$ 475.00	$ 475.00	x	x
Uniform Kit Fee (Charged per semester)				$ 97.50	$ 97.50	$ 97.50	x	x
OSHA Card Fee				$ 10.00	$ 10.00	$ 10.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 4,012.50**	**$ 4,102.50**	**$ 10,200.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00 / UNIFORM LOST OR DAMAGED FEE $50

Program Requirements:		
	AGE	16 +
	Diploma	N/A
	Able to crouch, bend, lift 50 lbs	

Subject/ Grade Level	**Reading 9**	**Math 9**	**Writing/Language 9**
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s)	**Cost**	**# Tests Per Level (Pay Test and ReTest)**
NCCER Test Subscription	$27	All Levels Active 1 year from purchase
American Welding Society (AWS) Certified Welder (15 possible)	$	150.00 - 275.00

Live Work Fees*	
ITEM	**COST**
Materials	15% + Tax
Small Jobs:	$30.00
Medium Jobs:	$40.00
Large Jobs:	$75.00 & up
**Must be approved by instructor*	

ADVISORY SALARY RANGE	**Florida Panhandle**	**State**
LOW	$ 28,081.00	$ 47,328.00
HIGH	$ 61,098.00	**National**
GENERAL	$ 43,918.00	$ 46,500.00

Program Completion % Rate	**50**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License / Certification(s) Not Required**

CLUSTER	**MARKETING, SALES & SERVICE**	**ELIGIBLE FOR**	
Program Name	**MARKETING, MANAGEMENT AND ENTREPRENEURIAL PRINCIPLES**	**PELL**	**YES**
Program Number	**M200500**	**CAREER SOURCE**	**NO**
Program Hours	**600**	**TRI-COUNTY**	**NO**
Program Weeks	**20**		
CIP Number	**02 521401 04**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Marketing, Sales and Service career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Marketing, Sales and Service career cluster.

OCCUPATION DESCRIPTION:

Marketing program managers work to prepare effective advertising, promotions, and marketing managers plan programs to generate interest in products or services. They oversee all aspects of the program, from brainstorming the vision to final approval of content and deliverables and deployment of communications and media campaigns.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
MKA0432	A	Salesperson, Retail	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
MKA0010	B	Marketing Managers	150	$ 438.00	$ 456.00	$ 1,675.50	$ 25.00	x
MKA0091	C	(Entrepreneur) General Manager	150	$ 438.00	$ 456.00	$ 1,675.50	$ 25.00	x
		TOTAL(s)	**600**	**$ 1,852.00**	**$ 1,924.00**	**$ 6,802.00**	**$ 100.00**	$
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies/Digital Curriculum				$ 200.00	$ 200.00	$ 200.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 2,077.00**	**$ 2,149.00**	**$ 7, 032.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00

Program Requirements:	**AGE**	16 +
	Diploma	N/A
	Sit for extended time periods	

Subject/ Grade Level	Reading 10	Math 10	Writing/Language 10
TABE	563	577	573
CASAS	244	241	TABE or other

+ Experience may be considered for substitution only with written review and approval from instructor

Certification(s)	COST
Adobe Certified Professional Series Certification (7)	$150.00 each
Adobe Certified Professional Series Certification Practice Test (7)	$40.00 each
State LLC License	$125.00

Google Badges may also be earned throughout the course @ little or no charge

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 21,683.00	$ 62,199.00
HIGH	$ 104,430.00	**National**
Graphic Designer	$18,585.00 -$ 72,129.00	$ 57,038.00
MM Artist- Animator	$20,798.00 -$ 74,340.00	

Live Work Fees*

ITEM	COST
Materials	15% + Tax
Black/White**	$ .50 - $2.75 per page
Color**	$ .75 - $6.00 per page

*Must be approved by instructor

** pricing varies based on size, saturation, paper quality, & finishing

Prerequisites required for this program

Program Completion % Rate	**NEW**	**Program Placement % Rate:**	**NEW**	**Program Certification Pass % Rate**	**NA**	**License /Certification(s) N o t REQUIRED**

CLUSTER	**TRANSPORTATION, DISTRIBUTION & LOGISITICS**	**ELIGIBLE FOR**	
Program Name	**MASTER AUTOMOTIVE SERVICE TECHNOLOGY 1**	**PELL**	**YES**
Program Number	**T400700**	**CAREER SOURCE**	**NO**
Program Hours	**1050**	**TRI-COUNTY**	**NO**
Program Weeks	**35**		
CIP Number	**06 470604 11**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Automotive Service Technicians & Mechanics. The content includes, but is not limited to, finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

OCCUPATION DESCRIPTION:

Diagnose, service, repair, or overhaul automotive vehicles.

ARTICULATION AGREEMENT

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Automotive Service Technology 1** AND the **750-clock** hour program in **Automotive Service Technology 2** and successful completion of ASE certification exams shall articulate **nineteen (19)** college credit hours to the AAS/AS Degree in **Automotive Service Management Technology**.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
AER0014	A	Automobile Services Assistor	300	$ 876.00	$ 912.00	$ 3,351.00	$ 75.00	x
AER0418	B	Automotive Brake System Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
AER0453	C	Automobile Suspension & Steering Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
AER0360	D	Automotive Electrical/ Electronic System Technician	300	$ 876.00	$ 912.00	$ 3,351.00	$ 75.00	x
AER0110	E	Engine Repair Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
		TOTAL(s)	**1050**	**$ 3,066.00**	**$ 3,192.00**	**$ 11,728.50**	**$ 300.00**	**x**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 180.00	$ 180.00	$ 180.00	x	x
Uniform Kit Fee (Charged per semester)				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,656.00**	**$ 3,78200**	**$ 12,318.50**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00/ UNIFORM LOST OR DAMAGED FEE $50

NOTE: It is recommended that students complete OCP-A (Automobile Services Assistor) and/or demonstrate mastery of the outcomes in OCP-A (Automobile Services Assistor) prior to enrolling in additional Automotive Service Technology courses. The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A, is at the discretion of the instructor.

Program Requirements:		
	AGE	16 +
	Diploma	N/A

Subject/ Grade Level	**Reading 9**	**Math 10**	**Writing/Language 9**
TABE	550	577	560
CASAS	239	241	TABE or OTHER test

Note: Digital DCX Curriculum *prices may vary per year
$150-$250 average

Certifications	**Cost**
ASE-G1 Auto Maintenance & Light Repair; A1 -Engine Repair; A4- Suspension & Steering; A5- Brakes; A6- Electrical/Electronic Systems **INFO at ASE.com**	$ 118- $250
FADA Certified Technician	$ 80.00

ADVISORY SALARY RANGE	**Florida Panhandle**	**State**
LOW	$ 28,795.00	$ 52,013.00
HIGH	$ 93,950.00	**National**
GENERAL	$ 52,013.00	$ 54,613.65

Live Work Fees*

ITEM	**COST**
Shop Fee	$35 Plus tax
Labor after 1st hour	$25.00 per hour
Services	$10.00 (oil chg/tire svc)
Materials	15% + Tax

**Must be approved by instructor*

Program Completion % Rate	**63**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License/ Certification(s) Not Required**

CLUSTER	**TRANSPORTATION, DISTRIBUTION & LOGISITICS**	**ELIGIBLE FOR**	
Program Name	**MASTER AUTOMOTIVE SERVICE TECHNOLOGY 2**	**PELL**	**YES**
Program Number	**T400800**	**CAREER SOURCE**	**NO**
Program Hours	**750**	**TRI-COUNTY**	**NO**
Program Weeks	**25**		
CIP Number	**06 470604 12**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Automotive Service Technicians & Mechanics. The content includes, but is not limited to, finance; technical and product skills; underlying principles of technology; labor issues; community issues; and health,

OCCUPATION DESCRIPTION:

Diagnose, service, repair, or overhaul automotive vehicles.

ARTICULATION AGREEMENT

A state articulation agreement is in place between School district technical colleges/centers and community colleges. The **1050** clock hour program in **Automotive Service Technology 1** AND the **750** clock hour program in **Automotive Service Technology 2** and successful completion of ASE certification exams shall articulate **nineteen (19)** college credit hours to the AAS/AS Degree in **Automotive Service Management Technology**.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
AER0503	A	Automotive Engine Performance Technician	300	$ 876.00	$ 912.00	$ 3,351.00	$ 75.00	x
AER0257	B	Automatic Transmission and Transaxle Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
AER0274	C	Manual Drivetrain and Axle Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
AER0172	D	Automotive Heating and Air Conditioning Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
		TOTAL(s)	**750**	**$ 2,190.00**	**$ 2,280.00**	**$ 8,377.50**	**$ 225.00**	**x**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies				$ 100.00	$ 100.00	$ 100.00	x	x
Uniform Kit Fee (Charged per semester)				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 2,625.00**	**$ 2,715.00**	**$ 8,812.50**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00/ UNIFORM LOST OR DAMAGED FEE $50

NOTE: It is recommended that students complete OCP-A (Automobile Services Assistor) and/or demonstrate mastery of the outcomes in OCP-A (Automobile Services Assistor) prior to enrolling in additional Automotive Service Technology courses. The sequence of OCP's, after completing and/or demonstrating mastery of OCP-A, is at the discretion of the instructor.

Program Requirements:		
	AGE	16 +
	Diploma	N/A

Note: Digital DCX Curriculum *prices may vary per year
$150-$250 average

Subject/ Grade Level	**Reading 9**	**Math 10**	**Writing/Language 9**
TABE	550	577	560
CASAS	239	241	TABE or OTHER test

Certifications	**Cost**
ASE-G1 Auto Maintenance & Light Repair; A1 -Engine Repair; A4- Suspension & Steering; A5- Brakes; A6- Electrical/Electronic Systems **INFO at ASE.com**	$ 118- $250
FADA Certified Technician	$ 80.00

ADVISORY SALARY RANGE	**Florida Panhandle**	**State**
LOW	$ 28,795.00	$52,013.00
HIGH	$ 93,950.00	**National**
GENERAL	$ 52,013.00	$54,613.65

Live Work Fees*

ITEM	**COST**
Shop Fee	$35 plus tax
Labor after 1st hour	$25.00 per hour
Services	$10.00 (oil chg/tire svc)
Materials	15% + Tax

**Must be approved by instructor*

NOTE: It is recommended that students complete OCP-A (Automobile Services Assistor) of Automotive Service Technology 1 and/or demonstrate mastery of the outcomes in OCP-A (Automobile Services Assistor) of Automotive Service Technology 1 prior to enrolling in additional Automotive Service Technology courses

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License / Certification(s) Not Required**

CLUSTER	**TRANSPORTATION, DISTRIBUTION & LOGISITICS**	**ELIGIBLE FOR**	
Program Name	**COMMERCIAL VEHICLE DRIVING**	**PELL**	**NO**
Program Number	**I490205**	**CAREER SOURCE**	**YES**
Program Hours	**320**	**TRI-COUNTY**	**NO**
Program Weeks	**10**		
CIP Number	**06 490205 00**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as professional drivers. It provides instruction in the modern methods and techniques used to develop safe driving habits, proper handling of equipment; customer relations; and other areas of instruction that will be an asset to the transportation industry.

OCCUPATION DESCRIPTION:

Drive a tractor-trailer combination with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

PRE-REGISTRATION COSTS:

DOT 5 Panel Drug Screen	*$45-$65*
DOT Physical	*$100-$125*
CDL Permit REQ to	*$0.00*
New License Card	*$25.00*
Tanker Endorsements	*$7.00 ea*
MVR	*$14.25-$16.25*

Applicants may not have any alcohol related violations, careless or reckless driving convictions in the last 3 years.

DOT 5 Panel Drug Screen (within 30 days prior of start date); Valid DOT medical certificate; Class "A" License OR Class "A" Permit with Tanker Endorsement (Prior to the first day of class); Understand the English language; printout of past 3 years driving record

$300 Non-Refundable Deposit Required to Enroll

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
TRA0080	A	Tractor Trailer Truck Driver	320	$ 934.40	$ 972.80	$ 3,574.40	x	$ 1,750.00
		TOTAL(s)	**320**	**$ 934.40**	**$ 972.80**	**$ 3,574.40**	x	**$ 1,750.00**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Approximate Books/Supplies/Digital Curriculum				$ 50.00	$ 50.00	$ 50.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 2,764.40**	**$ 2,80280**	**$ 5,404.40**	**x**	**x**

Program Requirements:		
	AGE	19 +
	Diploma	N/A
	Sit for Extended Periods	

Subject/ Grade Level	Reading 9	Math 10	Writing/Language 9
TABE	550	577	560
CASAS	239	241	TABE or OTHER test

Basic Skills Suggested, but Not Required to Complete

Certification(s)	Cost
Commercial Driver License	$ 88.25

	Florida Panhandle	State
LOW	$ 23,438.00	$ 42,558.00
HIGH	$ 91,543.00	**National**
GENERAL	$50,000.00 -$ 55,000.00	$ 49,000.00

SCHEDULE	
Start Date	**Orientation (approximately 2 weeks prior)**
08.11.2025	***7.28.2025***
10.27.2025	***10.14.2025***
03.03.2026	***2.17.2026***
2025.2026 School Year	

Program Completion % Rate	**96**	**Program Placement % Rate:**	**95**	**Program Certification Pass % Rate**	**100**	**License / Certification(s) Required**

Requirements:
VALID CDL PERMIT
(permit & license numbers must match)
& ELDT Training Verification

Testing IS NOT at the FPTC Campus, but instead

TESTING IS HELD AT
661 RUSTIN DRIVE, CHIPLEY, FL 32428

CDL Testing Fees ($25 nonrefundable for cancellation prior to 72 hrs of test time)

CDL CLASS	INITAL FEE	RE-TESTING FEE	CMV PROVIDED	REQUIRED DOCUMENTS
CLASS A	$750 *($500)	3 part - $750 *(500)	Yes	Valid Class A Learner's Permit Valid Driver's License ELDT Verification
		2 part - $600 *(350)		
		1 part - $300 *(175)		
CLASS B	$750 *($500)	3 part - $750 *(500)	No	Valid Class B Learner's Permit Valid Driver's License ELDT Verification
		2 part - $600 *(350)		
		1 part - $300 *(175)		
CLASS C	$350	3 part - $350	No	Valid Class C Learner's Permit Valid Driver's License Current Vehicle Registration Proof of Insurance
		2 part - $250		
		1 part - $125		
** Indicates own (personal) vehicle is being provided, FPTC's vehicle **IS NOT** being used.*				

Class A Vehicle:

FPTC uses a Class 8 Tractor and 48 ft . Trailer with 9-speed manual transmission (hi/lo range) that requires double clutching.

Class B Vehicles:

FPTC uses a 40ft. enclosed vehicle with automatic transmission and air brakes.

FPTC uses a dump truck with manual transmission.

- **Testing will be offered at the tester's availability.**
- **No refunds will be granted.**
- **Lack of documentation will result in NO TESTING and loss of fees.**
- **Pre-registration is required. Fees are due at time of registration.**
- **NO WEAPONS are allowed during testing.**

Fees updated July 14, 2025

CDL Testing Process and Policies

Process

1. Fill out and return the attached application in person, by email, fax or USPS.
2. With the completed application, provide a copy of your CDL permit and a copy of your valid driver's license. Due to the change in the state law implemented by FLHSMV the new license number must match the existing permit number.
3. Make payment using cash, money order, cashier's check, debit or credit card. (An option for payment is to do this by way of phone using a credit card. Visa, MasterCard, and Discover cards accepted. There is a 2.75% of the transaction amount convenience fee for credit card usage
4. The tester will contact you to confirm the test schedule. Tests are scheduled on a first come, first served basis.

If you have any further questions, call Student Services at 850-638-1180 ext. 6317. We look forward to providing this service for you.

Scheduling Tests

- Initial permits require a 14-day waiting period before driving test.
- All skills tests must be scheduled at least 3 full business days in advance. A business day is defined as Monday thru Friday. The day the test is scheduled does not count as the first day. For example – Applicant contacts organization on Monday. The first day the applicant is eligible to test is Friday. This allows 3 full business days (Tuesday, Wednesday & Thursday).
- Changing a scheduled test due to applicant: If an applicant seeks to change the original test time, the test must be cancelled and rescheduled at least 3 business days in advance.
- Changing a scheduled test due to weather: If inclement weather occurs and a test needs to be postponed to a later time, the test will be rescheduled at least 2 business days in advance.

CDL Testing

- Make sure you understand the scheduled test date and time. Missing an appointment by one hour forces a cancellation of that test and is not refundable. If a test needs to be rescheduled, contact your examiner as soon as possible and prior to your scheduled test day. Ask the examiner if your test can be rescheduled. This will require a minimum wait time of three business days before you can be retested.
- Make sure you have all your paperwork with you when you arrive for your test: driver's license, a valid temporary permit and the receipt showing your test has been paid for, unless you paid for your test over the phone.
- Show up prepared to test. There is no practice prior to testing. Make sure you have studied the most recent Florida CDL Handbook (available online at http://www.flhsmv.gov). Pay close attention to sections 11, 12 &13 in the CDL Handbook. These sections cover all three portions of the CDL Skills Test in which you are about to take. It is highly recommended that you find a comparable vehicle to practice with prior to testing. It is very difficult to learn the driving skills needed by only reading the CDL Handbook.
- If you will be testing using your vehicle, you must also provide a copy of the current vehicle registration and proof of insurance for that vehicle. Additionally, your vehicle must be completely unloaded. If truck is loaded when you arrive for the test, you will not be tested.
- Class A Vehicle requirements are any combination of vehicles with a combined GVWR of both vehicles that is greater than 26,001lbs and 10,000lbs of that must belong to the towed unit (trailer, etc.) This is the weight rating for the vehicles, not how much they weigh. Must be listed on the manufacturer's data tag on the vehicle or trailer.
- Class B Vehicle requirements are any single vehicle with GVWR of 26,001lbs or more. This is the weight rating for the vehicle, not how much it weighs. Must be listed on the manufacturer's data tag on the vehicle or trailer.
- Class C Vehicle requirements are any single with a GVWR (weight rating, not the vehicles weight) less than 26,001lbs and designed to carry 16 or more passengers or used to transport Hazardous Materials in quantities that require placarding, or is carrying any amount of certain HazMat listed in 42CFR part 73. Must be listed on the manufacturer's data tag on the vehicle or trailer.
- The three parts of the skills test (vehicle inspection, backing, road test) normally takes 2.5-3 hours to complete. Each test begins with the vehicle inspection, then moves to the backing, and ends with the road test. Each section must be passed before you move to the next section. You can only test once per day.
- For more information, please call (850) 638-1180 ext. 6356. If no answer, leave your name and contact number and an examiner will call you back as soon as possible.

CLUSTER	**TRANSPORTATION, DISTRIBUTION & LOGISITICS**	**ELIGIBLE FOR**	
Program Name	**DIESEL SYSTEMS TECHNICIAN 1**	**PELL**	**YES**
Program Number	**T650100**	**CAREER SOURCE**	**YES**
Program Hours	**1050**	**TRI-COUNTY**	**NO**
Program Weeks	**35**		
CIP Number	**06 470613 05**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Diesel Engine Mechanics. The content includes, but is not limited to, maintaining and repairing diesel engines and electrical systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The program also includes training in communication, leadership and employability skills; human relations; and safe efficient work practices.

OCCUPATION DESCRIPTION:

Diagnose, adjust, repair, maintain or overhaul buses and trucks.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
DIM0102	B	Diesel Electrical and Electronics Technician	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
DIM0104	C	Diesel Engine Technician	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
DIM0105	D	Diesel Brakes Technician	300	$ 876.00	$ 912.00	$ 3,351.00	$ 50.00	x
		TOTAL(s)	**1050**	**$ 3,066.00**	**$ 3,192.00**	**$ 11,728.50**	**$ 200.00**	**x**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Uniform Kit Fee (Charged per semester)				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,37600**	**$ 3,502.00**	**$ 12,038.50**	**x**	**x**

The courses after the core (OCP A) may be taken in any sequence.

Program Requirements:	**AGE**	16 +
	Diploma	N/A
	lift 30 lbs, crouch. climb ladder	

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Note: Digital DCX Curriculum *prices may vary per year

$150-$250 average

Certification(s)	Cost
ASE Diesel Electrical & Electronics Tech-T6-Electrical/Electronic Systems; ASE Diesel Electrical & Electronics Tech-S6-Electrical/Electronic Systems; ASE Diesel Engine Tech-T2-Diesel Engines; ASE Diesel Engine Tech-S2-Diesel Engines; ASE Diesel Brakes Tech-T4- Brakes; ASE Diesel Brakes Tech-S4- Brakes **Info at ASE.com**	$118 - $250 each

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 23,010.00	$ 41,147.00
HIGH	$ 61,951.00	**National**
GENERAL	$40,710.00 -$ 44,249.00	$ 44,869.00

Live Work Fees*	
ITEM	**COST**
Shop Fee	$35 Plus tax
Labor after 1st hour	$25.00 per hour
Services	$10.00 (oil change/tire service)
Materials	15% + Tax

**Must be approved by instructor*

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License Certification(s) Not Required**

CLUSTER	**TRANSPORTATION, DISTRIBUTION & LOGISITICS**	**ELIGIBLE FOR**	
Program Name	**DIESEL SYSTEMS TECHNICIAN 2**	**PELL**	**YES**
Program Number	**T650200**	**CAREER SOURCE**	**YES**
Program Hours	**750**	**TRI-COUNTY**	**NO**
Program Weeks	**25**		
CIP Number	**06 470613 06**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment as Diesel Engine Mechanics. The content includes, but is not limited to, maintaining and repairing diesel engines and electrical systems; overhauling diesel engines; and performing diesel engine preventive maintenance. The program also includes training in communication, leadership and employability skills; human relations; and safe efficient work practices.

OCCUPATION DESCRIPTION:

Diagnose, adjust, repair, maintain or overhaul buses and trucks.

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
DIM0103	A	Diesel Engine Preventative Maintenance Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
DIM0106	B	Diesel Heating and Air Conditioning Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
DIM0107	C	Diesel Steering and Suspension Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
DIM0108	D	Diesel Drivetrain Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
DIM0109	E	Diesel Hydraulics Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
		TOTAL(s)	**750**	**$ 2,190.00**	**$ 2,280.00**	**$ 8,377.50**	**$ 250.00**	**x**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Uniform Kit Fee (Charged per semester)				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 2,550.00**	**$ 2,640.00**	**$ 8,737.50**	**x**	**x**

Note: Digital DCX Curriculum *prices may vary per year *$150-$250 average*

Program Requirements:	**AGE**	16 +
	Diploma	N/A
	lift 30 lbs, crouch. climb ladder	

Subject/ Grade Level	Reading 9	Math 9	Writing/Language 9
TABE	550	557	560
CASAS	239	236	TABE or OTHER test

Certification(s)	Cost
ASE Diesel Electrical & Electronics Tech-T6-Electrical/Electronic Systems; ASE Diesel Electrical & Electronics Tech-S6-Electrical/Electronic Systems; ASE Diesel Engine Tech-T2-Diesel Engines; ASE Diesel Engine Tech-S2-Diesel Engines; ASE Diesel Brakes Tech-T4- Brakes; ASE Diesel Brakes Tech-S4- Brakes **Info at ASE.com**	$118 - $250 each

Live Work Fees*	
ITEM	**COST**
Shop Fee	$35 Plus tax
Labor after 1st hour	$25.00 per hour
Services	$10.00 (oil change/tire service)
Materials	15% + Tax

**Must be approved by instructor*

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 23,010.00	$ 41,147.00
HIGH	$ 61,951.00	**National**
GENERAL	$40,710.00 -$ 44,249.00	$ 44,869.00

Program Completion % Rate	**100**	**Program Placement % Rate:**	**100**	**Program Certification Pass % Rate**	**NA**	**License Certification(s) Not Required**

CLUSTER	**TRANSPORTATION, DISTRIBUTION & LOGISITICS**	**ELIGIBLE FOR**	
Program Name	**HEAVY EQUIPMENT OPERATIONS TECHNICIAN**	**PELL**	**YES**
Program Number	**T440200**	**CAREER SOURCE**	**YES**
Program Hours	**1200**	**TRI-COUNTY**	**NO**
Program Weeks	**40**		
CIP Number	**06 490202 01**	**(Program must be eligible) ONLINE**	**NO**

PROGRAM DESCRIPTION:

This training program will prepare students for employment in the construction field as Heavy Equipment Operators. The content includes, but is not limited to, communication, employability and leadership skills; human relations; safe and efficient work practices; and skills to operate and maintain a variety of heavy equipment.

OCCUPATION DESCRIPTION:

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, shovels, tractors, or front-end loaders to excavate, move, and grade earth, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. Excludes *"Crane and Tower Operators" and "Extraction Workers".

ARTICULATION AGREEMENT: Some certifications articulate to a minimum guarantee of credit pursuant to Statewide Career Pathways.

PROGRAM STRUCTURE: The following table illustrates the PSAV **program structure:**

COURSE #	OCP	COURSE NAME	HOURS	TUITION				
				In-State	Differential	Out-of-State	Material & Supply Fee	LAB
TRA0070	A	Heavy Equipment Maintenance Technician	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TRA0086	B	Tractor Operator	150	$ 438.00	$ 456.00	$ 1,675.50	$ 50.00	x
TRA0087	C	Off-road Equipment Operator 1	300	$ 876.00	$ 912.00	$ 3,351.00	$ 75.00	x
TRA0088	D	Off-road Equipment Operator 2	300	$ 876.00	$ 912.00	$ 3,351.00	$ 75.00	x
TRA0049	E	Crane Operator	300	$ 876.00	$ 912.00	$ 3,351.00	$ 75.00	x
		TOTAL(s)	**1200**	**$ 3,504.00**	**$ 3,648.00**	**$ 13,404.00**	**$ 325.00**	**x**
Additional Costs:								
Processing (20) & Parking Per (10) Semester				$ 30.00	$ 30.00	$ 30.00	x	x
Uniform Kit Fee (Charged per semester)				$ 80.00	$ 80.00	$ 80.00	x	x
Total Program Cost (includes Tuition, Materials, & Lab):				**$ 3,939.00**	**$ 4,083.00**	**$ 13,839.00**	**x**	**x**

Optional Exam Review $70.00 / Graduation Fees $16.00

Program Requirements:	**AGE**	18 +
	Diploma	N/A

Subject/ Grade Level	Reading 8	Math 8	Writing/Language 8
TABE	536	537	547
CASAS	235	229	TABE or OTHER test

Certification(s)	Cost
Commercial Driver License "B"	$ 88.25

ADVISORY SALARY RANGE	Florida Panhandle	State
LOW	$ 28,000.00	$ 64,585.00
HIGH	$ 43,900.00	**National**
GENERAL	$30,000.00 -$ 80,000.00	$ 67,984.00

**Individual Crane & Tower Operators make $6,000 - $10,000 more annually.*

Live Work Fees*

ITEM	COST
Operation Time after 1st hour	$40.00 per hour
The Client of the program will furnish all fuel, gas, grease and oil used by the class.	

**Must be approved by instructor*

*Program offers option for CDL "B" licensure required for some jobs

Program Completion % Rate	100	Program Placement % Rate:	100	Program Certification Pass % Rate	NA	License Certification(s) Not Required*

CONTINUING WORKFORCE EDUCATION

All Fees/Tables Illustrate CWE Structure(s)
CWE Options are NOT eligible for PELL
All enrollment dates vary on request and waiting lists.

Public Safety: Equivalency of Training (EOT)

Description: The Equivalency of Training (EOT) process is for out-of-state officers, federal officers and previously certified Florida officers with a four year or more break-in-service pursuant to section 943.131(2a), Florida Statutes and Rule 11B-35.009(3) or (4), Florida Administrative Code or for persons who served as a member of the special operations forces pursuant to section 943.131(2)(b), F.S. and Rule 11B-35.009(5), F.A.C.

ITEM	FEE
Eligibility Review – Prior to Enrollment	$150.00 (non-refundable)
EOT One-Week Inclusive Course:	$500.00 (pre-paid no less than 2 weeks prior to start date*).
State Exam Review (in-person instructor led review):	$70.00
FDLE State Exam (paid directly to Pearson Vue):	$100.00

Public Safety 40-hour Refresher

Description: Provides opportunity for previously certified FL Officers to retrain for the Florida State Officer Certification Exam (SOCE) if break of non-certification service is **less than four** (4) years. *If break is more than four (4) year, the student must participate in the EOT.*

ITEM	FEE
Re-Training: 40 hours	$160.00

COSMETOLOGY REFRESHER

Description: Provides opportunity for a student who has completed their required program, to qualify for the Cosmetology Certification Exam.

ITEM	FEE
Refresher Corse: 40 hours	$160.00
Refresher Course: 80 hours	$320.00

UNMANNED VEHICLE: DRONE

Description: Prepares the student for the commercial or general operation of an unmanned vehicle, for (but not limited to) agriculture, real-estate, law enforcement, and surveying industries. This information is also be embedded within the Digital Video Technology program page.

ITEM	FEE
Drone & Federal Aviation Administration R (FAA) instruction:16 days	$150.00
FAA Part 107 Certification Exam Review	$70.00
FAA Part 107 Certification (Scheduled through PSI/Tru-Talent/PAN – SITE # ABS42405)	$150.00

INTERIOR DESIGN / DRAPERY/CRAFTS

Description: Prepares the student for the interior design/crafting industry. Program is taught by a skilled industry professional.

SCHEDULE / Per Semester

Day (FT/PT)	Times	Hours
MON (FT)	8AM-2PM	6
TUES (FT)	3PM-9PM	6
THURS (PT)	5PM-9PM	4

ITEM	FEE
Full-Time – Six (6) Hours per week schedule	$325.00
Part-Time – Four (4) Hours per week schedule	$200.00
Summer Full-Time – Six (6) Hours per week schedule	$160.00
Summer Part-Time – Four (4) Hours per week schedule	$100.00
Personal Materials	Cost(s) Vary per need or project

STUDENT RIGHTS AND RESPONSIBIILITIES

Students have rights and responsibilities relative to the knowledge and observation of school rules. They also have definite rights and responsibilities in the areas of attendance, right to learn, participation in school programs and activities, respect for persons and property, privacy, assembly, and free speech and student publications. Following is a listing of the specific responsibilities relative to the many aspects of their educational experiences.

RIGHTS

- Students have a right to expect clear and understandable policies, procedure, rules and regulations to be furnished by FPTC. They may expect these policies, procedure, rules, regulations, and laws to be enforced fairly with the right of due process afforded.
- Students have the right to clearly defined information on School Board Rules and individual FPTC program policies dealing with attendance.
- Students have a right to participation in the appropriate FPTC programs at all levels of instruction and in an atmosphere conducive to the teaching-learning process.
- Students have the right, under the direction of a faculty advisor, to form and operate within the appropriate FPTC student organizations.
- Students have the right under the direction of a faculty advisor to seek office and participate in activities and organizations regardless of race, sex, color, creed, or political beliefs.
- Each student has the right to expect that his or her person and property will be respected by other students and the FPTC staff.
- Each student has the right to expect FPTC property to be safe, clean, attractive, and well maintained.
- Students have the right to be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.
- Students have the right to privacy in their personal possessions unless administration has a reasonable cause to believe that the student is concealing material, which possession of, is prohibited by law.
- Students have the right to assemble peacefully on FPTC grounds or in FPTC buildings. Exercise of this right shall be denied when it substantially and directly endangers physical health or safety, damages property, or disrupts FPTC programs. See Title IX guidelines.
- Students have the right to express themselves and to petition and survey student opinion in accordance with the established procedures.

RESPONSIBILITIES

- Students are responsible for knowing and observing FPTC policy, procedures and rules.
- Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time.
- High school students must follow FPTC calendar, policies and procedures as well as home school policies and procedures.
- Students have a responsibility to take advantage of the appropriate FPTC programs and not in-fringe on the rights of others to learn.
- Students have a responsibility to involve themselves in the courses in which they are enrolled through participation as directed by the teacher.
- Students have a responsibility to involve parents and school personnel in making certain program & curriculum choices.
- Student organization officers and representatives have the responsibility to be alert to the needs of FPTC, the concerns of the student body, and to work toward the satisfaction of these needs and concerns to the best of their ability.
- Students have the responsibility to:
- Respect the persons and property of other students and the FPTC staff.
- Take care of the property of the Washington County school system.
- Agencies who are working actively and constructively for the benefit of the student, of anything that may be useful in making appropriate educational decisions.
- Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
- Students have the responsibility to plan, seek approval, and conduct those activities which are consistent with the educational objectives and responsibilities of the school.

Students have the responsibility to accept the rights of other individuals, to have differing viewpoints, and to express themselves on those issues in which they disagree in a manner which does not infringe upon the rights of others or interfere with the orderly educational process of the school and is not obscene or libelous or in violation of the school rules.

STUDENT OPPORTUNITIES FOR SERVICE

SKILLSUSA

Skills USA is dedicated to developing a well-rounded education by enhancing leadership citizenship, safety and skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at the FPTC support and encourage participation in this student organization. Since 2012, the technical college has had seven students qualify to compete at the national level at the annual Skills USA annual competition in Kansas City, Missouri.

Student Government Association

The purpose of the FPTC Skills USA Student Leadership is to promote and develop attitudes of good citizenship, to promote harmonious student faculty relations, to provide a forum for student expression, and to preserve and further the existing high standards of the school in every way. Student leaders are elected by their peers, but must be in good academic and attendance standings to run for office.

STUDENT: ACCEPTABLE USE AGREEMENT

FPTC's telecommunications network provides expanded learning opportunities for students and staff. The goal of this network is to support and enhance learning and teaching that prepares students for success in a global society. By providing this network to our students and staff, FPTC is able to promote educational excellence in our schools by facilitating resource sharing innovation, and communication.

FPTC provides internet filters and takes every reasonable precaution to ensure that internet use is safe. However, students attempting to bypass the school filters or use their home computer may expose themselves to the following risks:

• Sharing offensive websites with other students
• Sending and receiving inappropriate e-mail, blogs and other prohibited messages
• Sharing offensive material created at home
• Sending or receiving libelous electronic messages
• Engaging in the violation of criminal and civil laws
• Illegally uploading or downloading copyrighted material
• Using your child's picture in a false light
• Violating your child's privacy regarding health and other personal issues

The use of the Internet is necessary for training and communication at FPTC. Misuse of the Internet violates school board policy and subjects a student to corrective action. Additionally, there are civil and criminal penalties under Florida and Federal law for misuse of the Internet. Some of the misuses are as follows:

1. Using proxy sites to avoid the district filter
2. Sending and distributing offensive material on district computers or school grounds
3. Sending cyber-threats of death, bodily harm, damage to property to students or staff (i.e., cyberbullying)
4. Creating offensive materials on home computers and distributing them on school grounds
5. Using their own portable devices to distribute offensive material on school grounds
6. Attempting to gain access to or using program administrative passwords or district staff passwords

General guidelines include but are not limited to the following:

1. The student should have no expectation of privacy at any time while using district or FPTC resources, nor at home when it pertains to school business (such as when writing about other students or district employees).
2. The district is authorized to monitor e-mail logs and Internet histories of students and does so.
3. Students should use the Internet/network for appropriate educational training purposes and research.
4. Students should use the Internet/network only with the permission of designated school staff.
5. Students should be considerate of other users on the network.
6. Cyber bullying is unlawful behavior.
7. Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
8. Students should immediately report any security problems or breaches of these responsibilities to the supervising instructor or administration.
9. Students must adhere to copyright laws and plagiarism rules when using the Internet.
10. Students must not share user IDs and passwords required to access e-mail and other programs.
11. Students must not give out personal information about themselves or where they live.
12. Students must not fill out forms on the Internet without parent/teacher permission.
13. Students must not send pictures of themselves through e-mail.
14. Students may not have access to e-commerce or publicly provided Internet Service Providers or e-mail services. Students will receive district-approved e-mail accounts upon teacher request and parent permission if the accounts are needed for educational projects.
15. Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter). Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.
16. Students are required to access the Internet only through district-provided, filtered equipment. Under no circumstances are students to use any personal device (e.g., air card, smart phone, Palm, or other Internet data device) that bypasses this requirement unless prior approval has been given by the school administration and approved by the District Technology Department.
17. Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages, or violating copyright laws.
18. Students must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member (i.e., teachers must ensure that a virus scan is performed).
19. Students must not work directly on teacher, school, or district department websites without express, written permission from the district Web Administrator and Coordinator of Technical Services.
20. Students must not create or work directly on "live" school club/organization websites (e.g., robotics team websites) or any website that represents the district. Students should work on local copies of these websites, which can then be published on a district-approved Web server by an appropriate staff member.
21. Students must not construct websites using content or links that violate state or federal laws.
22. Students must not use the network in a fashion inconsistent with

directions from teachers and other staff.

FPTC Students must use these telecommunication resources in a responsible, efficient, ethical, and legal manner in accordance with district policy. The use of these resources is a privilege that can be revoked at any time for inappropriate use. Other legal or corrective action as appropriate to the violation may also be taken.

The users of the Washington County District School Board telecommunications network must recognize that they are bound by state public record laws. Documents that are created to formalize knowledge or transact business of the Washington County District School Board are considered public record, open to the review and copying of the general public. This includes all work records on every computer system, data transmitted over the server's form on site or off-site location, and portable media such as disks, CD's, and any other transportable media. All records must be retained according to Florida Public records statute.

NETWORK/EMAIL ETIQUETTE

All users must understand and practice proper ethical use of the Washington County District School Board's telecommunications network. All users are expected to abide by this Acceptable Use Policy as well as the generally accepted rules of network etiquette.

The rules of network etiquette include, but are not limited to:

- All messages to others will be courteous and non-abusive.
- No swear words, vulgarities, or any other inappropriate language is to be used.
- Messages should be well written. Words are to be chosen carefully to avoid misunderstanding. Users should always proofread and edit messages prior to sending them.
- Descriptive subject heading, salutations, and sender's name should be included in all email messages.
- Avoid using all capital letters (SHOUTING) and any other agitating messages.
- Inappropriate use of the network services, such as online game playing or opening/downloading streaming audio or video, which interrupts the use of the network by others, is forbidden.
- Students are to be under the direct supervision of their responsible instructor during their use of the network.

GRADUATION

One of the most exciting and rewarding events at FPTC is graduation, which is scheduled at the end of each year. The commencement exercise includes adult high school diplomas, high school equivalency diplomas, and technical program completers. Upon completion of a program, please contact your instructor and Student Affairs for appropriate information and paperwork regarding graduation. Some programs hold their own graduation ceremonies throughout the year, but everyone is strongly encouraged to participate in this significant annual whole-school event.

Typical Daily Schedule

Regular School Year: Monday – Thursday (7.5 hours)

7:30 Begin classes – Students are expected to arrive promptly.
9:00 Morning Break (15min)
11:00 Dismiss for lunch
11:30 Continue classes
1:30 Afternoon Break (15min)
3:30 Dismiss classes

Summer: Begin 7:00 am. End 3:30 pm., Monday –Thursday (8 hours) 30 min lunch

COURTYARD CAFÉ

All students have access to the Courtyard Café. This is a micro market offering hot and cold foods, snacks, and drinks. There is to be no food or drink in any classroom or shop area without permission of the instructor or director. The general campus appearance and school image is a reflection of students and staff. Pride and self-discipline will help make the school a bright focal point for all persons involved with FPTC. Please make use of disposal containers.

DRESS CODE

Since the primary purpose of the technical college is to prepare students for employment, students are required to dress neatly, to be clean and well groomed, and to wear clothing that is appropriate for the occupation for which they are training. Program instructors will provide specific guidance to all students enrolled. For certain programs, students are required to wear uniforms and/or safety apparel that may be purchased in the bookstore or from designated vendors. Uniforms must be worn properly and kept in good condition. Caps or hats that are part of the school uniform may be worn in lab areas. Other head coverings are not permitted inside buildings. Medical or religious reasons for wearing head coverings must be documented in writing and will be placed in the student's file.

Appropriate attire for the workplace is an essential part of career and technical education and a part of the program frameworks. The word "appropriate" shall be defined to include **cleanliness, safety, modesty, in good taste, and/or uniform (if required for program)**. All instructors shall clarify program dress code in the program syllabus for guidance on these matters. Student will be asked to change apparel if inappropriate. FPTC will comply with Washington County School Board Policy when concerning Dress Code unless required more specific or stringent by the program. A copy of the WCSD policy is available https://www.wcsdschools.com/.

TOBACCO

In accordance with Washington County School Board Policy, FPTC is a tobacco and smoke free campus. Tobacco products or Smoking is not permitted on the campus. This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, chewing tobacco, tobacco pods, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on campus or encroaching boundaries.

Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

DRUG FREE CAMPUS

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on FPTC campus, at FPTC-sponsored activities, or while on FPTC-sponsored trips involving students. Students not in compliance with FPTC campus policy will be immediately dismissed.

When administrative officials have reasonable suspicion that any student at the Florida Panhandle Technical College is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees.

The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases, the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow-up testing that may be required by the administration. The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student.

All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately.

Any person who has been given notice by an administrator and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.

While on FPTC-sponsored trips, the following action may become necessary:

- Alcoholic beverages in possession of minors will be seized.
- Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S. LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED: REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212

CAMPUS LEAVE POLICY

STUDENT LEAVE PROCEDURES

For safety reasons, any student wishing to leave class during school hours must sign out with their instructional supervisor before leaving campus. Students under 18 years of age or dually enrolled are **not allowed to leave campus** without parental permission and **must sign out** at the Business Office in the administration building.

Before a minor is authorized to leave campus, prior to the end of scheduled classes, the student must sign required forms in the Dual Enrollment packet to:

- Have proof of parent or guardian approval, or verification from the home school principal, or teacher requesting leave.
- Secure permission from his/her instructor by obtaining the instructor's signature and reason for leaving on an instructor's permission slip.
- Secure permission from the administration to leave campus**.**

Forms are located in the Dual Enrollment Application Packet.

TRESPASSING / LOITERING

Trespassing is determined when any person is on campus who:

- Does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property is guilty of a misdemeanor of the second degree, punishable as provided in Florida Statute 775.082 or s. 775.083.
- Is a student who has been dismissed; and who enters or remains upon the campus or any other facility owned by any such school commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the second degree, punishable as provided in Florida Statute 775.082 or s. 775.083.
- Enters or remains upon the campus or other facility of a school after the administrator of such school, or his or her designee, has directed such person to leave such campus or facility or not to enter upon the campus or facility, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the first degree, punishable as provided in Florida Statute 775.082 or s. 775.083.

Any administrator of a school, or designee, who has probable cause to believe that a person is trespassing upon school grounds in violation of this section may take such person into custody and detain him or her in a reasonable manner for a reasonable length of time pending arrival of a law enforcement officer.

Such taking into custody and detention by an authorized person does not render that person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention. If a trespasser is taken into custody, a law enforcement officer shall be called to the scene immediately after the person is taken into custody.

Any law enforcement officer may arrest either on or off the premises and without warrant any person the officer has probable cause for believing has committed the offense of trespass upon the grounds of a school facility. Such arrest shall not render the law enforcement officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.

Loitering shall not occur: Doors and passageways should NOT be blocked or hindered, allowing free traffic flow at all times. This is especially true for the Courtyard Cafe doors and the back doors to the front office. Students will NOT be permitted to loiter in the school parking lots to include lunch and breaks.

BUS PRIVILEDGES

Students have an opportunity to take advantage of using privileges when available. However, inappropriate student behavior on the transportation provided will not be tolerated from any student attending FPTC. Students will lose their bus privileges upon receipt of one (1) misconduct report from the driver.

DRIVING PRIVILEGES

All students are required to obtain a parking permit upon acceptance into a FPTC program. All high school students will be expected to ride the bus unless they have permission from their high school, parents, and instructor to walk or drive. Permission forms for dual enrollment students are within the dual enrollment application and must be completed each year. Students should remember that being allowed to walk or drive to and from the Technical College is a privilege, not a right. In the case of careless or Reckless driving, excessive
tardiness or lack of attendance, driving privileges may be suspended or revoked.

Student Parking Areas

All student vehicles must be registered in order to utilize parking areas. Information and forms will be provided by the instructors. Students are permitted to park in regular spaces nearest their program unless otherwise designated The front parking lot of the Administration Building in for visitors and staff only.
Handicapped parking spaces are designated. Once a student arrives on campus they are not allowed to sit in their vehicles or return to their vehicle unless they are leaving campus. **Vehicles are to be parked in "marked" parking spaces ONLY.**

Student Parking

1. Students who provide their own transportation may park only in the regular student parking areas unless they have been given a special permit by the Administration. Please park in as neat and orderly fashion as possible. HIGH SCHOOL STUDENTS DRIVING THEIR OWN CARS MUST HAVE A PERMISSION FORM. Forms are
available in the Dual Enrollment packet for this purpose.
2. Students are NOT to go to the parking area for any reason during school hours without the permission of instructor; nor are they allowed to loiter there after arriving at the Technical College, or during lunch and breaks.
3. Students should remember that being allowed to drive to and from the technical college is a PRIVILEGE, not a RIGHT. Any student who cannot comply with these reasonable regulations will have this privilege taken from him/her.

VISITOR Parking Areas

1. Parking in front of the Administration building is for visitors,
testers, and staff.
2. Area between Automotive Collision, Automotive Services Technology, and Welding to the north and Student Center to the south.
3. Area immediately in front of Heavy Equipment Mechanics building.
4. All areas designated Faculty, Visitors, and Handicapped.
5. All loading zones.

Student cars scheduled to be worked on will remain in regular parking area until working space is available. All work in Automotive Services Technology will be done in the shop or on the north side inside the fenced area. Entrance to and exit from east parking lot will be on West Boulevard, south parking lot from South Boulevard, and west parking lot from Hoyt Street.
Parking between the Welding and Automotive Repair buildings and the curb north of the Student Center (Food Services building); Bldg. 2 & Bldg. 3 is reserved for school owned vehicles, vehicles waiting to be repaired, and service vehicles.

Handicapped Parking

Handicapped parking spaces are provided near the entrance of each building. These spaces are clearly
marked and are for handicapped only. Vehicles that violate parking policies will be towed at the owner's expense.

MONEY BACK GUARANTEE

Pursuant to Florida Legislative HB 1507 (2021), FPTC offers a Money-Back Guarantee Program (MBGP) for six Programs/Program #: Basic Recruit Training for Florida Correctional Officers (L100200), Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (L100300) Law Enforcement Officer (P430105), License Practical Nurse (H170607), and Pharmacy Technician (H170500). Stipulations apply for the refund of out-of-pocket expenses. Details may be found in the MBGP Policy located in the Administrative and Student Affairs Offices of FPTC, or on the FPTC website (fptc.edu).

TITLE IX

Policies against discrimination and sexual harassment are posted for review on the FPTC.edu website under TITLE IX.

The School Board and FPTC desire to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the School Board. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the School Board forbids harassment against any student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its students.

Policy Against Discrimination

The Florida Panhandle Technical College is committed to a policy of nondiscrimination in employment and education opportunity:

- No person shall, on the basis of race, color, sex, gender, age, ethnic or national origin, genetic information, marital status, sexual orientation, disability, political or religious beliefs 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 conditions 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, ethnic or national origin, marital status, disability or handicap.

Sexual Harassment: Definition

Sexual harassment consists of any unwelcome verbal and/or physical gestures which may be interpreted as sexual in nature. It includes sexual advances and/or requests for sexual favors to an unwilling person whether or not physical contact occurs.

Because these actions create an intimidating, offensive or hostile learning environment they will not be tolerated by the administration of this Technical College and may result in immediate disciplinary actions. Behaviors that may result in administrative actions include any such actions that occur on campus, at off-campus school sites, or at any and all district or school-sponsored events.

Examples of sexual harassment: Sexual harassment may include, but are not limited to, the following:

- Verbal harassment or abuse of a sexual nature;
- Subtle pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity);
- Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
- Display of sexually suggestive objects, pictures, or written materials.
- Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Specific Prohibition

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

Procedures

Any student who alleges sexual harassment by another student should file a complaint. The complaint form may be found at fptc.edu/Title IX. Filing of a complaint or otherwise reporting sexual harassment 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), state the names of witnesses, and be signed by the complainant.

The formal procedure shall commence after the filing of a complaint. The right to confidentiality, both complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

A substantiated charge against a student shall subject that student to corrective action.

The formal process shall include:

1. Complaint (FPTC Director)
2. Investigation (FPTC Asst Director)
3. Hearing (WCSD HR Director)
4. Determination (WCSD HR Director)
5. Appeal (WCSD HR Director)

TITLE IX PERSONNEL

The following personnel are responsible to ensure TITLE IX compliance is met.

- **Coordination:** **FPTC DIRECTOR**
  Bryan Lee
  Accept Complaint Form/ Initial Investigation
  757 Hoyt Street, Chipley, FL 32428
  850.638.1180
  Office hours: Mon-Fri: 7:30a-3:30p (School year)
  Mon-Thurs: 7:15a-4p (Summer)
  Closed for major holidays and some district holidays

- **Investigator:** **FPTC Assistant Director**
  Belinda Collins
  757 Hoyt Street, Chipley, FL 32428
  850.638.1180
  Office hours: Mon-Fri: 7:30a-3:30p (School year)
  Mon-Thurs: 7:15a-4p (Summer)
  Closed for major holidays and some district holidays

- **Hearings/Decisions:** **WCSD Human Resources**
  Becky Dickson
  652 3rd Street, Chipley, FL 32428
  850.638.6222
  Office Hours: Mon-Fri: 7:30a-3:30p (School year)
  Mon-Thurs: 7:15a-4p (Summer)
  Closed for major holidays and some district holidays

- **Appeals:** **WCSD HR Administration Designee**

Sexual Assault: Please see the Campus Code of Conduct for guidelines covering other Possible Criminal Offenses.

Compliance with Title IX, Section 504, ADA and the Florida Educational Equity Act:

No person shall, on the basis of race, color, gender, age, ethnic or national origin, marital status, disability, political or religious beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law. The School Board Policy and the Procedures, related to: the prohibition of discrimination and the grievance procedures for resolution of a complaint, are available upon request in the Florida Panhandle Technical College Director's Office, the PAEC Office and in the Superintendent's Office.

STUDENT CODE OF CAMPUS CONDUCT AND DISCIPLINE

The Florida Panhandle Technical College assumes that students eligible to enter the postsecondary facility are familiar with the ordinary rules governing proper conduct and behavior. Section 1006.07 (1) (b), Florida Statutes (District school board duties relating to student discipline and school safety), requires each district school board to adopt rules that require each student at initial registration for school enrollment in the district to report any previous school expulsions, arrests resulting in a charge, and juvenile justice actions the student has had. This section also provides authority for the receiving school board to waive or honor the final order of expulsion or dismissal of a student by any in- state or out-of-state public district school board or private school for an act that would have been grounds for expulsion according to the receiving district school board's code of student conduct.

FPTC regulations forbid public displays of affection, gambling, profanity, the use of tobacco products or smoking, the use of alcoholic beverages and narcotics, and the presence of a student on campus under the influence of either. Students are encouraged to promote the Technical College and to recommend the various programs to friends. However, students and visitors may not loiter on campus or in the parking lots. This is disruptive to other students and classes.

Unless approved by program instructor, electronic devices are prohibited and will be removed from the individual's possession. Cell phones are to be used at the discretion of the instructor.
Failure to comply may result in confiscation of phone and its return at the discretion of the Director. Students are expected to be in class working.

FLORIDA PANHANDLE CAMPUS CODE OF CONDUCT

1. No person on the FPTC campus shall intentionally obstruct and/ or forcibly prevent others from the exercise of their rights. Nor shall any person interfere with the institutions educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of FPTC when they are acting in their official capacities. Any person on campus are required to show identification when requested to do so by an official of FPTC.
3. Unauthorized occupancy of technical college facilities or blocking access to or from such areas is prohibited. Permission from appropriate technical college authorities must be obtained for removal, relocation, and use of FPTC equipment and/or supplies.
4. Theft from, or damage to FPTC premises of property, or theft of or damage to property of any person on the technical college premises is prohibited.
5. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the technical college or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational, and community services.
6. Disorderly or indecent conduct on the Technical College campus or Washington County School Board owned or controlled property is prohibited.
7. No individual shall have in their possession a rifle, shotgun, or firearm or knowingly have in their possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in their possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of FPTC.
8. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
9. The unlawful possession, use, or distribution of alcohol by students or employees on the technical college premises is prohibited.

CORRECTIVE ACTION

SPECIFIC GROUNDS FOR CORRECTIVE ACTION

Since inappropriate workplace behavior of any degree of frequency is undesirable and not conducive to a positive learning or workplace environment for all, students shall understand that certain actions are applicable to correct their behaviors. Because some behaviors are more inappropriate than others, the frequency, nature, and degree of the misconduct will determine the specific corrective action which will be taken.

Following is a non-exhaustive list of inappropriate behaviors for which corrective action will be taken:

Assault and battery Abusive or obscene language Bullying, Threats, and Intimidations Careless or reckless driving and/or abuse of driving privilege Cheating Damage to personal property of students and staff members Damage to school property Defiance Disrespect for any school personnel Distribution of unauthorized materials/substances/material items Disturbance of class or school activities Excessive absences or tardiness Failure to follow instructions Inappropriate workplace attire	Inappropriate display of affection Libelous statements Loss or damage of materials belonging to the school/others Physical or verbal abuse of students or staff members Physical Violence Possession/use of unauthorized substances/material items Possession and/or use of weapons Theft Threats of physical violence Unauthorized assembly Unauthorized campus leave Vandalism or property damage of any kind Violation of bus rules Violations of Procedures or Policies Violation of Tobacco/Smoke Free Campus

CORRECTIVE ACTIONS FOR INAPPROPRAITE BEHAVIOR

Depending on the seriousness and frequency of the misconduct certain disciplinary procedures will be followed. For those behaviors which are less serious, any of the following actions may be taken:

- Campus Leave
- Conference with student

- Dismissal
- Loss of privileges
- Probationary status
- Restitution for property damaged/stolen
- Warning/reprimand
- FPTC service assignment

Specific corrective actions are in place and are a part of the student handbook. The handbook is approved by the Washington County School Board and all persons involved will be aware of their responsibilities and rights, but also of the actions that will be taken for inappropriate behavior in the workplace.

Some of the violations of campus policies are also violations of the laws in the Criminal Code of the State of Florida. If student violate these laws, not only will they be subject to dismissal from campus, but the local law enforcement officials will be contacted and the student's actions will also be handled by these authorities.

Students who demonstrate by their actions they are unwilling to comply with district or FPTC policies will be withdrawn for a minimum of one academic year.

CORRECTIVE ACTION BOARD: Program Corrective Action Conference:

The Corrective Action Board conference shall be conducted by the program instructor/supervisor. The following procedures shall be in effect at this conference:

1. An effort will be made to resolve the matter between the program instructor/supervisor and the student.
2. If a resolution to correct the student's actions is reached, the program instructor/supervisor conducting the conference shall document the plan and any consequences for non-compliance, on the Corrective Action Plan Form. After signing the form, the student will be given a copy of the corrective action plan.
3. If no resolution of corrective behavior is reached, the program instructor/supervisor conducting the conference shall refer the matter to the assistant director as a disciplinary complaint against the student and the complaint procedure will begin.

Complaint Procedures

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to corrective action or a disciplinary hearing, must be submitted in writing in complete detail to the office of the assistant director promptly by the individual, organization or department making the charge.
b. The assistant director or designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The assistant director or designee will advise the student of the allegation against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within ten (10) calendar days of the filing of the complaint, the assistant director or designee shall take one of the following actions:

1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
2. Conduct corrective action conference with the individual involved and implement a corrective action plan; or
3. Prefer formal disciplinary charges and set a hearing date before the Corrective Action Board (CAB). The student will be provided a Notice of Hearing and will not return to campus until the student hearing has been conducted and a decision from the board has been rendered.

c. In the event that a student withdraws from the technical college after a charge, accusation or allegation against the student has been made, and the technical college prefers formal disciplinary charges, the withdrawn student is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and will be barred from attending the technical college until a decision on the charges is made or the charges are otherwise resolved. If the withdrawn student fails to so participate in the disciplinary process without good cause, the technical college may proceed with the disciplinary hearing in the student's absence and any decision and sanction will be binding. The Corrective Action Board has the final decision in all disciplinary matters.

Notice of Hearing and Charges

Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the assistant director to the student at the address appearing on the records of the technical college, by certified or overnight mail and by regular mail and e-mail to students who have a technical college e-mail address. The assistant director is also encouraged to send the notice of charges to any other e-mail address that is on record for the student. The hearing shall be scheduled within a reasonable time following the filing of the charges. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing. For educational purposes, it is to the benefit of the students to get a resolution quickly.

The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.
2. A statement that the student has the following rights:
   - to present his/her side of the story;
   - to present witnesses and evidence on his/her behalf;
   - to cross-examine witnesses presenting evidence against the student; and
   - to remain silent without assumption of guilt.
3. A warning that anything the student says may be used against him/her at a non-technical college hearing.
4. Students subjected to the CAB procedure will be required to sign a FERPA Release Form giving permission for board members to have access to student information. Refusal to sign release form will result in dismissal.

COMMITTEE STRUCTURE

a. Each Corrective Action Board (CAB) shall consist of two faculty members and three student members and a chairperson, who shall be an administrative member. A quorum shall consist of the chair and any three members, one of whom must be a student. Hearings shall be scheduled promptly at a convenient time and efforts shall be made to insure full student and faculty representation.
b. The president shall select in consultation with the head of the appropriate campus governance body or The chairperson shall preside at all hearings of the Corrective Action Board and decide and make all rulings for the committee. He/she shall not

be a voting member of the committee but shall vote in the event of a tie.

c. All members shall be selected from a list of volunteers.
d. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.
e. Parliamentarian procedures will be followed and meeting minutes will be taken. During each hearing, all Federal Education Rights and Privacy Act (FERPA) and HIPPA laws will be observed.

Corrective Action Board (CAB) Hearing Members:

Volunteer faculty, staff and students of FPTC will serve as members of the CAB. A new volunteer list will be composed in August of each year. However, volunteers may be added to the list at any time throughout the school year. The Office of the Director will be responsible for managing the list. Each hearing board will consist of the following six (6) members:

1. Non-Voting Member – Chairperson – FPTC Assistant Director or Designee
2. Voting Member – One (1) Elected Student Representative
3. Voting Member – One (1) Faculty or Staff Volunteer from the Program Cluster
4. Voting Member – One (1) Faculty or Staff Volunteer from an alternate Program Cluster.
5. Voting Member – One (1) Student Volunteer from the same Program Cluster
6. Voting Member – One (1) Student Volunteer from an alternate Program Cluster

STUDENT DISCIPLINARY PROCEDURES

The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.
2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to respond. If the student admits the conduct charged, the student shall be given an opportunity to explain his/her actions before the committee and the technical college shall be given an opportunity to respond. If the student denies the conduct charged, the technical college shall present its case. At the conclusion of the technical college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present, his or her defense.
3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.
4. The technical college shall make a record of each fact-finding hearing by some means such minutes, a tape recording or the equivalent. A student who has been disciplined is entitled upon request to a copy of such a record without cost.
5. The technical college bears the burden of proving the charge(s) by a preponderance of the evidence.
6. The role of the Corrective Action Board is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.
7. At the end of the presentations by both sides, the student may introduce additional records, such as character references. The technical college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to have committed the conduct alleged in the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.
8. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.
9. The student shall be sent a copy of the Corrective Action Board (CAB) committee's decision within five days of the conclusion of the hearing, by regular mail. The decision shall be final subject to the student's right of appeal.
10. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a college-wide penalty, and the student will be barred from admission to any other program of the college while the penalty is being served.
11. Disciplinary penalties shall be placed in the student's file. The penalties will be placed on a student's transcript and shall remain there unless the committee's decides otherwise.

APPEALS

An appeal of the decision of the Corrective Action Board (CAB) may be made to the Washington County Superintendent who may confirm or decrease the penalty but not increase it. The Superintendent's decision shall be final except in the case of dismissals or suspension for one term or more. An appeal from a decision of dismissal or suspension for one term or more may be made to the board committee on student affairs and special programs. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or his or her designee.

SUSPENSION OR DISMISSAL

The CAB reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of FPTC in the achievement of its purposes as an educational training institution. The Administration of the Technical College may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing to take place within not

more than ten (10) business days. Prior to the commencement of a temporary suspension of a student, the technical college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

GRIEVANCE OR COMPLAINT NOT UNDER TITLE IX

When a student feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When a resolution cannot be reached, students can resort to the more formal procedures as provided herein.

Definitions

- "Complaint" shall mean any dispute or disagreement involving the interpretation or application of an existing board rule or practice.

- "Complainant" shall mean any student, or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.

Time Limits

The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between parties.

Steps

Informal discussion - a student believes there is a basis for complaint, he or she shall discuss the complaint with his or her instructor, support service staff, assistant director or director (except in the case of discrimination of harassment allegations involving the supervisor, in which case they shall report to the Equity Coordinator) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which sixty (60) days will be allowed.

Should a grievant wish to process a grievance beyond the informal state, he/she may do so by contacting:

- Level one - if the student is not satisfied with the informal resolution he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his or her instructor, assistant director or director. This individual shall communicate his or her answer in writing to the student within ten (10) days after receipt of the complaint.
- Level two - if the student is not satisfied with the resolution at level one he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to the director. The individual shall communicate his or her answer in writing to the student within ten (10) days after receipt of complaint.
- Level three - if the student is not satisfied with the resolution at level two he or she may, within ten (10) days, file a formal complaint on the proper form and deliver it to the superintendent. The individual shall communicate his or her answer in writing to the student within ten (10) days after receipt of complaint.

Board Appeal

If the student is not satisfied with the resolution by the superintendent, he or she shall have the right to appeal the superintendent's decision to the School Board; provided request for placement on the board's agenda is filed within ten (10) days. Confidentiality and protection from retaliation will be provided to the extent possible to any student, who alleges discrimination or harassment.

Additional Processing

If the grievant is not satisfied with the results of the formal procedure, he/she may utilize other means for resolution as provided by the law and may contact: **STUDENT COMPLAINT FORM: TWO PAGES - Begins Next Page. (This is NOT used for TITLE IX Harassment or Discrimination)**

Florida Department of Education	**Council on Occupational Education**
http://www.fldoe.org/policy/cie/file-a-complaint.stml	7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30346 Phone: 800-917-2081 or 770-396-3898 http://www.council.org

This form is NOT for TITLE IX Complaints

STUDENT COMPLAINT FORM

Please complete the form below and return to the Director in the administration building

Date Event Occurred	
Student's First Name	
Students' Last Name	
Student's ID #	

Student Contact Information

Street Address	
City	
State	
Zip Code	
Phone	
Email Address	
When Addressing my concern (choose one option below)	
☐	You may use my name.
☐	You may not use my name.
☐	You may use my name only after the end of the program.

Course Information

Course Name	
Course Number	
Name of Instructor	

STUDENT COMPLAINT FORM

Identify the Category of Your Complaint (check all that applies).

Service	Building	Individual	Coursework	Other
☐	☐	☐	☐	☐

Describe the issue or concern in detail. (Be specific regarding who, what, when, and where).

Have you discussed this issue with the instructor or another staff member?	Yes	No
	☐	☐

If yes, describe the outcome of this discussion below.

Today's Date	

Response provided within 10 school days.

Copy-Student Records

Copy- Administrative Secretary

GRIEVANCES (NOT TITLE IX)

Grievance Procedure for Students Board Policy 5.81*

Legal Proceeding

In the event of litigation, all Washington County District School Board staff and students are under federal and state civil rules of procedure that require disclosure and allow search of all computer hardware and software. This includes, but is not limited to, school or district computers, laptops, printers, cell phone, and other electronic equipment. Any attempt to damage or destroy evidence embedded in any of these will cause severe civil and criminal penalties (legally know as spoliation claims).

Amendments

This policy may be amended or revised as the need arises based on Washington County District School Board policies and procedures. Users will be provided with copies of all amendments and revisions. This policy will also be posted and maintained on the district's web site, located at http://www.FPTC.us.

Disclaimer

District School Board makes no guarantees about the quality of the telecommunication network/internet services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the services. Individual users are responsible for any losses sustained by the district or its affiliates resulting from the user's intentional misuse of these services.

The district assumes no responsibility for the accuracy or quality of information obtained through these services.

Admittance of Prior Online Abuse

By signing the appropriate Acceptable Use Agreement form, all employees and student users validate that they have no present or past disciplinary record for telecommunications network/internet abuse. Further, all users acknowledge that they have not been found guilty in a United States civil or criminal court for violating any state or federal computer laws.

Grievance Form for Students – One Page – Next Page

Student: Provide to Original to the Assistant to the Director. You will be provided a copy.

Washington County School District

GRIEVANCE FORM FOR STUDENTS: Not Title IX

If this is a TITLE IX Sexual Harassment of Discrimination Complaint, then you must complete the Title IX Complaint Form and follow the reporting procedures on page(s) 63,64,65,68 & 74 for this Catalog/Handbook or on FPTC.edu/TitleIX

Name:_____ Date: _____

Address: _____ School: _____

_____

Phone: _____

STATEMENT OF COMPLAINT:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature of student filing complaint Date

_____ _____

Signature of parent (if student is under 18) Date

CAMPUS SAFETY

Emphasis is placed on good work habits and the avoidance of hazards in all industrial situations. Use of essential protective devices, such as safety glasses, for students participating in certain laboratory and shop activities is required. Extreme styles in clothing and hair may be contributing factors in causing accidents in some shop areas. In all cases, each shop's rules will be followed. Bulky sleeves, ties, necklaces, etc. (inappropriate shop wear) should be avoided in lab situations where equipment is in use. Strict precaution should be taken with flammable liquids. Remember safety is for your protection. No student will be allowed to operate equipment unless authorized by the instructor. All students are expected to return tools, equipment, etc. in good condition or pay for any damage or loss. Students must wear their ID badges at all times while on campus.

Student Right-to-Know and Campus Security Act of 1990:

The Student Right-to-Know and Campus Security Act of 1990 require all postsecondary institutions participating in Federal Student Aid programs to disclose campus security policies and certain crime statistics. Florida Panhandle Technical College publishes an annual disclosure report to faculty, staff, and students to comply with the provisions to the law.

WEAPONS PROHIBITED

Any student who has or carries any gun, pistol, sword, knife, razor, or any other item intended as a weapon, on the FPTC campus, into any building, or on a school bus or at any FPTC sponsored activity or who has such items on his/her person or in an automobile or other vehicle parked on the campus or adjacent thereto, shall be immediately dismissed.

Bullying, Threats & Intimidations Prohibited

Violation of the district school board's policy bullying, threats and intimidation by a student is grounds for dismissal or imposition of other corrective action as deemed appropriate by the director **or** designee.

CAMPUS SAFETY DISCLOSURE

According to the Student-Right-to-Know and Campus Security Act each institution is required to publish its crime statistics. Our statistics indicate very little crime at our Center; however, we encourage you to take every precaution to protect yourself against crime to ensure your own safety. Please notify a member of Administration if you feel that your safety is in possible jeopardy or in the event that you want to report a crime, accident or emergency. Sec 204(F), three (3) years of statics are below.

Notice is hereby given that all Student Right-to-Know information and Campus Security Information (Public Law 101-542) are available to current or prospective students from administration and will be provided upon request. You may contact us at (850)638-1180 Ext. 6301 or visit us at 757 Hoyt Street, Chipley, Florida.

Annual Report of Crime Statistics
Date of Report: Fall 2024

Name of Institution:	***Florida Panhandle Technical College***
Address:	***757 Hoyt Street, Chipley, FL 32428***
Reporting Period:	***Calendar Years 2022-2024***
Director: **Asst. Director:**	**Bryan Lee** **Belinda Collins**

Offense	2022	2023	2024
Criminal Homicide: Murder and Nonnegligent Manslaughter	0	0	0
Criminal Homicide: Negligent Manslaughter	0	0	0
Sex Offenses: Forcible	0	0	0
Sex Offenses: Nonforcible	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Larceny Theft Offenses	0	0	0
Motor Vehicle Theft	0	0	0
Violations of Liquor	0	0	0
Drug Abuse	0	0	0
Weapons Possession	0	0	0

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act and the Florida Violent Crime Control and Law Enforcement Act of 1994 mandate that higher education institutions inform their campus communities where information is available concerning registered sexual offenders.

The Florida Department of Law Enforcement Web site may be used to access all registered sexual offenders in the state of Florida. To report information anonymously, call the Florida Department of Law Enforcement's toll-free line at 1-888-357-7332.

Anyone requiring additional information may contact Bryan Lee, FPTC I Director, at (850) 638-1180 ext. 6301.
Website: http://offender.fdle.state.fl.us/offender/

The following information may also coincide with the TITLE IX Rules and Regulations

Abuse Hot Line Phone: (800) 962-2873 (Call 24-hours a day) The Florida Abuse Hotline accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can

- report online at https://reportabuse.dcf.state.fl.us/ »
- call 1-800-962-2873
- Florida Relay 711 or TTY 800-453-5145
- fax your report to 800-914-0004
- If you suspect or know of a child or vulnerable adult in immediate danger, **call 911**

Reporting Prohibited Conduct
When Florida Panhandle Technical College receives knowledge alleging Prohibited Conduct, the Technical College will fully investigate each allegation. Victims are not required to participate in an investigation, but the Technical College will still fulfill its obligation to investigate to the full extent possible.

Florida Panhandle College actively encourages individuals to report violations of this policy. Individuals are not required to report the incident to the local police to receive support services.

Reporting options include:
Formal remedies for violations by a student will be handled through the Title IX Coordinator/Dean of Enrollment. If the conduct process finds a violation, it can impose punishment up to and including expulsion.
Informal remedies do not replace formal corrective action and can be taken before or during an investigation. Examples include: issuing a no-contact order, asking an administrative authority to speak to the individual to express concerns about a behavior, or a change in schedule. These remedies are available through FPTC Administration or the Abuse Hotline.
• To file a complaint for a violation of this policy, contact FPTC Administration.
• To file a criminal report, contact the Chipley Police Department.

A police investigation is separate from an investigation that the Title IX coordinator or deputy performs. A police investigation may result in prosecution and criminal penalties through the court system.

Definitions
Prohibited conduct refers to student sexual assault and sexual misconduct, sexual harassment, stalking, intimate partner, and dating violence.

Consent is defined as valid sexual permission that is:
1. Freely and actively given
2. In mutually understandable words or actions
3. Consent to one form of sexual activity can never imply consent to other forms of sexual activity
4. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor
5. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions
6. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. Further, a person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.
7. Any attempted acts of sexual misconduct are also violations of this policy

Intimate Partner Violence encompasses domestic and dating violence, and specifically violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence (Florida Statutes 741.28(1)) defines domestic violence as "any assault, aggravated assault, battery, aggravated battery, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another who is or was residing in the same single dwelling unit."

Family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Dating Violence (Florida State Statute 784.046(1)(d)) – means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:
1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that persons

have been involved over time and on a continuous basis during the course of the relationship.
The document below will help you to determine a healthy dating relationship:

Recognizing Abusive Behavior
1. Frequent yelling directed at a partner
2. Blaming partner for own faults
3. Name calling
4. Consistently accusing partner of infidelity
5. Kicking, holding, slapping, or scratching
6. Use of verbal/abusive comments
7. Forcible sex

Stalking (Florida Statutes 784.048(2)) defines stalking as "any person, who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person.
The Department of Education defines "stalking" as:

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or
- suffer substantial emotional distress Florida Statute 784.048 defines these terms:

(a) ***"Harass"*** means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

(b) ***"Course of conduct"*** means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(c) ***"Credible threat"*** means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic
communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

(d) ***"Cyberstalk"*** means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Aggravated Stalking (Florida Statutes 784.048(3)) "aggravated Stalking" is defined as "any person who willfully, maliciously, and repeatedly follows, harasses, or cyber stalks another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury of the person, or the person's child, sibling, spouse, parent, or dependent, commits the offense of aggravated stalking."

Sexual Assault
Rape and sexual assault are called ***"Sexual Battery"*** under Florida criminal law; the terms are synonymous and occur when someone compels a victim to engage in sexual intercourse against the victim's will. It is a violation of state law, and is defined as: "oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration by another with any other object." The crime also includes circumstances when the victim is mentally incapable of giving consent such as being in a coma or passed out from drug or alcohol use." (see Fl. Stat. Ann. § 794.011)

Sexual assault is any form of sexual activity where consent is not willingly given. It includes anything from touching to penetration. Males and females can be both victims and perpetrators of sexual assault.
As defined by the Department of Education, ***sexual assault*** is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim,

"Rape" is defined as 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.
"Fondling" is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
"Incest" is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
"Statutory Rape" is defined a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Bystander Intervention
We can all help to maintain a community free of harassment, discrimination, and intimidation. The worst thing we can do is remain silent about sexual misconduct. If you've witnessed an incident, you're a bystander. Bystanders can be active in a number of different ways. Whether it's interrupting a potentially risky situation, speaking out against something that doesn't appear right, or providing support to a victim after an incident, we all have a responsibility to each other. Below are a few things that, dependent upon the situation, we can do to help:

- Calling the Chipley Police Department immediately when you believe you are witnessing sexual misconduct (850) 638-6130.
- From a position of safety, call out to the harasser to stop.
- Casually introduce yourself to the harasser and allow the victim time to escape, if you can do so safely. If possible, ask others to approach the scene with you so that you outnumber the harasser.
- Note the exact location and appearance of the harasser.
- Take photos if you can.
- Be aware.
- Make detailed notes as soon as you can of what you saw and provide them to the police or the Lake Tech Dean of Enrollment.
- TAKE ACTION. DO NOT STAND BY AND DO NOTHING – DO SOMETHING!

Other resources:

- National Sexual Violence Resource Center - http://www.nsvrc.org/
- Men Can Stop Rape - http://www.mencanstoprape.org/
- Step Up! A Bystander Intervention Program - http://stepupprogram.org/
- **Risk Prevention Techniques from RAINN - https://rainn.org/**

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network).

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Tips for escaping a potentially dangerous situation

1. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
2. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
3. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
4. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
5. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
6. If you or the other person has been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

What should victims do first?

Anyone can be raped, regardless of gender identity, sexual orientation, race, age, etc. Rape is a traumatic event, and the survivor may experience a wide array of emotions, including fear, shock, confusion, disbelief, embarrassment, shame, guilt, and a tremendous sense of loss. These are all common reactions to what has happened.

Getting Help

The single most important step a victim of sexual assault may take is to tell someone and get help, which could include talking with a family member, friend, partner, advocate, counselor, healthcare provider, or law enforcement officer.

If you have been subjected to sexual violence, domestic violence, sexual assault, and/or stalking:

1. Get to a safe place
2. Report the situation to someone in a position of authority or the police department immediately
3. Preserve all evidence of the offense
4. Request assistance for personal safety
5. Obtain order of protection or a no contact order
6. Take advantage of the services available from Florida Panhandle Technical College through administration
7. Request to speak anonymously with the Student Affairs Counselor.

An advocate may be contacted immediately after an assault, with or without reporting to the police.

An advocate can provide:

- All the options available to meet the needs of each unique individual, to include reporting or not reporting to the police, participating in a reporting or non-reporting forensic exam, reporting to student conduct, and other resources and services.
- Crisis intervention, to include safety planning and emotional support.
- Education about the traumatic experience and common reactions to victimization.

The victim should also try to preserve evidence of the assault especially during the first 96 hours after the assault for possible investigation.

Confidentiality
All complaints of sexual harassment, whether filed informally or formally, shall be processed in a manner to protect the confidentiality of all parties in accordance with the College's policy.

FERPA Protected
This term means that information protected by the Family Educational Rights and Privacy Act (FERPA) will not be released without the student's permission. The outcome of any institutional disciplinary hearing, as a result of an allegation of a sexual offense, must be provided to both the accuser and the accused. Release of this information does not violate FERPA and is required by the Clergy Act.

How do I recognize warning signs of abuse?
One of these behaviors alone may or may not indicate a problem, but several or repeated could be cause for real concern.
A person might be experiencing relationship violence if they:
• Talk often about their partner's jealousy or possessiveness
• Express an extreme fear of displeasing their partner
• Endure humiliating language or are made to feel bad about themselves
• Spend less time with friends than usual
• Receive excessive phone calls, texts, emails from their partner

- Examples of relationship violence: (none are acceptable in a healthy relationship) Verbal-insults, name calling, humiliation, threats
- Electronic: Pattern of unwanted texting, phone calls, emails, messaging; monitoring social network sites, stealing passwords
- Physical: Slapping, shoving, hitting, kicking, biting, strangling
- Sexual: Unwanted touch, nonconsensual sex, controlling sexual situations or access to contraception
- Financial: Interfering with income or ability to work, controlling finances
- Emotional: Intimidation, isolation, threats (including threats of suicide), withholding affection, destroying property, control what you do and who you see in a way that interferes with your work, education, or other activities?
- Stalking is also a type of harassment. It can occur inside or outside of a relationship.

What to do if someone is stalking you?
• Don't answer the phone or door if you don't know who it is.
• End all communication with the person who is stalking you. Don't get into arguments or pay attention to them – that's what they want!
• Let family, friends, and your employer know you are being stalked. Show them a picture of the person.
• Talk to an instructor, friend, administrator or counselor who can help you decide how to deal with the situation.
• Write down the times, places, and detailed summaries of each incident. Keep all emails or texts.
• Consider contacting police if stalking persists despite your efforts to end it.
• Consider obtaining a restraining order, but evaluate the pros and cons of doing so. Sometimes it can escalate the violence.
• Change your routine so the stalker is less able to predict your whereabouts.

What if someone is cyber stalking me?
• Do not meet anyone you've met on the internet in person.
• Don't share personal information (name, phone numbers, addresses, etc.) in online public places.
• Consider creating separate email accounts for social networking sites or other sites that require personal logins. (Good way to reduce your spam too!)
• Use filters and blockers to block unwanted emails.
• Send a clear message to a cyber-stalker that you do not want further communication and will contact authorities if messaging continues.
• Save all communications from a cyber-stalker.

Hot Line: Gulf Coast Sexual Assault Program
(http://www.gulfcoastcac.org/)
467 Grace Avenue
Panama City, FL 32401
Phone: 1.866.218.4738 (Call 24-hours a day)

To promote the safety and wellbeing of Florida's children and their families by providing multidisciplinary assessment and treatment services for children suspected of being sexually abused.
-

- report online at http://www.gulfcoastcac.org/
- call 1-866-218-4738 or 1-850-832-9708
- If you suspect or know of a child or vulnerable adult in immediate danger, **call 911**.

TWO PAGE STUDENT SAFETY INCIDENT RERORT FORM BEGINS NEXT PAGE

STUDENT SAFETY
INCIDENT REPORT FORM

Please complete the form below and return to the Director in the administration building

Date Incident Occurred	
Time Incident Occurred	
General Location of Incident	

Student Contact Information

☐	I was involved in the incident.
☐	I witnessed the incident.

Name	
Contact Information	

Identify the Category of the Incident (check all that applies):

Criminal Homicide	Sex Offense	Robbery	Aggravated Assault	Motor Vehicle Theft	Arson	Other
☐	☐	☐	☐	☐	☐	☐

Have you discussed this issue with the instructor or another staff member?	Yes	No
	☐	☐

If yes, describe the outcome of this discussion below.

Today's Date	

STUDENT INCIDENT REPORT FORM

Describe the issue or concern in detail. (Be specific regarding who, what, when, and where).

Copy- Office of the Superintendent

Use the back of the page for additional space

EMERGENCY EVACUATION AND LOCK DOWN

Fire Drill

In compliance with the State Uniform Building Code, Chapter 6A-2, the following procedures will be adhered to during a fire evacuation drill:

Instructors and students will be ALERTED BY ONE (1) LONG CONTINUOUS RING TO LEAVE their buildings and shops in an orderly manner.

No reentry to buildings shall be permitted until the recall signal of three (3) short rings has been given.

Instructors will lead a prompt and orderly evacuation of the class by having full control of all students.

When possible, turn off all motors, ventilating fans and other power-driven equipment, which the continued operation would tend to spread the fire or hinder the firefighting operations.

During an evacuation drill, each class or group shall proceed to a predetermined point outside the building and remain there while a check is made to account for all persons. Please follow Campus Layout Map and DO NOT get on the adjoining highways.

In the event it becomes necessary to secure the premises of Florida Panhandle Technical College due to a safety issue that would endanger the health or life of the students and personnel at this Technical College, the following instructions will be carried out:

- The director, or designee at the time of the accident, will inform all personnel to secure the premises immediately and give the course of evacuation based on information provided at the time.
- All students are to return to the program area and follow instructional directives.
- Turn off all cell phones or electronic devices.
- All students will remain on campus until an "all clear" is signaled.

Tornado Drills and/or Emergency

Instructors and students will be ALERTED BY A SERIES OF SHORT RINGS OF THE BELL FOR APPROXIMATELY (1) ONE MINUTE.

Once the TORNADO WARNING has been sounded, the student body and staff will take the following actions:

- When possible and time permitting, turn off all lights, computer equipment, and air conditioning equipment.
- Precede to one of the approved tornado safety locations as instructed by your instructor.
- Get into the tornado protective position, facing interior walls where possible, as soon as possible.
- Stay in these locations and positions until the instructor has given you the ALL CLEAR. If in a drill, this will be sounded by a 30 second ringing of the bell.

Railroad or Highway Accident

In the event it becomes necessary to evacuate the premises of Florida Panhandle Technical College due to a railroad or highway accident involving caustic, inflammable, or noxious material that would endanger the health or life of the students and personnel at this Technical College, the following instructions will be carried out:

- The director, or designee at the time of the accident, will inform all personnel to evacuate the premises immediately and give the course of evacuation based on wind direction at the time.
- The course evacuation will be approximately 90 degrees from upwind or downwind from the accident.
- There will be no need for evacuation if the wind direction is from the southwest around to the southeast quadrant unless a wind shift is anticipated.

LOCK DOWN

The purpose of a lockdown is to minimize accessibility to rooms/buildings on campus to reduce the risk of injury or danger to faculty, staff, students or visitors. As with all emergency communications, compliance with directives is mandatory for all persons on campus. **UPON LOCK DOWN ANNOUNCEMENT:**

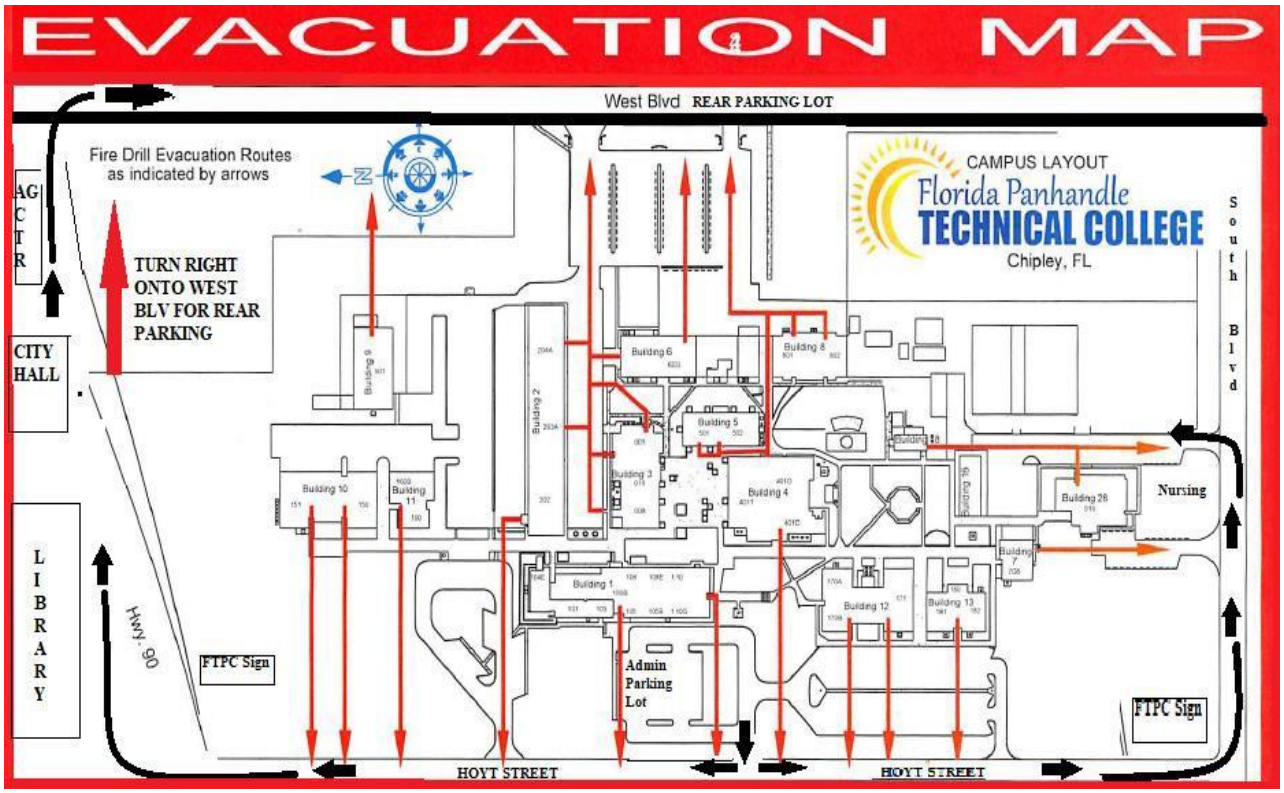
- Immediately cease all activity (I.e., teaching, group work, meetings, etc.)
- Close and lock all doors and windows where you are. Do this quickly to minimize sound and movement. Do not let anyone else into your room once you close and lock it unless you can do so with a high degree of certainty that you will be safe.
- If you are in a space that cannot be secured (I.e. Hallways, Student Center, Courtyard), find a lockable room and stay there until law enforcement officers or College officials direct you to move. Hallways, student centers and cafeterias are the riskiest areas.
- Turn off lights.
- Turn cellphones to silent mode.
- Get out of the line of site. This may require you to get up against an interior wall perpendicular to a door window. This may be the most important thing that you do. Remember the old saying that goes "out of sight-out of mind."
- Remain quiet, calm and still. Remember, those intending violence know that they have limited time, will look for easy victims, and not spend a lot of time looking in any particular place if there are no indication victims are in the area.
- Provide comfort to those who may panic. Try to calm them and get them to remain quiet.
- Avoid making phone calls to control noise.
- Remain under lockdown until told from an official source that the crisis is over.
- If you are directed by police to leave your secure area, assist others in moving as quietly as quickly as possible.
- **Do not activate fire alarms** since this will trigger people to leave safe areas and go outside where it might not be as safe or put them in a position where they encounter the threat.
- Faculty or staff in control of students at the time of the lockdown are responsible for those students at that time. Faculty and staff members are responsible for accounting for students and ensuring that no leaves the safe area. When the condition causing the lockdown has been cleared, an "all clear – lockdown is over" announcement will be made through the designated campus emergency notification system.

School phones are for school business only

CAMPUS MAP AND EVACUATION PLAN

BLDG#	ROOM	COURSE / OFFICE		BLDG#	ROOM	COURSE / OFFICE
1	106	BUSINESS OFFICE		6	603	CARPENTRY/CABINETMAKING
	106J	BOOK STORE		7	708	PHARMACY TECHNICIAN
	104E	DIRECTOR'S OFFICE		8	801	COSMETOLOGY
	104C	ASST. DIRECTOR'S OFFICE			802	ELECTRICITY
	109A	FINANCIAL AID		9	901	HEAVY EQUIPMENT MECHANIC / OPERATIONS
	108	CAREER SOURCE			901	DIESEL TECHNOLOGY I & II
	110	STUDENT SERVCES		10	150	PHYSICAL TRAINING
	107	TESTING			151	EMT
2	202	TBD		11	160	PUBLIC SAFETY
	203A	AUTOMOTIVE TECHNICIAN		12	170B	WISE
	204A	WELDING			170A	WISE
3	011	KITCHEN			171	DIGITAL VIDEO AND TELEVISION PRODUCTION TECHNOLOGY
	001	PATILLO		13	181	DRAFTING
	008	COURTYARD CAFE			180	PCT LAB
4	401G	ADULT EDUCATION / LRC			182	PATIENT CARE TECHNICIAN
5	501	TBD		16	x	GREENHOUSE
	502	APPLIED IT / CYBERSECURITY		18	701	EARLY LEARNING COALITION
6	601B	DIGITAL MULTI MEDIA DSIGN/ PRINTING		28	016	PRACTICAL NURSING

Rear Parking: West Boulevard



Nursing: South Boulevard

Front Parking: Hoyt Street

<u>Students, Faculty, Staff, nor Guests should re-enter buildings until "All Clear" is announced.</u>

FLORIDA PANHANDLE TECHNICAL COLLEGE
INSTRUCTIONAL STAFF
FULL-TIME

PROGRAM AREA	INSTRUCTOR	CERTIFICATION/ DEGREE	INSTITUTION
Adult Education	Marla Whitaker	BS	Florida State University
Adult Education	Donna Laney	Certified	WCSD
Applied Cybersecurity/Applied Information Technology/Cloud Computing/Network Support Systems / Network Systems Administration	Delcena Peterson	Certificated	WCSD
Applied Welding Technology & Advanced	Luke Clark	Certificated	WCSD
Master Automotive Service Technology 1 & 2	John Corbin	Certificated	WCSD
Carpentry / Cabinetmaking	Stephen Ealum	Certificated	WCSD
Commercial Vehicle Driving	Tammy Lanier	Certificated	WCSD
Commercial Vehicle Driving	Kevin Lawrence	Certificated	WCSD
Cosmetology	Shanda Brown	Certificated	WCSD
Digital Design-Multimedia Design/ Marketing, Management	Kim Shaw	Certificated	WCSD
Digital Video Technology & Television Production Technology	Paul Goulding	Certificated	WCSD
Diesel Systems Technician 1 & 2	Chad Proctor	Certificated	WCSD
Drafting	Tanya Taylor	Certificated	WCSD
Electricity	Curtis Green	Certificated	WCSD
Heavy Equipment Operations Technician	Banian Josey	Certificated	WCSD
Patient Care Technician/ Phlebotomy Technician	Rhonda Wilson	RN BSN	Florida State University
Pharmacy Technician	Sandra Aycock	Certificated	WCSD
Practical Nursing	Angela Dorsey	RN BA	Chipola College
Practical Nursing	Katherine Lawlor	RN BSN	Ashwood University
Practical Nursing	Melissa Watford	RN AAS	Wallace College
Practical Nursing	Wendy Wheeler	RN BA	University of West Florida
Public Safety	Greg Hutching	BS	University of West Florida
Public Safety	Scott Marsceill	Certified	FDLE
Public Safety	Brandon Stevenson	MS	University of West Florida

FLORIDA PANHANDLE TECHNICAL COLLEGE INSTRUCTIONAL STAFF ADJUNCT FACULTY 2025.2026 (Part-Time)			
SUBJECT AREA	**INSTRUCTOR**	**CERTIFICATION/ DEGREE**	**INSTITUTION**
Cosmetology	Susan Bryant	Certificated	FPTC
Criminal Justice	Chadwick Anderson	Certificated	FDLE
Criminal Justice	Everett Cullen Bailey IV	Certificated	FDLE
Criminal Justice	Zachary Casterline	Certificated	WCSD
Criminal Justice	David Cocran	Certificated	FDLE
Criminal Justice	Alisha Conley	Certificated	FDLE
Criminal Justice	William Dudley	Certificated	FDLE
Criminal Justice	Donald Edenfield	BS	Troy State University
Criminal Justice	Landon Fries	Certificated	FDLE
Criminal Justice	Princeton Hill	Certificated	FDLE
Criminal Justice	Dakota Jarvis	Certificated	FDLE
Criminal Justice	Lloyd Lykins	BS	FSU
Criminal Justice	Curtis Porter	Certificated	FDLE
Criminal Justice	Michael Raley	AA	Chipola College
Criminal Justice	Joseph Rozier	Certificated	FDLE
Criminal Justice	Tyler Scarborough	Certificated	FDLE
Criminal Justice	Steven Smith	Certificated	FDLE
Criminal Justice	John Standland	Certificated	FDLE
Criminal Justice	John Tate	Certificated	FDLE
Criminal Justice	Scott Thompson	BS	University of West Florida
Criminal Justice	Warren Walsingham	Certificated	FDLE
Criminal Justice	Thomas Craig Weeks	Certificated	FDLE
Criminal Justice	Chris Welch	Certificated	FDLE
Criminal Justice	Daryl White	Certificated	FDLE
Criminal Justice	Michael Williams	Certificated	FDLE
Criminal Justice	Levi Yohn	Certificated	FDLE
Emergency Medical Technician	Whitney Majors	BS	Troy University
Emergency Medical Technician	Hunter Aycock	Certificated	WCSD
Emergency Medical Technician	Austin O'Neal	Certificated	FDLE
Emergency Medical Technician	Sawyer Wilson	Certificated	FDLE
Emergency Medical Technician	Chelsea Wingett	MS	University of Florida
Emergency Medical Technician	Daniel Winget	Certificated	FDLE
Fire/Emergency Medical Technician/UVS	George Gay	Certificated	WCSD
Firefighting	Wesley Adams	Certificated	Chipola College
Fire Fighting	Floyd Aycock	Certificated	WCSD
Law Enforcement	Andrew Agosto	Certificated	FDLE
Welding	Freddie Foran	Certificated	WCSD

FLORIDA PANHANDLE TECHNICAL COLLEGE ADMINISTRATIVE SUPPORT STAFF FULL-TIME	
POSITION / PROGRAM AREA	**STAFF MEMBER**
Assistant to the Director	Gena Collins
Assistant Registrar - Student Affairs	Melonie Gilley
Bookkeeper - Business Office	Kathi Cook
Business Manager	Monica Roberts
Financial Aid Officer	Brandi Carroll
Financial Aid Officer	Rita Smalley
Marketing & Grants Coordinator	Stacy Webb
Registrar / Student Affairs Manager	Sherri Skipper
Secretary - Adult Education	Marie Broxton
Secretary - Business Office / Book Store	Teresa Keen
Secretary - Business Office	Tanya Davenport
Secretary - Cosmetology	Radie Gilley
Secretary - Practical Nursing	Kayley Cope
Secretary - Student Affairs	Neomi Bouton
Secretary - Student Affairs	April Patterson
Secretary – Testing Services	Sara Worley

JULY 2025 - JUNE 2026 FPTC CALENDAR

July 2	End of Summer Term
July 3	Holiday: July 4th: Students & All Staff Out / Campus Closed
July 31	Teachers Return / 5 Day Work Week Resumes
July 31- August 7	Professional Development/Pre-Planning: Teachers
August 11	First Day of School / Students Return
August 11	All Fall Term Fees Due
September 1	Holiday: “Labor” Day: Students & All Staff Out / Campus Closed
September 11	“Patriot’s” Day
September 17	“Constitution” Day
September 22-26	“Celebrate Freedom” Week
October 13	Fall Day: Students, Teachers, and 10 Month Staff Out
October 21	Executive & General Advisory Meeting
November 11	Recognition of Veterans
November 24-27	Thanksgiving Holiday: Students, Teachers, and 10 Month Staff Out
November 26-28	Thanksgiving Holiday: 12 Month Staff Out / Campus Closed
December 18	Dual Enrollment Grades Due / End of Fall Term
December 18	FPTC Faculty and Staff Christmas Breakfast
December 19	WCSD K-12 Early Release
December 22-31	Christmas Holiday: Students, Teachers, and 10 Month Staff Out
December 24,25,31	Christmas Holiday: 12 Month Staff Out / Campus Closed
January 1	New Year Holiday: Students, Teachers, and 10 Month Staff Out
January 1	New Year Holiday: 12 Month Staff Out / Campus Closed
January 5	Teachers Return: Students Out / Teacher Professional Development
January 6	Classes Resume
January 6	All Spring Term Fees Due
January 19	Holiday: “Martin Luther King, Jr” Day: Students & All Staff Out / Campus Closed
February 16	Holiday: “President’s” Day: Students & All Staff Out / Campus Closed
February TBD	FPTC LPN Graduation
March 19	FPTC LEO / Correction Graduation
March 23-26	Spring Break: Students & All Staff Out / Campus Closed
April 16	LAST DAY to apply for FPTC Graduation
May 14	FPTC Graduation
May 21	End of Term: Grades Due/ Last Day of School
May 22	WCSD K-12 Early Release
May 25	Holiday: Memorial Day: All Staff Out / Campus Closed
May 26-27	Post Planning: Teachers / 10 Month Staff
May 27	FPTC Faculty & Staff End of Year Cookout
June 1	Summer Term: First Day
June 1	All Summer Fees Due
June 1	FPTC Four Day Work Week Begins