



2018-2019

Course Catalog

Withlacoochee Technical College

1201 West Main Street

Inverness, Florida 34450

(352) 726-2430

Student Services – ext. 4301

www.wtcollege.org

CITRUS COUNTY SCHOOL BOARD

NON-DISCRIMINATION INFORMATION

1. No person shall, on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by the Citrus County School Board (CCSB), except as provided by law.
2. CCSB shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
3. CCSB prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, religion, pregnancy, national or ethnic origin, gender/sex, age, disability, marital status, political beliefs, sexual orientation, or genetic information.
4. Lack of English language skills will not be a barrier to admission and participation. CCSB may assess each student's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students for successful participation.
5. CCSB will comply with all Federal requirements regarding discrimination and harassment including, but not limited to, 34C.F.R. Part 108

District Equity Contact:

Kit Humbaugh

Director of Student Services

Equity and Compliance Officer

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Lecanto, FL 34461

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

CITRUS COUNTY SCHOOLS

SCHOOL BOARD MEMBERS

Mr. Doug Dodd.....Chairman
Mr. Thomas Kennedy.....Vice Chairman
Ms. Ginger Bryant..... Member
Ms. Sandy Counts..... Member
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Ms. Lori Casalvieri..... Assistant Director of Student Services
Ms. Karen Davis..... Assistant Director of Curriculum
Capt. Michael Kanter..... Director of Public Safety Training Center



Withlacoochee Technical College is accredited by the Council on Occupational Education.

www.council.org

Suite 325

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Atlanta, GA 30350

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

FAX (770) 396-3790

“Celebrating 30 years of accreditation”

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WITHLACOOCHEE TECHNICAL COLLEGE

A MESSAGE FROM THE DIRECTOR

Welcome to Withlacoochee Technical College (WTC). The faculty, staff, and administration at WTC are here to help you prepare for a rewarding career. The knowledge and skills you gain at WTC will benefit you in starting your new career, advancing in your present career or continuing your post-secondary education.

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

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

Gloria Bishop
Director

MISSION STATEMENT

To provide the highest quality academic and technical education for current and emerging careers in a competitive workforce.

VISION STATEMENT

To be a nationally recognized school of choice providing innovative high tech education to advance the future of our community.

CORE BELIEFS

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

ACCREDITATION

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

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

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

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

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

CAMPUS LOCATION

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

OPERATION

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

WTC HISTORY

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

In 1959, the Citrus County Schools started Adult General Education evening classes for inmates at a local Florida Department of Corrections road camp. This arrangement continued for a few years until the road camp was closed. At that time, the school system began to offer adult education classes during the evening hours to the public. A major expansion to this program occurred in 1975 when the program was provided with its own separate facilities. The Adult Education Program moved into a school building that was no longer being used for the K-12

program. The building was renamed The Adult Community Education Center (ACE), and class offerings were expanded to include daytime hours. This expansion also resulted in the hiring of the first full-time adult education teacher to instruct these additional day classes.

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

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

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

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

Then, in 2014, the school was renamed Withlacoochee Technical College (WTC) to reflect the increased importance of career and technical education in the workforce.

OVERVIEW

Career and Technical Education is designed to train students for entry-level employment. Clock hour credit earned in career and technical education certificate programs may transfer for credit to other post-secondary institutions. Please see a current program schedule for details. Certificate of completion and/or licensure eligibility is issued to each student who successfully completes the competencies and meets the basic skills grade level for the career and technical education program in which the student is enrolled. WTC uses a two-session calendar. The fall session, for most programs, starts in the beginning of August and ends in December. The spring session starts in January and ends the latter part of May. Short programs and licensure programs may start earlier or later than this schedule. The school calendar is correlated where possible with the CCSD K-12 calendar for the convenience of adult students who are also parents of school-aged children. Some career and technical education programs, such as Florida Law Enforcement Academy, are offered in the evenings and weekends. As a post-secondary institution, WTC is part of Florida's statewide course numbering system. The major purpose of this system is to facilitate the transfer of certificate program course credits among participating institutions. (This system pertains only to career and technical education certificate programs.) For more information, see the "Transfer Students" section in this catalog.

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

Continuing Workforce Education provides short-term, not-for-credit training on a part-time basis to enable students to upgrade current work skills and qualify for higher level employment.

Business and Industry Support Services provide on-site customized training classes for business and industry upon request. Instruction may include topics such as software applications, OSHA standards, and industry or state certifications in a variety of areas. Interested parties should call WTC's Student Services for more information.

Instructors hold Florida or CCSD teaching certificates. Non-degreed instructors are experts within their field due to years of industry experience and certification. Career-technical instructors have a minimum of six years of experience in their field or a bachelor's degree and two years of experience in field. All instructors maintain a close relationship with industry trends through their active industry-specific advisory committee members. A list of instructors for certificate programs may be found in the back of this catalog.

Adult Education Programs - The mission of WTC's Adult Education department is to provide adult learners with educational opportunities and support services that will enable them to achieve their academic and career goals. Create an educational environment that respects individuals and cultural differences. Adult Education includes: Adult Basic Education (ABE); English for Speakers of Other Languages (ESOL); GED® Preparation; and Applied Academics for Adult Education (AAAE). Adult Education classes are offered on the main campus and online.

- **ABE** classes are available for those individuals with minimum academic skills. This program is available days, evenings, and online.
- **ESOL** classes are available for adult students needing instruction in the English language. This program is available days and evenings.
- **GED®** preparation programs prepare students for the Florida High School Equivalency Test through an individualized course of study. This program is available days, evenings, and online. Upon completion of study, students who pass the GED® test will be awarded a State of Florida High School Diploma. WTC is an approved GED® test site.
- **AAAE** is a support program offered days, evenings, and online for students who may need to improve their skills in reading, math and/or language. Students are evaluated and individual study plans are written for each subject. Students work at their own pace using a variety of materials that provide continuous feedback and evaluation.

GED® Testing for the State of Florida High School Diploma is provided on the WTC main campus. WTC offers the new four-test battery on the computer. Interested candidates must register online at www.ged.com. Electronic devices such as cell phones, pagers, calculators, etc. are not allowed in the Assessment Center and should be left at home or in a vehicle. WTC assumes no responsibility for lost or stolen items. Candidates who bring electronic devices into the Assessment Center will have their test invalidated and will be removed from further testing. All candidates taking the test should arrive at the testing sign-in area 30 minutes prior to the scheduled testing session. A valid driver's license, valid passport or other form of government issued identification that show name, address, date of birth, signature and photograph is required each time registered test takers enter the testing room.

ADMISSION PROCEDURES FOR ABE, GED® PREPARATION & AAAE CLASSES

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

ADMISSION PROCEDURES FOR ESOL

- Complete a school application, meet with advisor, pay application fee
- Take the Comprehensive Adult Student Assessment Systems (CASAS) test
- Meet with a counselor/career advisor to discuss CASAS scores
- Register in the Student Services Office
- Pay tuition in the Business Office

CTE ADMISSIONS

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

- Completing an application, payment of the non-refundable application fee, testing (if applicable), meeting with a counselor/career advisor, payment of the non-refundable registration fee, and payment of tuition and other fees. Providing proof of Florida residency in order to pay in-state tuition rates. Two forms of identification are required.
- Paying any outstanding debt to WTC prior to registration.
- Providing a copy of the student's standard high school diploma, or official transcript, or official notification of passing a GED® credential, HiSET or TASC exam if the student is applying for financial aid.
- The student will receive an invoice in July for the fall session, and in December for the spring session, indicating that tuition and fees must be paid, or the student must have the Pell deferral in place or a letter of commitment from a sponsoring agency must be on file by the deadline stated on the invoice. If the student has not provided proof of residency by the time the invoices are prepared, the student will be billed at the out-of-state tuition rate. If the student is applying for financial aid and has not provided a high school diploma or other required documentation by the time the invoices are prepared, the student will be billed as a self-pay student. If the student fails to meet the deadline for payment as stated on the invoice, the student's name will be removed from the class list. The student may be reinstated to the class list when the student has made payment or payment documentation is in place and space is still available in the class.
- Payment in full of tuition, lab fees and other expenses must be made 15 business days prior to the start date of the session or course start date. Students will be dropped from the class if payments are not received. Payment is made in the Business Office (Room 110) or may be made over the phone by credit card. Cash, money order, VISA and Master Card are accepted forms of payment.

The admissions process must be completed before enrollment. Most programs admit students on a first come, first serve basis. Counselors/career advisors are available for educational and career counseling Monday through Friday during the regular school year. Days of operation during the summer will differ. The Student Services office is closed most holidays. For operating hours, please visit the website at www.wtcollege.org.

Students who enroll in a post-secondary career and technical education program shall complete a basic skills assessment. Students deemed to lack basic skills as determined on the basic skills assessment will be referred to a program of basic skill building called Applied Academics for Adult Education (AAAE). The state of Florida curriculum frameworks defines adequate skill levels for each program. A student may be exempt from taking the Test of Adult Basic Education (TABE) if they meet specific exemptions recognized by the state of Florida. Students must meet with a counselor/career advisor to discuss a potential exemption. Appropriate documentation is required.

TOURS

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

HIGH SCHOOL STUDENTS

High school career and technical credits may be earned at WTC. Interested high school students should contact their high school counselor or a WTC counselor/career advisor for more information.

HIGH SCHOOL STUDENTS TRANSITIONING TO POST-SECONDARY STATUS

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

ARTICULATIONS / EDUCATIONAL PROGRAMS

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

Some programs have Career Pathway articulation agreements with local high schools and/or articulations with the College of Central Florida, Santa Fe College and other post-secondary institutions. Articulations allow students to receive credit for courses that do not have exact matches at the articulating school, but which the accepting institution has agreed to accept as credit. All articulations have formal agreements with the articulating institution, which are on file in the WTC Director's office.

Statewide articulations between technical centers and community colleges articulating credits for selected programs were established in 2006. These statewide articulation agreements allow students to earn up to the maximum number of articulated credits based upon similar curriculum as determined by the accepting institution. Students earning an industry certification can often be awarded college credit as part of the articulation process.

TRANSFER STUDENTS

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

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

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

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

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

Florida Statue 1007.24(7) states:

“Any student who transfers among post-secondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system, faculty committees representing school districts, public post- secondary educational institutions and participating non-public post-secondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non-public control of the previous institution. The Department of Education shall ensure that credits to be accepted by receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.”

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

TUITION AND FEES

Post-secondary students are assessed tuition and lab fees. The session’s tuition and lab fees are discussed during the enrollment period and are payable fifteen (15) business days prior to the start of each session or course start date. Dual enrolled high school students pay no tuition but may need to purchase certain supplies needed for program operation. Certain programs require the purchase of supplies, insurance, FDLE background checks, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current tuition rate is available in the Business Manager’s office.

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

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

Students needing additional time completing a program, beyond the scheduled program completion time, can purchase additional blocks of time. Tuition will be charged accordingly.

Students enrolling in an Adult Education class must pay a non-refundable application fee for each school year (July 1 to June 30) and pay the required tuition for each session. Reference the Student handbook for other fees attached to re-entry after withdrawal from a class.

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

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

RESIDENCY

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

If a student (or student's parent or legal guardian in the case of a dependent student) has lived in Florida for 12 consecutive months or more before **the first day of classes** of the term for which residency status is sought, he or she may qualify for Florida Residency for tuition purposes. This means that the State of Florida will pay a portion of the student's fees. Non-residents will be required to pay the full cost of instruction, or out-of-state fees.

Upon application to WTC each prospective student who is claiming Florida residency shall provide clear and convincing evidence that establishes that he or she, or if a dependent, the student's parent or legal guardian, has been a Florida resident for the preceding twelve consecutive months. No single piece of documentation shall be conclusive according to the State Board of Education Rule 6A-10.044; therefore, WTC will ask for at least two pieces of documentation. The following may be considered acceptable documents to prove Florida residency. In addition to producing two or more of the following documents, there must **be an absence of information that contradicts the applicant's claim of residency.**

- Florida driver's license or Florida ID card
- Florida voter registration card
- Florida vehicle registration
- Proof of purchase of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child
- Proof of a homestead exemption in Florida
- Transcripts from a Florida school for multiple years (2 or more years) if the Florida high school diploma or GED® credential was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period
- If necessary, other documents may be used; see a representative in Student Services for assistance if you cannot produce two of the documents noted above.

A student who meets any of the following criteria shall be considered an Independent student for the determination of residency for tuition purposes; **all others are considered dependent students and thus documentation from parent or legal guardian is required to prove residency.**

- The student is 24 years old or older by the first day of classes of the term for which residency status is sought at a Florida institution
- The student is married
- The student has children who receive more than half of their support from the student
- The student has other dependents who live with and receive more than half of their support from the student

- The student is a veteran of the United States Armed Forces or is currently serving on active duty US Armed Forces for purposes other than training
- The student is determined as unaccompanied homeless by a school district homeless liaison, emergency shelter or transitional housing program.
- Both of the student's parents are deceased or the student is or was (until age 18) one of the following:
 - a ward/dependent of the court, or
 - in foster care
- The student is working on a master's degree or doctoral degree during the term for which residency status is sought at a Florida institution

REFUND POLICY

Tuition refunds for students choosing to withdraw from a career and technical (CTE) education course before, on, or after the first day of class will be made if the student withdraws during the drop period.

If WTC cancels a CTE course or does not open the course as scheduled, all fees paid through the Business Office will be refunded.

If a student withdraws before the first day of class, the student will receive a refund on tuition and lab fees only. Other fees paid will not be refunded.

Tuition refunds for students enrolled in CTE programs **more than 600 hours** are as follows:

- If a student withdraws during the first five (5) days of class – 100% refund of tuition and lab fees.
- If a student withdraws after the fifth day of class – no refund.

Tuition refunds for students enrolled in CTE programs of **600 hours or less** are as follows:

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

The above tuition refund policy is for the **first session of a program only**.

Additional Refund Policies

- No refunds will be given on books, supplies, insurance, fingerprinting or testing fees.
- Registration fees are non-refundable.
- No refund will be given for fees used to purchase required program professional liability insurance.
- No refunds will be made until all financial obligations have been cleared.
- If student tuition has been paid by a scholarship, the refund due will be returned to the scholarship fund or the agency that sponsored the student.
- When a student withdraws and is due a refund, the refund will be processed within 45 days. No funds will be held for future use.
- Payments made by credit card will be refunded to the same credit card used to make the payment. Payments made in cash will be refunded by school district check made payable and mailed to the name listed on the original receipt.
- Official transcripts will be held until all debts owed to the school are paid.

Financial Aid Refund Policy

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The following is excerpted from the U.S. Department of Education website at:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information, call 1-800-872-5327
Individuals who use TDD may call 1-800-437-0833
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Information to Which a Student May Not Have Access

A student may not have access to records that contain information on more than one student. The requesting student may inspect, review or be informed of only the specific information about his or her record. A student may not have access to records that contain financial information of his or her parents.

Directory Information

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

- Name
- Address
- Phone number and email address
- Dates of attendance
- Degrees or certificates awarded
- Enrollment status
- Major field of study

However, every student has the right to ask his or her institution of higher education NOT to disclose directory information. A request not to release directory information must be submitted in writing to the Director or his/her designee on or before the first day of September of any school year, or within three weeks of the date of enrollment of a student after the start of the school year. In the absence of written notification to restrict the release of directory information, the school and the Board of Education will assume that neither a parent of a student nor an eligible student objects to the release of the designated directory information. Under provisions of the National Defense Authorization Act and The Elementary and Secondary Education Act (No Child Left Behind), directory information may also be released to law enforcement agencies, other governmental agencies (U.S. Department of Justice, branches of armed forces, etc.) and to post-secondary programs to inform students of educational programs available to them. However, directory information shall not be released for commercial use, including among others, mailing lists for solicitation purposes.

School Officials with a Legitimate Educational Interest

WTC may disclose student record information to school officials with a legitimate educational interest. A school official is a person employed by WTC or CCSD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Citrus County School Board or a person or company with whom WTC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Subpoena of Student Records

WTC must comply with subpoenas from a court of competent jurisdiction for the production of student records. The production of these records must be accomplished in a lawful and timely manner. If a student or parent of a dependent student objects to the release of subpoenaed records, an objection to a subpoena for non-party production must be filed or a protective order must be obtained from a court of competent jurisdiction. After school receipt of proper notification, the subpoenaed records will be produced as demanded on the 10th working day following the service of the subpoena if an injunction is not granted.

RULES AND REGULATIONS

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

Post-Secondary CTE Attendance

WTC strives to provide the best educational opportunities possible to prepare students for their chosen occupation. Students are to be on time and attend all classes, consistent with attendance expectations in the workplace. However, WTC recognizes that there may be times when students cannot attend school. **The student must inform the instructor of the reason for missing part, or all, of the instructional day.**

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

For post-secondary students, there are no excused or unexcused absences. Students are considered present or absent. Instructors will round up to the nearest quarter hour when recording tardiness or leaving early. When a student misses time in class, he/she may be required to purchase additional blocks of time in order to complete the program.

A student present in class but who does minimal work on classroom curriculum may be considered absent. A student who demonstrates a pattern of poor attendance or lack of time on task, may be withdrawn from the program. A student is automatically withdrawn after being absent six (6) consecutive days.

Students in non-licensure programs who fall below 80% attendance may be in danger of not completing their program. School Intervention Team meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences.

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

A student requiring emergency leave of absence must provide documentation of the extenuating circumstance and the following conditions must be met:

- The student makes a written request in advance to Student Services for a leave of absence with a valid reason and must include documentation. Valid reasons may include: emergency health condition, family emergencies, death in the family, jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993. Student Services will review the request with the financial aid advisor before submitting to administration. The Director or her designee makes the final decision as to the leave of absence request.
- The leave of absence may not exceed 15 scheduled days except for mitigating circumstances (i.e., emergency health condition, family emergencies, or unforeseen circumstances that are well documented).
- The leave of absence must be complete within the same school year. The leave may not begin in one school year and end in another school year.

Students receiving veterans' benefits are not eligible for a leave of absence.

In most situations, the school will grant only one leave of absence to the student in any 12-month period. The student will not receive tuition reimbursements or credits for an approved leave of absence. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the

student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

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

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

Attendance grades are determined by the following rubric:

All Courses	
Percent attended from Focus	Percent for Gradebook
99-100	100
96-98.9	90
92-95.9	80
88-91.9	70
84-87.9	60
80-83.9	50
75-79.9	25
Below 75	0

Attendance is recorded in Focus and will affect a student's overall grade. Instructors set the attendance category in the gradebook. It will not exceed 30% of the overall academic grade.

Adult Education Attendance

The following attendance policy has been established by the Department of Education and is in effect for the 2018-2019 school year:

- There are no excused absences.
- A student will be withdrawn after being absent for 6 consecutive classes.
- Withdrawn students may re-register in the same class if space is available.
- Students will be limited to one re-entry per nine-week period.

Students wishing to withdraw from a program prior to program completion must meet with a counselor/career advisor. The counselor/career advisor will review with the student the options that are available should the student want to return at a future date. The student will be given a short electronic exit survey, the results of which will be used for data reporting purposes. The student must settle any outstanding financial obligations prior to leaving.

Children on Campus

Students and employees are expected to make off-campus childcare arrangements. WTC assumes no responsibility for the supervision of children. At no time should children be in the classroom with other students or left unattended either in buildings, grounds or vehicles.

Dress

WTC prepares students to enter the job market. Therefore, students should dress in accordance

with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area. However, the following minimum requirements apply:

- Hard-soled and closed toed shoes must be worn in all occupational areas. Sandals, flip-flops, open toe shoes and bare feet are not permitted. **NO EXCEPTIONS**
- For safety and/or health reasons, students will follow established safety procedures and practices acceptable to their occupation. For example: Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length, remove jewelry, wear safe clothing.

The Student Handbook has more detailed information on acceptable dress.

Student Behavior

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

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

Student Identification Badges

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

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

It is the student's responsibility to protect his/her badge from theft or loss. Replacement badges are available in the Business Office for a nominal fee.

CERTIFICATE REQUIREMENTS

A student must meet **ALL** the following conditions to earn a Certificate of Program Completion from WTC:

- Have attained a grade of "C" or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor's recommendation

ADVANCED STUDY

College of Central Florida (CCF) and WTC cooperate to provide Citrus County students increased educational opportunities. In addition, the statewide articulation agreements have increased the opportunities for students to continue their education beyond WTC. These educational opportunities make it possible for students to make the transition from certificate programs to degree programs in the most efficient manner. Additional information about articulation agreements beyond what is discussed here is located at the Florida Department of Education's website under [Statewide Articulation Agreements](#).

NOTIFICATION OF RISK

Be aware that participating in any lab or clinical setting can be dangerous in nature and involves MANY RISKS OF INJURY. It is understood that the dangers and risks of participating in a lab or clinical setting may result not only in serious injury, but in a serious impairment of future ability to earn a living, to engage in other business, social and recreational activities and generally to enjoy life. Because of the dangers of participating in lab and clinical settings, it is important to follow and obey teacher instructions and safety rules and wear proper safety attire.

ACCIDENT AND PROFESSIONAL LIABILITY INSURANCE

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

ACTIVITIES

Students are encouraged to participate in student organizations such as SkillsUSA. This organization promotes career development and leadership skills through activities such as local chapter meetings, the yard sale, as well as local, regional, state and national leadership conferences and skills competitions.

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

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

WTC also has a Trailblazers group. This provides information and support to students who are in programs nontraditional to their gender.

FINANCIAL AID SERVICES

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

Financial aid awards are contingent upon receipt of funds. Sources of financial aid include but are not limited to:

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

- Florida College Prepaid Program
- Local scholarships
- Outside agencies

Please note that WTC does not participate in student loans.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Once enrolled, in order to continue receiving Federal Financial Aid, students must maintain satisfactory academic progress. This report is completed by the student's instructor when the student has reached the scheduled hours in his/her payment period.

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

Academic Progress is defined as:

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

Some programs have higher standards. Students must adhere to those standards to make SAP.

Failure to Meet Satisfactory Academic Progress

WTC does not have academic probation status nor does WTC issue warning periods. Upon determination of unsatisfactory academic progress, students acknowledge unsatisfactory progress by signing the SAP report and thus forfeit the next scheduled financial aid payment. It is the student's responsibility to be informed of the level of accomplishment.

Reinstatement of financial aid will be granted when a student achieves satisfactory academic progress for the subsequent term of enrollment for which no grant aid was awarded.

Proof of the above guidelines will be collected from instructors confirming the student's name, program, and progress towards academic achievement.

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

- Have an error free processed Institutional Student Information Record (ISIR) on file
- Submit **ALL** required material for verification process if selected
- Have a standard High School or GED® credential, a HiSET or TASC high school equivalency

- certificate, or an official transcript on file with Student Services

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

OTHER FORMS OF FINANCIAL ASSISTANCE

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

VETERANS EDUCATION BENEFITS

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

- The veteran student must be under direct supervision of the instructor always and be enrolled as a full-time student.
- All time away from class will be recorded and reported by the instructor. Actual clock time will be deducted for late arrivals, leaving early, arriving late from lunch, and any other absences from school.
- The veteran student must maintain satisfactory progress as defined in WTC's Course Catalog. A student will fail to meet satisfactory progress if he/she receives a grade lower than a "C" for two consecutive months. This will result in the veteran student losing his/her benefits. Benefits will be re-instated upon the veteran maintaining satisfactory progress for two full months. Programs requiring higher GPAs will adhere to those requirements.
- Students must attend classes regularly and attendance will be recorded and maintained by the school. Veterans must complete at least 80% of the scheduled program hours each month. If the veteran does not maintain 80% attendance each month, he/she will be terminated from receiving VA benefits. Benefits will be reinstated upon maintaining 80% attendance for the following month, if at the end of the following month, the veteran is in compliance benefits will be reinstated.

FOOD SERVICES

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

MEDIA CENTER

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

STUDENT SERVICES

The Office of Student Services offers these services:

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

Educational Records are maintained by this department. Student records are private and are

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

Testing Services are available which assist students to set and reach their goals. Resources are available which help students discover their abilities and/or interests. Other available tests document student achievement such as the GED® credential and industry certification exams.

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

ASSESSMENT CENTER

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

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

- The test proctor will collect all test materials from the student.
- The student will be dismissed from the test.
- The infraction will be reported to an administrator.
- The incident will be documented at the local level and reported to the testing company if appropriate.
- If the student wishes to retest, the student must wait ninety (90) calendar days unless specific test policies prohibit retesting.
- The student must pay a \$15.00 retest fee in addition to the cost of the test if warranted.
- Whenever possible the student will be retested using a computer version of the test.
- The student's name will be entered in the school ethics violation database.

The Assessment Center offers the following tests:

GED® TEST

- A. The GED® test is administered weekly. Students should register at www.ged.com.
- B. Procedures relating to this test are explained in the State of Florida GED® Administrator's Handbook, the GED® Examiner's Manual and the WTC GED® Policy Handbook.
- C. Underage GED® Test Registration must be approved by the student's home high school and WTC's counselor/career advisor.

TABE (TEST OF ADULT BASIC EDUCATION)

- A. Career Technical Educational (CTE) Programs ([FAC 6A-10.040](#))
 - Post-secondary students who are enrolled in CTE programs of 450 clock hours or more shall complete the TABE prior to or within the first six weeks after admission into the program. However, TABE testing is required to assist in counseling and scheduling of students, therefore it is recommended that students take the test prior to starting the program.
 - Exemptions for students from taking the TABE are outlined in FAC 6A-10.040.
 - Post-secondary students deemed through TABE testing to lack the required minimum skill levels are given the option of paying \$30 to enroll in Applied Academics courses.

- Students enrolled in Applied Academics must complete a minimum of 60 hours of instruction time prior to re-testing. Student's CTE hours can be counted towards the required 60 hours of instruction.
- Students also have the option to prepare on their own and pay \$15 to re-test. Students not enrolled in Applied Academics are permitted to re-test every 6 months or 60 hours of instruction.
- Students enrolled in post-secondary programs will not be considered as CTE program completers until the prescribed basic skill levels have been met.
- TABE test results are valid for two (2) years from the date they are given or for the length of any continuous enrollment in a single program, whichever is longer.

B. Adult Education

- AAE, ABE, GED® preparation students must have valid TABE scores upon entry into the program.
- TABE test results are valid for one (1) year from the date they are given.

CASAS (COMPREHENSIVE ADULT STUDENT ASSESSMENT SYSTEM)

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

CJBAT (CRIMINAL JUSTICE BASIC ABILITIES TEST)

This assessment is administered prior to enrollment into Law Enforcement or Corrections programs. Student must score at or above the percentage recommended by Industrial/Organizational Solutions.

NLN-PAX-PN (NATIONAL LEAGUE FOR NURSING Pre-Admission EXam for PN Program)

The NLN-PAX-PN exam will be scheduled and administered at an appropriate time in conjunction with the application procedure for the Practical Nursing program.

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

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

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

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

HVAC Excellence

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

NATE (NORTH AMERICAN TECHNICIAN EXCELLENCE)

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

NATIONAL AUTOMOTIVE STUDENT SKILLS STANDARDS ASSESSMENT AND ASE

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

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH

This series of NCCER tests are administered by appointment in the WTC Assessment Center. They cover a variety of subject content related to the construction industry and are utilized by the Welding Technology and Electricity programs.

NHA-CMAA

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

NRFSP

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

SERVSAFE

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

FDLE State Officer Exam

The FDLE State Officer Exam is a PearsonVue exam for Corrections and Florida Law Enforcement Academy candidates. Paperwork from the training facility must be submitted to the state stating the course has been completed before students are allowed to register or sit for the exam.

COSMETOLOGY and NAILS SPECIALTY HIV

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

MICROSOFT OFFICE SPECIALIST

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

TEST SECURITY (FS 1008.24)

Test administration and security:

(1) A person may not knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or administered by school districts pursuant to s. 1008.22, or, with respect to any such test, knowingly and willfully to:

- (a) Give examinees access to test questions prior to testing;
- (b) Copy, reproduce, or use in any manner inconsistent with test security rules all or

- any portion of any secure test booklet;
- (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
- (d) Make answer keys available to examinees;
- (e) Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
- (f) Fail to follow test administration directions specified in the test administration manuals; or
- (g) Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.

(2) A person who violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

TRANSPORTATION

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

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on CCSD property is a privilege granted by the CCSD and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

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

Citrus County Transit provides low-cost public transportation which has stops at WTC. For more information, contact Citrus County Transit at 352-527-7630.

AMERICANS WITH DISABILITIES ACT INFORMATION

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

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

ACCOMMODATIONS

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

FACILITIES

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

CAMPUS SECURITY AND SAFETY

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

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

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

Students who witness or are victims of illegal activities should immediately notify the school authorities and local law enforcement officers. It is the policy of WTC to take immediate corrective action to prevent a repeat of the activity and maintain a safe campus for all students, employees and campus visitors.

Each program area contains fire extinguishers and first aid kits as well as Safety Data Sheets (SDS) and eyewash stations where applicable. Fire, tornado and lockdown drills are routinely held.

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

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

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency

situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

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

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

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

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

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

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

harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

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

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

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

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

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

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

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

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

Procedures for Handling Alleged School Related Crimes

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

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

Sexual Misconduct Prevention

Warning Signs

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship.

While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in an abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

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

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

Bystander Intervention

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

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

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

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

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

If you see something, do something!

- Talk to your friends honestly and openly about sexual assault.
- Don't just be a bystander. If you see something, intervene in any way that you can without

endangering yourself.

- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct! Ask someone who looks like they need help if they're ok.
- Get someone to help you if you see something. Delegate by enlisting a friend or bystander to step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at a party.
- Be aware if someone is deliberately trying to intoxicate, isolate or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.
- Understand that if someone does not or cannot consent to sex, it's rape.
- Never blame the victim.

BULLYING AND OTHER FORMS OF AGGRESSION

WTC is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats or actions, which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

TOBACCO

WTC is a tobacco-free campus by State statute. Smoking or tobacco use is not allowed on campus at any time that includes using tobacco products in a vehicle. This includes cigarettes, electronic cigarettes (e-Cig), cigars, smokeless or spit-less tobacco, chewing tobacco, dip, or any other tobacco product including lighters and matches. Electronic cigarette means any oral device that provides a vapor of liquid and/or other substance and use or inhalation of which simulates smoking. Any tobacco products brought on campus must remain in a vehicle.

Please note that a citation, with a fine, may be issued for using these products on campus. Discipline actions for using tobacco products on campus are:

- First offense – three (3) day suspension
- Second offense – removal from program

FIREARMS/WEAPONS

Florida Statute 1006.13 requires district school boards to promote a safe and supportive learning environment in schools by protecting students and staff from conduct that poses a serious threat to school safety by adopting a policy of zero tolerance. WTC adopts the Florida State Statutes and Citrus County School District descriptions of firearms/weapons as stated in Chapter 790 of the Florida Statutes and the 2018-19 CCSD Code of Student Conduct, respectively. Said zero tolerance policy requires students found to have committed the offense of bringing a firearm or weapon, as defined in Florida Statute Chapter 790, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school to be expelled with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and to be referred to the criminal justice or juvenile justice system.

CONTRABAND/BANNED ACTIVITIES

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

THEFT/STEALING

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

GRIEVANCE PROCEDURE

A grievance is the allegation by a student that school officials did not follow policies or rules resulting in an unjust situation for the student. A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to a school counselor. If a satisfactory solution is not reached, then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are as follows:

1. The student must state the grievance in written form to the appropriate school administrator within ten school days of the alleged incident.
2. Within five school days of receiving the grievance, the appropriate administrator and/or committee 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 within five school days of the meeting.
3. Within five school days of administrator/committee decision, a student may appeal the outcome to the Director who will schedule a meeting with the student within ten school days of receiving the appeal. A decision will be made within five school days of that meeting.
4. If the student is not satisfied with the Director's decision, he/she may further appeal to the school district's Assistant Superintendent or designee who will convene an impartial board to review the grievance and render a final decision.

Citrus County School District
1007 West Main Street Inverness, Florida 34450
Phone: (352) 726-1931

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

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

www.council.org

OR may contact the Division of Florida Colleges personnel
for additional information

<http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>

MISCELLANEOUS

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

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

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Please note: Post-Secondary students earn clock hours while secondary students earn credits, and program benchmarks vary based on this designation. Please contact a counselor/career advisor for information on program requirements and variations.

BUSINESS MANAGEMENT & ADMINISTRATION

MEDICAL ADMINISTRATIVE SPECIALIST

B070300 / 8212300

MISSION

The mission of the Medical Administrative Specialist program is to prepare students, who believe that learning is a lifelong process, to be literate, informed, responsible, productive members of today's society with the skills necessary to become employed in the Medical Administrative Specialist, Medical Office Technologist, Front Desk Specialist and Information Technology Specialist fields.

PROGRAM DESCRIPTION

The Medical Administrative Specialist program offers a broad foundation of knowledge and skills expanding the traditional role of the medical secretary. This program is designed to prepare students for employment as an Information Technology Assistant, Front Desk Specialist, Medical Office Technologist, and Medical Administrative Specialist, and to provide supplemental training for persons previously or currently employed in any of these occupations.

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

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

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

The Florida Legislature requires that students without an associate's degree or higher be tested to determine levels of reading, math and language skills. WTC uses the Test of Adult Basic Education (TABE) to determine a student's basic skills ability levels. Students that attended all four years at a Florida public high school and graduated with a standard high school diploma after the year 2011 are exempt from the basic skills requirement. However, it is recommended that all students take the TABE test to identify any

deficiencies in their academic preparation. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx>.

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 10, Math 10, and Language 10.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

HEALTH SCIENCE

MASSAGE THERAPY H120406

MISSION

Our goal and mission for the Withlacoochee Technical College Massage Therapy program is to provide the highest standard of education in the field of massage therapy. We believe that the student will have the knowledge and skills needed to pass the Massage & Bodywork Licensing Exam, in order to gain licensure in the state of Florida. We believe that the student will have the highest level of knowledge and skills needed to assure high quality occupational placement. The skills that the student acquires in our Massage Therapy program will be the foundation and building blocks to their career.

PROGRAM DESCRIPTION

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

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

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 750 hours (approximately 8 months). It is expected that all students will sit for the licensing exam upon completion of the program.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services office. A minimum skills evaluation is part of the admission process. In addition, students must be capable of lifting 30 lbs. due to transporting and setting up massage tables.

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 10, Math 9, and Language 10.

COMPLETION REQUIREMENTS

It is expected that the student will take the appropriate state or national board examinations to practice massage therapy in Florida.

A student must meet ALL the following conditions to earn a Certificate of Program Completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

To become a licensed massage therapist an individual must be 18 years of age or have received a high school diploma or graduate equivalency diploma; completion of a minimum 500 clock hour course of study at a board approved massage school or have completed an apprenticeship in the state of Florida; apply, pay fees and pass the Massage and Bodywork Licensing Examination (MBLEx) administered by the Federation of State Massage Therapy Boards (FSMTB).

HEALTH SCIENCE

NURSING ASSISTANT (ARTICULATED)

H170690

MISSION

The mission of the Nursing Assistant (Articulated) program is to provide the instruction needed for students to become employed as a Certified Nursing Assistant.

PROGRAM DESCRIPTION

This program provides instruction both in the classroom and clinical setting. Clinical instruction is provided at assisted living facilities. Instruction includes topics related to patient care, patient room environment, sanitation, hygiene, body elimination, nutrition, comfort, safety measures, first aid, CPR, taking patient vital signs (temperature, pulse, respiration and blood pressure), anatomy/physiology, record keeping, communications, interpersonal relationships, and employability skills. Graduates of this program are eligible to take the Florida Nurse Aide Exam.

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete the Nursing Assistant (Articulated) program in 165 hours (approx. 6 weeks).

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age in order to test and should be academically, physically and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Student Services office. It is highly recommended that dual-enrolled students meet with the program instructor prior to entering the program.

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

TEST OF ADULT BASIC EDUCATION (TABE)

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

There are no required TABE scores to exit this program.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

HEALTH SCIENCE

PATIENT CARE ASSISTANT H170692

MISSION

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

PROGRAM DESCRIPTION

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

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

TEST OF ADULT BASIC EDUCATION (TABE)

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

There are no required TABE scores to exit this program.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a Certificate of Program Completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

ARTICULATION AGREEMENT

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

TUITION

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

HEALTH SCIENCE

PRACTICAL NURSING H170607

MISSION

The mission of the Practical Nursing program is to provide instruction, which will enable an individual to pursue a career as a licensed practical nurse. An integral part of this mission is to prepare students to successfully pass the state licensing examination.

PROGRAM DESCRIPTION

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

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

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

PROGRAM OUTLINE

1. Classroom Learning

1. Orientation
2. Safety
3. Employability skills
4. Individual, family and community health
5. Structure and function of the human body
6. Nutrition
7. Human growth and development
8. Nursing needs of the patient
9. Fundamentals of nursing
10. Geriatric nursing
11. Medical/surgical nursing
12. Pharmacology
13. Neonatal nursing
14. Pediatric nursing
15. Comprehensive nursing

2. Clinical Learning

- A. Fundamental nursing skills
- B. Maternal and neonatal
- C. Pediatric
- D. Pharmacology
- E. Medical-surgical-advanced nursing skills
- F. Geriatrics

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

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

1. All applicants must take the National League for Nursing Pre-Admission Exam for Practical Nursing and the TABE test. Minimum scores as stated in the admission packet must be met.
2. Applicants must have a high school diploma or the equivalent.
3. Have sufficient ability to communicate in the English language in order to successfully challenge the state board exam and communicate with staff and patients.
4. Have a negative tuberculosis test and appropriate immunizations.
5. By law, notify the Florida Board of Nursing of any previous arrest record in which they were convicted or found guilty, regardless of adjudication, prior to being allowed to sit for the state board exam. The Florida Board of Nursing reserves the right to take disciplinary action prior to granting any student permission to sit for the state board exam. (In accordance with Chapter 464.008 and 464.018 of the "Nurse Practice Act.")
6. Be at least 18 years of age prior to clinicals.
7. Be able to perform essential tasks as outlined in the curriculum.
8. Meet standard of "Good Moral Character" as required by Florida Statue 400.512.
9. Have a negative drug screen (to be conducted at the start of the program).
10. Complete all application forms and requirements by the deadline dates.
11. Provide documentation of having had a physical exam and immunizations are up to date (upon acceptance).
12. Successfully complete a Level 2 background check (upon acceptance).
13. Payment of the non-refundable deposit is due when the student has been selected for admission to the program.
14. A rubric will be used to assign a point value to the criteria for admission. Students with the highest scores will be invited to enroll in the program.

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx>.

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 11, Math 11, and Language 11.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Must pass all required courses in the program with a 78% or better average per course
- Must be present for at least ninety-five percent (95%) of the 1350 scheduled class hours with no more than 25 hours of absenteeism in the clinical portion of the program
- Satisfy all financial obligations before he or she is eligible to receive a certificate of completion for the program

ADVANCED STUDY

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

The Practical Nurse to Registered Nurse bridge program is also available at other colleges. Contact the department head at your college of choice for further information.

TUITION

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period. Daily hours vary between classroom and clinical rotations.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

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

ARCHITECTURE & CONSTRUCTION

AIR CONDITIONING, REFRIGERATION & HEATING TECHNOLOGY

I470203 / 8723000

MISSION

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

PROGRAM DESCRIPTION

The Air Conditioning, Refrigeration and Heating Technology program is accredited by HVAC Excellence. This accreditation ensures students that WTC has the highest level of training standards in the HVACR industry.

The program prepares students for employment as A/C, Refrigeration and Heating Helper, A/C, Refrigeration and Heating Mechanic Assistant, A/C, Refrigeration and Heating Mechanic, and A/C, Refrigeration and Heating Technician. The student should obtain EPA certification prior to leaving school. This certification is required to be employed in any job that requires work with refrigerants.

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 10, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a Certificate of Program Completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

The industry certification for this program is HVAC Excellence (Heat Pumps, Air Conditioning, and Electrical Theory).

ARCHITECTURE & CONSTRUCTION

ELECTRICITY I460312 / 8727200

MISSION

The mission of the Electricity program is to provide students with the skills and work ethics necessary to become competent electrical workers.

PROGRAM DESCRIPTION

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

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

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a Certificate of Program Completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

TRANSPORTATION, DISTRIBUTION & LOGISTICS

AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN

T401300

MISSION

The mission of the Automotive Collision Technology Technician program is to provide students with the instruction necessary for them to become competent automotive body paint/repair persons.

PROGRAM DESCRIPTION

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

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a Certificate of Program Completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

TRANSPORTATION, DISTRIBUTION & LOGISTICS

AUTOMOTIVE SERVICE TECHNOLOGY

I470608

MISSION

The mission of the Automotive Service Technology program at Withlacoochee Technical College is to develop trained, capable, caring, and dedicated automotive technicians.

PROGRAM DESCRIPTION

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

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

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

The program holds NATEF Master Accreditation – the highest level of achievement recognized by the National Automotive Technicians Education Foundation (NATEF).

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 10, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a Certificate of Program Completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

HOSPITALITY & TOURISM

PROFESSIONAL CULINARY ARTS & HOSPITALITY N100500

MISSION

The mission of the Professional Culinary Arts & Hospitality program is to prepare students for employment and advanced study in the hospitality and food service industry.

PROGRAM DESCRIPTION

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

This program includes instruction on food preparation, serving; proper storage, selection and presentation of a wide variety of foods. Also covered are: customer relations, leadership, professional communication, employability skills, entrepreneurship, and safe work practices.

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx>.

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a Certificate of Program Completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

ARTICULATION

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

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

INFORMATION TECHNOLOGY

NETWORK SYSTEMS ADMINISTRATION B079300

MISSION

The mission of the Network Systems Administration (NSA) program at Withlacoochee Technical College is to provide the students with the instruction, training, atmosphere, and facilities needed to become employed as competent information technology (IT) technicians and related occupations. Each student's ability and effort will determine his/her individual success in this program.

PROGRAM DESCRIPTION

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

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

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

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

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of "C" or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor's recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

INFORMATION TECHNOLOGY

TECHNOLOGY SUPPORT SERVICES

Y100100

MISSION

The mission of the Technology Support Services (TSS) program at Withlacoochee Technical College is to provide the students with the instruction, training, atmosphere, and facilities needed to become employed as competent IT technicians and related occupations. Each student's ability and effort will determine his/her individual success in this program.

PROGRAM DESCRIPTION

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

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

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

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

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

BASIC SKILLS REQUIREMENTS

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

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 10, Math 10, and Language 10.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

The industry certification for this program is CompTIA A+.

INFORMATION TECHNOLOGY

APPLIED CYBERSECURITY Y100300

MISSION

The mission of the Applied Cybersecurity program at Withlacoochee Technical College is to provide the students with the instruction, training, atmosphere, and facilities needed to become employed as competent IT technicians and related occupations. Each student's ability and effort will determine his/her individual success in this program.

PROGRAM DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers in the information technology industry.

The program 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 cybersecurity.

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.

TYPICAL ENROLLMENT

Students may enroll in this program on a full-time basis. The typical student would complete this program in 750 hours.

ADMISSION REQUIREMENTS

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

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 10, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

The industry certification for this program is CompTIA Security+.

HUMAN SERVICES

COSMETOLOGY D500100

MISSION

The mission of the Cosmetology program is to provide the highest quality instruction, which will prepare students for current and emerging careers in a competitive workplace.

PROGRAM DESCRIPTION

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

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx>.

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 8, and Language 8.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Attend 1,200 hours of instruction – to be eligible to sit for the Florida Board of Cosmetology licensing exam, the student must successfully complete 1,200 hours of instruction and the designated number of services.
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

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

INDUSTRY CERTIFICATION

To become a licensed cosmetologist an individual must be at least 16 years of age or have received a high school diploma; completed 1,200 clock hours in a cosmetology program; apply and pay for licensure by examination. The industry certification for this program is Florida State Licensing Exam provided by the Florida Department of Business and Professional Regulation (DBPR). The Candidate Information Booklet for the Cosmetology Licensure Examinations can be accessed at http://www.myfloridalicense.com/dbpr/servop/testing/documents/cos_cib.pdf .

HUMAN SERVICES
NAILS SPECIALTY
I120414

MISSION

The mission of the Nails Specialty program is to provide the highest quality instruction, which will prepare students for current and emerging careers in a competitive workplace.

PROGRAM DESCRIPTION

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; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

A student completing the Nails Specialty program is prepared for employment as a licensed manicurist and pedicurist (SOC 39-5092). Instruction is designed to qualify students for employment upon successfully obtaining a Nails Specialty certification.

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 240 hours (approximately 8 weeks). Students are expected to sit for the manicurist and pedicurist licensing exam upon program completion.

ADMISSION REQUIREMENTS

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

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

There are no required TABE scores to exit this program.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of "C" or better (2.0 GPA) for the program

- Complete the required curriculum
- Attend 240 hours of instruction – to be eligible to sit for the Florida Board of Cosmetology licensing exam, the student must successfully complete 240 hours of instruction and the designated number of services.
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday with a 30-minute lunch period excluding holidays and school breaks as outlined in the current school calendar.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

The state of Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology requires 240 hours of instruction and a required amount of services in each block of instruction.

INDUSTRY CERTIFICATION

Applicants for Nail Specialist registration must be at least 16 years of age or have received a high school diploma; completed 240 clock hours in a Florida nail program; pay required fee and include a completed Certification of Eligibility Form from Section IV of form COSMO 1 from the Florida Department of Business and Professional Regulation (DBPR). The industry certification for this program is Florida State Licensing Exam provided by the Florida Department of Business and Professional Regulation (DBPR).

MANUFACTURING

WELDING TECHNOLOGY

J400400

MISSION

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

PROGRAM DESCRIPTION

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

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

TYPICAL ENROLLMENT

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

ADMISSION REQUIREMENTS

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

BASIC SKILLS REQUIREMENTS

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

The state has identified specific industry certifications that can be used as an alternative to meeting the basic skills requirements. The certifications that can be used as an alternative assessment can be found at <http://bit.ly/2yCGrrx> .

Students who are required to take the basic skills requirement and do not meet the mandated minimum TABE scores for their program are offered the opportunity to attend applied academics classes outside of their program hours to remediate basic skills. The required TABE scores to exit this program are: Reading 9, Math 9, and Language 9.

COMPLETION REQUIREMENTS

A student must meet ALL the following conditions to earn a certificate of program completion from WTC:

- Attain a grade of “C” or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt including returning textbooks for high school students
- Meet Florida basic skills requirements for the program
- Receive the instructor’s recommendation

TUITION

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

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

CLASS SCHEDULE

Full-time students attend class Monday through Friday excluding holidays and school breaks as outlined in the current school calendar. There is a 30-minute lunch period.

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

The industry certification for this program is the National Center for Construction Education and Research Welding Levels 1– 3.

LAW, PUBLIC SAFETY AND SECURITY

CORRECTIONAL OFFICER

P430102

PUBLIC SAFETY TRAINING CENTER MISSION STATEMENT (Adopted July 27, 2011)

It is the mission of each program in the Training Center to provide the highest level of ethical, modern and practical training to current and future public safety professionals preparing them for the challenges of today and tomorrow. (modified 1-24-14)

PROGRAM DESCRIPTION

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

Withlacoochee Technical College's Correctional Officer curriculum meets the requirements approved by the Florida Department of Law Enforcement.

PROGRAM OUTLINE

1. General Topics
 1. Introduction to corrections
 2. Communications
 3. Officer safety
 4. Facility and equipment
 5. Intake and release
 6. Supervising in a correctional facility
 7. Supervising special populations
 8. Responding to incidents and emergencies
2. High Liability Topics
 1. First aid for criminal justice officers
 2. Criminal justice firearms
 3. Criminal justice defensive tactics
 4. Officer wellness and physical abilities

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 420 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. In addition, students must complete the following requirements:

1. The first step is to attend an Academy Introduction.
2. Provide the Academy Secretary a valid email address. All correspondence will be completed electronically.
3. Schedule a Criminal Justice Basic Abilities Test (CJBAT) and obtain passing score of 70.
4. Schedule a Physical Exam with your doctor/clinic and have your physician complete and sign the Criminal Justice Standards and Training Commission (CJSTC) Form 75. (Physical must be within 6 months of class start date.)
5. Schedule an appointment with the Academy Secretary to drop off your application with all required documents. Applications and all required documents will be provided following attendance to the

introduction. Incomplete applications will NOT be accepted.

6. Candidates must complete our Physical Agility Test (PAT) in under 10 minutes.

SPECIAL NOTE:

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

1. Be 18 years of age or older.
2. Be a U.S. citizen.
3. Have a valid Florida driver's license.
4. Have a high school diploma, GED® credential, or equivalent as defined by Florida Statute
5. Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
6. Have never been convicted of a felony charge.
7. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
8. Have good physical agility and hand-eye coordination.
9. Never have received a dishonorable discharge from any of the Armed Forces of the United States.
10. Be of good moral character.
11. Pass random drug screening.

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

COMPLETION REQUIREMENTS

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

TUITION

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

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is

necessary to be absent due to illness or emergencies, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

LAW, PUBLIC SAFETY AND SECURITY

FLORIDA LAW ENFORCEMENT ACADEMY

P430105

PUBLIC SAFETY TRAINING CENTER MISSION STATEMENT (Adopted July 27, 2011)

It is the mission of each program in the Training Center to provide the highest level of ethical, modern and practical training to current and future public safety professionals preparing them for the challenges of today and tomorrow. (modified 1-24-14)

PROGRAM DESCRIPTION

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

Withlacoochee Technical College's Florida Law Enforcement Academy curriculum meets the requirements approved by the Florida Department of Law Enforcement.

PROGRAM OUTLINE

General Topics

1. Introduction to law enforcement
2. Legal
3. Interactions in a diverse community
4. Interviewing and report writing
5. Fundamentals of patrol
6. Calls for service
7. Criminal investigations
8. Crime scene to courtroom
9. Critical incidents
10. Traffic stops
11. DUI traffic stops
12. Traffic crash investigations

High Liability Topics

1. Law enforcement vehicle operation
2. First aid for criminal justice officers
3. Criminal justice firearms
4. Criminal justice defensive tactics
5. Dart-firing stun gun
6. Criminal justice officer physical fitness training

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 770 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. In addition, students must complete the

following requirements:

1. The first step is to attend an Academy Introduction.
2. Provide the Academy Secretary a valid email address. All correspondence will be completed electronically.
3. Schedule a Criminal Justice Basic Abilities Test (CJBAT) and obtain passing score of 70.
4. Schedule a Physical Exam with your doctor/clinic and have your physician complete and sign the Criminal Justice Standards and Training Commission (CJSTC) Form 75. (Physical must be within 6 months of class start date).
5. Schedule an appointment with the Academy Secretary to drop off your application with all required documents. Applications and all required documents will be provided following attendance to the introduction. Incomplete applications will NOT be accepted.
6. Candidates must complete our Physical Agility Test (PAT) in under 10 minutes.

SPECIAL NOTE:

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

1. Be 18 years of age or older.
2. Be a U.S. citizen.
3. Have a valid Florida driver's license.
4. Have a high school diploma, GED[®] credential, or equivalent as defined by Florida Statute.
5. Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
6. Have never been convicted of a felony charge.
7. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
8. Have good physical agility and hand-eye coordination.
9. Never have received a dishonorable discharge from any of the Armed Forces of the United States.
10. Be of good moral character.
11. Pass random drug screening.

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

COMPLETION REQUIREMENTS

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

TUITION

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

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergencies, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

LAW, PUBLIC SAFETY AND SECURITY

CROSSOVER FROM CORRECTIONAL OFFICER TO LAW ENFORCEMENT OFFICER

P430125

PUBLIC SAFETY TRAINING CENTER MISSION STATEMENT (Adopted July 27, 2011)

It is the mission of each program in the Training Center to provide the highest level of ethical, modern and practical training to current and future public safety professionals preparing them for the challenges of today and tomorrow. (modified 1-24-14)

PROGRAM DESCRIPTION

The Criminal Justice Standards and Training Commission has established basic recruit cross-over training programs to provide lateral movement of officers between criminal justice disciplines. Applicants to cross-over programs must meet the requirements of 11B-35.002(6), Florida Administrative Code.

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

Withlacoochee Technical College's Correctional Officer to Law Enforcement Officer curriculum meets the requirements approved by the Florida Department of Law Enforcement.

PROGRAM OUTLINE

General Topics

1. Introduction to law enforcement
2. Legal
3. Interactions in a diverse community
4. Interviewing and report writing
5. Fundamentals of patrol
6. Calls for service
7. Criminal investigations
8. Crime scene to courtroom
9. Critical incidents
10. Traffic stops
11. DUI traffic stops
12. Traffic crash investigations
13. Crossover program updates

High Liability Topics

1. Law enforcement vehicle operation
2. Dart-firing stun gun

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 518 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically, and emotionally

capable of meeting the demands of the chosen program. In addition, students must complete the following requirements:

1. The first step is to attend an Academy Introduction.
2. Provide the Academy Secretary a valid email address. All correspondence will be completed electronically.
3. Schedule a Criminal Justice Basic Abilities Test (CJBAT) and obtain passing score of 70.
4. Schedule a Physical Exam with your doctor/clinic and have your physician complete and sign the Criminal Justice Standards and Training Commission (CJSTC) Form 75. (Physical must be within 6 months of class start date).
5. Schedule an appointment with the Academy Secretary to drop off your application with all required documents. Applications and all required documents will be provided following attendance to the introduction. Incomplete applications will NOT be accepted.
6. Candidates must complete our Physical Agility Test (PAT) in under 10 minutes.

SPECIAL NOTE:

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

1. Be 18 years of age or older.
2. Be a U.S. citizen.
3. Have a valid Florida driver's license.
4. Have a high school diploma, GED[®] credential, or equivalent as defined by Florida Statute.
5. Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
6. Have never been convicted of a felony charge.
7. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
8. Have good physical agility and hand-eye coordination.
9. Never have received a dishonorable discharge from any of the Armed Forces of the United States.
10. Be of good moral character.
11. Pass random drug screening.

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

COMPLETION REQUIREMENTS

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

Correctional Officer in the state of Florida.

TUITION

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

ATTENDANCE POLICY

To develop appropriate work ethics, WTC students are expected to attend all class sessions. When it is necessary to be absent due to illness or emergencies, all students are to notify the instructor on or before the date of absence.

The student attendance code for each post-secondary program is consistent with industry standards as recommended by the Program Advisory Committee and approved by the administration of WTC.

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

INDUSTRY CERTIFICATION

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

LAW, PUBLIC SAFETY AND SECURITY

CROSSOVER FROM LAW ENFORCEMENT OFFICER TO CORRECTIONAL OFFICER

P430152

PUBLIC SAFETY TRAINING CENTER MISSION STATEMENT (Adopted July 27, 2011)

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PROGRAM DESCRIPTION

The Criminal Justice Standards and Training Commission has established basic recruit cross-over training programs to provide lateral movement of officers between criminal justice disciplines. Applicants to cross-over programs must meet the requirements of 11B-35.002(6), Florida Administrative Code.

Within this crossover program, selected sections of the Florida Correctional Officer Basic Recruit Training Program have been modified to fit the needs of Law Enforcement Officers desiring certification as Florida Correctional Officers. Instruction covers an introduction to the criminal justice system and the Florida Criminal Justice Standards and Training Commission (CJSTC), correctional laws and rules, inmate control techniques, rights and responsibilities, correctional administration, human skills and behavior.

Withlacoochee Technical College's Crossover from Law Enforcement to Correctional Officer curriculum meets the requirements approved by the Florida Department of Law Enforcement.

PROGRAM OUTLINE

General Topics

1. Introduction to corrections
2. Communications
3. Officer safety
4. Facility and equipment
5. Intake and release
6. Supervising in a correctional facility
7. Supervising special populations
8. Responding to incidents and emergencies
9. Cross-over updates

TYPICAL ENROLLMENT

Students must enroll in this program on a full-time basis. The typical student would complete this program in 196 hours. Students must also have reliable transportation. Portions of the curriculum may require attendance on Saturdays and Sundays.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. In addition, students must complete the following requirements:

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2. Be a U.S. citizen.
3. Have a valid Florida driver's license.
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5. Have a background investigation completed by WTC through the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
6. Have never been convicted of a felony charge.
7. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
8. Have good physical agility and hand-eye coordination.
9. Never have received a dishonorable discharge from any of the Armed Forces of the United States.
10. Be of good moral character.
11. Pass random drug screening.

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COMPLETION REQUIREMENTS

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Office. Failure to pay all fees due by the time class begins will result in the student not being able to attend class. Current tuition rates can be found on the WTC website at www.wtcollege.org.

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INDUSTRY CERTIFICATION

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

ADMINISTRATION

BISHOP, Gloria

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

CASALVIERI, Lori

- M.Ed., American College of Education
- M.Ed., University of South Florida
- B.S., Florida State University
- WTC Assistant Director since 2016
- Experience prior to current position: 21 years in education

DAVIS, Karen

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

FULL-TIME FACULTY

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

CORBETT, Howard

- H.S. Diploma, Riverdale High School, Ft. Myers, FL
- HVAC Excellence Certification (Commercial A/C, Commercial Refrigeration, Air Conditioning, Electrical)
- Florida Certified Nursery Professional
- WTC Instructor since 2017
- Experience prior to current position: HVACR instructor 4 years, HVACR technician 15 years

APPLIED CYBERSECURITY, NETWORK SYSTEMS ADMINISTRATION, TECHNOLOGY SUPPORT SERVICES

CONSOL, Keith

- B.S., Colorado State University
- CISSP (Certified Information Systems Security Professional) certification
- WTC Instructor since 2016
- Experience prior to current position: 20 years in technology and information security fields

AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN

PERSAVICH, Allan

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

AUTOMOTIVE SERVICE TECHNOLOGY

IRVING, Robert

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

CORRECTIONS / FLORIDA LAW ENFORCEMENT ACADEMY

KANTER, Michael

- M.S., Columbia Southern University
- Graduate, Southern Police Institute, University Louisville
- WTC Criminal Justice Academy Director since 2017
- Experience prior to current position: 22 years of law enforcement experience

SANTIAGO, Juan

- A.A. Criminal Justice, St. Petersburg College
- B.A. Public Safety Administration, St. Petersburg College
- M.S. Forensic Psychology, Walden University
- Graduate of the Southern Police Institute
- WTC instructor since 2001
- 21 years combined law enforcement and corrections experience

COUNSELOR / CAREER ADVISOR

NAUGLE, Ryan

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

BERAQUIT, Betsy

- H.S. Diploma, Cypress Lake High School, Ft. Myers, FL
- WTC Career Advisor since 2016
- Experience prior to current position: 16 years in marketing and office management

VINCENT, Angela

- H.S. Diploma, Clearwater High School, Clearwater, FL
- WTC Career Advisor since 2016
- Experience prior to current position: 19 years in education and victims' services

COSMETOLOGY & NAILS SPECIALTY

HOLT, Laura

- M.A., National Louis University
- B.S., University of Central Florida

- Licensed by the State of Florida, Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology
- WTC Instructor since 1996
- Experience prior to current position: 6 years in education

COSMETOLOGY

SURBER, Karon

- Cosmetology Program, Withlacoochee Vocational Technical Center, Inverness, FL
- Vocational Occupational Education Certification, University of South Florida
- Licensed by the State of Florida, Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology
- WTC Instructor since 2006
- Experience prior to current position: 36 years in the cosmetology industry

ELECTRICITY

WOYTHALER, John

- H.S. Diploma, Citrus High School, Inverness, FL
- Electrical Program, Withlacoochee Vocational Adult Education Center
- State Certified Electrical Contractor #EC 13002488
- Carrier Generator Certification
- NCCER Certified Electrical Instructor
- NCCER Certified Core Curricula Instructor
- WTC Instructor since 2010
- Experience prior to current position: 28 years in the electrical trades industry

MASSAGE THERAPY

WOOD, Jeffery

- Suncoast Center for Natural Healing School of Massage Therapy, Tampa, FL
- A.S., Daytona Beach Community College, Occupational Therapy Assistant
- B.S. Technical Education and Industry Training, University of Central Florida, Orlando, FL
- Florida Department of Health, Medical Quality Assurance, Florida Board of Massage Licensed Massage Therapist
- WTC Instructor since 2004
- Experience prior to current position: 8 years massage therapy, 6 years occupational therapy in orthopedic setting

MEDIA

DEFELICE, Jeane

- B.A., Saint Leo University
- A.S., Central Florida Community College
- WTC Instructor since 2002
- Experience prior to current position: 11 years in Business/Industry

MEDICAL ADMINISTRATIVE SPECIALIST

GODWIN, Theresa

- A.A., Central Florida Community College, Ocala, FL
- Certified Medical Administrative Assistant (CMAA) National Healthcare Association
- Administrative Office Assistant Certification (NOCTI)
- Microsoft Office User Certified - Word
- WTC Instructor since 2010

- Experience prior to current position: 17 years in education support and 6 years in the medical field

NURSING ASSISTANT (ARTICULATED) and PATIENT CARE ASSISTANT

GEORGE, Andrea (RN)

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

PRACTICAL NURSING

DILLARD, Sarah (RN)

- B.S.N, University of Central Florida
- A.D.N., Central Florida Community College, Ocala, FL
- WTC instructor since 2004
- Experience prior to current position: 10 years in the medical field

HORTON, Mary Dawn (RN)

- B.S.N, Western Governors University
- A.D.N., College of Central Florida, Ocala, FL
- WTC instructor since 2018
- Experience prior to current position: 25 years in the medical field

PROFESSIONAL CULINARY ARTS & HOSPITALITY

DiGELOROMO, Nicholas

- B.A. University of South Florida
- Certified by the National Registry of Food Safety Professionals
- WTC instructor since 2016
- Experience prior to current position: 13 years in the commercial food industry

WELDING TECHNOLOGY

SHILLING, Jack J

- H.S Diploma, Crestview High School, Crestview, FL
- NCCER Certified Welding Instructor
- NCCER Certified Core Instructor
- A.W.S. Certified Welder
- WTC instructor since 2016
- Experience prior to current position: 20 years in industry

PART-TIME FACULTY

GED® PREPARATION & ADULT BASIC EDUCATION

MARSHALL, Pamela

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

PINEAU, Sheryl

- B.A., University of South Florida
- WTC Instructor since 2008
- Experience prior to current position: 30+ years in education

ESOL

KRUCZEK, Deborah

- B.S., Central Connecticut State University
- WTC Instructor since 2015
- Experience prior to current position: 20 years in education support

PRACTICAL NURSING

MARTYNOWSKI, Elizabeth

- Diploma, Lankenau Hospital School of Nursing, Philadelphia, PA
- WTC Instructor since 2018
- Experience prior to current position: 56 years in medical field

LAW ENFORCEMENT / CORRECTIONAL OFFICER

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