



OCPS ORANGE
TECHNICAL COLLEGE

2023 - 2024
CATALOG



Career & Technical Education

445 W. Amelia Street • Orlando, Florida 32801
Phone: 407.317.3212 • Fax: 407.317.3343

The School Board of Orange County, Florida

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District Administration

Dr. Maria Vazquez, Superintendent
Dr. Michael Armbruster, Deputy Superintendent
Jose Martinez, Chief of High Schools
Rosa Grant, Executive Leader, CTE

OCPS Vision

To ensure every student has a promising and successful future

OCPS Mission

With the support of families and the community, we create enriching and diverse pathways to lead our students to success

OCPS Values

Equity-Integrity-Inclusion-Respect-Innovation-Collaboration

OCPS Objectives

High expectations for student learning
Student social and emotional well-being
Dedicated and high-quality team
Positive climate and safe environment
Efficient operations
Engaged and invested community

The CTE Way

A commitment to character, quality and professionalism



 **ORANGE**
TECHNICAL COLLEGE

Technical College Campuses

Orange Technical College

301 West Amelia St
Orlando, FL 32801
407.246.7060

Orange Technical College - Apopka Campus

1410 South Central Ave
Apopka, FL 32703

Orange Technical College - Avalon Campus

2201 Crown Hill Blvd
Orlando, FL 32828
407.281.5155

Orange Technical College - East Campus

901 West Webster Ave
Winter Park, FL 32789
407.622.2900

Orange Technical College - South Campus

2900 West Oak Ridge Rd
Orlando, FL 32809
407.251.6000

Orange Technical College - West Campus

955 East Story Rd
Winter Garden, FL 34787
407.905.2018



Accreditation

Orange Technical College is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, 770-396-3898, www.council.org and Cognia (formerly AdvancED), 9115 Westside Parkway, Alpharetta, Georgia 30009, 888-413-3669, www.cognia.org

In addition, a number of programs have been approved, certified and/or recognized by the military, sponsoring agencies and professional organizations.

All programs offered at the campuses are part of Orange County Public Schools approved by the Florida Department of Education, the Division of Career and Adult Education, and many are approved by the Bureau of State Approving for Veterans' Training, Florida Department of Veterans Affairs, for individuals with VA Education Assistance benefits.

School Advisory Council (SAC)

Orange Technical College has a School Advisory Council (SAC) which is composed of local business and industry leaders, school administration, staff, and students from each campus. The SAC helps the college to fulfill its mission each year by making recommendations regarding the general operation of Orange Technical College and its branch campuses; assessing and evaluating the quality of CTE programs; and helping to meet the objectives of the college's Strategic Plan.

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WELCOME FROM THE EXECUTIVE LEADER

Welcome to Orange Technical College, Central Florida's premier provider of technical education!

With a rich tradition dating back to 1933, Orange Technical College has consistently transformed lives through education. Our unwavering commitment lies in helping our students achieve their personal and professional aspirations. We firmly believe that there are multiple paths to a successful career, and we are dedicated to guiding you toward your desired destination.

We encourage you to explore our extensive career and technical education programs, designed to equip you with rapid credentials and skills that lead to locally available, highly sought-after job opportunities. Best of all, our programs are tailored to ensure you can achieve your goals without the burden of overwhelming debt. Whether you wish to enhance your skills, switch careers, obtain essential credentials for a new profession, pursue apprenticeships, earn your high school diploma, or learn English, our team across our five OTC campuses is fully committed to supporting you every step.

We welcome you to contact any of our campuses, and we will provide expert guidance on the next steps toward a fulfilling career. We sincerely appreciate your time as you explore the exciting range of career opportunities available at Orange Technical College and we eagerly await the opportunity to support you in achieving your goals! **#ONEOTC**

Rosa Grant
Executive Leader
Career and Technical Education
Orange County Public Schools



Other Instructional Sites

Orange Technical College – Adult & Community Education Centers

Evans High School
4949 Silver Star Road,
Orlando, FL 32808
407.522.3400

Meadowbrook Middle School
6000 North Lane,
Orlando, FL 32808
407.296.5130

East Campus – Adult & Community Education Centers

Colonial High School
6100 Oleander Drive,
Orlando, FL 32807
407.482.6300

Three Points Elementary School
4001 S. Goldenrod Road,
Orlando, FL 32822
407.207.3800

Lake Nona High School
12500 Narcoossee Road,
Orlando, FL 32832
407.956.8300

South Campus – Adult & Community Education Centers

Cypress Creek High School
1101 Bear Crossing Drive,
Orlando, FL 32824
407.852.3400

Meadow Woods Elementary School
500 Rhode Island Woods Circle,
Orlando, FL 32824
407.858.3140

Dr. Phillips High School
6500 Turkey Lake Road,
Orlando, FL 32819
407.355.3200

Millennia Elementary School
5301 Cypress Creek Boulevard,
Orlando, FL 32811
407.845.0665

Freedom High School
2500 W Taft Vineland Road,
Orlando, FL 32837
407.816.5600

Other Instructional Sites

West Campus – Adult & Community Education Centers

Bay Lake Elementary School
12005 Silverlake Park Drive,
Windermere, FL 34786
407.217.7960

West Oaks Elementary School
905 Dorscher Road,
Orlando, FL 32818
407.532.3875

Admissions

Academic Assessment

Whether you are enrolling in a career certificate program or an adult education class, you can expect academic assessment to be an part of your educational process. For each program offering, the Florida legislature mandates the assessment instruments to be used as well as the benchmarks to be achieved. Career certificate programs have established academic skill levels that must be achieved prior to being awarded a certificate of completion. Adult education programs use academic assessment to determine initial placement and measure student progress throughout the program. You will find more information on academic assessment on subsequent pages of this catalog.

General Admission Policies and Procedures

Anyone interested in attending Orange Technical College is welcome to visit our website, call or make an appointment at a local campus to begin the enrollment process, and/or obtain information from our Admissions department. All interested parties are accepted on a nondiscriminatory basis. All students wishing to enroll must have completed any appropriate assessments, finished the application process, and paid for courses prior to their scheduled start date.

A 1,000-hour career certificate program takes approximately one year to complete on a full-time basis. College articulated credit and industry certifications are available at the conclusion of most career certificate programs. Licensure and certification programs may require drug screenings, physical examinations or fees for liability or other insurance. For additional admissions information, contact a counselor, or advisor at the campus.

Articulated college credit and industry certification are available with the majority of career programs.

Admissions services for students include admissions and registration assistance, career information, TABE, financial aid assistance, and job placement information. Students are encouraged to possess an interest in career education for employment purposes and have the basic skills necessary to achieve success in the career certificate program or course chosen.

All campuses comply with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 and strictly adhere to the nondiscrimination policy adopted by the School Board of Orange County. Reasonable accommodations can be made for special needs students.

Disclaimer: Courses subject to cancellation if enrollment is not sufficient.

Voluntary Student Withdrawal

1. Student has initial communication with Instructor, Admissions Office, Financial Aid Office, Business Office or Dean regarding the intent to withdraw.*
2. Send student with withdrawal form to see a Counselor (or referral to Dean), the Financial Aid Office (if applicable) and Business Office for extensive guidance on his or her educational and future plans, and inform student of any student liability.
3. Student drops off withdrawal form with a Counselor, if they are officially withdrawing from school. The Counselor gives a copy to the student.
4. Counselor gives original withdrawal form to the Admissions Office to officially withdraw the student from school.
5. Notification of withdrawal given to Instructor(s), Financial Aid Coordinator and Business Office Manager.

- * If the student has more than six absences in a nine-week term, the instructor will consult the dean for withdrawal determination.

Services for Students

Academic Readiness and CTE Success

For a large portion of the career certificate programs offered at Orange Technical College, there are academic skills requirements in computation and communication skills. The Florida Department of Education, in accordance with Section 1004.91 of the Florida Statutes, has established these requirements to ensure programs meet industry standards and requirements set by regulatory boards. Achievement of these skill levels is required to receive a Career Certificate of Completion from a CTE program of 450 hours or more. Some students may be exempt from this requirement, and academic remediation is available to assist with the achievement of these skills through enrollment in the Adult Basic Education (ABE) and Academic Skills Building (ASB).

Orange Technical College uses the Comprehensive Adult Student Assessment System (CASAS) as the state approved assessment to document these academic requirements (Rule 6A-10.040 (1), (F.A.C.)). Students can expect to take their initial assessment at the time of registration for their chosen CTE program unless otherwise exempt. Some technical programs also require a high school diploma or its equivalent for program entry. This catalog contains the academic requirements for each career certificate program offered at Orange Technical College.

Book Purchases

Students may purchase their books online through Akademos. Please go to the orange technical college website for more information. In order to cancel your book/material purchases within the first five days of school, financial aid students on a book deferment through Akademos must send back unopened books and unused materials to Akademos immediately OR bring all unopened books and unused materials back to the Business Office. Any books or materials used or not returned are the responsibility of the student with an outstanding fee until paid in full. Disclaimer: "Some books and all course packs are non-returnable/non-refundable, please contact Akademos customer service for inquiries. Students using financial aid funds should only purchase books/materials specifically required by the instructor/institution. These items are listed by Program Title and Instructor Name."



Academic Skills Building (ASB) Enrollment Guidelines

Academic support is always available and often recommended if the initial CASAS assessment is below program requirements. Based on years of experience and designed to help ensure successful completion of the chosen CTE program, Orange Technical College has established the following recommendations for academic remediation. It is ultimately the student's responsibility to make sure all requirements of program completion have been met, including the CASAS scores necessary for academic skills documentation. A school counselor is always available if further information is needed.

Guidelines for Successfully Achieving your Basic Skills Requirements	
If your CASAS GOALS scores are:	Recommended enrollment is:
Reading and/or Math level is below 6.0	Full time academics
Reading and/or Math levels are at or above 6.0 but below 9.0	Half time academics; half time CTE program
Reading and/or Math levels are at or above 9.0 but below your CTE program exit requirements	Part time academics <i>An online option may also be available; please discuss this option with your counselor if you are interested.</i>

Exemptions and Waivers for Academic Skills Assessment Requirement

Students in the following categories are exempt from the academic skills assessment:

1. Students who entered the 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma.
2. Students with a degree at the Associate in Applied Science (AAS) level or higher.
3. Students enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446, F.S.
4. Students serving as an active duty member of any branch of the United States Armed Services.
5. Students who have demonstrated readiness for public postsecondary education by achieving or exceeding established test scores on the 2014 GED (RLA 145; Math 145)
6. Students who have demonstrated readiness for public postsecondary education by achieving or exceeding established test scores (scores must be no more than two years old).
7. Students who take and pass a related licensure exam identified by the Department of Education, Division of Career and Adult Education. A list of eligible licensure exams can be found at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-15160>.

Accuplacer		SAT-I		Enhanced ACT	
Reading Comp	83	Since March 1, 2016		Reading	19
Sentence Skills	83	Reading	24	English	17
Elem Algebra	72	Mathematics	24	Mathematics	19
		Writing/Lang	25		
WBST					
GL	Verbal	Quantitative	Composite		
12	327	313	322		
11	297	288	294		
10	268	262	265		
9	238	237	237		
8	208	212	209		
7	178	186	180		
6	148	161	152		

Official documentation is required to provide any of the above exemptions. An adult student with documented disabilities may be exempt from meeting certain academic skills requirements.

Adult students with disabilities, as defined in Section 1004.02(7), Florida Statutes, may be exempted from meeting the Basic Skills requirements (Rule 6A-10.040). Students served in exceptional student education (except gifted), as defined in s.1003.01(3)(a), F.S., may also be exempted from meeting the Basic Skills requirement. Orange County Public Schools policy addressing procedures for exempting eligible students with disabilities from the Basic Skills requirement as permitted in Section 1004.91(3), F.S. is as stated below.

A student with disabilities, defined as an adult or high school student with a documented disability who is completing a postsecondary adult technical program but has been unsuccessful in obtaining the designated exit criteria on the CASAS (Comprehensive Adult Student Assessment System), may have the basic skill requirement waived based on the following procedures:

Students must provide acceptable documentation of disability, take initial basic skill CASAS assessment, participate in a minimum of nine weeks of remediation and retest. If retest scores have not reached the designated exit criteria, a written request for a waiver review may be submitted to the student's guidance counselor upon the student's completion of the technical program. A review committee consisting of the remediation instructor, technical program instructor, guidance counselor and an administrator will convene to decide if exemption of the basic skill requirement is appropriate and warranted. If the committee agrees that the student possesses the necessary skills and knowledge to be successful in the workplace, basic skill requirements will be waived and an appropriate certificate will be awarded. Procedure and waiver form can be found online.

Career Certificates

The awarding of a Certificate of Completion is governed by the Florida Department of Education, and is based on successful completion of the requirements of the program, including applicable state basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

Career Counseling

Counselors and advisors are available to assist with program information and career counseling. Students may receive assistance in the areas of career development, testing, test interpretation, financial assistance, and third-party agency sponsors.



Career Pathways

Career Pathways gives students an opportunity to advance in a chosen career path at a faster pace with advanced academic standing in postsecondary programs. Career Pathways students are able to plan for career goals while in elementary, middle and high school, or while at the technical center for a career or an advanced academic degree. Students will be given the opportunity to articulate training to college credits in selected programs. For further details, contact a counselor at one of the campuses. Articulation agreements with high schools and colleges provide credit for competencies completed in many training programs.

Continuing Education & Personal Interest Courses

Orange Technical College campuses offer a variety of courses, workshops and short-term training programs that allow students to develop their skills and remain current in multiple professions. Programs are available in professions like Health Sciences, Building Construction, Information Technology and Merchandising. The campuses also offer a variety of courses to suit your personal interests. Courses may include: artwork, crafts, cooking, languages, dancing, exercise and more. Visit our website for more information regarding our continuing education and personal interest offerings.

Customized Training for Industry

Orange Technical College campuses can offer specialized, industry-specific training to local institutions based on the organizations need. In this capacity, the campuses serve as liaisons between education and industry assisting area employers with their training needs. Some of these services include: help assessing training needs and goals, training/re-training for a group or groups of employees in specific skill areas, assistance developing and coordinating employee training at campuses and course design.

Customized training programs for industry will be specifically tailored to fit the employer's needs and may include a combination of traditional classroom and online instruction. Costs for services are specific for employer, but are competitive in nature and may be off-set with available state and federal grants. Areas of training include, but are not limited to: Computer Training & Information Technology, Health Sciences, Hospitality & Resort Management, Heavy Equipment Safety Training, OSHA Regulatory Training, Supervisory/Management Training for Workplace Languages, ESOL (English as a Second Language) for Employees and much more.

Employers are recommended to please contact your local technical college for more information about these industry-specific training programs.

Evening Program Information

Many programs are also offered in the evening. Schedules vary by campus with classes meeting Monday through Thursday in three-hour blocks with times ranging between 5:00 p.m. to 9:00 p.m. See website, www.orangetechcollege.net for the current schedule of programs and classes.

***Job placement
services are
available to all
Orange Technical
College students.***



Farmworker Career Development Program

This program services migrant and seasonal farm workers and family members living in the household. Services provided are:

- Employability Skills Training
- Financial Assistance Includes: Tuition, Supplies, Uniforms, Parking Decals, Caps and Gowns, Textbooks and Workbooks, Kits, Certification Exams, Background Checks, etc.
- Bus Passes
- Career Counseling
- Job Placement
- Job Retention

Our program works with many local agencies that assist with:

- Counseling
- Child Care
- Rent Assistance
- Power Bill Assistance
- Job Placement

Graduation

A graduation ceremony is held each year to honor completers of our programs. Students finishing their programs of study throughout the school year are invited to participate in the ceremony. Graduation pictures are available for purchase at the ceremony, and graduation announcements and cap/gown/tassel sets are sold on each campus.

Interpreter Services

Sign language interpreter services are provided upon request to facilitate communication for students who are Deaf/Hard of Hearing. The interpreter can be requested to assist at orientation, testing, counseling and classes.

Job Placement and Follow-Up Services

Placement services are available to all students at the campuses. Instructors and staff help students to find jobs as they prepare to complete their programs. Job listings are posted in classrooms on bulletin boards and on online systems around the campuses. Each campus has services available to assist students individually with resumes, interview techniques, and job searches. Please visit the career center on campus for assistance.



OCPS Tech Express to Valencia College

Valencia College and Orange County Public Schools provide a college-and-career opportunity called “OCPS Tech Express to Valencia College”. The program provides Orange County students seamless and accelerated access to post-secondary and college credit career training programs, as well as Associate in Science (A.S.) and bachelor’s degree programs. For students interested in taking advantage of this program, an OTC campus administrator can help connect students with a Valencia College Tech Express advisor on campus.



Orientation

The campuses provide a general orientation to the campus and postsecondary education. The orientation provides detailed curriculum content, student responsibilities for course progress and attendance, costs, financial assistance opportunities, teaching formats and schedules, career opportunities, and campus safety information. New CTE career certificate-seeking and adult education students must participate in an online orientation prior to starting their first class. Contact the Admissions Office for details or check the campus website at www.orangetechcollege.net.

Students with Special Needs

Self-identification and documentation of disabilities help the campuses to serve students more effectively. While the campuses make no pre-admission inquiry about an applicant’s disability such knowledge can often be helpful in the admission process. The decision to disclose a disability is a personal choice that every applicant may exercise. That choice is respected; however, applicants with hidden disabilities, such as learning disabilities, emotional disabilities or chronic medical conditions, are encouraged to disclose such conditions and provide the campus with all necessary data. This data will be kept confidential.

It is only through self-disclosure that informed and fair decisions can be made by both the students and the school regarding the suitability of the campus programs. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring students for appropriate services. Accommodations can be made only after the student provides the appropriate documentation to his/her counselor/advisor.

Access to and opportunity for programs, services, and activities are provided for individuals with disabilities. Counselors are able to assist students with disabilities in selecting occupational training programs compatible with interests and abilities. Modifications to work areas are provided when necessary. Designated parking spaces are identified and ramps are provided for accessibility. Students are requested to contact Vocational Rehabilitation for possible funding assistance.

Transfer of Credit

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to provide official transcripts of all work attempted at all said institutions. The transfer of credits will be evaluated for past knowledge and skills and will be admitted upon documentation of past experience and/or demonstration of prior mastery of competencies without having to repeat previously learned materials. Each transfer from another institution is handled on an individual basis.

Transfer Within Institution

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. The next step is for the student to speak to a counselor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by your advisor or counselor, financial aid coordinator and administration.

Transportation

District school buses transport high school students to the campuses. Students may take public transportation or private vehicles or even school buses are not provided for adult students. Students who drive their own personal vehicles must abide by campus rules and park in the designated areas for students. A parking permit must be purchased each semester.

Student Organizations



National Adult Education Honor Society

Founded in 1991 by an adult education director to recognize the sacrifices and efforts of adult students in English Literacy, Adult Basic Education, and General Education Diploma classes. NAEHS now has members nationwide. The mission of NAEHS is to provide meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs, and to create adult education awareness with school administrators and state legislators.

To be eligible for membership in the NAEHS, a student must be enrolled in any adult English Literacy, Adult Basic Education, or GED class. The principal criteria for membership are as follows: the student must demonstrate dependable attendance by attending class regularly in spite of personal circumstances, the student must display a cooperative attitude toward others by working harmoniously with teachers and fellow students; the student must exhibit self-reliance by demonstrating personal initiative while performing school-related tasks as he/she progresses.

Students are inducted during a ceremony in which they receive a certificate and NAEHS pin. Students receive two letters of recommendation from NAEHS National Headquarters: one for scholarship/financial aid and one for future employment.



National Technical Honor Society

The National Technical Honor Society (NTHS) is an honors organization for students who achieve outstanding success in vocational-technical education. It is America's foremost scholastic honor for excellence in workforce education. Fewer than two percent of America's secondary and postsecondary students are nominated into this prestigious organization. The purpose of NTHS is to reward scholastic achievement; to promote ideals of honesty, service, leadership, and skill development among America's youth to encourage the practice of high standards of personal and professional conduct and individual responsibility among membership. Students are nominated by their instructors and recognized at a ceremony held for new members.



SkillsUSA

This is a national organization that serves trade, industrial and technical students and instructors. SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership, citizenship, safety and technical skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at the campuses support and encourage participation in this student organization. The campuses have a strong history of students who qualify and compete annually at the SkillsUSA national championships in Kansas City, Missouri. Many of the students have won awards as the top students in the nation.

General Information & Parking

Identification Badge Requirements and Procedures

Orange Technical College programs simulate the workplace, and for security purposes, a visibly displayed photo ID is required by everyone while on campus. Students will receive an ID badge during their orientation to the campus. The following guidelines are to be adhered to by each student and staff member:

- Badges must be replaced if lost, stolen, or damaged and will be paid for by the badge owner
- Badges are to be clearly displayed on the front of shirt/blouse, above or at the waist
- Badges must be worn at all times while on campus
- Instructors will make a visual check for badges
- Instructors will not allow student access to class if a student's badge is not properly displayed
- Students without badges must purchase one or leave campus (high school students must be referred to the Administrative Dean)

Administrators will schedule building checks to ensure badges are being worn and checked as prescribed. Persons attending orientation or conducting business on campus must display a temporary badge.

Lost and Found

Lost and found articles should be promptly reported to the Administrative Dean. Orange Technical College cannot reimburse the cost of any items that are lost by students. It is recommended not to bring any personal items to campus. Cars should be locked at all times. Any valuables that must be left in a car should be in the trunk or out of sight. Each student is responsible for their personal items.

Parking

Visitor Parking – Designated visitor parking spaces are available. Any other parking areas are restricted and require a campus parking decal to be affixed to the vehicle. A valid Florida Department of Highway Safety and Motor Vehicles disabled parking permit must be displayed to park in designated handicapped parking spaces. Visitors must report to the administration building for a visitor ID badge.

Student Parking – Designated student parking requires the purchase of a parking decal, which is to be affixed to the vehicle. Handicapped parking spaces are provided for use with a valid Florida Department of Highway Safety and Motor Vehicles disabled parking permit; violators' vehicles will be towed. Temporary parking decals may be issued to students attending courses of less than 30 class hours. Additional parking information is provided in the campus orientation materials.

School Property

Destruction and abuse of school property can result in a financial obligation and will result in a student's dismissal from school. Orange County Public Schools policy determines that any misuse of licensed software, the computer network, or the Internet will be grounds for student dismissal.

Visitors

Only registered students and persons on official school business are allowed on campus. All visitors must sign in at the information desk in the administrative area and receive a visitor's pass to be worn in a visible place while on campus. Students may not bring visitors or pets to campus.



Campus Safety & Safety Measures

Campus Security

The district has a service contract with local agencies of jurisdiction to provide law enforcement details to all college campuses' during the hours Monday- Friday while school is in session 7:00-2:30PM. OCPS District Police provides supplemental coverage to ensure security representation is present. This creates a cooperative working relationship with local agencies to include, Orlando Police Department (serving the Main Campus), Winter Park Police Department (serving East Campus), and Orange County Sheriff's Office (serving Avalon, South Campus, West Campuses). These agencies will respond to our campuses within their jurisdiction for emergencies, to complete police reports, and to conduct criminal investigations as needed.

Clery Act Notice of Availability

The college provides the campus community members who work, study and visit our campuses with a safe and secure environment. Critical to the success of our mission of safety is creating a sense of awareness and cooperation within our campus community. To comply with the Clery Act, Orange Technical College publishes an Annual Security Report (ASR) each year by October 1st. The ASR provides the most recent crime statistics, campus safety information, education & prevention programs, and other information under federal law.

Orange Technical College encourages all faculty, staff, and students to review the ASR and become familiar with the services and programs available to help keep the campus safe. Information can also be obtained at any of the five OTC campus locations or by orangete.ch/annual-security-report downloading the digital version of the Annual Security Report.



Drug-Free School Summary Statement

The college is committed to maintaining a drug-free campus. Given this objective, the college prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs on its property or as part of any of its activities.

Any student determined to have violated this policy shall be subject to disciplinary action for misconduct. No student is to report to class or any school activity while under the influence of illegal drugs or alcohol. Penalties for those who violate school standards on campus or at school-sponsored events are in place and consistently enforced. State law prohibits the sale, consumption, and/or possession of alcoholic beverages by persons younger than 21 years of age. Violation of these policies by a student will be a reason for disciplinary action up to and including termination/expulsion and/ or referral for prosecution consistent with local, state, and federal law.

The use of medical marijuana could prohibit the continuation in a career certificate program requiring clinicals, internships, externships, and work-related experiences required for program completion.

Drug and Alcohol Training and Resources

Orange Technical College strives to maintain an environment that promotes a healthy and safe campus and workplace. The college recognizes the serious nature and potential harm of using alcohol and controlled substances in the educational setting and workplace. To promote a healthy campus culture and to be compliant with Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA). The federally mandated policy requires alcohol and other drug training to be available for the college community. The college utilizes online training, which is communicated to new students upon the onboarding process in conjunction with the online training surrounding alcohol and other drugs, the college has implemented a Drug and Alcohol Prevention Program (DAAPP) designed to be a reference guide for the campus community. This guide addresses the Code of Student Conduct, legal and institutional sanctions for violations, health risks associated with drug and alcohol abuse, and available resources such as counseling and treatment. This information is provided to students during their enrollment process.

Annual email notification of this material is distributed to all students, staff, and employees of the college. Community members can request a paper copy of the DAAPP to a school administrator or download the digital version of the DAAPP by visiting orangete.ch/campus-safety.

Prevention Awareness and Resource Information

The college acquired SPARC Go, an online training developed by SUNY, entitled "Sexual & Interpersonal Violence Prevention and Response Course." This course offers tools to understand interpersonal violence and navigate ways of responding. This is an optional course for the campus community. To learn more about this topic, visit the "Prevention, Awareness & Resource" section on the OTC Campus Safety Webpage: www.orangetechcollege.net/students/campus_safety

No Smoking

All campuses in Orange County Public Schools are smoke-free.

Student Assistance Family Empowerment Team (SAFE)

Each campus has a committee of faculty and staff members available to assist students who experience personal difficulties or challenges that may affect educational performance. Some issues brought to the SAFE committee or individual SAFE members may include alcohol or drug abuse, depression, lack of food or shelter, abuse, or any other problems that might affect a student's ability to function. The committee members have received supplemental training so they can better serve the special needs of students. Team member contact information is available from an instructor, counselor or staff member. Students can access substance abuse information by contacting a member of the SAFE Team or a counselor in the Student Services department. Consultation with or referral to a local agency that can provide additional assistance will be made at the student's request. Orange County Public Schools 24-hour anonymous hotline number is available for reporting activity of gangs, drugs, guns, criminal acts, and violence. Students may access the Orange County Speak Out Hotline number at 1-800-423-8477(TIPS).

Safety Measures

An essential component of OTC's emergency preparedness is you! Having students, faculty, and staff who are informed and prepared for an emergency and evacuation situations result in fewer impacts to all and a quicker recovery process. The resources included below provide ways to prepare for and respond to those incidents. On-campus drills, including emergency, severe weather, and active assailant drills, and training(s); as well, as fire drills are conducted regularly to ensure the safety of our campus community. While procedures are standard across the district, each school individually tailors its plan to address the specific needs of the campus population. In doing so, it provides a coordinated effort of not only campus operations, but it also promotes preparedness, and tests district plans, policies, procedures, and systems.

Our goal is to work collaboratively with the community we serve to enhance your educational journey and the safety of our campus environment. Campus Safety Measures will be reviewed during student orientation or by classroom teachers during the first week of class. Should the need arise, notify the instructor or nearest staff member immediately if you are aware of a dangerous situation on campus.



Financial Information, Scholarships & Student Assistance

Financial Aid is available to all prospective and currently enrolled students who qualify and enroll in an approved career training program. Students who wish to apply for financial aid must go online and complete the Free Application for Federal Student Aid (FAFSA) application at www.fafsa.ed.gov. It is recommended that the completed application be submitted a minimum of one month prior to expected enrollment date.

Financial Aid offered at the campuses consists of the Title IV Federal Pell Grant, Florida Student Assistance Grant, Florida Work Experience Program, Florida Bright Futures Scholarship, Student Financial Aid Fund (SFAF), private scholarships and assistance for targeted populations. Research for scholarships can be completed on-line at www.fastweb.com or www.finaid.org.

Students seeking financial aid may have to show proof of the previous year's income and proof of current income. For previous income, you will need to provide your 2021 tax transcript to order a copy go to www.irs.gov. Other documentation may be required. For current income, this may be in the form of current pay stubs, current unemployment pay stubs, a notice of case action from HRS indicating the amount received for SNAP, a current statement from Social Security stating the amount received, and child support paid or received, etc.

Satisfactory academic progress must be maintained in order to receive financial assistance. Satisfactory progress is defined as student completion of 70% of the competencies as defined in the course guidelines during a payment period, coursework completion at an acceptable level of performance and attendance within the guidelines stated in the Career and Technical Education attendance policy. Students are expected to attend at least 90% of scheduled hours. Students must be on track within their program and will be monitored.

Ability to Benefit

An applicant who has not earned a high school diploma or GED and is not currently in a high school curriculum must complete 225 clock hours in a CTE program for federal financial aid as an Ability-to-Benefit (ATB) student. To be ATB eligible, a student must be at least sixteen (16) years of age and enrolled in an Adult Education program. Detailed information can be obtained from a technical college financial aid office.

CareerSource Central Florida

CareerSource Central Florida is funded by state and federal grants external to the Department of Education budget. Information for financial assistance for potential students to assist in funding a career certificate program is available in the Financial Aid Office.

Costs to Attend

Tuition and fees are regulated by the state legislature annually and approved by the School Board of Orange County, Florida. Costs are subject to change in accordance with legislative or school board action. Adults pay tuition and cost related fees. Fees are not charged for software, computer use, capital equipment, building, grounds or office materials needed to operate the campuses. High school students are exempt from paying tuition, but may pay for consumable supplies and instructional materials. The approved course-related fees primarily fit into the following categories:

- **Consumable supplies** used to learn skills in the course (examples: welding rods, paint, recipe ingredients)
- **Instructional materials** or items of personal use that become the student's property (examples: uniforms, cosmetology kit, specific tools, camera)

Students are expected to bring individual organizational tools and personal supplies (such as notebooks, pencils, and paper) from home. There may be other fees related to field trips, but these will be shared each time there is a trip and not in advance as a course-related fee. Methods of payment include check, cash, credit card, and cashier's check.

Information regarding all costs and fees are in the back of the catalog pages 113-114. These costs are subject to change without notice.

Financial Assistance

As eligible institutions of higher education, all Orange County Public Schools campuses participate in the Federal Pell Grant program. To be a recipient, a student must meet the Federal Pell Grant program's criteria for student eligibility and be enrolled in an approved program that is at least 600 clock hours of supervised training. Eligibility is determined by the Federal Government. Pell recipients can only receive Pell for no more than the length of the program as approved by the Accrediting Commission of the Council on Occupational Education with a maximum of 900 clock hours in an academic year. The Federal Pell Grant requires no repayment of funds that are properly distributed by the school. If the student does not meet the required 60% of attended clock hours per payment period, then the school is required to process a Return of Title IV Funds calculation. If there are any outstanding fees owed to the school or Federal Government, the student will be responsible for paying those outstanding fees. **Online/hybrid programs are not eligible for Pell funding. Only classroom instructional clock hours will be eligible for Pell funding.** Year Round Pell Grants begin with the 2017-2018 award year.

Criteria for receiving the Federal Pell Grant are:

Complete a Free Application for Federal Student Aid (FAFSA),

- Demonstrate financial need,
- Enroll in an approved career certificate program (minimum 600 clock hours),
- Register with Selective Services (if required),
- Have a high school diploma or GED,
- Be a U.S. citizen or an eligible non-citizen of the U.S. with a valid Social Security number,
- Maintain satisfactory academic progress,
- Be working toward a career certificate, and
- Not be in default of a federal education student loan or owe federal funds.

Florida Bright Futures Scholarship

The Florida Bright Futures Scholarship Program has helped more than 725,000 Florida students attend a postsecondary institution. Bright Futures awards include: Florida Academic Scholars award (FAS), Florida Medallion Scholars award (FMS), Florida Gold Seal CAPE Scholars award (GSC) and Florida Gold Seal Vocational Scholars award (GSV).

Step 1: Go to www.floridastudentfinancialaidsg.org to find out how to qualify for Bright Futures Scholarship.

Step 2: Go to www.floridastudentfinancialaidsg.org and submit a completed, error-free initial Student Florida Financial Aid Application (FFAA) during your last year of high school, by graduation.

Step 3: Make the grade, earn the score...and graduate! The Florida Bright Futures Scholarship Program is created to establish a lottery-funded scholarship program to reward any Florida high school graduate who merits recognition of high academic achievement. The graduate must enroll in a degree program, certificate program or applied technology program at an eligible Florida public or private postsecondary education institution.

Step 4: Know your responsibilities...apply, meet the requirements before graduation and throughout your college career. (Requirements are subject to change with each Florida Legislative session.)

Other Financial Assistance

A student may receive assistance through another third-party agency and may still be eligible to receive the Federal Pell Grant. The campuses encourage students currently assisted by other agencies to complete the FAFSA form. There are several other agencies that provide various forms of financial assistance. These include:

- Bureau of Indian Affairs: www.indianaffairs.gov
- Farmworkers Career Development Program: www.orangetechcollege.net/financial_aid/farmworker
- Florida Prepaid College Program: www.myfloridaprepaid.com
- LifeStrides: www.centralfloridahomeless.org
- Veteran Readiness and Employment: www.vba.va.gov
- Vocational Rehabilitation: www.rehabworks.org
- CareerSource Central Florida: www.careersourcecentralflorida.com
- Horatio Alger National Career & Technical Scholarship Program: www.horatiaoalger.org

Federal School

Codes:

OTC - 014719

East - 016837

South - 016875

West - 015036

Florida Student Assistance Grant and Florida Work Experience Program

These are state funded programs for certificate seeking students. Must demonstrate need (complete a FAFSA application) and meet OCPS criteria for eligibility.

Florida Resident

A person or, if that person is a dependent, his or her parent(s) or legal guardian must have established and maintained legal residence in Florida for at least twelve months immediately prior to qualification. Residence in Florida must be a bona fide domicile, rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes, you must be a U.S. Citizen, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services (s.1009.21, F.S.). Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Education. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. (s.1009.21, F.S.).

The Florida's law titled: Congressman C.W. "Bill" Young Veteran Out-of-State Tuition Waiver Program (hereafter referred to as the Young Out-of-State Tuition Waver) regarding in-state tuition requirements for veterans and beneficiaries receiving VA Educational Assistance. Please contact the Financial Aid Offices at the campus you will be attending for more information.

Past Due Accounts

All financial obligations must be fulfilled. Failure to meet obligations may result in the withholding of grades and transcripts, denial of registration and readmission. The services of a professional collection agency may also be invoked. The responsibility of attorney's fees or collection fees fall on the debtor.

Refund Policy

The annual processing fee, testing fee, insurance, charges for books and materials purchased through the school bookstore, and the parking decal charge are not refundable except under specific circumstances. Full-time career certificate students qualify for a full refund of tuition/lab fees providing the withdrawal occurs within the first five class sessions for semester (18 weeks) scheduled classes. If the student is half-time or the course is scheduled for less than 18 weeks, the student will qualify for a full refund provided the withdrawal occurs within the first 10 percent of the total scheduled class hours. The drop period begins with the entry date on the class schedule/receipt.

Students scheduled for continuing education, customized training or personal interest classes who are unable to attend, must notify the school in writing a minimum of 48 hours before the first scheduled class to qualify for a refund.

Any currently enrolled student who is called to, or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. The initial processing fee, charges for books and supplies purchased through the school bookstore, and the parking decal charge are not refundable. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service.

The Title IV Fair and Equitable Refund Policy applies to all Title IV (Federal Pell Grant) recipients. Detailed refund information can be found in the campuses business offices.



Student Financial Assistance Fund (SFAF)

The SFAF scholarship is funded locally from program tuition fees. The total amount available to each school fluctuates with the tuition revenue collected each year. The Financial Aid Committee establishes the maximum award per student.

Criteria for receiving the SFAF scholarship are:

- Complete a free application for federal student aid (FAFSA),
- Demonstrate proof of current financial need,
- Be a Florida resident,
- Be a U.S. citizen or eligible non-citizen,
- Have a GED or high school diploma or concurrently enrolled in a GED program and a career certificate program,
- Maintain satisfactory academic progress,
- Be working toward a career certificate, and
- Meet any additional and/or more definitive program eligibility requirements.

Vocational Rehabilitation

Students who meet the criteria for education/training through this government agency may enroll in career certificate programs at any Orange Technical College. Students may obtain the contact information for Vocational Rehabilitation in the Admissions Office. The Vocational Rehabilitation Agency requires students to apply for the Federal Pell Grant.



Veterans Educational Benefits

The Bureau of State Approving Agency for Veteran Training (VA) has approved many of the certificate training programs offered at the technical college campuses. Visit one of the VA Certifying Officials located in the Financial Aid Office at the campuses to apply for or re-activate VA educational entitlements. Upon completion of the necessary forms, the student must bring them to the VA Certifying Official with certified copies of the veteran's DD214.

After completion of the first day of class, the enrollment certification is reported by the VA Certifying Official to the Department of Veterans Affairs (DVA) for processing. It takes a minimum of 4-8 weeks to activate benefits. The DVA will send the benefit check directly to the entitled individual and the student must pay all fees upon registration, except for Chapter 33. The student is eligible for educational benefits for the length of the program as approved by the State Approving Agency for Veteran Training. The student must check with the school's VA Certifying Official to verify the State Approving Agency for Veteran Training approval of his/ her program length. **All Chapters are not eligible for online/hybrid programs.** Please verify with your VA Certifying Official to determine eligibility for online/hybrid programs. **VA does not pay for a Leave of Absence.** All veterans receiving educational benefits while attending one of the campuses are subject to the policies and procedures of the school. The following regulations apply:

Credit for Remediation

A VA benefited student may receive additional hours toward a program length for basic remediation that is required for program completion. The student may receive up to an additional 300 hours credit if the student is attending a program of 750 hours or greater in length. The student may receive up to an additional 150 hours credit if the student is attending a program less than 750 hours in length.

Credit for Previous Training

A VA benefited student is required to transfer previous training credits from an accredited institution to one of the campuses. Credit for previous training will be evaluated by the instructor and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous training credit is granted. The evaluation will be performed within the first 90 days of enrollment.

Deferment of Fees

Any veteran or other eligible student who receives VA benefits may be granted a partial deferment, if warranted, once per academic year. Chapter 33 tuition and supply fees will be deferred as the money is sent to the schools. If, however, there is a break in training or a delay in the receipt of VA benefits, an additional deferment may be granted. The veteran will make a partial payment based on the school's established procedures at the time of registration and the balance as scheduled by the Business Office. Failure to meet this obligation will result in the student being withdrawn from classes. For short term programs, balance is due no later than the last day of enrollment prior to receiving completion certificate. Deferments will not be granted when there are outstanding fees on a student's account.

Program hours may be reduced with approval of previous training credits.

In-State Tuition Payment for Veterans and Beneficiaries

Florida State Board of Education Rule 6A-14.0305 (Florida Colleges & Florida Career & Technical Schools)

(1) Schools shall waive out-of-state fees for (tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged a resident student enrolled in the same program):

(a) Honorably discharged veterans of the United States Armed and Reserve Forces (Air Force, Army, Coast Guard, Marines, and Navy) and the National Guard (Army and Air) or any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs who physically resides in Florida while enrolled as a degree or certificate seeking student.

(b) Active duty member of the Armed Forces of the United States residing or stationed outside of Florida who are enrolled as a degree or certificate seeking student.

(2) Schools shall adopt written policies and procedures for determining student eligibility to include verification of eligibility for educational assistance provided by the United States Department of Veterans Affairs. Evidence of eligibility includes (find this on Orange Technical College Residency form):

(a) A current Florida driver license or Florida identification card or other documentation to demonstrate physical residence in Florida.

(b) Military separation documentation such as the most recent Certificate of Release or Discharge from Active Duty (i.e., DD Form 214) to demonstrate veteran and discharge status.

(c) Documentation from the United States Department of Veterans Affairs that the student requesting the out-of-state fee waiver is eligible for educational assistance.

(3) A student will be required to pay tuition at one hundred (100) percent of the full cost of instruction upon the third attempt of a course unless the Florida College System institution has granted an exception due to extenuating circumstances.

Rulemaking Authority 1009.26 FS. Law Implemented 1009.26 FS. History New 7-28-15, Amended 10-30-16.

Reinstatement of Veteran Educational Benefits

VA Educational benefits discontinued due to unsatisfactory attendance may be reinstated after successfully completing one month of satisfactory attendance. VA Educational benefits discontinued due to unsatisfactory academic progress may be reinstated upon completion of eight weeks of satisfactory academic progress. Documentation must be in the student's file before VA benefits are reinstated.

Standards of Progress and Attendance

All students receiving Veterans' Educational benefits must maintain satisfactory academic progress in accordance with the regularly prescribed standards and practices of the institution in which the student is enrolled. If the student is not making satisfactory academic progress according to those standards and practices, educational benefits will be discontinued for the student.

Veteran and non-veteran students alike will be referred back to Student Services/Admissions for counseling to a program that may offer the possibility of success.

1. Attendance reports must be submitted monthly to the school's VA certifying official. Students must attend classes regularly; all absences will be recorded and maintained by the school. Veterans are allowed three unexcused absences and three excused absences within a calendar month. DVA will be notified when seven absences and/or four unexcused absences have been recorded within a calendar month and VA benefits will be terminated.
2. All absences are considered unexcused unless otherwise documented. These criteria are considered excused absences: illness of self, illness or death of immediate family member, jury duty or active military service. Extenuating circumstances may occur and if so, the VA student will have two weeks to request a waiver after notification that their VA benefits will be terminated due to the attendance policy. The Senior Director may waive the OCPS VA attendance policy once as long as the situation has been resolved and attendance from that point on is expected to be good. Documentation supporting absences must be given to the VA Certifying Official **immediately** upon student returning to school.
3. Satisfactory attendance is defined as compliance with existing school attendance policy **and** the VA attendance policy. One may be stricter than the other. It is the students' responsibility to adhere to **both**, in order to continue the educational program and receive monetary VA benefits.
4. Satisfactory academic progress is defined as a grade of at least 70 percent during an evaluation period. Academic progress will be reviewed by a VA Certifying Official every two months on the student timesheet.
5. Two unsatisfactory student timesheets during an evaluation period will result in termination of Veterans' Education benefits for program enrolled. The DVA will be notified by the school's VA Certifying Official if the veteran does not maintain satisfactory academic progress or satisfactory attendance.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), Orange Technical College – Main Campus, South Campus, West Campus and East/Avalon Campuses adopt 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 VA. This school 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 (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies



Student Rights and Responsibilities

Americans with Disabilities Act (ADA)

The campuses comply with the Americans with Disabilities Act (ADA) which protects United States citizens who possess physical or mental disabilities. The centers also comply with Section 504 of the Vocational Rehabilitation Act Amendments of 1973 which states that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Reasonable accommodations will be provided for students with documented special needs.

Disability Services

As Equal Access/Equal Opportunity institutions, campuses assure students with disabilities equal access to all programs, activities and services, as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act (ADA). Specialized services and counseling are provided by trained staff in the Student Services Department or Office of Admissions.

Course content will be made available in an accessible format upon request for students with a documented disability. Students should consult with their counselor at the beginning of the term if they need this service.

Due Process Procedure

A campus dean or administrator must inform the student of school rules that have been violated. A student has the right to present evidence or witnesses concerning violation, and the student must:

1. Have knowledge of the charge or complaint being made against him/her,
2. Have a description of the specific charges,
3. Be given and have the opportunity to present evidence and/or witnesses on their own behalf at the time of the hearing,
4. Have had prior knowledge that their actions were in violation of established rules and regulations, and
5. Be advised that they have to go to the next higher authority if not satisfied with the action or decision rendered at the initial hearing.

This procedure does not apply to any complaints brought under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act) or Title IX of the Education Amendments of 1972 (Title IX).

Family Educational Rights and Privacy Act (FERPA)

The procedures for protecting the confidentiality of student records are based on the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides the right for individuals to initiate withholding the release of student directory information. Detailed information may be requested from an Admissions Counselor. Orange County Public Schools policies regarding student records are in accordance with these regulations.



Grievance Procedure

A student is encouraged to resolve an issue at the lowest level. If there is no resolution, the student may present the concern to a counselor or dean. If a satisfactory solution is not reached, then the issue is regarded as a grievance. A student must follow these steps to process a grievance:

1. The student must submit the grievance in writing to a campus administrator.
2. Within five school days, a campus administrator will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may submit a written appeal regarding the outcome of that meeting to the Senior Director. The senior director will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decision, he/she may further appeal in writing to the Associate Superintendent or designee who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student's satisfaction at the local level, the student may contact the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone 800-917-2081, website: council.org.
6. If the grievance is related to the State and not settled to the student's satisfaction at the local level the student may send a letter to: Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, or e-mail: cieinfo@fldoe.org or fax: 850-245-3238.

This procedure does not apply to any complaints brought under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act) or Title IX of the Education Amendments of 1972 (Title IX).

Senate Bill 524 – Sexually Violent Predators

Senate Bill 524 requires each Florida College System institution, state university and career center to inform students and employees at orientation of the Florida Department of Law Enforcement sexual predator and sexual offender registry website and toll-free telephone number. This information must also be available on the institution's website.

The website can be located at <https://offender.fdle.state.fl.us/>

The toll-free telephone number is 1-888-357-7332.

Sexual Predators and Jessica Lunsford Act Statement

One of Orange County Public Schools main district goals to provide a safe working and learning environment for all students and employees. In line with this goal and following the intent of the Jessica Lunsford Act, it is OCPS policy that individuals who have been convicted as a Sexual Predator or Sexual Offender may not enroll in our schools.

Student Procedures for Reporting Alleged Cases of Bully, Harassment or Discrimination

Orange Technical College is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. All students and employees are entitled to a safe, equitable, and harassment-free school experience. Substantiated allegations of bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. Any student who alleges bullying or harassment by another student may use the school's student grievance procedure or may complain directly to the campus administrator.

Student Grading System and Information

Progress and Grades

Student progression will be documented in a secure grade book for review with the student. A cumulative course grade will be documented monthly on a student timesheet. After each course completion, the instructor will enter a final grade in the student information system. Grades will be available to students via a transcript request.

Grading Scale

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. The following Orange County Public Schools approved grading scale is used to report student achievement. Each career certificate student's grade is calculated each grading period with a skill grade for the course. Attendance and a work ethics grade for habits and behavior important to the work environment is also shown on the report card. The grading policy will be covered in more detail during the campus orientation.

Grade	Percentage	Work Ethic
A	90% - 100%	4
B	80% - 89%	3
C	70% - 79%	2
D	60% - 69%	1
F	Below 60%	0
IP	N/A	N/A

Work Ethics Grading Criteria

Professional Work Ethic	
Trait	Sample of Appropriate Behavior
Attendance	Attends class; arrives/leaves at designated times; advanced notification of absences and tardiness.
Personal Characteristics	Demonstrates individual and collective traits.
Teamwork	Working cooperatively with others, assuming roles of leader and follower; placing team goal ahead of personal recognition; accept, understand and value others and their contributions.
Appearance	Displays appropriate dress, grooming, hygiene, and etiquette.
Attitude	Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
Productivity	Follows safety procedures; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.
Organization	Displays skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.
Communication	Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills.
Cooperation	Develops good working relationships, follows the chain of command, good at conflict management, and being a good problem solver. Conveys a willingness to assist others and to identify solutions in which all parties benefit. Displays leadership skills; appropriately handles criticism and complaints; maintains appropriate relationships with supervisors and peers.
Respect	Every working relationship from the top to the bottom of the chain of command is based on respect. Respect your subordinates as you do your supervisors. Treat instructors, staff, and fellow students with respect, courtesy, and tact. Do not engage in harassment of any kind (verbal, non-verbal, or virtual).

Attendance

Orange Technical College encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline and responsibility. Students are expected to telephone the instructor when absent according to departmental policy.

In addition to maintaining satisfactory progress according to the course syllabus and pacing chart, it is expected that students will also maintain attendance/activity in the program. These may be defined as logging into the course, e-mailing or having phone or in-person conversations with instructors, turning in completed assignments when due and attending any scheduled classroom sessions, if included as part of the program description.

Students are permitted excused absences not to exceed ten percent (10%) of the clock hours in the program's payment period(s). Supporting documentation of all absences for financial aid students beyond 10% of a payment period must be provided to the Financial Aid Office immediately upon returning to school for future reference if an appeal is warranted due to Satisfactory Academic Progress (SAP). Financial Aid may be delayed due to excused absences beyond 10% of a payment period.

Career and Technical Education (CTE) Attendance Policy

A student is expected to be in attendance at least 90% of scheduled hours for his/her program/course per grading period. Attendance requirements in programs that lead to board licensure may be stricter which takes precedence over the district wide attendance policy.

The campuses have the responsibility of preparing students with the skills to enter the workforce. Effective work habits are paramount to students' success. The following is the minimum level of participation that is expected of all students enrolled in certificate programs. Each certificate program will provide students with a syllabus and pacing chart outlining assignments, due dates, and the comparable number of hours the student would have completed as they relate to Occupational Completion Points.

Adult General Education (AGE) Attendance Policy

As an adult education student, you are expected to attend class regularly and participate in regular state-mandated assessments to evaluate your progress. After the sixth consecutive absence, adult education students will be withdrawn from their class. Students may re-enroll at the next start date.

Absences

The instructor will intervene with the student on the first two absences. After the third absence, within a nine-week term, the student will be referred to the counselor or school official for intervention. After the 4th absence within a nine-week term, the instructor will consult the administrative dean. Failure of a student to comply with intervention recommendations may result in withdrawal from the program.

Written documentation for absences is necessary when the student is receiving financial assistance from an outside agency. Additional documentation is required for participation in an approved program, activity or class of instruction held at another site, observance of a religious holiday, and/or is absent as a result of a legal matter, illness, injury, jury duty or military duty.

Re-Registration

If it is determined by the instructor and counselor/advisor that a student has not made adequate progress within a term due to poor attendance or unsatisfactory progress, the student may be denied the ability to re-register for the next enrollment period. Administrative approval is required to deny or rescind re-registration privileges.



Student Leave of Absence Policy

For students enrolled in a career certificate program, Orange Technical College may grant a student a leave of absence during which the student is not considered withdrawn. The following conditions must be met:

- The leave of absence must be for at least two weeks or more for consideration
- The student completes the leave of absence request form, in advance, given to the counselor, for the leave request to be considered by the Assistant Director
- The Assistant Director over the program will either approve or deny the leave of absence
- The student may appeal a denial through the Senior Director of the school and the Senior Director's decision is final and not subject to appeal
- The student will not receive tuition reimbursements or credits for an approved leave of absence
- A leave of absence is only within a semester

Once admitted, the student has the obligation to adhere to the standards established by the school.

If a student's leave of absence is approved, the student is considered enrolled at the Orange Technical College campus. For students receiving financial aid the clock hours during the approved leave of absence will not apply to their Pell Grant disbursement. The financial aid student must return to the school on the date indicated on the leave of absence. The Financial Aid Coordinator will keep track of the student's timeframe in their financial aid file.

If the leave of absence is not approved and student decides to leave the Orange Technical College campus or fails to return at the end of an approved leave of absence, plus three days, the student is considered to have withdrawn from school. For financial aid purposes, a Return of Title IV calculation must be completed by the Financial Aid Coordinator when the financial aid student is considered withdrawn. Outstanding fees resulting from a Return of Title IV calculation become the responsibility of the financial aid student.

Tardies

Tardies are defined as a student not being present in the classroom for the scheduled beginning of the class printed on the student's registration schedule. If a student is tardy more than three times, he/she will be referred to his/her counselor/advisor or administrator.



Standards of Conduct

Each OCPS student must obey OCPS rules and the Code of Student Conduct:

- While on school grounds;
- While being transported to or from school at public expense;
- During school-sponsored events, such as field trips, athletic functions, and similar activities; and
- If appropriate, any other area as permitted by Florida Statutes and/or State Board of Education Rules.

The Code of Student Conduct applies to all students attending Orange County Public Schools regardless of grade level, program, or campus. The dress and grooming of OCPS students contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. Some programs have specific dress code requirements. Student dress code guidelines can be found in the OTC Catalog or found in the full version of the Code of Student Conduct available online www.ocps.net.

Schools have the authority to discipline students for acts near or related to the school. Or when a student's conduct may harm the health, safety, or welfare of the student, of other students, of the school or school personnel. Additionally, students may be disciplined according to the responses outlined in the Code of Student Conduct.

Enrollment at campuses is voluntary. Once admitted, the student has the obligation to adhere to the standards established by the school as long as there is no conflict with his/her legal rights. Students are expected to conduct themselves in a manner compatible with the lawful mission of a public institution. The Orange County Public Schools Code of Student Conduct applies to all students enrolled in campuses and adult and community education centers. In order to establish reasonable consistency in the schools, a uniform Disciplinary Response Code has been developed and is included in The Code of Student Conduct.

During the orientation process, the Student Code of Conduct is reviewed to familiarize all students with behavior standards and discipline consequences. All students are required to sign a form indicating they are aware of the policies in the OCPS Code of Conduct Student Handbook, Program/Course Orientation, and Campus Orientation and they agree to abide by them. This form is kept in the student's file.

Exceptions to this rule include special programs operating in partnership with and through a State of Florida and/or an Orange County Government Correctional Facility and adult students enrolled in a State of Florida registered apprenticeship program that does not conduct instruction on Orange County Public School property and does not have students under the age of 18 enrolled in the program.

Student Insurance

All career certificate students must purchase or show proof of accident insurance. This can be done by showing an insurance card or by purchasing insurance through either the technical college campus or home high school, which covers them while in school-related activities. Twenty-four (24) hour coverage is available for an additional cost, and the information is available in the Admissions Office.



Orange County Public Schools 2023–2024 School Calendar

Day(s) of Week	Date(s)	Event
Wednesday–Wednesday	August 2–9	Pre-Planning August 7-Professional Development Day
Thursday	August 10	First Day of School
Monday	September 4	Labor Day Holiday
Friday	October 13	End of 1st Marking Period
Monday	October 16	Teacher Workday/Student Holiday
Tuesday	October 17	Begin Second Marking Period
Friday	October 27	Teacher Professional Day Student Holiday/Teacher Non-Workday
Monday–Friday	November 20–24	Thanksgiving Break
Friday	December 22	End of 2nd Marking Period
Monday–Friday Two Weeks	December 25–January 5	Winter Break
Monday	January 8	Teacher Workday/Student Holiday
Tuesday	January 9	Begin Third Marking Period Begin Second Semester
Monday	January 15	Martin Luther King, Jr. Holiday (Schools and District Offices are Closed)
Monday	February 19	Presidents' Day/Teacher Non-Work Day (Schools Closed/District Offices Open)
Thursday	March 14	End of 3rd Marking Period
Friday	March 15	Teacher Workday/Student Holiday
Monday–Friday	March 18–22	Spring Break (Schools Closed/District Offices Open)
Monday	March 25	Begin 4th Marking Period
Friday	May 24	End of Fourth Marking Period/Last Day of School
Monday	May 27	Memorial Day Holiday (Schools and District Offices Closed)
Tuesday–Wednesday	May 28–29	Post Planning

Adult Education

The OCPS Adult General Education program includes a range of instructional programs that help adults obtain the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education (ABE), and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education. ***(The Council on Occupational Education (COE) does not accredit avocational programs such as ESOL, ABE, GED Preparation, and other Adult Education programs In addition, avocational programs do not qualify for Title IV financial aid assistance).***

The various courses and services offered through Adult Education are:

- Academic Skills Building (ASB)
- Adult Basic Education (ABE)
- Adult English for Speakers of Other Languages (ESOL)
- Adult High School Program
- GED® Preparation and Testing



Academic Skills Building

Description

The Academic Skills Building (ASB) program is designed to develop the literacy and math skills necessary for students to enter the job market, upskill to earn a better job, or enter postsecondary education. The program is for students who have earned a diploma or high school equivalency but need additional skill building in math or literacy to be successful workers, citizens, and partners of their children's education. The ASB program may be used for students in an Integrated Education and Training (IET) or Career and Technical Education (CTE) program.

Enrollment Criteria

The ASB program is offered to students who have tested at the equivalent of 9th grade and above on the CASAS Goals assessment. The ASB program is used to address gaps in students' reading and/or mathematics skills needed to get a job, upskill, or enter postsecondary education.

Program of Study

Two courses are offered in Academic Skills Building:

1. Academic Skills Building Mathematics
2. Academic Skills Building Reasoning through Language Arts (RLA)



Adult Basic Education (ABE)

Program of Study

Adult Basic Education (ABE) activities may include some or all of the following:

- Instruction in the basic skills of reading, language, and mathematics
- Instruction in preparation for the GED® test
- Workforce Preparation Skills

Multiple levels of instruction are provided in mathematics, reading and language. It is understood that each student learns at his or her individual pace and there will be some students who successfully complete the program or attain their educational goals in fewer or more hours than what is recommended. Placement in a math, reading, and/or language course is based on results of the Comprehensive Adult Student Assessment System (CASAS).

Course	Mathematics Courses	Hours	Scale
9900001	Mathematics – ABE Level 1	450	0-193
9900001	Mathematics – ABE Level 2	450	194-203
9900001	Mathematics – ABE Level 3	300	204-214
9900001	Mathematics – ABE Level 4	300	215-225
Course	Reading Through Language Arts (RLA) Courses	Hours	Scale
9900023	Reading – ABE Level 1	450	0-203
9900023	Reading – ABE Level 2	450	204-216
9900023	Reading – ABE Level 3	300	217-227
9900023	Reading – ABE Level 4	300	228-238

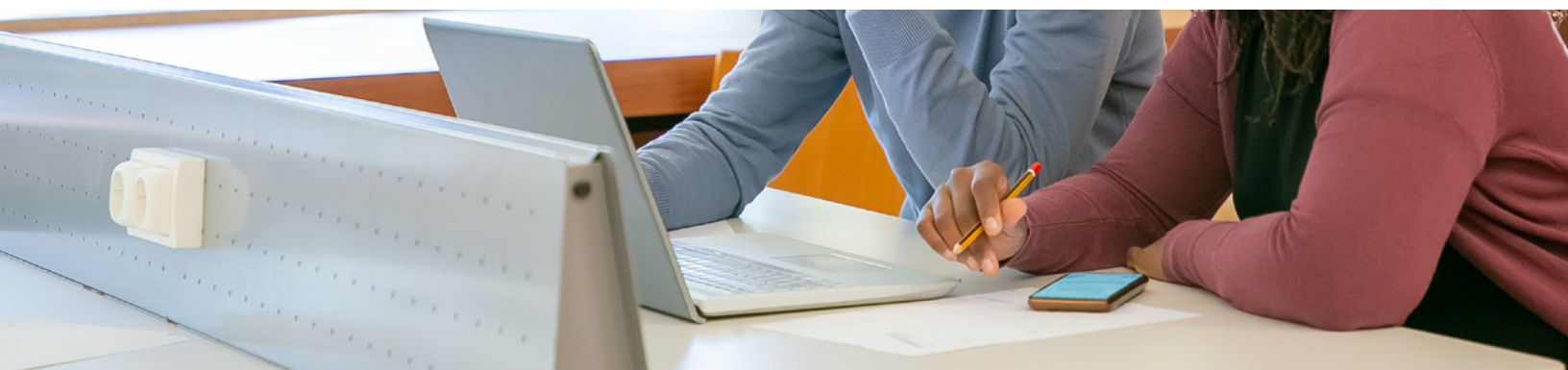
The Adult Basic Education program is designed to provide adults with sufficient basic education to enable them to benefit from job training and retraining programs, and to obtain and retain productive employment. A student must demonstrate proficiency in 100% of the basic academic standards to progress to the next educational functioning level (EFL). An EFL is the attainment of academic or workforce readiness skills that qualify the participant for further basic education, vocational education, or employment.

Outcomes

Progression through LCP levels measured by approved standardized tests or documentation of mastery of basic competencies. Completion of targeted LCPs allows students to progress to the next academic level.

Completion measures include:

- Completing an educational level,
- Passing the GED® test,
- Transitioning to postsecondary education, and
- Obtaining employment or job advancement



Adult English for Speakers of Other Languages (ESOL)

The purpose of this program is to provide non-credit English language courses designed to improve the employability of the state's workforce through the acquisition of communication skills and cultural competencies which enhance the ability to read, write, speak, and listen in English. The programs are for students whose native or home language, is other than English. Classes are available for students who don't speak English or have limited skills in reading, writing, and speaking English. Students are pre-tested to determine their ability and begin their studies at that level.

Outcomes

These courses are divided into Educational Functioning Levels (EFL). An Educational Functioning Level represents the attainment of academic or workforce readiness skills that qualify the participant for further basic education, vocational education, or employment. Progression through EFL levels is measured by approved standardized tests, including the Comprehensive Adult Student Assessment System (CASAS), or documentation of mastery of competencies.

ESOL programs offered by OTC are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

Program of Study

There are three courses with varying levels offered by Orange Technical College in the Adult ESOL program:

1. **Adult ESOL** is designed for limited English proficient students 16 years of age or older who wish to improve their English language skills to increase their ability to communicate in English for a variety of purposes including employment, higher education, and for life in the U.S. as parents and community members. The Adult ESOL course is life and work skills-based and focuses on English language instruction designed to help students gain or retain employment.
1. **Adult Academic Skills Building** serves to improve the advanced ESOL student's ability to communicate in English and allows them to acquire secondary-level English language skills.



Adult High School Program

Description

The Adult High School (AHS) program allows an adult who is no longer enrolled in public high school to complete the required courses and state assessments to earn a standard high school diploma.

To enroll in the Adult High School program, students must be 16 years of age or older and be officially withdrawn from the K-12 school system. This program is offered primarily online. Students must complete the online application to register and attend class one evening per week either at the South Campus or virtually.

Program of Study and Standards

Except as provided elsewhere in law, the graduation requirements for adults shall be the same as those for secondary students. To obtain a standard adult education diploma, a student must earn either the standard 24 credits or 18 credits under the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, maintain a minimum 2.0 GPA and successfully complete all required statewide exams (or concordant or comparative scores in respective courses) in accordance with State of Florida guidelines.

Language Arts	4 Credits
Mathematics	4 Credits
Social Studies	3 Credits
Science	3 Credits
Electives	10 Credits
Total	24 Credits

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

24 Credit Standard Diploma	18 Credit ACCEL Diploma
4 credits in English Language Arts	4 credits in English Language Arts
4 credits in Mathematics	4 credits in Mathematics
3 credits in Science	3 credits in Science
3 credits in Social Studies	3 credits in Social Studies
10 credits in Electives	4 credits in Electives
** 1 of above courses must be online	

Outcomes

Students successfully completing all course requirements and state mandated assessments will earn an Adult Standard High School diploma.



GED® Preparation

Description

The GED® program prepares students for academic and personal success through attaining the required skills to pass the official GED® test and be awarded a State of Florida High School Diploma. This program strives to motivate students not only to obtain a State of Florida High School Diploma via passage of all four GED® subject area tests, but to continue their education to earn a postsecondary degree, certificate, or industry certification. The GED program is non-graded and characterized by self-paced instruction and performance-based evaluation. Classroom activities are an integral part of this program.

Placement into this program is based on results of the Tests of Adult Basic Education (TABE). It is required that a student be functioning at the equivalent of 9th grade and above to be enrolled in this course. The GED® test is used to measure the academic knowledge acquired by persons who have not completed a high school curriculum.

GED® instruction is coursework in four subject areas at Educational Functioning Levels (EFL) 5 through 6. Based on a student's TABE results the student may be enrolled in one or more of the following courses of study: Reasoning through Language Arts, Social Studies, Science and Mathematical Reasoning. Successful completion of a course of study is determined by the official GED® Examination. To successfully complete the program, students must take and pass all subject areas on the Official GED® Examination with a minimum score of 145 on each test.

Subject	EFL Levels	TABE 11 & 12	CASAS Goals
Math	ABE Level 5	596 - 656	226-235
	ABE Level 6	657 - 800	236-250
Reading	ABE Level 5	576 - 616	239-248
	ABE Level 6	657 - 800	249-263
Language Arts	ABE Level 5	584 - 630	
	ABE Level 6	657 - 617	

Outcomes

Among the many benefits of GED® preparation, passing the GED® test provides an opportunity for adults to continue their education. The GED® test will also provide information about a test-taker's readiness for careers and college. The intended use of the GED® credential is similar to that of a high school diploma to qualify for jobs and job promotions, to enable further education and training, and to enhance an adult's personal satisfaction.

Program of study

GED Preparation: GED Preparation is designed to prepare students to obtain the knowledge and skills necessary to pass the official GED® test series and be awarded a State of Florida High School Diploma, and to be better prepared for continued education and training. The 2014 GED® consists of four content areas: Reasoning through Language Arts, Social Studies, Science and Mathematical Reasoning.



GED® Testing

The GED® testing program is no longer an endpoint for adults, but a springboard for more education, training, and better-paying jobs. The test is computer based, offered at both the South Campus and West Campuses.

The GED® test is offered in English and Spanish to persons who do not have a high school diploma. Participants must be at least 18 years old. GED® preparation courses are available for examinees interested in taking them, prior to testing for additional fee.

The GED® test is designed to measure the major concepts generally associated with four years of high school education. The computer-based GED® Test is a battery of four tests which include Reasoning through Language Arts, Science, Mathematical Reasoning, and Social Studies. Successful completion of the GED® Test earns an individual a State of Florida High School Diploma, which could open the doors to jobs, promotions, college, and many other opportunities.

A score of 145 is required in each subject module to receive the GED® certificate. For testing policies, please go to <https://ged.com/policies/florida/>.

Cost

The cost of the test is \$128.00 for the full test and \$32.00 per individual test. Payment is due during the online registration process. Payment is in the form of a credit card, debit card or voucher.

Registration

Registration and payment for the GED® Test is completed online by signing up on the website <https://ged.com>. Candidates will create an account that can be used in the future to view test scores. Candidates must arrive in-person at the registered test location to take the exam.

Test Identification

On testing day, candidates are required to present a government issued photo identification. Valid forms of identification include: current driver's license or passports; military ID; or other forms of government issued (national or foreign) identification that show name, date of birth, signature and photograph. Expired identification or identification suspected of being forged will not be accepted.



Career Certificate Programs

Orange Technical College prepares students for various careers and provide programs of study ranging in length from a couple of months to a year or more. Graduates can earn future college credits in most OCPS career certificate programs of study, as well as valuable work-related experience in their field of study.

The awarding of a Certificate of Completion is governed by the Florida Department of Education and is based on successful completion of the requirements of the program, including applicable state basic skills requirements. Instructors use a variety of specific competency-based examinations and performance criteria to determine program completion.

Industry certification(s)/licensure may be available upon successful completion of many of the career certificate programs described in this catalog. Some certifying agencies may require students to document work experience prior to attaining certifications. Students are responsible for the decision to initiate the certification/licensure assessment process and for any costs incurred, where applicable, which may vary by program.

Business and Industry Advisory Committees

Each career certificate program of study engages the input and oversight of a committee of local business and industry advisors to ensure the curriculum and training prepares students to obtain employment after graduating.

Each career certificate program is evaluated annually by program advisory committees, which are composed of the following representatives from business and industry:

- Members who manage and/or supervise in the occupational program area,
- Members who work in the occupational areas representing the career certificate program,
- College faculty responsible for instruction in the career pathway, and
- Students enrolled in the career certificate program.

Dual Enrollment

Dual Enrollment is a program that allows you to take courses at Orange Technical College while still enrolled in your high school. High school students who are in grades 11 and 12 may attend a campus for a half-day and earn elective credits to obtain a career. Students must take a minimum of three elective credits to be dual enrolled at an Orange Technical College campus. Participating students, meeting all established requirements, will graduate from their home high school and be eligible to participate in extracurricular activities including the graduation ceremony. There is no tuition or charge for books for public school students; however, materials costs, equipment, and/or uniform costs may apply. For more information about applying for dual enrollment at Orange Technical College, contact the Career Specialist at your high school.





3D Animation Technology

Mission

The 3D Animation Technology program prepares students to enter the digital media and simulation industry as production assistants, modelers, texture artists, riggers, animators, and/or motion capture technicians. Graduates of this program play a key role in creating the realism and story driven aspects of an animation or simulation. Students will learn from industry experienced professionals the skills and techniques used in animation production. Using the latest 3D animation technology, students will produce professional results faster and will build a portfolio of credited work before completing the program.

Description

This program prepares students for initial employment in the field of digital media and offers a professional approach to the foundation knowledge and skills needed to be successful. The content includes practical experiences in 3D animation design and production; specialized skills include story development/preproduction, project management, modeling characters and environments, creating textures, preparing models for motion capture and the use of advanced math and physics software to produce realistic animation.

Program Structure

Occupational Completion Points (OCPs) - The 3-D Animation Technology program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 math, language and reading.**

I480200	OCP	Postsecondary Program of Study	1050 Hrs
DIG0060	A	3D Animation Production Assistant	150
DIG0061	B	Modeler	300
DIG0062	C	Texture Artist/Rigger	300
DIG0063	D	Animation/Motion Capture Technician	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

The following certification exams are offered:

- Adobe Certified Associate (Animate CC)
- Autodesk Maya 2018
- NCS - Modeling & Simulation (optional)



Articulation

The State Board of Education has approved statewide articulation agreements to provide credit at any state institute for successful completion of industry certification through the Gold Standard program.

- Adobe Certified Associate (Animate CC), Adobe Systems – 3 credit hours toward the AAS/AS degree in Internet Services Technology

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Digital Media Technology AS degree - Up to 9 credits

Accounting Operations



Mission

The mission of this program is to prepare students with the knowledge, skills and competencies to successfully gain employment and create advancement opportunities in the accounting and related business fields.

Description

This program is designed to prepare students for employment as an Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant. Training includes but is not limited to double entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities. This program is offered in a traditional classroom instruction. This program is offered in both traditional classroom instruction and online learning settings.

Program Structure

Occupational Completion Points (OCPs) - The Accounting Operations program is a planned sequence of instruction consisting of four occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

B070110	OCP	Postsecondary Program of Study	900 Hrs
OTA0040	A*	Information Technology Assistant	150
ACO0040	B	Accounting Clerk	300
ACO0041	C	Accounting Associate	300
ACO0042	D	Accounting Assistant	150

*The courses in OCP A are the CORE program. If the student has credit for these courses in high school or can demonstrate the attained skills, the student may start with OCP B, Accounting Clerk.

Dual Enrollment available for high school students.

Industry Certification

Near the completion of the program, students take the following:

- Microsoft Office Specialist (MOS) Bundle Certification (3 of 5), Microsoft
- QuickBooks

Articulation

Upon successful completion of this program, students enrolling in AS degree programs are eligible to be awarded articulated credits at:

Valencia College

- Accounting Technology AS degree – Up to 9 credits
- Administrative Office Management AS degree – Up to 6 credits





Administrative Office Specialist

Mission

The mission of this program is to prepare students with the knowledge, competencies and skills to successfully gain employment and create advancement opportunities in business related fields.

Description

This program is designed to prepare students for employment in business, management, and administration careers. The content includes but is not limited to the use of technology to develop communication skills, higher level thinking skills and decision-making skills; the performance of office procedures and tasks; the production of quality work in an efficient manner using advanced features of business software applications.

Program Structure

Occupational Completion Points (OCPs) - The Administrative Office Specialist program is a planned sequence of instruction consisting of four occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

B070330	OCP	Postsecondary Program of Study	1050 Hrs
OTA0040	A*	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0030	C	Assistant Digital Production Designer	150
OTA0043	D	Administrative Office Specialist	450

*OCP A contains the core courses for this program. If the student has credit for this course in high school the student may start with OCP B, Front Desk Specialist.

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near the completion of the program, students take one or more of the following industry certifications:

- Microsoft Office Specialist (MOS) Bundle Certification (3 of 5), Microsoft

Articulation

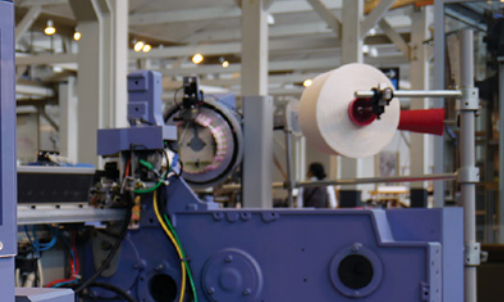
Upon successful completion of this program, students enrolling in AS degree program are eligible to be awarded articulated credits at:

Valencia College

- Administrative Office Management AS degree – Up to 18 credits



Advanced Automotive Service Technology Toyota T-TEN



Mission

The mission is to prepare the Toyota's Technician & Education Network (T-TEN) students as certified, career-ready technicians for Toyota/Lexus dealerships.

Description

This program prepares students to become career-ready automotive technicians in the automotive service industry, specifically in Toyota/Lexus dealerships. The program includes classroom and hands-on instruction reinforced with high-tech computerized learning systems using specialized trainers, simulators, live vehicles and an internship at a Toyota or Lexus dealership. This program's content is delivered with traditional classroom instruction, digital curriculum, and lab work using our late-model fleet of Toyota and Lexus vehicles and components.

Program Structure

Occupational Completion Points (OCPs) - The Advanced Automotive Service Technology program is a planned sequence of instruction consisting of nine occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

I470604	OCP	Postsecondary Program of Study	2400 Hrs
AER0011	A	Automotive Maintenance Technician	400
AER0118	B	Advanced Engine Repair Technician	200
AER0258	C	Advanced Automatic Transmission and Transaxle Technician	200
AER0275	D	Advanced Manual Drivetrain and Axle Technician	200
AER0459	E	Advanced Automotive Suspension & Steering Technician	200
AER0419	F	Advanced Automotive Brake System Technician	200
AER0319	G	Advanced Electrical/Electronic System Technician	400
AER0173	H	Advanced Heating and Air Conditioning Technician	200
AER0506	I	Advanced Automotive Engine Performance Technician	400

Industry Certification/Licensure

Throughout the program, students take these exams from the National Institute for Automotive Service Excellence:

- A1 – Engine Repair
- A2 – Automatic Transmission/Transaxle
- A3 – Manual Drive Train and Axles
- A4 – Suspension and Steering
- A5 – Brakes
- A6 – Electrical/Electronic Systems
- A7 – Heating and Air Conditioning Systems
- A8 – Engine Performance

After successful completion of all courses and 2 ASE exams, students will be a Toyota/Lexus Certified Technician.

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision/Management for Industry AS degree – Up to 27 credits



Mission

The mission of the Advanced Esthetics program is to provide advanced training for currently registered facial/skincare specialists who work in the spa and medi-spa industry, medical offices, including dermatology and plastic surgery practices.

Description

A student completing the Advanced Esthetics program is prepared for employment as a registered Facials Specialist within the spa industry, medical offices, dermatologic and plastic surgeon practices. The program is designed for currently licensed registered Facials Specialists who wish to add training to update their skills and become current with the new trends in the field of esthetics. This training will help meet rising consumer demand for personalized care and therapeutic treatment by highly skilled skin care professionals.

The content includes, but is not limited to: communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; spa therapies; chemical peels; exfoliators; microdermabrasion equipment; advanced esthetics; advanced European treatments; and advanced esthetic chemistry. Students will also become familiar with appropriate medical terminology and first aid. Nutrition and its effects on the body and appearance will also be studied.

Program Structure

Occupational Completion Points (OCPs) - The Advanced Esthetics program is a planned sequence of instruction consisting of one occupational completion point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 8 language, math and grade 9 reading.**

D500200	OCP	Postsecondary Program of Study	600 Hrs
CSP0105	A	Advanced Skin Care I	150
CSP0106		Advanced Skin Care II	150
CSP0264		Facial Treatments	150
CSP0930		Specialty Topics	60
CSP0505		Ethical Business Practices	30
CSP0940		Internship	60

Industry Certification/Licensure

At the completion of the program, students are prepared to complete an application, pay the required fees, and register with the Florida Department of Business and Professional Regulation, Board of Cosmetology as a Facial Specialist and/or Body Wrapper. In order to apply to the Florida Department of Business and Professional Regulation, the student must have a Social Security Number.





Applied Cybersecurity

Mission

The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the cybersecurity industry.

Description

This certificate program is designed for individuals who have experience, training and/or industry certifications in systems and network operations. It is designed to provide expertise in information and network security to prepare you for employment in the fast-growing field of Cybersecurity. Candidates will need to meet with an instructor to assess previous training and experience before acceptance into the program.

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

Program Structure

Occupational Completion Points (OCPs) - The Applied Cybersecurity program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

Y300500	OCP	Postsecondary Program of Study	750 Hrs
CTS0018	A	Cybersecurity Associate	600
CTS0019	B	Information Security Manager	150
CTS0021		Data Security Specialist OR	150
CTS0060		Software Security Specialist OR	150
CTS0085		Web Security Specialist	150
CTS0089		Information Security Administrator	150

Industry Certification/Licensure

- CompTIA Security+
- EC-Council Certified Ethical Hacker (CEH)



Automotive Collision Technology Technician



Mission

The mission of the Automotive Collision Technology Technician program is to prepare students for employed as a quality technician in the collision industry. Students will have the opportunity to and earn certifications and designations from ASE and I-Car.

Description

Training includes refinishing skills; sheet metal repair skills, frame and unibody squaring and aligning, use of filters, paint systems and undercoats; related mechanical and welding skills, glass servicing and other repairs. The program at Mid Florida Tech has been approved by the National Automotive Technical Education Foundation (NATEF) and is certified by the National Institute for Automotive Service Excellence Standards of Quality (ASE). I-CAR has approved Mid Florida Campus as a Level II training site and I-Car certifications can be earned during the program.

Program Structure

Occupational Completion Points (OCPs) - The Automotive Collision Technology Technician program is a planned sequence of instruction consisting of five occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

T401300	OCP	Postsecondary Program of Study	1400 Hrs
ARR0140	A	Automotive Collision Repair & Refinishing Helper/Assistant	150
ARR0141	B	Automotive Collision Refinishing Technician	450
ARR0312	C	Non-Structural Damage Repair Technician	300
ARR0022	D	Damage Analysis and Estimating	75
ARR0112	E	Automotive Collision Welding, Cutting & Joining	75
ARR0295	F	Structure Damage Repair Technician	350

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near the completion of the program, students take these exams from the National Institute for Automotive Service Excellence:

- B2 – Collision Repair and Refinishing Technician
- B3 – Non-Structural Analysis and Repair
- B4 – Structural Analysis and Repair
- B5 – Electrical and Mechanical Components

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision/Management for Industry AS degree – Up to 24 credits





Automotive Service Technology (1&2)

Mission

The mission of this program is to prepare students with the knowledge, hands on skills and professionalism required for career-ready and industry-certified employment in the auto industry.

Description

The program offers a sequence of courses that provides rigorous content aligned with the relevant technical knowledge and skills needed to prepare for careers in the automotive industry in a mostly hands-on environment. It provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills and knowledge.

The instruction, course of study, facilities, and equipment of OCPS Programs, have been approved by the National Automotive Technicians Education Foundation (NATEF) and is certified by the National Institute for Automotive Service Excellence Standards of Quality (ASE) for the training of Automobile Technicians.

Program Structure

Occupational Completion Points (OCPs) - The Automotive Service Technology 1&2 programs planned sequence of instruction consisting of nine occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, reading, and grade 10 math.**

Automotive Service Technology 1

T400700	OCP	Postsecondary Program of Study	1050 Hrs
AER0014	A	Automotive Services Assistant	300
AER0418	B	Automotive Brake System Technician	150
AER0453	C	Automobile Suspension and Steering Technician	150
AER0360	D	Automotive Electrical/Electronic Systems Technician	300
AER0110	E	Engine Repair Technician	150

Automotive Service Technology 2

T400800	OCP	Postsecondary Program of Study	750 Hrs
AER0503	A	Automotive Engine Performance Technician	300
AER0257	B	Automatic Transmission and Transaxle Technician	150
AER0274	C	Manual Drivetrain and Axle Technician	150
AER0172	D	Automotive Heating and Air Conditioning Technician	150

Dual Enrollment is available for high school students.

Industry Certification/Licensure

Near the completion of the program, students take these exams from the National Institute for Automotive Service Excellence:

- A1 – Engine Repair
- A2 – Automatic Transmission/Transaxle
- A3 – Manual Transmission/Transaxle
- A4 – Suspension and Steering
- G1 – Auto Maintenance and Light Repair Certification
- A5 – Brakes
- A6 – Electrical/Electronic Systems
- A7 – Heating and Air Conditioning Systems
- A8 – Engine Performance



Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 24-27 credits



Building Construction Technologies

Mission

The mission of this program is to prepare students for employment or advanced training in the building construction industry.

Description

This program stresses the understanding of all aspects of the building construction industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, health, safety, and environmental issues.

Program Structure

Occupational Completion Points (OCPs) - The Building Construction Technologies program is a planned sequence of instruction consisting of two occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

I460401	OCP	Postsecondary Program of Study	1050 Hrs
BCV0400	A	Building Construction Helper	450
BCV0401	B	Building Construction Technician 1	300
BCV0402		Building Construction Technician 2	300

Dual Enrollment is available for high school students.

Industry Certification/Licensure

Throughout the course of the program, students take these exams from National Center for Construction Education and Research (NCCER):

- Construction Technology
- Core Curriculum

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Construction & Civil Engineering Technology AS degree – Up to 9 credits



Carpentry



Mission

The mission of the Carpentry program is to prepare students for employment or advanced training in the carpentry industry.

Description

This program prepares students to become carpenters who can construct, erect, install, and repair structures and fixtures made from wood and other materials. This training includes but is not limited to setting forms for footings, walls, and slabs; framing and finishing exterior and interior walls, roofs, and decks.

Program Structure

Occupational Completion Points (OCPs) - The Carpentry program is a planned sequence of instruction consisting of four occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

C510300	OCP	Postsecondary Program of Study	1200 Hrs
BCV0112	A	Introduction to Carpentry	150
BCV0122	B	Rough Framing Carpentry (formerly 'Carpenter, Rough')	450
BCV0125	C	Finish Trim Carpentry	450
BCV0123	D	Foundation and Form Carpentry	150

Industry Certification/Licensure

Throughout the course of the Carpentry program, students may take exams from National Center for Construction Education and Research (NCCER):

- Core Curriculum
- Carpentry Level 1
- Carpentry Level 2



Child Care Center Operations



Mission

The mission of this program is to prepare students to become a Child Care Center Director.

Description

Students must possess a high school diploma or equivalency and have an active DCF staff credential to enroll.

The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, and collaboration of programs with families and community resources. The program includes both theory and practical applications. As part of the coursework, students will create elements of an effective child care program.

Child Care Center Operations includes competencies required for the Florida Child Care Center Director Credential. The Child Care Center Operations program may be taken for vocational credit or continuing education units (CEUs).

Program Structure

Occupational Completion Points (OCPs) - The Child Care Center Operations program is a planned sequence of instruction consisting of one occupational completion point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. ***Academic skill level required to complete OCP A is not applicable to this program.***

V200206	OCP	Postsecondary Program of Study	45 Hrs
HEV0160	A	Child Care Center Director	45

Industry Certification/Licensure

Upon successful completion of this program, students will have completed the coursework requirement and can apply for:

- Director Credential, Florida Department of Children and Families (DCF)



Cloud Computing & Virtualization

Mission

The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the cybersecurity industry.

Description

This certificate program is designed for individuals who have experience, training and/or industry certifications in systems and network operations. It is designed to provide expertise in information and network security to prepare you for employment in the fast-growing field of Cybersecurity. Candidates will need to meet with an instructor to assess previous training and experience before acceptance into the program.

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

Program Structure

Occupational Completion Points (OCPs) - The Applied Cybersecurity program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

Y100400	OCP	Postsecondary Program of Study	900 Hrs
OTA0040	A	Information Technology Assistant	150
EEV0504	B	Computer Support Assistant	150
CTS0026	C	Network Support Technician	150
CTS0054	D	Cloud Analyst	150
CTS0056	E	Cloud Virtualization Specialist	300

Industry Certification/Licensure

During completion of the program, students will take the following certification exams:

- CompTIA Cloud+
- AWS Certified Cloud Practitioner
- Microsoft Certified Azure Fundamentals





CNC Production Specialist

Mission

The mission of this program is to provide high quality instruction to fully prepare students for success in employment as CNC Production Technicians.

Description

This program acquaints students with the basic manufacturing operations, such as, safety, shop math, blue print reading, basic GD&T, and metrology. Students will transition into performing tasks encountered in a manufacturing environment including selecting tools, raw materials, work holding, and the steps involved in preparing CNC equipment for operation. Students will also learn how to utilize CAD/CAM software to assist in performing tasks associated with running production on a CNC machine such as quality measurement and tool compensation.

Program Structure

Occupational Completion Points (OCPs) - The CNC Production Specialist program is a planned sequence of instruction consisting of one occupational completion point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. ***Academic skill level required to complete program: Grade 9 language, reading, and grade 10 math.***

J200300	OCP	Postsecondary Program of Study	600 Hrs
PMT0026	A	CNC Production Technician I	300
PMT0027	B	CNC Production Technician II	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

Upon successful completion of this program, students will have completed the coursework requirement and can apply for:

- CNC Production Specialist (IHK) Certification



Commercial Vehicle Driving



Mission

The mission of this program is to prepare students for employment as tractor trailer truck drivers.

Description

Training includes operation of trucks and tractor-trailer vehicles; handling cargo, reporting delays or accidents on the road and record keeping, communication and leadership skills, mathematical skills, human relations and employability skills, and safe and efficient work practices. This course covers Class A license training.

Program Structure

Occupational Completion Points (OCPs) - The Commercial Vehicle Driving program is a planned sequence of instruction consisting of one occupational completion point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete OCP A is not applicable to this program.**

1490205	OCP	Postsecondary Program of Study	320 Hrs
TRA0080	A	Tractor Trailer Truck Driver	320

Industry Certification/Licensure

During this program, students take the following exam:

- Commercial Driver License (CDL), Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services

Commercial Class "B" Driving



Mission

The mission of this program is to prepare students for employment as bus and straight truck drivers.

Description

Training includes operation of trucks, buses; handling cargo, transporting passengers, reporting delays or accidents on the road and record keeping, communication and leadership skills, mathematical skills, human relations and employability skills, and safe and efficient work practices. This course covers Class B training.

Program Structure

Occupational Completion Points (OCPs) - The Commercial Vehicle Driving program is a planned sequence of instruction consisting of one occupational completion point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete OCP A is not applicable to this program.**

1490251	OCP	Postsecondary Program of Study	150 Hrs
TRA0084	A	Truck Driver Heavy Florida Class "B"	150

Employment requirements: A commercial vehicle driver's license (CDL) is required for employment as a: Class A tractor trailer driver and/or Class B straight truck and bus driver.

Industry Certification/Licensure

During this program, students take the Florida Class "B" License Exam.

- Commercial Driver License (CDL), Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services





Computer - Aided Drawing and Modeling

Mission

The mission of this program is to prepare students with the technical skills in CADD and 3D modeling that would prepare students for employment in the architectural, engineering, construction, and manufacturing industries.

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.

Program Structure

Occupational Completion Points (OCPs) - The Computer - Aided Drawing and Modeling program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, reading, and grade 10 math.**

C100300	OCP	Postsecondary Program of Study	1200 Hrs
TDR0301	A	CAD & Modeling I	450
TDR0302	B	CAD & Modeling II	450
TDR0303 OR TDR0306 OR TDR0305	C	Building Information Modeling CAD Technician OR Civil/Geographic Information Systems CAD Technician OR Mechanical CAD Technician	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near the completion of applicable courses or mutually agreed between student and instructor, students will take one of the following industry certification exams:

- Autodesk AutoCAD Certified User
- Autodesk Inventor Certified User
- Autodesk Revit Architecture Certified User



Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Computer Aided Drafting & Design degree – Up to 21 credits
- Construction & Civil Engineering Technology degree – Up to 12 credits

Cosmetology



Mission

The mission of this program is to provide exceptional opportunities for students to master skills in technique, knowledge and professionalism in preparation for employment in the Cosmetology industry.

Description

This program stresses Florida cosmetology laws and rules, cosmetology/nails specialist/ facials specialist and the related chemistry, bacteriology, anatomy and physiology, art of make-up and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations. With a focus on current cosmetology trends and business/entrepreneurship. This program is offered in a traditional classroom instructional setting.

Program Structure

Occupational Completion Points (OCPs) - The Cosmetology program is a planned sequence of instruction consisting of one Occupational Completion Point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 8 language, math and grade 9 reading.**

D500100	OCP	Postsecondary Program of Study	1200 Hrs
CSP0009	A	Grooming and Salon Services, Facials and Nails	225
CSP0002		Cosmetology and Hairdresser 1	300
COS0003		Cosmetology and Hairdresser 2	300
COS0009		Cosmetology and Hairdresser 3	375

Industry Certification/Licensure

After completing the 1200 hours of the program, students take the Florida Cosmetology License Exam by the Florida Department of Business and Professional Regulation (DBPR):

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 24 credits



Dental Assisting Technology and Management

Mission

The mission of this program is to enlighten, challenge and prepare students for a career and profession in dental assisting. This program is accredited by the American Dental Association's Commission on Dental Accreditation.

Description

Training includes but is not limited to clinical assisting and expanded functions, dental and general anatomy, dental terminology, dental instrument and equipment utilization, infection control, dental radiography, patient management, dental offices emergencies/BLS, dental specialty procedures, employability skills, leadership and human relations skills, ethics and legal, maintenance and asepsis of dental operator and dental office, dental pharmacology, and anesthesia. Students may be exposed to hazardous materials and infectious disease.

Program Structure

Occupational Completion Points (OCPs) - The Technology and Management program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

H170113	OCP	Postsecondary Program of Study	1230 Hrs
DEA0725	A	Introduction to Dental Assisting	90
DEA0726	B	Dental Infection Control Assistant	210
DEA0727	C	Dental Assistant (1)	465
DEA0728		Dental Assistant (2)	465

Industry Certification/Licensure

Graduates receive the Florida Expanded Functions Certificate. Graduates are required to take the Dental Assisting National Board Certification Examination to be a Certified Dental Assistant (CDA).



Dental Assisting National Board, Inc.
Measuring Dental Assisting Excellence®

Articulation

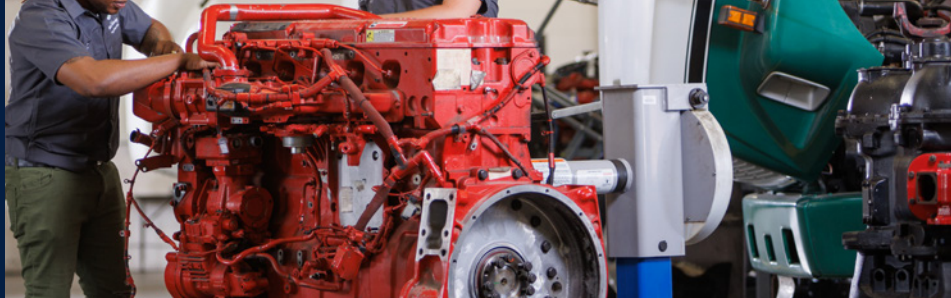
Dental Assisting Technology and Management program aligns with statewide articulation agreement for Dental Assisting Technology and Management.

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Dental Hygiene AS degree – Up to 9 credits

Diesel Systems Technician



Mission

The mission of this program is to meet and exceed the needs of the industrial community by developing skilled diesel and truck equipment technicians trained with the most current technologies, professional and leadership abilities.

Description

Training includes: maintaining and repairing diesel engines and electrical systems, maintaining and repairing basic hydraulic systems, overhauling diesel engines, performing preventive maintenance and repairing chassis of heavy trucks and buses.

Program Structure

Occupational Completion Points (OCPs) - The Diesel System Technician program is a planned sequence of instruction consisting of nine Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

I470605	OCP	Postsecondary Program of Study	1800 Hrs
DIM0101	A	Diesel Engine Mechanic / Technician Helper	150
DIM0102	B	Diesel Electrical and Electronics Technician	300
DIM0103	C	Diesel Engine Preventative Maintenance Technician	150
DIM0104	D	Diesel Engine Technician	300
DIM0105	E	Diesel Brakes Technician	300
DIM0106	F	Diesel Heating and Air Conditioning Technician	150
DIM0107	G	Diesel Steering and Suspension Technician	150
DIM0108	H	Diesel Drivetrain Technician	150
DIM0109	I	Diesel Hydraulics Technician	150

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near the completion of the program, students will take these exams from the National Institute for Automotive Service Excellence:

- T1 – Gasoline Engine Repair
- T2 – Diesel Engine Repair
- T3 – Drivetrain
- T4 – Brakes
- T5 – Suspension and Steering
- T6 – Electrical/Electronic Systems
- T7 – Heating, Ventilation and Air Conditioning Systems
- T8 – Preventive Maintenance

Optional Exam(s)

- Master Medium/Heavy Truck Technician, National Institute for Automotive Service Excellence

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits





Digital Audio Production

Mission

The mission of this program is to prepare students for initial employment as Audio Equipment Technicians, Sound Engineering Technicians, and Broadcast Technicians.

Description

The program uses both classroom instruction of software, audio principles, audio techniques and hands on practical projects and labs. Students work on various audio projects including voice-overs, podcasts, songs, sound tracks, live sound reinforcement, sound reinforcement systems and mixing and mastering. The content includes communication skills, leadership skills, employability skills, safe and efficient work practices, announcing and moderating programs, preparing copy, programming and operation of audio equipment to support the production of materials or programs and broadcasting of materials or programs in a broadcast or recorded format.

Program Structure

Occupational Completion Points (OCPs) - The Digital Audio Production program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. ***Academic skill level required to complete program: Grade 9 language, math and reading.***

I100230	OCP	Postsecondary Program of Study	1050 Hrs
RTT0522	A	Broadcast Announcer	150
RTT0523	B	Audio Equipment Technician	300
RTT0524	C	Sound Engineering Technician	300
RTT0527	D	Audio Broadcast Technician	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

While completing the program, students take the following exams from Apple Computer, Inc.:

- Apple Certified Pro (ACP) – Logic Pro

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Sound and Music Technology AS degree – Up to 10 credits



Digital Cinema Production



Mission

The mission of this program is to prepare students for initial employment as Digital Cinematographers, Production Assistants, Digital Video Editors, and Visual Effects Artist.

Description

This program is project-based and focuses on broad, transferable skills related to the production of film and video elements including 4k cinema, animated sets, performance captured actors, visual effects and sound. Digital Cinema students will develop content using traditional production techniques, digital media software, and professional production equipment.

Program Structure

Occupational Completion Points (OCPs) - The Digital Cinema Production program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. ***Academic skill level required to complete program: Grade 9 language, math and reading.***

K100100	OCP	Postsecondary Program of Study	1050 Hrs
FIL0085	A	Video Production Manager	300
FIL0086	B	Camera and Lighting Grip	150
FIL0087	C	Advanced Production Crew	300
FIL0088	D	Digital Video Editor	150
FIL0089	E	Visual Effects Artist	150

Dual Enrollment available for high school students.

Industry Certification/Licensure

While completing the program, students take the following:

- Adobe Certified Associate (Premiere Pro), Adobe Systems
- Adobe Certified Associate (Photoshop), Adobe Systems

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Digital Media Technology AS degree – Up to 22 credits
- Film Production Technology A.S. Degree - Up to 7 credits
- Live Entertainment Design & Production AS degree – Up to 7 credits





Digital Media / Multimedia Design

Mission

The mission of this program is to lead students to success in the advertising and design industry.

Description

The Digital Media/Multimedia Design program encompasses related career-technical disciplines in five general areas: Graphic Design (Digital Design), Photography, Web Design, Animation, Video and Audio Editing. From day one students are immersed in the creation of real-world projects. Upon successful program completion students are capable designers able to turn any idea into professional designs incorporating images, vectors, motion graphics, video and sound.

Program Structure

Occupational Completion Points (OCPs) - The Digital Media/Multimedia Design program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

K100200	OCP	Postsecondary Program of Study	1050 Hrs
DIG0081	A	Theory and Foundations of Design	150
DIG0082	B	Multimedia Digital/Print Designer	300
DIG0083	C	Multimedia Web Interactive Designer	300
DIG0084	D	Multimedia Integrated Producer Designer	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near completion of the program, students should take one or more of the following Adobe Systems exams:

- Adobe Certified Associate (Photoshop), Adobe Systems
- Adobe Certified Associate (Dreamweaver), Adobe Systems
- Adobe Certified Associate (Illustrator), Adobe Systems
- Adobe Certified Associate (InDesign), Adobe Systems
- Adobe Certified Associate (Premiere Pro), Adobe Systems
- Adobe Certified Expert (Photoshop), Adobe Systems

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Graphic and Interactive Design AS degree – Up to 9 credits



Digital Photography Technology



Mission

The mission of this program is to prepare students for gainful employment in the photographic industry by learning high-level skills and ethical business practices.

Description

This program prepares students for employment as photographers, videographers and photographic assistants and provides supplemental training for persons previously or currently employed in these occupations. Training includes use of digital cameras, software editing and workflow techniques, studio use, location portraits, commercial and industrial applications with emphasis on composition, lighting, output, image quality, and proficiency in equipment use.

Program Structure

Occupational Completion Points (OCPs) - The Digital Photography Technology program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

K100300	OCP	Postsecondary Program of Study	1050 Hrs
PGY0190	A	Photographic Specialist	150
PGY0191	B	Photographic Technician	300
PGY0192	C	Studio Photographer	300
PGY0193	D	Digital Photographer	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

By completion of the program, students will take two or more of the following:

- Adobe Certified Associate (Photoshop), Adobe Systems
- Adobe Certified Associate (Premiere Pro), Adobe Systems

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

- Supervision & Management for Industry AS degree – Up to 24 credits



Electricity



Mission

The mission of this program is to ensure all electrical students acquire the skills, knowledge and abilities necessary to succeed in the electrical field.

Description

This program stresses the understanding of all aspects of the electricity industry, and prepares students with skills, knowledge and attitudes necessary to succeed in the residential and commercial fields. The training includes assembly, installation, operation, maintenance, and repair of electrical equipment used in these fields.

Program Structure

Occupational Completion Points (OCPs) - The Electricity program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

I460312	OCP	Postsecondary Program of Study	1200 Hrs
BCV0603	A	Electrician Helper	300
BCV0640	B	Residential Electrician	450
BCV0652	C	Commercial Electrician	450

Dual Enrollment available for high school students.

Industry Certification/Licensure

Upon completing the program, students will become certified in 10-hour OSHA Training:

- Heartsaver – CPR / AED
- Heartsaver – First Aid

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Construction & Civil Engineering Technology AS degree – 3 credits
- Energy Management & Controls Technology AS degree - 9 credits
- Supervision & Management for Industry AS degree – 24 credits

Other Florida Colleges

- Building Construction Technology AS degree – Up to 3 credits



Electronic Systems Integration & Automation

Mission

The mission of this program is to prepare students for employment in the Electronics Integration industry.

Description

Upon completion of the Enterprise Desktop and Mobile Support Technology program, students can enter the Electronics Integration program. An Electronic Systems Technician (EST) installs, upgrades, and services a wide variety of residential and commercial electronic systems including: Audio/Video Systems, Computers, Lighting, Automation Controls, Security, Telecom, Cable, Satellite and Green Technologies. An EST's role is both high tech and hands on, and is ideal for someone who is tech savvy and likes to work with his or her hands.

Program Structure

Occupational Completion Points (OCPs) - The Electronic Systems Integration and Automation program is a planned sequence of instruction consisting of three occupational completion points. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

Academic skill level required to complete program: Grade 10 language, math and reading.

C700100	OCP	Postsecondary Program of Study	750 Hrs
EEV0240	A	Electronic System Technician	300
EEV0241	B	Residential Electronic Systems Technician	300
EEV0242	C	Commercial Electronic Systems Technician	150

Industry Certification/Licensure

Upon completing the program, students will become certified in:

- Custom Electronic Design and Installation Association, Electronic Systems Certified (CEDIA ESC)
- Electronic Systems Professional Alliance (ESPA)

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Energy Management and Controls Technology AS degree – Up to 9 credits



CEDIA ESC

Enterprise Desktop and Mobile Support Technology



Mission

The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

Description

This program focuses on operation, configuration, and troubleshooting of current operating systems, mobile devices, and a variety of enterprise PC hardware. Included is development of skills in installing, configuring and troubleshooting of business applications, fundamental network concepts, printers, cabling, PC hardware, software, iOS, Android and more. The program develops mindsets and relationship skills required in a customer service industry with focus on technical skill sets required by local employers in the IT field. The structure of this program is intended to prepare students to complete the CompTIA A+ and the Network+ industry certifications. The course content includes, but is not limited to, communication, leadership skills, human relations, employability skills, and safe and efficient work practices. This program is offered with hands-on, traditional instruction.

Program Structure

Occupational Completion Points (OCPs) - The Enterprise Desktop and Mobile Support Technology program is a planned sequence of instruction aligned with industry standards consisting of four occupational completion points. OCPs provide students with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

Y300600	OCP	Postsecondary Program of Study	1050 Hrs
CTS0000	A	Computer Hardware Fundamentals	150
CTS0001		Operating System Fundamentals	150
CTS0002	B	Advanced Operating Systems	150
CTS0003		Mobile-Security-Domain Environment Fundamentals	150
CTS0005	C	Desktop Support Technician	150
CTS0020	D	Network Fundamentals	150
CTS0033		Network Technician	150

Dual Enrollment available for high school students.

Industry Certification/Licensure

At the appropriate time during training, students take the following certification exams from the Computing Technology Industry Association (CompTIA):

- A+ Certification
- Network+ Certification

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Computer Information Technology AS degree – Up to 6 credits
- Cybersecurity and Network Engineering Technology AS degree – Up to 9 credit



CompTIA





Enterprise Network and Server Support Technology

Mission

The mission of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

Description

Upon completion of Enterprise Desktop and Mobile Support Technology program or equivalency of at least 2 years industry-related work experience and a CompTia A+ certification, students can continue their training in advanced IT specializations such as Cybersecurity. This program is offered in both traditional classroom instruction and online learning settings.

Program Structure

Occupational Completion Points (OCPs) - The Enterprise Network and Server Support Technology program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

Y300500	OCP	Postsecondary Program of Study	750 Hrs
CTS0099	A	Advanced Networking Fundamentals	150
CTS0066	B	Information Technology Security Specialist	600
		OR	
CTS0094		Interconnecting Cisco Network Devices	600
		OR	
CTS0048		Microsoft Certified Systems Administrator	600

Industry Certification/Licensure

Near completion of the program, students will choose to take one of the following program tracks:

- Microsoft MTA (Microsoft Technology Associate)
- Microsoft MCSA (Microsoft Certified Solutions Associate)

Cisco Track:

- CCENT (Cisco Certified Entry Level Network Technician)
- Cisco CCNA (Cisco Certified Network Associate)

Cyber-Security Track:

- CompTIA Security+
- EC-Council Certified Ethical Hacker (CEH)



Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Computer Information Technology AS degree – Up to 3 - 6 credits
- Cybersecurity and Network Engineering Technology AS degree – Up to 6 credits

Facials Specialty



Mission

The mission of this program is to prepare students for employment as registered facial/skin care specialists.

Description

This program stresses Florida cosmetology laws and rules, acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology, art of makeup and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

Program Structure

Occupational Completion Points (OCPs) - The Facials Specialty program is a planned sequence of instruction consisting of one Occupational Completion Point. Cosmetologist may show transcripts in order to receive credit hours towards the Facial Specialist course. ***Academic skill level required to complete is not applicable to this program.***

1120425	OCP	Postsecondary Program of Study	220 Hrs
CSP0266	A	Facials Specialist	220

Dual Enrollment available for high school students.

Industry Certification/Licensure

In order to apply to the Florida Department of Business and Professional Regulation, the student must have a Social Security Number. At the completion of the program, students are prepared to complete an application, pay the required fee and register as:

- Facial Specialist Registration, Florida Department of Business and Professional Regulation



Fundamental Foodservice Skills



Mission

The mission of this program is to prepare students for positions in the Culinary Arts fields.

Description

This program offers a sequence of courses that provides coherent and relevant commercial foodservice knowledge and skills needed to prepare students for further education or careers in the hospitality & tourism industry. The content includes occupation-specific hands on technical training and employability skills. Upon successful completion of the program, students will be prepared for the following entry-level positions such as: steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria line cook.

Program Structure

Occupational Completion Points (OCPs) - The Fundamental Foodservice Skills program is a planned sequence of instruction consisting of two occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

N100520	OCP	Postsecondary Program of Study	600 Hrs
HMV0101	A	Intro to Food Prep	300
HMV0102	B	Cooking Methods and Techniques	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

By the completion of the program, students will have taken the following certification exams from:

- Certified Food Protection Manager, ServeSafe®
- National ProStart Certificate of Achievement, ProStart (high school students only)

Optional Exam(s)

- National ProStart Certificate of Achievement (Dual Enrollment students only)

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Baking and Pastry Management AS degree – Up to 3 credits
- Culinary Management AS degree – Up to 9 - 12 credits
- Restaurant/Foodservice Management AS degree – Up to 6 credits





Heating Ventilation Air Conditioning/ Refrigeration (HVAC/R) 1&2

Mission

The mission of this program is to prepare students for employment as heating, air conditioning, ventilation and refrigeration technicians and to provide advanced training in the industry.

Description

Training focuses on all aspects of the HVACR industry including planning, management, technical and production skills, underlying principles, entry level engineering design of HVACR technology, labor and community issues, and health, safety and environmental issues.

Program Structure

Occupational Completion Points (OCPs) - The Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1&2 program is a planned sequence of instruction consisting of four occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, reading, and grade 10 math.**

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1

C400410	OCP	Postsecondary Program of Study	750 Hrs
ACR0000	A	Introduction to HVAC/R	250
ACR0001	B	HVAC/R Fundamentals	250
ACR0012	C	HVAC/R Service Practices	250

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2

C400420	OCP	Postsecondary Program of Study	600 Hrs
ACR0013	A	HVAC/R Intermediate Service Practices	250
ACR0044	B	HVAC/R Advanced Service Practices	350
OR		OR	
ACR0045		HVAC/R Advanced Commercial and Industrial Service Practices	350

Dual Enrollment available for high school students.

Industry Certification/Licensure

Throughout the program, students will be able to take Employment Ready Exams through HVAC Excellence:

- Air Conditioning / Electrical
- EPA Section 608 Certification
- Heat Pump
- Light Commercial Refrigeration
- 4-10 A Safety Certification

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Construction & Civil Engineering Technology AS degree – Up to 3 credits
- Energy Management & Controls Technology – Up to 6 - 9 credits
- Supervision & Management for Industry AS degree – Up to 24 credits



Java Development & Programming

Mission

Provide students and current IT professionals with the most up-to-date and engaging training in coding and programming for real world projects in software development.

Description

The content includes but is not limited to the fundamentals of programming and software development; procedural and object-oriented programming; creating regular and specialized applications using the Java programming language, including testing, monitoring, debugging, documenting, and maintaining Java computer applications.

The emphasis is on solving real-world problems by means of computer programming using the following languages: Java, Python and C++. Topics will include object-oriented design techniques, classes, objects, data types, control statements (selection and iteration), and arrays. Emphasis will be placed on computer science skills, problem solving, algorithm design, and documentation.

Program Structure

Occupational Completion Points (OCPs) - The Java Development & Programming program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

Y700200	OCP	Postsecondary Program of Study	1200 Hrs
OTA0040	A	Information Technology Assistant	150
CTS0041	B	Computer Programmer Assistant	300
CTS0044	C	Computer Programmer	150
CTS0031	D	Java Developer	600

Industry Certification/Licensure

Oracle Certified Associate (OCA): Java Programmer
Python Coding Specialist



Lodging Operations

Mission

The mission of this program is to passionately prepare students for a new career in the hospitality field, and to develop those persons who wish to enhance their professional skills.

Description

This program prepares students for employment as guest service/front desk agents and entry-level supervisors in the fast growing hospitality industry in Central Florida. Students will receive training in hotel operations, focusing on the front office, housekeeping operations, food and beverage management, and sales and marketing. Coursework emphasizes developing quality guest service and leadership/supervisory skills. Students will be able to practice skills learned on a hotel front office systems as well as in a virtual hotel training simulation. This program is offered in traditional classroom instruction.

Program Structure

Occupational Completion Points (OCPs) - The Lodging Operations program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

M607010	OCP	Postsecondary Program of Study	600 Hrs
HMV0740	A	Guest Services Agent	150
HMV0201	B	Front Desk Agent	300
HMV0202	C	Lodging Manager	150

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near completion of the program, students take at least two of the following certification exams from the American Hotel and Lodging Association and National Restaurant Association:

- Certified Front Desk Supervisor (CFDS)
- Certified Guest Service Professional (CGSP)
- Hospitality Skills Certification for Line-Level Staff
- Safe Staff Food Handler Certification



Optional Exam(s)

- National Professional Certification in Customer Service, National Retail Federation
- ServSafe Certified Food Protection Manager

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Hospitality and Tourism Management AS degree – Up to 9 credits

Machining Technologies



Mission

The mission of this program is to prepare students for employment as machinists, machinist helpers, machine operators and machine set up operators.

Description

The training includes precision measurement, operating lathes, mills, drill presses, grinders, blueprint reading, operating power saws, heat-treating operations, bench work, Computer Numerical Control machining tools, and training in Solid Works.

Program Structure

Occupational Completion Points (OCPs) - The Machining Technologies program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 8 language, grade 9 math, and reading.**

J200100	OCP	Postsecondary Program of Study	1500 Hrs
PMT0020	A	Machinist Helper	300
PMT0022	B	Machine Operator	300
PMT0024	C	Machine Setup Operator	600
PMT0025	D	Machinist	300

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near completion of the program, students take the following certification exam:

- SOLIDWORKS Associate

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits





Major Appliance and Refrigeration Technician

Mission

Students will receive hands-on practical experience in repairing household and commercial appliances. Appliances are becoming more complex and ‘smart’ as they become integrated with the ‘smart’ home movement; hence, they will require technicians with specialized appliance repair training. Employment and opportunity growth will remain strong into the future as the demand for high-end appliances is growing. Which also includes training as an Appliance Installation Helper, Laundry Technician, Cooking Appliance Technician and Cooling Appliance Technician.

Description

Students will get the knowledge, technical skills, and work habits to pursue an entry level position as an appliance repair technician. The program concentrates on the necessary service and repair of major residential appliances.

Program Structure

Occupational Completion Points (OCPs) - The Major Appliance and Refrigeration Technician program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

J620300	OCP	Postsecondary Program of Study	1200 Hrs
EER0391	A	Appliance Installation Helper	200
EER0315	B	Laundry Technician	300
EER0392	C	Cooking Appliance Technician	350
ACR0084	D	Cooling Appliance Technician	350

Industry Certification/Licensure

Near completion of the program, students take the following certification exam:

- Graduate Certified Appliance Technician (G-CAP)
- Professional Servicer Association (PSA)

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits





Massage Therapy

Mission

The mission of the Massage Therapy program is to prepare students for employment as Licensed Massage Therapists. Students desiring to enter this program must be at least 18 years of age and possess a high school diploma or GED to apply for this program. The program is approved by the Board of Massage Therapy, Florida Department of Health, and adheres to the curriculum standards set by the Board. OTC is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) approved school.

Description

The curriculum includes human anatomy, physiology, pathology, theory and practice of massage techniques, hydrotherapy, legal issues, leadership and human relations skills, health and safety, deep tissue, and employability skills. Students learn therapeutic massage techniques as well as spa treatments such as herbal and mud wraps, chair massage and hot stone treatments.

Program Structure

Occupational Completion Points (OCPs) - The Massage Therapy program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 math, grade 10 language, and reading.**

H120406	OCP	Postsecondary Program of Study	750 Hrs
MSS0204	A	Massage Therapist 1	375
MSS0209	B	Massage Therapist 2	375

Industry Certification/Licensure

After successfully completing this program, graduates take the following exam.

- Massage and Bodywork Licensure Exam (MBLEX)

Upon completion of the MBLEX students will be eligible to apply with the Florida Department of Health to be a Licensed Massage Therapist.

Articulation

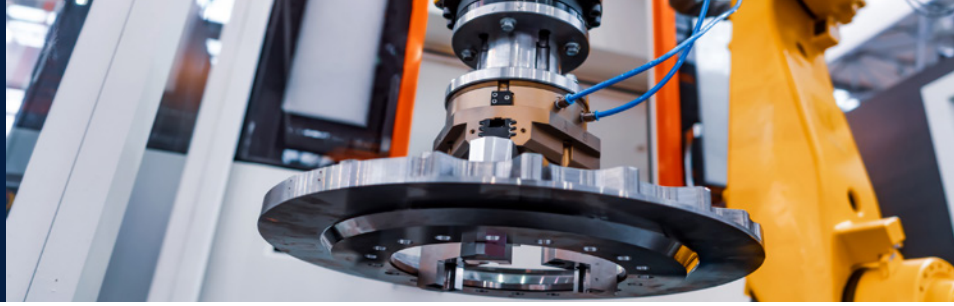
Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision and Management for Industry AS degree – Up to 20 credits



Mechatronics Technology



Mission

To prepare students for technical careers as industrial maintenance technician. The student shall acquire knowledge in mechanics, electronics, fluid power, and mechanism of automation, control systems, mechatronics, and robotics. This program will also provide continuing education for those previously or currently employed in these occupations.

Description

The combination of Mechanical, Electronic, Computer, Software, Control, and Systems Design engineering in order to design and manufacture useful products. Mechatronics is a multidisciplinary field of engineering designed to provide graduates with a high-tech skill set and knowledge in electronic, mechanical systems, fluid power/pneumatic systems, electrical, Program Logic Controller (PLC) programming, and repair of PLC / computer controlled, automated machines and robotic systems.

Program Structure

Occupational Completion Points (OCPs) - The Mechatronics Technology program is a planned sequence of instruction consisting four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, grade 10 math, and reading.**

J200200	OCP	Postsecondary Program of Study	1550 Hrs
EEV0010	A	Electronics Assembler	250
EEV0100	B	Electronics Tester	400
EEV0752	C	Electromechanical Assembler	500
EEV0753	D	Mechatronic Technician	400

Industry Certification/Licensure

During completion of the program, students will take the following certification exams:

- Certified Production Technician – Manufacturing Skill Standards Council
- Industrial Technology Maintenance – National Institute for Metalworking Skills

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Electronic Engineering Technology AS degree – Up to 15 credits
- Energy Management & Controls Technology AS degree – Up to 12 credits





Medical Administrative Specialist

Mission

The mission of Medical Administrative Specialist program is to prepare students with the knowledge, competencies, and skills to successfully gain employment in a variety of office settings, including healthcare.

Description

This program is designed to prepare students for employment in a variety of clerical, secretarial, and administrative support positions in the medical field. Training includes but is not limited to the use of technology to develop communication skills, higher level thinking skills, decision making skills; medical terminology; the performance of office procedures specific to the medical environment; using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The program includes the current software used in offices today in addition to specialized medical and medical billing software.

Program Structure

Occupational Completion Points (OCPs) - The Medical Administrative Specialist program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

B070300	OCP	Postsecondary Program of Study	1050 Hrs
OTA0040	A*	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0631	C	Medical Office Technologist	300
OTA0651	D	Medical Administrative Specialist	300

*OCP A contains the core courses for this program. If the student has credit for this course in high school, the student may start with OCP B, Front Desk Specialist.

Dual Enrollment available for high school students.

Industry Certification/Licensure

Near completion of the program, During the progress of the MAS program:

- Certified Medical Administrative Assistant (CMAA), National Healthcare Association
- Microsoft Office Specialist (MOS) Certification
- Florida Soft Skills Credential

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Medical Administrative AS degree – Up to 18 credits



Medical Assisting



Mission

To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Description

Training includes learning how to assist with patient examinations, treatments, medications, patient monitoring, basic lab tests, phlebotomy, electrocardiography, emergency procedures, administering medical insurance/finance procedures, office management software and receptionist front office duties

Program Structure

Occupational Completion Points (OCPs) - The Medical Assisting program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

H170515	OCP	Postsecondary Program of Study	1300 Hrs
HSC0003	A*	Basic Healthcare Worker	90
MEA0002	B	Introduction to Medical Assisting	250
MEA0501		Medical Office Procedures	75
MEA0521	C	Phlebotomist, MA	75
MEA0543	D	EKG Aide, MA	75
MEA0581	E	Clinical Assisting	230
MEA0530		Pharmacology for Medical Assisting	90
MEA0573		Laboratory Procedures	125
MEA0506		Administrative Office Procedures	90
MEA0942		Practicum Experience	200

* OCP A, Basic Healthcare Worker, is the foundation of the majority of health-related programs of study. If the student has high school credit for Health Science I and Health Science 2 or an applicant can demonstrate the skills in those courses through a written and performance test for OCP A, the student may start with OCP B, Introduction to Medical Assisting.

Dual Enrollment available for high school students.

Industry Certification/Licensure

After program completion students take the following:

- Certified Medical Assistant (CMA), American Association of Medical Assistants (AAMA)
- Registered Medical Assistant (RMA), American Medical Technologist (AMT)
- OR between tracks Medical Assisting



Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded credits at:

- Valencia College
- Medical Administration AS degree – Up to 12 credits



Medical Coder/Biller

Mission

The mission of this program is to prepare students with the analytical and technical skills required to meet the needs of the health care industry. The program supports quality patient care through advocating coding and billing accuracy, patient confidentiality, and by following the high ethical standards set by the professional community.

Description

This program prepares the student for employment as an entry level coder, medical record coder, coding technician, coding clerk, or medical coder/ biller. Training includes but is not limited to medical terminology, anatomy and physiology, coding systems, fundamentals of disease process, including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills. This program is offered in both traditional classroom instruction and online learning settings.

Program Structure

Occupational Completion Points (OCPs) - The Medical Coder/Biller program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 math, grade 11 language, and reading.**

H170529	OCP	Postsecondary Program of Study	1110 Hrs
HIM0009	A	Introduction to Health Information Technology	90
HIM0091	B	Medical Coder/Biller 1	350
HIM0092		Medical Coder/Biller 2	350
HIM0093		Medical Coder/Biller 3	320

Industry Certification/Licensure

After completing the program, graduates take the following exams:

- Certified Professional Coder (CPC), American Academy of Professional Coders (AAPC)
- Certified Coder Associate (CCA), American Health Information Management Association (AHIMA)

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Health Information Technology AS degree – Up to 25 credits
- Medical Administration AS degree – Up to 9 credits



Medical Laboratory Assisting



Mission

The mission of the Orlando Tech Medical Laboratory Assisting Program is to prepare students to become nationally certified Phlebotomists, ECG Aides, Physician Office Medical Laboratory Assistants in hospitals and Clinical Laboratory Assistants in hospitals and independent laboratories.

Description

Training includes, but is not limited to phlebotomy techniques, electrocardiography techniques, laboratory safety, infection control, quality assurance and basic skills in waived testing in hematology, urinalysis, microbiology and clinical practice.

Program Structure

Occupational Completion Points (OCPs) - This program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. system and accepted industry titles. **Academic skill level required to complete program: Grade 9 math, grade 11 language, and grade 11 reading.**

HI70306	OCP	Postsecondary Program of Study	465 Hrs
HSC0003	A*	Basic Healthcare Worker	90
MEA0520	B	Phlebotomist	75
MEA0560	C	Medical Lab Assitant	300

* OCP A, Basic Healthcare Worker, is the foundation of the majority of health-related programs of study. If the student has high school credit for Health Science I and Health Science 2 or an applicant can demonstrate the skills in those courses through a written and performance test for OCP A, the student may start with OCP B, Phlebotomist.

Industry Certification/Licensure

After successfully completing this program, graduates may take one of the following exams:

- Certified Medical Laboratory Assistant (CMLA), American Medical Technologists (AMT)
- Certified Phlebotomy Technician, American Society of Phlebotomy Technicians (ASPT)
- Registered Phlebotomy Technician (RPT), American Medical Technologists (AMT)

Optional Exam(s)

- Phlebotomy Technician (PBT), American Society for Clinical Pathology (ASCP)

Articulation

The State Board of Education has approved statewide articulation agreements to provide credit for successful completion of industry certification through the Gold Standard program.

- Registered Phlebotomy Technician (RPT), American Medical Technologists (AMT) - 3 credit hours toward the AAS/AS degree in Medical Laboratory Technology

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Biotechnology Laboratory Sciences AS degree – 4 credits



AMT
American Medical Technologists
Certifying Excellence in Allied Health



Modeling Simulation Design



Mission

The mission of this program is to prepare students for employment as Modeling and Simulation Technicians, Modeling and Simulation Artists, and Modeling and Simulation Developers.

Description

This program is project-based and focuses on broad, transferable skills related to the production of simulations including computer based, mobile devices, augmented and virtual reality platforms. Design students will learn how to create the visual elements of a simulation including virtual environments, objects and animation for use in industry standard game engines and platforms. Projects include serious game development for military and educational markets.

Program Structure

Occupational Completion Points (OCPs) - The Modeling Simulation Design program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, math and reading.**

Y500300	OCP	Postsecondary Program of Study	1500 Hrs
CTS0770	A	Modeling & Simulation Technician	150
CTS0771	B	Modeling & Simulation 2D Artist	300
CTS0772	C	Modeling & Simulation 3D Artist	300
CTS0773	D	Modeling & Simulation Technical Artist	300
CTS0774	E	Modeling & Simulation Developer	450

Dual Enrollment available for high school students.

Industry Certification/Licensure

While completing the program, students take the following:

- Adobe Certified Associate (Photoshop), Adobe Systems
- Autodesk Maya Certified User
- National Center for Simulation Modeling and Simulation Certification

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Digital Media Technology AS degree – Up to 9 credits



Nails Specialty



Mission

The mission of this program is to prepare students for employment as registered manicurists and pedicurists.

Description

This program stresses Florida cosmetology laws and rules, acquisition of knowledge of the nails specialist and related chemistry, bacteriology, anatomy and physiology and development of skills in performing the techniques required in the practice of nails specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry: planning, management, finance, technical and production skills, underlying technological principals, labor, community, health, safety and environmental issues. Client services in a job-like setting are an integral part of the program.

Program Structure

Occupational Completion Points (OCPs) - The Nails Specialty program is a planned sequence of instruction consisting of one Occupational Completion Point. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. ***Academic skill level required to complete is not applicable to this program.***

I120415	OCP	Postsecondary Program of Study	180 Hrs
CSP0016	A	Manicure and Pedicure Specialist	180

Dual Enrollment available for high school students.

Industry Certification/Licensure

At the completion of the program, students will be prepared to complete an application, pay the required fee and register as a:

- Nails Specialist Registration, Florida Department of Business and Professional Regulation (DBPR)





Patient Care Assistant

Mission

This program prepares students for employment as advanced cross-trained nursing assistants, patient care assistants, nursing aides, orderlies, and home health aides.

Description

Training includes assisting nurses with sterile procedures, performing dressing changes, assisting patients with bathing, dressing and personal hygiene. Students are eligible to take the state nursing assistant (CNA) examination.

Training focuses on nursing assistant practices with emphasis on the nurse-patient relationship. Graduates may be employed in hospitals, long-term care facilities, clinics, doctors’ offices and home health care settings. In order to take the Patient Care Assisting program and receive a certificate of completion, all of the courses must be taken.

Program Structure

Occupational Completion Points (OCPs) - The Patient Care Assistant program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. ***Academic skill level required to complete is not applicable to this program.***

H170692	OCP	Postsecondary Program of Study	290 Hrs
HSC0003	A*	Basic Healthcare Worker	90
HCP0121	B	Nursing Aide and Orderly (Articulated)	75
HCP0332	C	Advanced Home Health Aide	50
HCP0020	D	Patient Care Assistant	75

* OCP A, Basic Healthcare Worker, is the foundation of the majority of health-related programs of study. If the student has high school credit for Health Science I and Health Science 2 or an applicant can demonstrate the skills in those courses through a written and performance test for OCP A, the student may start with OCP B, Nursing Aide and Orderly (Articulated).

Dual Enrollment is available for high school students.

Industry Certification/Licensure

During the program, students take the following exam:

- Certified Nursing Assistant (CNA), Florida Department of Health



Pharmacy Technician



Mission

The mission of this program is to prepare students for employment in all aspects of Pharmacy Technician Practice Settings.

Description

This program is offered in a competency based traditional classroom environment and is accredited by the American Society of Health System Pharmacists (ASHP) and the Accreditation Council for Pharmaceutical Education (ACPE) on the campuses of Avalon and West. This program is approved by the Florida Board of Pharmacy. Program completers who wish to work as Pharmacy Technicians in the State of Florida must register with the Board of Pharmacy (465.014 F.S.). Supervised internships at pharmacies are an integral part of the program. All students will complete criminal history and drug testing prior to program entry and again prior to internship.

Training includes, but is not limited to, introduction to medical terminology, pharmacology, medical drugs, pharmacy law, pharmaceutical compounding, sterile techniques, IV and chemotherapy preparation, medical delivery systems, unit dose packaging, patient record systems, processing prescriptions, pharmacy math, medication purchasing, receiving and inventory systems, pharmaceutical automation, computer applications in pharmacy practice, employability and leadership skills, human relations as they relate to pharmacy.

Program Structure

Occupational Completion Points (OCPs) - The Pharmacy Technician program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 language, reading, and grade 11 math.**

H170500	OCP	Postsecondary Program of Study	1050 Hrs
HSC0003	A*	Basic Healthcare Worker	90
PTN0084	B	Pharmacy Technician 1	360
PTN0085		Pharmacy Technician 2	300
PTN0086		Pharmacy Technician 3	300

* OCP A, Basic Healthcare Worker, is the foundation of the majority of health-related programs of study. If the student has high school credit for Health Science I and Health Science 2 or an applicant can demonstrate the skills in those courses through a written and performance test for OCP A, the student may start with OCP B, Pharmacy Technician 1.

Dual Enrollment is available for high school students.

Industry Certification/Licensure

Upon successful completion of this program, students take or complete the following:

- Certified Pharmacy Technician (CPhT), Pharmacy Technician Certification Board
- Registered Pharmacy Technician (RPT), Florida Department of Health



Articulation

The State Board of Education has approved statewide articulation agreements to provide credit for successful completion of industry certification through the Gold Standard program.

- Pharmacy Technician Certification Exam (PTCE) offered through the Pharmacy Technician Certification Board (PTCB).

Valencia College:

- Supervision and Management for Industry AS degree – Up to 24 credits



Phlebotomy

Mission

The mission of this program is to train a diverse community of learners for gainful employment in the healthcare sector as phlebotomy technicians and to produce graduates with high standards of patient care.

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 Health Science 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 Health Science career cluster.

The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Program Structure

Occupational Completion Points (OCPs) - The Pharmacy Technician program is a planned sequence of instruction consisting of two Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

H170500	OCP	Postsecondary Program of Study	165 Hrs
HSC0003	A	Basic Healthcare Worker	90
MEA0520	B	Phlebotomist	75

* OCP A, Basic Healthcare Worker, is the foundation of the majority of health-related programs of study. If the student has high school credit for Health Science I and Health Science 2 or an applicant can demonstrate the skills in those courses through a written and performance test for OCP A, the student may start with OCP B, Phlebotomist.

Dual Enrollment is available for high school students.

Industry Certification/Licensure

Upon successful completion of this program, students take or complete the following:

- Certified Phlebotomy Technician (CPT), National Healthcareer Association



Plumbing



Mission

The mission of the Plumbing program is to prepare students for employment or advanced training in the plumbing industry.

Description

This program offers courses that provide coherent and rigorous content aligned with challenging academic standards and skills needed to build a foundation for a successful career in the plumbing industry. The content includes but is not limited to reading construction documents, understanding building codes in the pipe trades, plumbing pipe cutting and joining skills, and plumbing layout and installation.

Program Structure

Occupational Completion Points (OCPs) -The Plumbing program is a planned sequence of instruction consisting of four occupational completion points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

C500500	OCP	Postsecondary Program of Study	1080 Hrs
BCV0508	A	Helper, Plumber, Pipefitter	360
BCV0540	B	Residential Plumber	240
BCV0562	C	Commercial Plumber	240
PTN0086	D	Plumbing Applications	240

Industry Certification/Licensure

Throughout the course of the Plumbing program, students take these exams from National Center for Construction Education and Research (NCCER):

- Core Curriculum
- Plumbing Level 1





Practical Nursing

Mission

The mission of this program is to prepare and support students for employment and advanced training in healthcare.

Description

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

Program Structure

Occupational Completion Points (OCPs) - The Practical Nursing program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 11 language, math and reading.**

H170607	OCP	Postsecondary Program of Study	1350 Hrs
PRN0098	A	Practical Nursing Foundations 1	300
PRN0099	B	Practical Nursing Foundation 2	300
PRN0290		Medical Surgical Nursing 1	300
PRN0291		Medical Surgical Nursing 2	300
PRN0690		Comprehensive Nursing and Transitional Skills	150

Industry Certification/Licensure

Upon completion of the program, students take the following exam:

- Licensed Practical Nurse (LPN), National Council of State Boards of Nursing (NCSBN)

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Nursing, Accelerated Track AS degree – Up to 12 credits



NCSBN

National Council of State Boards of Nursing



Professional Culinary Arts & Hospitality

Mission

The mission of this program is to prepare students to work in the commercial food and hospitality industry.

Description

Our program is a comprehensive, practical, hands-on experience for volume food preparation. Training includes preparation and serving, storage, identification, selection and presentation of a wide variety of foods, communication and leadership skills, mathematical skills, human relations and employability skills, and safe and efficient work practices.

Program Structure

Occupational Completion Points (OCPs) - The Professional Culinary Arts & Hospitality program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

N100500	OCP	Postsecondary Program of Study	1200 Hrs
HMV0100	A	Food Preparation	300
HMV0170	B	Cook - Restaurant	300
HMV0171	C	Chef/Head Cook	300
HMV0126	D	Food Service Management	300

Dual Enrollment is available for high school students.

Industry Certification/Licensure

By the completion of the program, students will have taken the following certification exams from:

- Certified Food Protection Manager, ServeSafe®

Optional Exam(s)

- National ProStart Certificate of Achievement (Dual Enrollment students only)

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Culinary Management AS degree – 15 credits



Specialized Career Instruction - Comprehensive



Mission

To offer employability skills training and specialized career training in the fields of Welding and Electricity.

Description

The purpose of this individualized job preparatory program is to provide specialized career education for students with intellectual disabilities who, in addition to instructional accommodations, require modifications to the CTE program in order to meet learning needs. This program offers a sequence of courses that provides competency-based applied learning in necessary work attitudes, general employability skills, technical skills, and occupation-specific skills in the Welding and Electricity fields.

Program Structure

Occupational Completion Points (OCPs) - The Specialized Career Instruction - Comprehensive program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. ***Academic skill level required to complete is not applicable to this program.***

S990007	OCP	Postsecondary Program of Study	900 Hrs
SLS0460	A	Specialized Career Education, Basic 1	150
SLS0461		Specialized Career Education, Basic 2	150
SLS0462		Specialized Career Education, Basic 3	150
SLS0463	B	Specialized Career Education, Advanced 1	150
SLS0464		Specialized Career Education, Advanced 2	150
SLS0944		Specialized Career Education Internship	150

Industry Certification/Licensure

Based on the track student is on:

- Electricity Track – National Center for Construction Education & Research (NCCER)
- Test NCCER Electrical – Level 1
- Welding Track – Certified Welder





Surgical Technology

Mission

To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (hands-on skills), and affective (professional behavior; conduct) learning domains.

Description

Clinical learning experiences in an operating room and related areas are an integral part of this program. This program is offered in both traditional classroom instruction and online learning settings.

Training includes but is not limited to performing a surgical hand scrub, gowning and gloving, setting up the operating room with sterile supplies, instruments, equipment, medications and fluids needed during surgery; preparing patients for surgery by performing a surgical skin prep of the areas on which the surgeon will operate; passing instruments and other sterile supplies to the surgeon; transporting patients to and from the operating room; communication, interpersonal skills, legal and ethical responsibilities.

Program Structure

Occupational Completion Points (OCPs) - The Surgical Technology program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 10 math, grade 11 language, and reading.**

H170211	OCP	Postsecondary Program of Study	1330 Hrs
HSC0003	A*	Basic Healthcare Worker	90
STS0015	B	Central Supply Technician	210
STS0010	C	Surgical Technologist 1	343
STS0011		Surgical Technologist 2	343
STS0012		Surgical Technologist 3	344

* OCP A, Basic Healthcare Worker, is the foundation of the majority of health-related programs of study. If the student has high school credit for Health Science I and Health Science 2 or an applicant can demonstrate the skills in those courses through a written and performance test for OCP A, the student may start with OCP B, Central Supply Technician.

Program Accreditation:

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (<https://www.arcstsa.org/>).

Commission on Accreditation of Allied Health Education Programs 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763, (727) 210-2350

Industry Certification/Licensure

- After graduation, students are eligible to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) exam to become a Certified Surgical Technologist (CST)

Welding Technology



Mission

The mission of this program is to provide the necessary technical skills, and knowledge and abilities to prepare students for employment as well as provide advanced training in a variety of occupations in the welding industry.

Description

The training includes the use of blueprints and/or shop drawings, use of gases and/or welding processes according to diagram, blueprints or written specifications. Lab activities include various processes and techniques of oxyacetylene cutting (OFC), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW).

Program Structure

Occupational Completion Points (OCPs) - The Welding Technology program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

J400400	OCP	Postsecondary Program of Study	1050 Hrs
PMT0070	A	Welder Assistant 1	150
PMT0071		Welder Assistant 2	150
PMT0072	B	Welder, SMAW 1	150
PMT0073		Welder, SMAW 2	150
PMT0074	C	Welder	450

Dual Enrollment available for high school students.

Industry Certification/Licensure

After completing the program, students take the following exam:

- Certified Welder, American Welding Society

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 24 credits





Welding Technology - Advanced

Mission

The mission of this program is to provide the necessary technical skills, and knowledge and abilities to prepare students for employment as well as provide advanced training in a variety of occupations in the welding industry.

Description

It is recommended that students successfully complete the core program, Welding Technology, or demonstrate mastery of the competencies prior to enrolling in the Welding Technology - Advanced program. Training includes intermediate and advanced Shielded Metal Arc Welding (SMAW) Class-B Pipe Welder, pipe fitting fabrication techniques, and advanced Gas Tungsten Arc Welding (GTAW) skills.

Program Structure

Occupational Completion Points (OCPs) - The Welding Technology - Advanced program is a planned sequence of instruction consisting of three Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. **Academic skill level required to complete program: Grade 9 language, math and reading.**

J400410	OCP	Postsecondary Program of Study	750 Hrs
PMT0075	A	Advanced Welder 1	600
PMT0076	B	Advanced Welder 2	150

Dual Enrollment available for high school students.

Industry Certification/Licensure

Upon successful completion of the Welding Technology and the Welding Technology – Advanced programs, students will be eligible to take the following exam:

- Certified Welder, American Welding Society

Articulation

Upon successful completion the Welding Technology and the Welding Technology – Advanced programs, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – up to 27 credits



Apprenticeship

Mission

The mission of this program is to provide an atmosphere of unified learning and skills development, through classroom instruction and “on-the-job” experience, assuring a lifelong earning opportunity to a diverse community.

Earn while learning new skills through real work experience. Apprenticeship programs combine paid employment with no cost training. Completing each year of training elevates an apprentice's hourly pay rate and their status within the skilled trade community. Upon completing the full apprenticeship program, an apprentice becomes a Journeyman and is considered at the very top of the industry. Apprentices enrolled at public institutions are exempt from paying fees including application, registration, tuition and lab fees. A written agreement between the apprentice and employer ensures the apprentice becomes skilled in the occupation.

Unlike other career training programs offered at the Orange Technical College campuses, apprentices are selected to participate by employers/sponsors based on criteria specifically defined in standards of registered apprenticeship programs approved by the U.S. Department of Labor and Florida Department of Education.

How to Become an Apprentice

Check with the admissions office at any Orange Technical College campuses. Potential candidates must apply for registered apprentice positions. Admission requirements and eligibility vary by program because program sponsors define them according to their specific training needs and the availability of employment opportunities. However, federal law defines minimum requirements and mandates that selection criteria be job related.

Certifications earned through registered apprenticeship programs are recognized nationwide. Apprentices who complete registered apprenticeship programs are accepted by the industry as journeymen.

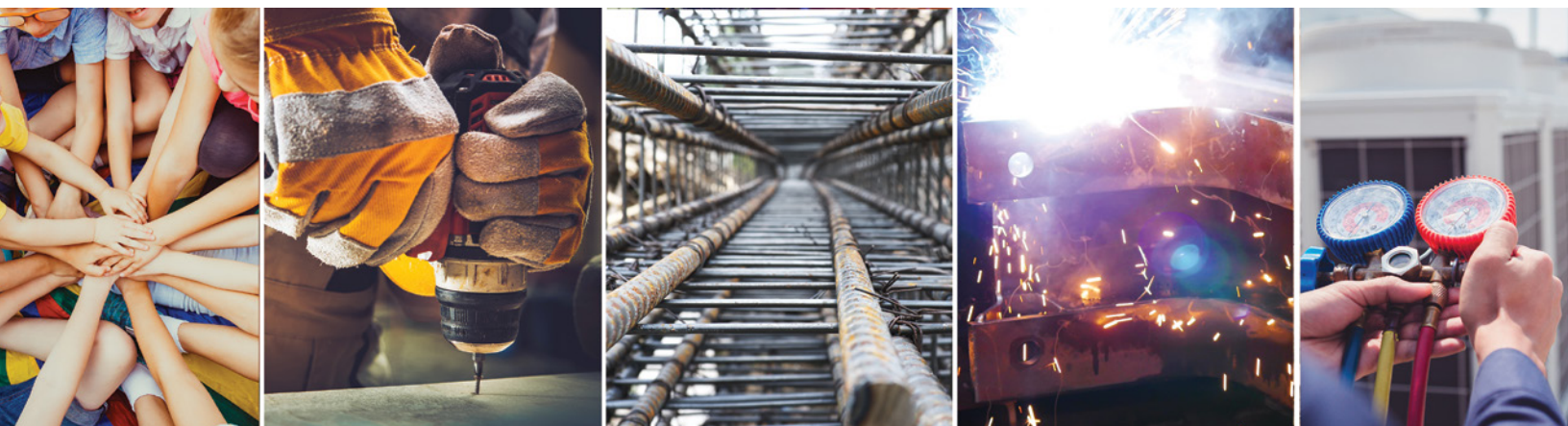
Basic Skills Exam

All Students registered in apprenticeship programs are exempt from taking the basic skills exam.

Employer-Sponsored Apprenticeship

Select employers provide apprenticeship programs registered with and approved by the U.S. Department of Labor and Florida Department of Education to their employees. Employer-sponsored apprenticeship programs include:

- Air Conditioning, Refrigeration and Heating Technology (3-year program)
- Brick and Block Masonry (3-year program)
- Building Maintenance (2-year program)
- Carpentry (4-year program)
- Child Care (2-year program)
- Electrician (4-year program)
- Fire Sprinkler Systems (5-year program)
- Industrial Pipefitter (5-year program)
- Mechanical Apprenticeship (4-year program)
- Medical Assistant (1-year program)
- Network Support Specialist (1-year program)
- Plumbing (4-year program)





Air Conditioning, Refrigeration and Heating Technology Apprenticeship

Air Conditioning, Refrigeration and Heating Technology Apprenticeship Air Conditioning Contractor's Association of Central Florida Apprenticeship Program (ACCA/CF)

The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Mission

The mission of the apprenticeship program is to provide advanced training in Heating, Air Conditioning and Refrigeration for the Central Florida Air Conditioning Contractors' service technicians.

Description

This three-year (6,000 hour) program requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate two nights per week in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

All apprentices in this trade are provided an opportunity to improve their skills and become more valuable to their employers. It begins in the first year with fundamentals, and builds on those skills throughout the second and third years. Apprentices learn to systematically and accurately troubleshoot air conditioning and heating systems. Students that complete the program are eligible to take NATE and HVACR Excellence Industry certification exams.

Campus OTC West Campus, 955 East Story Road • Winter Garden, FL 34787 • Tues/Thurs

Westside/Air Conditioning Contractor's Association of Central Florida (ACCA/CF), LTC 112 Baywood Avenue, Longwood, FL • Mon/Wed • 407.905.2030

Upon successful completion of this program, students can enroll in an A.S. degree programs and are eligible to be awarded articulated credits at:

Valencia College:

- Energy Management & Controls Technology A.S. degree – Up to 12 credits
- Supervision & Management for Industry A.S. degree – Up to 27 credits

Air Conditioning, Refrigeration and Heating Technology Apprenticeship Orlando Plumbers and Pipefitters, JATC

Mission

The overall objective of Orlando and Vicinity Plumber & Pipefitters JATC is to produce the most highly skilled, competent and productive journeymen craftsmen that can be developed. As well, it is our obligation to provide the resources and environment necessary to assure that apprentices achieve that goal and understand their personal responsibility in this endeavor. Training focuses on all aspects of the industry including, but not limited to, planning, management, technical and production skills, underlying principles of technology, labor and community issues, and health and safety and environmental issues.

Description

This registered apprenticeship program is a sequence of five years (10000 hours) of training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

Campus South Campus Plumbers & Pipefitters JATC, 2447 Orlando Central Parkway, Orlando, FL 407.851.7370

Upon successful completion of this program, students enrolling in an A.S. degree program are eligible to be awarded articulated credits at:

Valencia College:

- Energy Management & Controls Technology A.S. degree – Up to 12 credits
- Supervision & Management for Industry A.S. degree – Up to 27 credits

Brick and Block Masonry Apprenticeship

Masonry Association of Florida, Inc. (MAF)



The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Description

The Masonry Association of Florida, Inc. (MAF) is a corporation dedicated to the promotion of better masonry workmanship and materials in the State of Florida. The MAF is further dedicated to the education of its members and its members' employees through monthly educational meetings, periodic workshops and sponsoring a state certified apprenticeship program. The MAF encourages professionalism in its members' dealings with the design professional, other contractors, and the general public. Its members and staff actively participate in local, state, and national activities that affect this goal. The program focuses on broad, transferable skills, and stresses the understanding of all aspects of the masonry industry.

This registered apprenticeship program is a sequence of three years (6000 hours) of training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies. For detailed information on this registered apprenticeship program, please contact 407.251.6050.

Campus South Campus, 2900 W. Oak Ridge Road, Orlando, FL 407-251-6050, Bldg. 1600, Room 137

Upon successful completion of this program, students enrolling in an A.S. degree program are eligible to be awarded articulated credits at:

Articulation

Valencia College:

- Supervision & Management for Industry A.S. degree – Up to 27 credits

Building Maintenance Apprenticeship

Building Construction Technologies



Mission

It is the mission of the Building Maintenance Apprenticeship program to educate and prepare men and women with the knowledge and skills necessary to be successful in the building maintenance industry.

Description

This two-year (4,000 hour) program requires the apprentice to be employed by a participating employer / sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

This program offers a sequence of instruction that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education; provides technical skill proficiency, and includes competency-based applied learning that contributed 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 building maintenance industry.

Campus West Campus, 955 E. Story Road, Winter Garden, FL 407.905.2003

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits



Carpentry Apprenticeship Program

iBuild Carpentry Apprenticeship Program (iCAP) iBuild Central Florida

The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Mission

It is the mission of the Carpentry Apprenticeship Program to educate and prepare men and women with the knowledge and skills necessary to be successful in the carpentry trade.

Description

The iBuild Carpentry Apprenticeship Program (iCAP) is a four-year (8000 Hour) State of Florida Registered Apprenticeship Program that provides training on the jobsite and two nights of classroom instruction. Apprentices must be employed by a participating employer/sponsor as a condition of participating in the training. We use NCCER, the leader in construction training, education, workforce development and accreditation, for our curriculum while constantly adjusting for industry needs. Upon completion of the program, participants will receive their journeyman's card and also have the skills to work in a variety of craft trades and sectors within the construction industry.

Industry Certification/Licensure

After completing the program, students take the following exam:

- NCCER Core Curriculum
- NCCER Carpentry Level 1
- NCCER Carpentry Level 2
- NCCER Carpentry Level 3
- NCCER Carpentry Level 4
- OSHA 10/30 Hour Construction Safety
- CPR/First Aid/AED

Campus West, 955 E. Story Road, Winter Garden, FL 407.905.2039

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS Degree- Up to 27 credits

Child Care Apprenticeship



The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Description

The training includes but is not limited to instruction and learning activities using hands-on-experiences with the equipment and materials appropriate to the program content. Activities provide instruction in the use of manipulative equipment; language development; creative art, music, science, dramatic play, developmentally appropriate practices, brain research, and classroom management. Observation and supervised work experience with young children in community childcare or a community laboratory setting are an integral part of this program. Completion meets the requirements for the Florida Staff Credential.

This registered apprenticeship program is a sequence of two years (4300 hours) of related classroom instruction and on-the-job training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Credit can be awarded for up to 50% of the program. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

Campus South Campus, 2900 W. Oak Ridge Road, Orlando, FL 32809 407.251.6000

Industry Certification/Licensure

Upon successful completion of this program students will earn

- Child Development Specialist Certificate and the Florida Staff Credential

Articulation

The State Board of Education has approved statewide articulation agreements to provide credit for successful completion of industry certification through the Gold Standard program.

- Nine (9) credit hours toward the Early Childhood Education AA degree

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Early Childhood Education AA degree Up to 9 credits



Electrical Apprenticeship

Electrical Apprenticeship Florida Electrical Apprenticeship and Training, Inc. (FEAT)

The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Description

It is the mission of Florida Electrical Apprenticeship and Training, Inc. (FEAT) to educate and prepare men and women with the knowledge and skills necessary to be successful in the electrical construction industry.

This registered apprenticeship program is a sequence of four years (8000 hours) of training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies. For detailed information on this registered apprenticeship program, please contact 407.438.3328. or visit www.featschool.org.

Campus South, 2900 W. Oak Ridge Road, Orlando, FL 407.438.3328
West, 955 E. Story Road, Winter Garden, FL 407.438.3328
East, 901 W. Webster Ave. Winter Park, FL 407.438.3328

Upon successful completion of this program, students enrolling in an A.S. degree program are eligible to be awarded articulated credits at:

Valencia College:

- Energy Management & Controls Technology A.S. degree – Up to 12 credits
- Supervision & Management for Industry AS degree – Up to 27 credits

Fire Sprinkler Systems Technology Apprenticeship Sprinkler Fitters Joint Apprenticeship Training



The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Mission

The mission of this program is to prepare students for employment or advanced training in fire sprinkler occupations through on-the-job training and related classroom instruction. The apprenticeship program provides expert craft people that adhere to the demands of current industry standards. Training focuses on all aspects of the industry including, but not limited to, planning, management, technical and production skills, underlying principles of technology, labor and community issues, and health and safety and environmental issues.

Description

This apprenticeship program is a sequence of five years (10,000 hours) of training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies. For detailed information on this apprenticeship program, please contact 1.800.577.0821 ext. 4.

Campus South, 2900 W. Oak Ridge Road, Orlando, FL 1.800.577.0821 ext. 4.

Upon successful completion of this program, students enrolling in an A.S. degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits
- Fire Science Technology AS degree AS degree – Up to 6 credits

Industrial Pipefitter Apprenticeship Orlando Plumbers and Pipefitters, JATC



Description

The overall objective of Orlando & Vicinity Plumber and Pipefitters JATC is to produce the most highly skilled, competent and productive journeymen craftsmen that can be developed. As well, it is our obligation to provide the resources and environment necessary to assure that apprentices achieve that goal and understand their personal responsibility in this endeavor. Training focuses on all aspects of the industry including, but not limited to, planning, management, technical and production skills, underlying principles of technology, labor and community issues, and health and safety and environmental issues.

This registered apprenticeship program is a sequence of five years (10,000 hours) of training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

Campus South Camous Plumbers & Pipefitters JATC, 2447 Orlando Central Parkway, Orlando, FL, 407.851.7370

Upon successful completion of this program, students enrolling in an A.S. degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits



Mechanical Apprenticeship

Central Florida Mechanical, JATC

The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Description

The mission of the Central Florida Mechanical Joint Apprenticeship & Training Committee is to provide an atmosphere of unified learning and skill development, through classroom instruction and on-the-job experience, assuring a lifelong earning opportunity to a diverse community.

This apprenticeship program is a sequence of four years (8000 hours) of training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies. For detailed information on the Mechanical Apprenticeship, please contact 407-438-3211.

Campus South Campus/Central Florida Mechanical JATC, 2900 W. Oak Ridge Road, Bldg. 1600 Room 140, 407.438.3211

Upon successful completion of this program, students enrolling in an A.S. degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – 27 credits

Medical Assisting Apprenticeship



The following standard apprenticeship programs is accredited through the Council on Occupational Education

Mission

The mission of the Medical Assistant Apprenticeship Program (MAAP) is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Description

The Medical Assistant Apprenticeship Program (MAAP) training includes, but is not limited to hands-on experience in assisting with patient examinations, treatments, administering medications, phlebotomy, electrocardiography, emergency procedures, and receptionist front desk duties.

The Medical Assistant Apprenticeship Program (MAAP) is a one year (2000) registered apprenticeship program of related classroom instruction and on-the-job training that requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

Campus Main Campus, 301 W Amelia St, Orlando, FL 32801, 407.246.7060

Industry Certification/Licensure

Upon completion of the program apprentices will sit for the Registered Medical Assistant (RMA) exam, through American Medical Technologists (AMT).



Network Support Specialist Apprenticeship

The following standard apprenticeship programs is accredited through the Council on Occupational Education

Mission

The mission of this program is to provide apprentices with the collaborative resources of the employer and the college to ensure successful completion of a quality Network Support apprenticeship that will result in career advancement in the IT sector along with increased earning potential.

Description

This apprenticeship is structured with a minimum of 250 hours of classroom instruction to include hands-on scenarios and troubleshooting simulations. The apprentice will also participate in 2000 hours of on-the-job training under the training supervision of a journey worker designated by the employer. This apprenticeship program requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education.

Apprentices, in addition to employment, are required to participate in structured part-time training related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

Campus East Campus, 901 W Webster Ave, Winter Park, FL 32789, 407.622.2900

Articulation

TBD

Industry Certification/Licensure





Plumbing Apprenticeship

Plumbing Technology Apprenticeship Orlando Plumbers and Pipefitters, JATC

The following independent apprenticeship programs are not accredited through the Council on Occupational Education

Description

The overall objective of Orlando and Vicinity Plumber and Pipefitters JATC is to produce the most highly skilled, competent and productive journeymen craftsmen that can be developed. As well, it is our obligation to provide the resources and environment necessary to assure that apprentices achieve that goal and understand their personal responsibility in this endeavor. Training focuses on all aspects of the industry including, but not limited to, planning, management, technical and production skills, underlying principles of technology, labor and community issues, and health and safety and environmental issues.

This apprenticeship program is a sequence of five years (10,000 hours) of training and requires the apprentice to be employed by a participating employer/sponsor and enrolled in a formal program registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices, in addition to employment, are required to participate in structured part-time training-related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

Campus South Campus Plumbers & Pipefitters JATC, 2447 Orlando Central Parkway, Orlando, FL 407.851.7370

Upon successful completion of this program, students enrolling in an A.S. degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits

Plumbing Apprenticeship Plumbing Industry Professional Education (PIPE)

Description

PIPE (Plumbing Industry Professional Education) is a plumbing apprenticeship training program offered at Orange Technical College West Campus in conjunction with local plumbing contractors and construction associations.

The mission of PIPE is to produce highly skilled, competent, and productive professional plumbers. PIPE focuses on all aspects of the plumbing industry (both construction and service) by combining classroom and lab training and 8,000 hours of on-the-job training. This apprenticeship program is a sequence of four years training and requires the apprentice to be employed by a participating employer/sponsor. The sponsoring contractor/employer pays for the tuition and books for their apprentices. PIPE training program is registered and approved by the US Department of Labor and the Florida Department of Education. Apprentices participate in structured classroom and lab training related coursework specifically aligned with the apprenticeship standards approved by the above state and federal agencies.

Campus West Campus, 955 E. Story Road, Winter Garden, FL 407.905.2009

Articulation

Upon successful completion of this program, students enrolling in an AS degree program are eligible to be awarded articulated credits at:

Valencia College:

- Supervision & Management for Industry AS degree – Up to 27 credits

Orange Technical College

ADMINISTRATION

Dr. Felecia Boyd	Senior Director
Josue Raymond	Assistant Director
Michelle Berggren	Assistant Director
Nelson Pinder	Dean of Students

FULL-TIME FACULTY

NAME	DEGREE	CONFERRING INSTITUTION	PROGRAM AREA
Arnold, Haley	Bachelors	University of Central Florida	Dental Assisting
Bush, Tisheema	Masters	University of Pheonix	Postsecondary Specialist
Carpenter, Katherine	Associates	Valencia College	Dental Assisting
Carroll, Wendy	Bachelors	Nova Southeastern University	Surgical Technology
Davenport, Bonnie	Certification	Orange Technical College	Medical Assisting
De Jesus, Rebecca	Masters	Western Governors University	Career Services Advisor
Dennis, Geisa	Doc	Juiz de Fora Federal University	ESOL
Feliciano, Maria	Associates	Med-Life Institute	Patient Care Assisting
Foley, Nancy	Masters	Gwynedd Mercy University	Practical Nursing
Hassanali, Sally	Masters	Webster University	ABE/GED
Huntt, Sandra	Masters	Walden University	Practical Nursing
Kerr, Suzanne	Associates	Everest University	Medical Assisting
Lamb, Timothy	Certification	Cayuga Community College	Surgical Technology
Magarinos, Sonia	Bachelors	Inst. Nacional Del Profesorad	ESOL
Murphy, Denise	Bachelors	Columbia College	Dental Assisting
Nuckoles, Brittany	Masters	University of Central Florida	School Counselor
Ofori, Gregory	Associates	Concorde Career College	Practical Nursing
Oualit Siraj, Myriam	Masters	University of Central Florida	ESOL
Prosper, Godwin	Doc	Liberty University	ESOL
Rubiano, Leah	Associates	Seminole State	Pharmacy Technician
Ruiz, Karen	Certification	Sheridan Technical College	Surgical Technology
Slaven, Kathleen	Certification	Orange Technical College	Medical Assisting
Stuppard, Alphonse	Masters	Faith University	ESOL
Thompson, Diana	Associates	Valencia College	Patient Care Assisting
Trickey, Amy	Bachelors	University of North Florida	Resource Teacher
Washington, Alana	Associates	Everest University	Medical Assisting
Welch, Nancy	Bachelors	University of Florida	Practical Nursing
Wiedeman, Jamie	Certification	Orange Technical College	Pharmacy Technician
Wilkie, Denise	Bachelors	Lewis University	Medical Assisting

Avalon Campus

ADMINISTRATION

Dr. Felicia Boyd	Senior Director
Josue Raymond	Assistant Director
Michelle Berggren	Assistant Director

FULL-TIME FACULTY

NAME	DEGREE	CONFERRING INSTITUTION	PROGRAM AREA
Alexandrou, Shannon	Bachelors	University of Hawaii	Practical Nursing
Blue, Arnita	Masters	Grand Canyon University	ESOL
Calvin, Calcia	Certification	Valencia College	Medical Assisting
Casas, Garardo	Masters	University of Wisconsin	School Counselor
Consuegra-Guevara, Leah	Masters	Cambridge College	ESOL
Crespo, Damaris	Certification	Bryman Institute	Medical Assisting
Domingues, Guinevere	Masters	Brandman University	Medical Assisting
Duarte, Yolanda	Bachelors	University of Central Florida	Practical Nursing
Mickalak, Daniel	Bachelors	Rollins College	GED/ESOL
Miller, Patricia	Certification	Orange Technical College	Medical Coder/Biller
Moskowitz, Mary	Certification	MandI School, College of Allied Health	Medical Assisting
Rodriguez Vargas, Jeanette	Certification	Orange Technical College	Pharmacy Technician
Rossin, Andrew	Bachelors	University of New York at Stony Brook	Medical Laboratory Assisting
Salomon, Jonah	Bachelors	University of Central Florida	Massage Therapy
Schneider, Nicole	Certification	Orange Technical College	Phlebotomy
Tice, Karen	Masters	Purdue University	Practical Nursing
Turner, Tracy	Certification	Orange Technical College	Pharmacy Technician

East Campus

ADMINISTRATION

TBD	Senior Director
Peggy Wilster	Assistant Director
Sandy Clark Sauma	Assistant Director
Tamara McKendrick	Assistant Director
Brian Ursic	Dean of Students

FULL-TIME FACULTY

NAME	DEGREE	CONFERRING INSTITUTION	PROGRAM AREA
Bonilla Ocasio, Yolanda	Bachelors	Inter American University	Business Administration
Canone, Chris	Masters	University of Phoenix	Career Services
Carpenter, Katherine	Associates	Valencia College	Dental Assisting
DiGiovanni, Elizabeth	Bachelors	University of Central Florida	Postsecondary Specialist
Harrell, Stephanie	Masters	University of Central Florida	Guidance Counselor
Laury, Gilbert	Masters	University of Maryland Global Campus	Information Technology
Morales, Joe	Masters	Keller Graduate School of Management	Java Development & Programming
Mosley, Ronald	Certification	Orange County Public Schools	Digital Audio
Murphy, Denise	Bachelors	Columbia College	Dental Assisting
Narcisse, Terseca	Masters	University of Central Florida	Guidance Counselor
Paterracki, Kirsten	Masters	University of Central Florida	Instructional Coach
Ramirez Velasquez, Sandra	Bachelors	ICESI University	Business Administration
Riley, Corey	Certification	Orange County Public Schools	Information Technology
Shell, Rosalind	Bachelors	Bethune Cookman College	ESOL
Smitherman, Jessica	Bachelors	Liberty University	Digital Media/Multimedia Design
Sokowski, Dorothy	Masters	University of Central Florida	ABE/GED
Sommer, Elaine	Doctorate	Nova University	Coordinator, Adult & Community Education
Spencer, Darnise	Masters	University of Phoenix	Business Administration
Uchegbu, Maurice	Masters	Florida Agricultural & Mechanical University	ESOL
Weeks, Micheal	Assoc. in Science	Valencia College	Digital Media/Multimedia Design

South Campus

ADMINISTRATION

Alex Heidelberg	Senior Director
Matthew Fitzpatrick	Assistant Director
Dawn Judd-Raymond	Assistant Director
Sheryl Reyes-Cuevas	Assistant Director
Teresa Saffold-Washington	Assistant Director
Richard Cross	Dean of Students
Stephen Frisby	Dean of Students

FULL-TIME FACULTY

NAME	DEGREE	CONFERRING INSTITUTION	PROGRAM AREA
Anaya Charris, Alba	Certification	Orange County Public Schools	Digital Media/Multimedia Design
Anderson, Veronica	Associates	Florida Community College Jacksonville	Resource Teacher
Arias, Luis	Certification	Orange County Public Schools	HVAC
Bartimus, Gail	Masters	Central Missouri State University	ESOL
Beyhl, Francis	Certification	Orange County Public Schools	Apprenticeship - CFEJATC
Bjornsson, Gudmundur	Associates	Orange County Public Schools	Advanced Automotive Service Technology
Brannigan, Dorothy	Masters	Troy State University	Admissions Counselor
Brewer, Charles	Bachelors	University of Central Florida	Digital Photography Technology
Calderon, Joshua	Masters	University of Central Florida	ESOL
Caperton, James	Masters	Troy University	Guidance
Carvalho, Marcio	Certification	Orange County Public Schools	Automotive Collision
Causey, James	Certification	Orange County Public Schools	Apprenticeship - FEAT
Cintron Alamo, Zulma	Masters	University Del Turabo	Lodging Operations
Cook, Peter	Masters	University of Arizona	ABE/GED
Domenech, Yesenia	Masters	Ana G Mendez University of PR	Admissions Counselor
Donnelly, Sean	Certification	Orange County Public Schools	Apprenticeship - CFEJATC
Exantus-Boisrond, Rose	Masters	DeVry Univ. Keller School of Management	Instructional Coach
Gallon, Kendall	Certification	Orange County Public Schools	Fundamental Foodservice Skills
Grice, Lorraine	Masters	University of Alabama	Enterprise Desktop and Mobile Support Technology Colonial-HS
Gunter, Matthew	Masters	Rollins College	Digital Cinema Production
Hawkins, Kim	Masters	University of Phoenix	Enterprise Desktop and Mobile Support Technology DPHS
Holman, John	Certification	Orange County Public Schools	Advanced Automotive Service Technology
Hoover, Stephen	Certification	Orange County Public Schools	Computer Aided Drawing and Modeling
Horvath, Christopher	Bachelors	Johnson & Wales University	Fundamental Foodservice Skills
Irby, Lavalie	Certification	Orange County Public Schools	Commercial Vehicle Driving
Jordan, Ruth	Masters	Rollins College	ESOL
Joyner, Larry	Certification	Orange County Public Schools	Automotive Service Technology
Kelley, Robert	Certification	Orange County Public Schools	Diesel Systems Technician
Lalaoui, Adam	Associates	Superieur De Technologie	Automotive Service Technology 2
Luker, James	Certification	Orange County Public Schools	Diesel Systems Technician
Mac Leod, Ian	Certification	Orange County Public Schools	Diesel Systems Technician Apopka-HS

South Campus (cont'd)

NAME	DEGREE	CONFERRING INSTITUTION	PROGRAM AREA
Magarinos, Mabel	Bachelors	National del Profesorado	ESOL
Munoz, Joy	Bachelors	Florida Christian College	ESOL
Nortelus, Ketsia	Bachelors	University of Missouri	Resource Teacher
Oakes, Derren	Masters	University of Central Florida	Commercial Vehicle Driving
Oates, Megan	Masters	American College of Education	Early Childhood Education & Training
Parker, Willie	Certification	Orange County Public Schools	Major Appliance and Refrigeration Technician
Pence, Keith	Certification	Orange County Public Schools	Commercial Vehicle Driving
Perez Cortes, Felix	Certification	Orange County Public Schools	Fundamental Foodservice Skills
Price, Tesro	Certification	Orange County Public Schools	Commercial Vehicle Driving
Ramos, Jeffrey	Certification	Orange County Public Schools	Commercial Vehicle Driving
Rivera, Justo	Associates	Le Cordon Bleu	Fundamental Foodservice Skills
Rivera Maldonado, Pedro	Certification	Orange County Public Schools	Welding Technology
Roberts, Mahalia	Masters	University of North Florida	Resource Teacher
Rogers, Tiffany	Masters	Southern New Hampshire University	Fundamental Foodservice Skills
Ruiz, Luis	Certification	HoHoKus School of Trade & Technical Sciences	Technologies
Ryan, Daniel	Certification	Orange County Public Schools	Parts Marketing
Sanders, Sonia	Masters	National Louis University	Resource Teacher
Santana, Nicolas	Certification	Orange County Public Schools	Commercial Vehicle Driving
Santos, Juan	Associates	University of Tennessee	Mechatronics Technology
Schmidt, Peter	Associates	Valencia College	Apprenticeship – JATC
Serrano Diaz, Enrique	Certification	Orange County Public Schools	Automotive Service Technology
Sisinni, Anthony	Certification	Orange County Public Schools	Enterprise Desktop and Mobile Support Technology
Somwaru, Erick	Certification	Orange County Public Schools	HVAC
Stephenson, Lori	Bachelors	Bob Jones University	Modeling Simulation Design
Sweatman, Karen	Masters	Full Sail University	Game Simulation Animation Visual Design – Oak Ridge-HS
Tavara, Fidel	Masters	University of Illinois @Chicago	ABE/GED
Thomas, Brandon	Certification	Orange County Public Schools	Apprenticeship - Plumbers/Pipefitters/HVAC
Thoss, Thomas	Masters	Full Sail University	Enterprise Network and Server Support Technology
Tidwell, Robert	Certification	Orange County Public Schools	Apprenticeship - FEAT
Tillery, Phillip	Masters	University of South Florida	3D Animation Technology
Tuttle, David	Certification	Orange County Public Schools	Diesel Systems Technician
Usie, Ross	Bachelors	University of Louisiana at Lafayette	Digital Media/Multimedia Design
Vazquez Collazo, Eugenio	Certification	Orange County Public Schools	Automotive Service Technology – Colonial-HS
Wardlaw, Sharon	Bachelors	University of Florida	ABE/GED
Watson, Nathan	Certification	Orange County Public Schools	Automotive Collision Technician Technology – Colonial-HS
Whittington, Keven	Certification	Orange County Public Schools	Welding Technology
Williams, Jerrie	Bachelors	University of South Florida	ABE/GED
Williams, Robert	Certification	Orange County Public Schools	Apprenticeship-JATC
Young, Courtney	Certification	Orange County Public Schools	Automotive Service Technology

West Campus

ADMINISTRATION

Scott Weidl
Gregory Brown
Jodie Rolston Cary

Senior Director
Assistant Director
Assistant Director

FULL-TIME FACULTY

NAME	DEGREE	CONFERRING INSTITUTION	PROGRAM AREA
Angueira, Cynthia	Associate	Le Cordon Bleu	Fundamental Foodservice Skills – Apopka High School
Bayron, Louis	Certification	Apex Technical College	Welding Technology
Bell Johnson, Toya	Masters	Louisiana State University	ABE/GED
Brown, Nasundra	Education Specialist	University of Central Florida	School Counselor
Crocker, Gerald	Associate	The Culinary Institute of America	Fundamental Foodservice Skills – Ocoee High School
Crocker, Susan	Associate	The Culinary Institute of America	Fundamental Foodservice Skills – West Orange High School
Elie, Hubert	Masters	Nova Southeastern University	ESOL
Ellis, Jasmine	Masters	Florida Southern College	Resource Teacher
Fequiere, Sunize	Certification	Avanti Hair Tech	Cosmetology
Grant, Colleen	Certification	Orange County Public Schools	Facials Specialty
Green, William	Associate	Polk State College	Apprenticeship - FEAT
Harman, Robert	Certification	Orange County Public Schools	Building Construction Technologies
Hiles, Scott	Certification	Erie County Technical School	Building Construction Technologies – West Orange High School
Howells, Eva-Christine	Associate	Devry University	Electricity
Logue, Ellen	Certification	Orange County Public Schools	HVAC
Nessmith, Colton	Associate	Johnson & Wales University	Fundamental Foodservice Skills – West Orange High School
Nortelus, Anne	Masters	Troy State University	Resource Teacher
Persaud, Vishnu	Certification	Orange County Public Schools	Welding Technology
Pierre, Andreelle	Masters	Nova Southeastern University	ESOL
Pope, Carmella	Certification	Orange County Public Schools	Cosmetology
Powell, Kristal	Masters	University of South Florida	Resource Teacher
Rock, William	Bachelors	State University of New York at Oswego	Building Construction Technologies – Olympia High School
Sena, Juliana	Masters	Framingham State University	ESOL
Silva-Johnson, Angelese	Masters	Nova Southeastern University	Instructional Coach

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Cluster Matrix

Computation (Mathematics) Grade Level	Communications (Reading/Language) Grade Level	Basic Skills Exemption	Orange Technical College Certificate Programs	Program Hours	South Campus	Main Campus	West Campus	East Campus	Avalon Campus	Articulated Credit
			Additional CTE Programs/Courses							
NA	NA		Specialized Career Instruction - Comprehensive	900						
			Architecture and Construction							
9	9		Building Construction Technologies	1050						
9	9		Carpentry	1200						
10	9		Computer - Aided Drawing and Modeling	1200						
9	9		Electricity	1200						
10	10		Electronic Systems Integration and Automation	750						
10	9		Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1	750						
10	9		Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2	600						
9	9		Plumbing	1080						
			Arts, A/V Technology and Communication							
10	10		3D Animation Technology	1050						
9	9		Digital Audio Production	1050						
9	9		Digital Cinema Production	1050						
10	10		Digital Media/Multimedia Design	1050						
9	9		Digital Photography Technology	1050						
			Business Management and Administration							
10	10		Accounting Operations	900						
10	10		Administrative Office Specialist	1050						
10	10		Medical Administrative Specialist	1050						
			Education and Training							
NA	NA		Child Care Center Operations	45						
			Health Science							
10	10		Dental Assisting Technology and Management	1230						
9	10		Massage Therapy	750						
10	10		Medical Assisting	1300						
9	11		Medical Coder/Biller	1110						
9	11		Medical Laboratory Assisting	465						
NA	NA		Patient Care Assistant	290						
11	10		Pharmacy Technician	1050						
NA	NA		Phlebotomy	165						
11	11		Practical Nursing	1350						
10	11		Surgical Technology	1330						

Cluster Matrix (cont'd)

Computation (Mathematics) Grade Level	Communications (Reading/Language) Grade Level	Basic Skills Exemption	Orange Technical College Certificate Programs	Program Hours	South Campus	Main Campus	West Campus	East Campus	Avalon Campus	Articulated Credit
			Hospitality and Tourism							
9	9		Fundamental Foodservice Skills	600						
9	9		Lodging Operations	600						
9	9		Professional Culinary Arts & Hospitality	1200						
			Human Services							
9	9		Advanced Esthetics	600						
8	9		Cosmetology	1200						
NA	NA		Facials Specialty	220						
NA	NA		Nails Specialty	180						
			Information Technology							
9	9		Applied Cybersecurity	750						
9	9		Cloud Computing & Virtualization	900						
10	10		Enterprise Desktop Mobile and Support Technology	1050						
10	10		Enterprise Network and Server Support Technology	750						
9	9		Java Development & Programming	1200						
10	10		Modeling Simulation Design	1500						
			Manufacturing							
10	9		CNC Production Specialist	600						
9	8		Machining Technologies	1500						
9	9		Major Appliance and Refrigeration Technician	1200						
10	10		Mechatronics Technology	1550						
9	9		Welding Technology	1050						
9	9		Welding Technology - Advanced	750						
			Transportation, Distribution and Logistics							
10	10		Advanced Automotive Service Technology Toyota T-TEN	2400						
9	9		Automotive Collision Technology Technician	1400						
10	9		Automotive Service Technology 1	1050						
10	9		Automotive Service Technology 2	750						
NA	NA		Commercial Class "B" Driving	150						
NA	NA		Commercial Vehicle Driving	320						
9	9		Diesel Systems Technician	1800						

Student Fees

Orange County Public Schools

Orange Technical College

Student Fees, 2023 - 2024

(All fees are subject to change without notice)

Program Name:	Program Number	AC	EC	MC	SC	WC	Clock Hours 23-24	Tuition 23-24	Annual Processing, Parking, Insurance Fee	Required Materials	Supply Fee	Other Materials (Books)	Online Curriculum Access	Industry Cert & Licensures	Estimated Total Program Costs
3-D Animation Technology	I480200						1050	\$3,066.00	\$102.00	\$70.00	\$120.00	\$1,329.99	\$68.98	\$50.00	\$4,806.97
Accounting Operations	B070110						900	\$2,628.00	\$102.00	\$50.60	\$6.30	\$944.83	\$220.50	\$301.99	\$4,254.22
Administrative Office Specialist	B070330						1050	\$3,066.00	\$102.00	\$98.00	\$6.00	\$734.00	\$147.00	\$199.00	\$4,352.00
Advanced Automotive Service Technology	I470604						2400	\$7,008.00	\$138.00	\$0.00	\$1,036.80	\$1,959.25	\$25.00	\$975.00	\$11,142.05
Advanced Esthetics	D500200						600	\$1,752.00	\$102.00	\$135.00	\$1,055.00	\$878.05	\$0.00	\$30.00	\$3,952.05
Applied Cybersecurity	Y100300						750	\$2,190.00	\$102.00	\$15.00	\$335.00	\$1,400.00	\$335.00	\$800.00	\$5,177.00
Automotive Collision Technology Technician	T401300						1400	\$4,088.00	\$102.00	\$70.00	\$2,506.80	\$724.99	\$0.00	\$230.00	\$7,721.79
Automotive Service Technology 1	T400700						1050	\$3,066.00	\$102.00	\$150.00	\$1,100.00	\$775.96	\$206.00	\$394.00	\$5,793.96
Automotive Service Technology 2	T400800						750	\$2,190.00	\$90.00	\$35.00	\$775.00	\$549.99	\$0.00	\$394.00	\$4,033.99
Building Construction Technologies	I460401						1050	\$3,066.00	\$102.00	\$170.00	\$1,000.00	\$1,125.99	\$159.00	\$0.00	\$5,622.99
Carpentry	C510300						1200	\$3,504.00	\$102.00	\$202.78	\$1,240.00	\$170.64	\$0.00	\$119.00	\$5,338.42
Child Care Center Operations	V200206						45	\$131.40	\$52.00	\$0.00	\$20.00	\$0.00	\$47.00	\$0.00	\$250.40
Cloud Computing & Virtualization	Y100400						900	\$2,628.00	\$102.00	\$15.00	\$250.00	\$1,400.00	\$0.00	\$375.00	\$4,770.00
CNC Production Specialist	J200300						600	\$1,752.00	\$102.00	\$80.00	\$950.00	\$1,329.99	\$269.00	\$0.00	\$4,482.99
Commercial Class "B" Driving	I490251						150	\$438.00	\$72.00	\$144.00	\$585.00	\$30.04	\$91.00	\$0.00	\$1,360.04
Commercial Vehicle Driving	I490205						320	\$934.40	\$72.00	\$144.00	\$1,100.00	\$30.04	\$91.00	\$0.00	\$2,371.44
Computer - Aided Drawing and Modeling	C100300						1200	\$3,504.00	\$102.00	\$0.00	\$100.00	\$1,490.99	\$96.25	\$120.00	\$5,413.24
Cosmetology	D500100						1200	\$3,504.00	\$102.00	\$37.00	\$492.87	\$1,379.64	\$0.00	\$63.50	\$5,579.01
Dental Assisting Technology and Management	H170113						1230	\$3,591.60	\$114.00	\$200.00	\$877.34	\$629.37	\$103.00	\$810.00	\$6,325.31
Diesel Systems Technician	I470605						1800	\$5,256.00	\$102.00	\$30.00	\$1,000.00	\$845.27	\$159.00	\$706.00	\$8,098.27
Digital Audio Production	I100230						1050	\$3,066.00	\$102.00	\$29.45	\$550.05	\$1,541.20	\$0.00	\$0.00	\$5,288.70
Digital Cinema Production	K100100						1050	\$3,066.00	\$102.00	\$110.00	\$245.00	\$1,455.21	\$5.00	\$50.00	\$5,033.21
Digital Media/Multimedia Design	K100200						1050	\$3,066.00	\$102.00	\$80.00	\$370.00	\$1,329.99	\$5.00	\$50.00	\$5,002.99
Digital Photography Technology	K100300						1050	\$3,066.00	\$102.00	\$570.00	\$488.50	\$1,347.98	\$5.00	\$50.00	\$5,629.48
Electricity	I460312						1200	\$3,504.00	\$102.00	\$300.00	\$1,620.00	\$1,122.31	\$111.00	\$0.00	\$6,759.31
Electronic Systems Integration and Automation	C700100						750	\$2,190.00	\$102.00	\$0.00	\$633.00	\$549.99	\$147.00	\$350.00	\$3,971.99
Enterprise Desktop and Mobile Support Technology	Y300600						1050	\$3,066.00	\$102.00	\$15.00	\$335.00	\$1,329.99	\$335.00	\$405.00	\$5,587.99
Enterprise Network and Server Support Technology	Y300500						750	\$2,190.00	\$102.00	\$15.00	\$300.00	\$1,329.99	\$759.00	\$255.00	\$4,950.99
Facials Specialty	I120425						220	\$642.40	\$72.00	\$95.00	\$181.84	\$717.22	\$0.00	\$75.00	\$1,783.46
Fundamental Foodservice Skills	N100520						600	\$1,752.00	\$102.00	\$365.00	\$1,075.00	\$662.99	\$0.00	\$40.00	\$3,996.99
Heating, Ventilation, Air-Conditioning/Refrigeration 1	C400410						750	\$2,190.00	\$102.00	\$150.00	\$676.00	\$2,127.96	\$59.00	\$65.00	\$5,369.96
Heating, Ventilation, Air-Conditioning/Refrigeration 2	C400420						600	\$1,752.00	\$102.00	\$0.00	\$624.00	\$758.99	\$0.00	\$30.00	\$3,266.99
Java Development & Programming	Y700200						1200	\$3,504.00	\$102.00	\$15.00	\$250.00	\$1,329.99	\$0.00	\$71.00	\$5,271.99
Lodging Operations	M607010						600	\$1,752.00	\$102.00	\$85.00	\$70.00	\$976.29	\$0.00	\$85.00	\$3,070.29
Machining Technologies	J200100						1500	\$4,380.00	\$102.00	\$65.00	\$1,250.00	\$1,329.99	\$269.00	\$0.00	\$7,395.99
Major Appliance and Refrigeration Technician	J620300						1200	\$3,504.00	\$102.00	\$100.00	\$1,155.00	\$621.87	\$84.00	\$30.00	\$5,596.87
Massage Therapy	H120406						750	\$2,190.00	\$114.00	\$285.00	\$192.00	\$862.95	\$253.00	\$530.00	\$4,426.95
Mechatronics Technology	J200200						1550	\$4,526.00	\$102.00	\$8.00	\$1,000.00	\$1,466.50	\$134.00	\$240.00	\$7,476.50
Medical Administrative Specialist	B070300						1050	\$3,066.00	\$102.00	\$155.40	\$0.00	\$613.57	\$354.30	\$402.00	\$4,693.27
Medical Assisting	H170515						1300	\$3,796.00	\$114.00	\$170.00	\$216.75	\$679.93	\$279.00	\$135.00	\$5,390.68
Medical Coder/Biller	H170529						1110	\$3,241.20	\$114.00	\$0.00	\$0.00	\$1,358.00	\$233.00	\$0.00	\$4,946.20
Medical Laboratory Assisting	H170306						465	\$1,357.80	\$114.00	\$170.00	\$410.80	\$833.49	\$103.00	\$260.00	\$3,249.09
Modeling Simulation Design	Y500300						1500	\$4,380.00	\$114.00	\$0.00	\$260.00	\$1,329.99	\$5.00	\$130.00	\$6,218.99
Nails Specialty	I120415						180	\$525.60	\$102.00	\$0.00	\$349.20	\$386.49	\$0.00	\$75.00	\$1,438.29
Patient Care Assistant	H170692						290	\$846.80	\$84.00	\$170.00	\$76.09	\$616.59	\$103.00	\$253.25	\$2,149.73
Pharmacy Technician	H170500						1050	\$3,066.00	\$114.00	\$170.00	\$840.00	\$796.12	\$103.00	\$234.00	\$5,323.12
Phlebotomy	H170302						165	\$481.80	\$84.00	\$170.00	\$148.05	\$644.99	\$103.00	\$125.00	\$1,756.84
Plumbing	C500500						1080	\$3,153.60	\$102.00	\$130.48	\$1,215.00	\$170.64	\$0.00	\$0.00	\$4,771.72
Practical Nursing	H170607						1350	\$3,942.00	\$114.00	\$380.93	\$399.18	\$1,004.52	\$372.00	\$408.25	\$6,620.88
Professional Culinary Arts & Hospitality	N100500						1200	\$3,504.00	\$102.00	\$390.00	\$2,050.00	\$113.00	\$0.00	\$40.00	\$6,199.00
Specialized Career Instruction - Comprehensive	S990007						900	\$2,628.00	\$102.00	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00	\$2,762.00
Surgical Technology	H170211						1330	\$3,883.60	\$114.00	\$200.00	\$1,070.00	\$1,216.13	\$277.99	\$290.00	\$7,051.72
Welding Technology - Advanced	J400410						750	\$2,190.00	\$102.00	\$490.00	\$3,180.00	\$90.43	\$59.00	\$270.00	\$6,381.43
Welding Technology	J400400						1050	\$3,066.00	\$102.00	\$140.00	\$1,586.00	\$719.84	\$59.00	\$400.00	\$6,072.84

Student Fees.. cont'd

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Orange Technical College

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Program Name/Specialization	Program Number	AC	EC	MC	SC	WC	Program Hours	Tuition 23-24	Annual Processing, Parking, Insurance Fee	Required Materials	Supply Fees	Other Materials (Books)	Online Curriculum Access	Industry Cert/ Licensure Cost	Estimated Total Program Costs
APPRENTICESHIP															
A/C Refrigeration & Heating Technology Apprenticeship ACCA/CF	I47021R						6,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
A/C Refrigeration & Heating Technology Apprenticeship JATC	I47021R						10,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Brick and Block Masonry Apprenticeship	I46311R						6,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Building Maintenance Apprenticeship	I46040R						4,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Carpentry Apprenticeship	C510300						8,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Child Care Apprenticeship	V20021R						4,300	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Electrician Apprenticeship FEAT	I46032R						8,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Fire Sprinkler System Technology Apprenticeship	I46051R						10,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Industrial Pipefitter Apprenticeship JATC	I46053R						10,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Mechanical Apprenticeship JATC	I47030R						8,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Medical Assisting Apprenticeship	H17051R						2,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Network Support Specialist Apprenticeship	Y30030R						2,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Plumbing Apprenticeship PIPE	I46052R						8,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
Plumbing Apprenticeship JATC	I46052R						10,000	Exempt	Exempt	Exempt	N/A	N/A	Exempt	Exempt	\$0.00
ADULT GENERAL EDUCATION							Hours May Vary							Placement Testing Fee	
Academic Skills Building (ASB)	9900500						Variable	\$45/Term (Fall/ Spring)	\$60.00	N/A	N/A	N/A	N/A	N/A	Based on enrollment
Adult Basic Education (ABE)	9900000						Variable	\$45/Term (Fall/ Spring)	\$60.00	N/A	N/A	N/A	N/A	N/A	Based on enrollment
Adult English for Speakers of Other Languages (ESOL)	9900040						Variable	\$45/Term (Fall/ Spring)	\$60.00	N/A	N/A	N/A	N/A	N/A	Based on enrollment
Adult High School	9900010						Variable	\$45/Term (Fall/ Spring)	\$60.00	N/A	N/A	N/A	N/A	N/A	Based on enrollment
GED® Preparation Program	9900130						Variable	\$45/Term (Fall/ Spring)	\$60.00	N/A	N/A	N/A	N/A	N/A	Based on enrollment

OCPS EEO Non-Discrimination Statement

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 West Amelia Street, Orlando, Florida 32801, attend to compliance matters: Equal Employment Opportunity (EEO) Officer & Title IX Coordinator: Keshara Cowans; ADA Coordinator: Jay Cardinali; Section 504 Coordinator: Tajuana Lee-Wenze. (407.317.3200)

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