

A Career in a Year

RIDGE
technical college
A Polk County Public School
ADMINISTRATION



Ridge Technical College
comprehensive catalog

2019-2020

RIDGE

technical college

Comprehensive Catalog 2019-2020





POLK COUNTY PUBLIC SCHOOLS

STUDENTS FIRST

POLK COUNTY PUBLIC SCHOOLS

Superintendent of Schools



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District 2



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District 6



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District 7

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Ridge Technical College

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www.ridge.edu

RIDGE technical college

Greetings,

Welcome to Ridge Technical College (RTC). We have been serving Polk County since 1978. RTC strives to provide students with skill-based practical education and training that will be needed for real world experiences.

A team of certified educational instructors stand ready to serve you in thirty-seven programs. These instructors will assist you in developing your technical, employability and leadership skills while you are here. Our students use the latest technology and recommended software in helping them to successfully complete their program of choice. Technical college assessment and counseling is also provided at all times.



As you make your choice, take into consideration that the training you will receive from Ridge Technical College is provided in a professional atmosphere. Thank you for your decision to join us. Best Wishes,

A handwritten signature in black ink that reads "Wayne Dickens". The signature is written in a cursive, flowing style.

Dr. Wayne Dickens, Ed.D.
Director

SCHOOL PROFILE

In 1972, the need for a new vocational-technical center was conceived by the General Advisory Committee of Polk Vocational-Technical Center. As a result, Ridge Technical College was born as: Ridge Vocational- Technical Center located at 7700 State Road 544, Winter Haven, Florida 33881.

A survey was developed, distributed and completed in 1974 establishing student interests, county goals and job opportunities for the completer. The site of approximately 52 acres was selected in 1975. Its location was geographically in the Northeast section of Polk County, eight miles northeast of downtown Winter Haven and two miles south of Haines City. Plans were drawn and Mr. Bill Hampton was hired as the Director.

Construction on the facility started in 1977 and staff development began in the summer of 1978 under the supervision of Dr. William Blank from the University of South Florida. The area postsecondary vocational-technical center opened in 1978 in various locations (not at its permanent site) while the present facility was being completed.

In January of 1979, students and staff moved into the new Center of nine buildings. On May 20, 1979, a formal dedication was held with distinguished guests such as Governor Bob Graham; Homer Addair, Superintendent of Schools; and School Board members and friends.

In 1983, a new building was built to accommodate a new program – Fire Fighting. Not only was the building constructed, but also a burn building and burn tower. For the following 25 years, no construction took place until 2008 when a new two-story, 40,000 square feet Health Science Building was built and also an expansion to the Fire Fighting Program with a new four-story burn tower, a pavilion with restrooms and storage used for a rehabilitation area and stadium lighting to assist in conducting evening programs. Over \$10 million was invested between these two projects. Presently, the Center has 15 buildings on its campus. As part of this expenditure, training equipment, tools and furnishings were also purchased to provide the latest in technology for instructional use.

Over the years, the school had six additional Directors – Mr. Carl Ray, Mr. Rusty Payne, Mr. Fred Ryder, Mrs. Carolyn Ramsey, Mrs. Lisa Harden, Mr. Kenneth Reddick, and the current Director, Dr. Wayne Dickens. Dr. Dickens was appointed in August 2017. Not only has the school grown in size physically, but also has increased its enrollment in 44 programs offered in a variety of occupational clusters.

Ridge Technical College is proud of the thousands of students it has graduated through the years, many who have gone on to become the engine that drives the Central Florida economy. Many graduates have become successful business owners, entrepreneurs and skilled professionals in this increasingly competitive and changing employment market. Ridge Technical College continues to develop the work- force for Polk County.

VISION STATEMENT

Ridge Technical College will be Polk County's premier workforce training institution.

MISSION STATEMENT

Ridge Technical College will assess, prepare, and place individuals in successful and rewarding careers in an increasingly competitive and changing employment market.

PHILOSOPHY

Every effort is made at Ridge Technical College to assist students in reaching informed decisions about entering technical college education training programs best suited to their individual needs, interests and aptitudes. Students are encouraged to choose their program after exploring their potential choices and discovering their own strengths, weaknesses, aptitudes and interests. The Student Services Department is available to help students with program information, technical college assessment, financial assistance and completion of registration.

It is Ridge's philosophy to accept students at the level of competency they have achieved upon entering the program and provide skills training for various jobs. At Ridge, we make it possible for each student to meet both short and long-range employment goals. We can tailor instruction to a wide variety of student needs through our policy of open-entry/open-exit and individualized instruction. Students enter and exit Ridge when appropriate training and employment needs have been met. Students' progress through learning experiences at program prescribed rate and focus on attaining the competencies necessary to meet their personal career goals.

Ridge's programs resemble the job setting for which training is being offered. Equipment, tools, supplies and the environment closely match those in the job setting. Each program is managed by instructors who are not only skilled workers in their trade or business, but are well trained in the professional skills of teaching their business or trade to others. Our instructors exhibit pride in their profession and are enthusiastic about teaching it to others.

PURPOSE

The purpose of Ridge Technical College has been the guide to the operation of the institution since its inception. Programs offered at Ridge Technical College are determined by needs assessments and are based on the beliefs that:

Education is a continuing process and Ridge Technical College assumes the responsibility for offering all of its citizens an opportunity to participate in educational experiences commensurate with their interests and abilities. In our rapidly changing technological environment, most individuals will choose a career path more than once in a lifetime. No longer is a general high school diploma to be considered adequate preparation for employment, nor should the adults in the world of work assume they have no further need for continuing education and training. In our increasingly complex society, the need for continuing education is preparation for life and training for occupational competence must be included in the educational process.

Students' success can almost be guaranteed when they accept responsibility for their own learning, when instruction is relevant, challenging, and interesting, and when students can see evidence of their progress.

Ridge Technical College's education classrooms simulate the world of work by presenting programs that enable individuals to develop occupational skills, positive attitudes, and effective work habits that contribute to successful employment.

It is realistic to assume that occupational education is a choice based on individual interests and gives meaning through application to the basics in the educational experience. This will enhance student retention through interest in meaningful learning. All persons have individual worth and a right to reach their fullest potential.

ACCREDITATIONS

Ridge Technical College is accredited by the Commission of the Council on Occupational Education.

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898
Fax: 770.396.3790 <http://www.council.org>



Ridge Technical College is also accredited by the Southern Association of Colleges and Schools, Council on Accreditation and School Improvement, an accreditation division of AdvanceED.

AdvancED
9115 Westside Parkway
Alpharetta, GA 30009
888.413.3669 www.advanc-ed.org



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ASE Master Technician
District Certification

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Master Automobile Technician
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District Certification

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District Certification

Todd Tanner
Firefighting
District Certification

Mike Way
Firefighting
District Certification

Richard Williams
Firefighting
District Certification

Acts Relating to School Operations

Americans with Disabilities Act

The Polk County School Board is committed to ensuring that students with disabilities have equal access to programs and services and their rights to confidentiality are protected. Please contact your school's Student Services Center, program administrator or the District's Office of Equity and Compliance at 863.534.0781 for further information.

The Polk County School Board is committed to ensuring equity in all of its school programs and shall comply with Title IX, Title VI, Section 504 of the Vocational Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 and the Drug Free Workplace Act of 1988.

Family Educational Rights and Privacy Act (FERPA)

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. The School Board of Polk County policies regarding student records are in accordance with these regulations.

Federal Drug-Free School Act

Federal legislation has been passed as part of the war on drugs. This legislation is intended to convey to students of any institution receiving federal funds (contracts, grants, student financial aid, etc.) the health risks which exist for those who abuse alcohol or drugs. In addition, penalties for those who violate school standards are in place and consistently enforced.

Jeffrey Johnston Anti-Bullying Act

The School Board of Polk County, Florida, is committed to protecting its students, employees, and applicants from bullying, harassment, or discrimination for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the Board's Collective Bargaining Agreements. Conduct that constitutes bullying, harassment or discrimination, as defined herein is prohibited. Policy 1.011, prohibition of discrimination policy, addresses requirements for discrimination against defined federal, state, and local protected categories of persons.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Each Technical College has a security plan and security personnel. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security. All persons must assume responsibility for their own safety and security of personal belongings.

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

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The Campus Security Act of 1990 requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and crime statistics. Ridge Technical College publishes these reports to the faculty, staff and students to comply with the provisions of the law.

Student Accommodations

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

If any type of accommodation is required to complete the application process due to a disability, please call the School Board of Polk County’s Human Resource Services Division at 863.534.0781. If you are deaf or hard of hearing, please contact the Polk School District by calling Florida Relay Service at 1.800.955.8771.

Handicapped

All programs, campus organizations and activities are open to all students. Efforts are made to assist handicapped students to function as independently as possible while attending school. Should special needs arise, administration and/or guidance counselors should be notified.

Diversity Statement

The Polk County School Board is committed to building and maintaining a diverse, accessible, civil, and supportive learning community. It fosters respect and understanding among all cultures and all individuals who work, study, live, and teach within this community. Bigotry, expressions of hatred or prejudice, behaviors that infringe upon the freedom and respect that every individual deserves, and harassment of any kind transgress the school’s purposes and values. Just as learning benefits from the interplay of teaching and scholarship in a variety of disciplines, so does the school community learn and profit from diverse cultures and perspectives.

Non-discrimination Statement

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9.

In accordance with Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs.

To file concerns, you may contact the Equity & Compliance Analyst in Human Resource Services at (863) 534-0513 or P.O. Box 391 Bartow, Florida 33831.

The School Board of Polk County, Florida, Policies 1122, 2260, 3122 and 4122, Florida Educational Equity Act, Section 1000.05, F.S., Rule 6A-19.000 through 6A-19.010, FAC, Title VII of the Civil Rights Act of 1964, Section 504, Americans with Disabilities Act of 1990 as amended, Vocational Guidelines, Age Discrimination in Employment Act of 1967, Title IX and Boy Scouts of America Equal Access Act 34 C.F.R. 108.9.

Admissions

Most of the training programs at Ridge Technical College (RTC) have minimum admission or state licensure requirements. Applicants must be at least sixteen (16) years of age, and have the interest, ability, and desire to benefit in career education. In addition, applicants should be academically, physically, and emotionally capable of meeting the essential tasks of the chosen program. Students should provide proof of age and two proofs of residence with picture identification. Assessment is accomplished by completing the Tests of Adult Basic Education (TABE), which is used as a diagnostic tool to determine completion of a program. The College complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 in regard to students with disabilities. The College also strictly adheres to the Non-discrimination Policy adopted by the School Board of Polk County and, in accordance with State Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs. Reasonable accommodations can be made for special needs students. Qualified students applying for admission are accepted on a first-come, first-served basis during designated enrollment periods.

Admission Procedures for Adult (Postsecondary) Students

1. Take Test of Adult Basic Education (TABE) assessment (\$20 fee and picture identification are required prior to testing). This assessment is required for all programs 450 hours and over. A student who graduated from a Florida public high school (graduation year 2007-present) with a standard diploma or possess an associate degree or higher from a SACS accredited or equivalent institution is exempt from this requirement.
2. Interview with appropriate counselor to interpret test scores; discuss educational plans, entry date, tuition and fees.
3. Register for program by completing an application.
4. Apply for financial assistance if applicable and/or pay tuition and fees.

Note: Some programs may require additional steps and/or a formal interview with an additional staff member for admission.

Admission Procedures for High School (Secondary) Students

Ridge Technical College, in conjunction with students' home high schools, offers three high school diploma options: the 3-year, 18 credit standard diploma; the 4-year, 24-credit standard high school diploma; and the State of Florida High School Performance-Based diploma.

Dual Enrollment

Ridge Technical Academy (RTA) will offer students age 16 and over an opportunity to learn in a smaller classroom environment for their core subjects while being dual enrolled into the Ridge Technical College for their elective classes. Students in this target population may be unmotivated or unsuccessful in traditional schools or would like to receive a career certificate and industry certification in a program not offered at their zoned high school, while earning their high school diploma. To enroll with RTA students must currently be enrolled with their zoned high school or a district approved home education program. Parents should complete an application and consult with their child's School Counselor prior to applying then await admission approval from Ridge Technical Academy.

Eligibility Criteria

- Must be at least 16 years of age
- 11th and 12th grade

- 2.0 GPA
- Be on target with graduation cohort
- Have good attendance/discipline history
- Must be enrolled with your home high school or a district approved home education program prior to enrollment.

Note: (copies of documentation required) Students spend the entire day at Ridge Technical College and can earn elective and academic credits each year; however, due to limited academic offerings, since it is are not a regular high school, counselors, students and parents/guardians have to carefully develop the first year plan and consecutive years to ensure all credits for graduation can be attained.

Tuition and books are free; however, most programs require laboratory fees, kits, consumable supplies and workbooks, uniform costs and/or state testing fees. High school students should remember that the focus of a Technical College is to provide job skills for those individuals ready to seek employment and/or continue into higher education. Students must be willing to accept personal responsibility and function in a “job” atmosphere.

Entry Requirements:

1. Must be at least 16 years of age.
2. Must be a student (preferably at the junior or senior level) or at the 9th or 10th grade level whom only need limited academic credits to graduate.
3. Have a good attendance record.
4. Have a good discipline record.
5. Must take the TABE assessment, if applicable.
6. Must take an Interest Inventory and possibly an Aptitude Assessment.
7. Complete an application in Student Services Department.
8. Consult with a Guidance Counselor. All related paperwork necessary for transferring from the home high school will be explained.
9. Transfer from home high school and report to Ridge Technical College with all required paperwork and lab fees.
10. If all admission requirements are met and space is available, a counselor will register the student for a program.

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1007.271&URL=1000-1099/1007/Sections/1007.271.html

Health Science Education – Adult/Postsecondary Admission Procedures

Applicants desiring entry into the Technical College Health Science Education programs must complete all admission criteria specific to the health program selected and meet all general admission requirements for the Center.

1. Take the Level A TABE, **if applicable**. The TABE is required for all health programs except programs that are less than 450 hours in length and Massage Therapy which requires a Level D TABE. Students who graduated from a Florida public high school (graduation year 2007-present) with a regular diploma or

possess an associate degree or higher from a SACS accredited or equivalent institution is exempt from this requirement.

2. Meet with a Guidance Counselor in Student Services and discuss TABE results. Receive information for initial admission to a desired program.
3. Complete all information on an application.
4. Specific program information is provided at mandatory scheduled information sessions **after** the application process is completed.
5. Submit official high school transcript or official GED grade record. Applicants who graduated from a Florida public high school after 1980 may use the FASTER system; transcripts are electronically transmitted using this system. Transcripts from foreign countries must be translated and evaluated for certification.
6. Background screening is required for most health science programs. A Level 2 screen with fingerprinting is required for Practical Nursing. Certain offenses may prevent students from obtaining clinical hours needed for completion of a Health Science Program.
7. Practical Nursing requires the TEAS (Test of Essential Academic Skills) exam for admission. Days and times of assessment are available from the Guidance Department.

Admission to the Practical Nursing Program

Official high school transcripts or GED records are required for Practical Nursing students. When all admission requirements are met, accepted students are required to attend an Information Session. Information regarding medical clearance, uniforms, textbooks, etc. is provided at this time. Dates and times for these sessions are included in the acceptance letter mailed to the prospective student.

Tuition and Fees

Tuition and Program Costs

Tuition fees are established by the Florida Legislature and Polk County School Board. Tuition and program costs are to be paid at the beginning of each semester. New students who enroll after the initial registration period will pay a pro-rated amount based on the instructional time remaining in the semester. Program costs may vary and are subject to change without notice.

Tuition for Florida residents is lower than tuition for non-residents. A student must live in the state of Florida for twelve (12) months **before** establishment of Florida Residency. The student must present documentation to that effect.

Job Preparatory Fees

Tuition is \$2.88 per clock hour for Florida residents and \$11.52 per clock hour for out-of-state residents. Tuition is also \$11.52 per clock hour for non-U.S. residents with proper immigration credentials.

Continuing Workforce Education Fees

Tuition is \$5.76 per clock hour for both resident and non-resident/foreign students.

Adult Education Fees Applied Academics for Adult Education (AAAE)

Tuition is \$45 for Florida residents, non-residents, and \$120 for out-of-state residents and non-residents who possess proper immigration credentials.

Individual Program Costs

- **Adult/Postsecondary Students**
 - Tuition and program costs may be found on page 109.
- **High School/Secondary Students**
 - High school students do not pay tuition; however, students have to pay lab fees and for uniforms, workbooks and any additional supplies required by their chosen program. Program lab fees may be found on pages 110.

Methods of Payment

For non-funded students, cash, Visa, MasterCard, debit cards, electronic transfers, personal money orders and checks drawn on local banks are accepted for payment of tuition and laboratory fees. A local address and telephone number must be on all checks. Tuition and fees for some students are deferred when a voucher is submitted to the college from a funding agency or other source. If fees paid by checks are re-funded, the student must wait at least 45 days for processing of the refund.

Note: The Colleges do not cash personal checks

Information for Florida Residency

A Florida “resident for tuition purposes” is a person who has, or is a dependent person whose parent or legal guardian has established and maintained legal residency in Florida for at least twelve months. Residence in Florida must be as a bona fide domicile rather than for the purpose of maintaining a residence incident for enrollment at an institution of higher education. To qualify as a Florida “resident for tuition purposes,” you must be a United States citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service. Persons not meeting the twelve- month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited categories authorized by the Florida Legislature and Board of Trustees. All other persons are ineligible for classification as a Florida “resident for tuition purposes.” Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

If you claim Florida residency for tuition purposes, you may be required to provide additional documentation (see below).

The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified in this paragraph. No single piece of evidence shall be conclusive.

1. The documents must include at least one of the following:
 - A. Florida voter’s registration card.
 - B. Florida driver license.
 - C. State of Florida identification card.
 - D. Florida vehicle registration.
 - E. Proof 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.
 - F. Proof of a homestead exemption in Florida.
 - G. Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months.
 - H. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period.

2. The documents may include one or more of the following:
 - A. Declaration of domicile in Florida.
 - B. Florida professional or occupational license.
 - C. Florida incorporation.
 - D. Document evidencing family ties in Florida.
 - E. Proof of membership in a Florida-based charitable or professional organization.
 - F. Any other documentation that supports the student’s request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida

Foreign Students

Foreign students are allowed to register, enroll and study at the Colleges if they have a valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid status must be shown at time of registration.

Financial Assistance

Financial aid is available for all students who qualify and enroll in an approved technical college education-training program at a Technical College. The need is based upon individual student need or merit criteria. A Financial Aid Coordinator will help determine eligibility. The financial aid offered at the college consists of Title IV Federal Pell Grant, Florida Student Assistance Grant, Florida Work Experience Program, Florida Bright Futures Scholarship, Student Financial Aid Fund, private scholarships and assistance. Students who wish to apply for Financial Aid must complete the Free Application for Federal Student Aid (FAFSA) application (<http://www.fafsa.ed.gov/>). It is recommended that the completed application be submitted for processing a minimum of four weeks prior to expected enrollment date. Research for scholarships can be completed on-line at www.fastweb.com or www.finaid.org.

Students receiving financial aid need to confirm payment procedures with the college's Financial Aid Coordinator. Students receiving financial aid who withdraw from their registered program will be subject to a financial aid review and will be notified of any financial obligation deemed to be the student's responsibility. Once a financial aid student notifies the school he/she is withdrawing from school or is withdrawn by the teacher, a Return of Title IV Funds calculation is processed by the Financial Aid Coordinator. If the student receiving financial aid does not complete enough clock hours to draw down Pell funds to pay tuition and lab fees, the student then becomes responsible for the outstanding debt.

Financial assistance at Ridge Technical College includes:

AmeriCorps

AmeriCorps is a network of national service programs that engage Americans in intensive volunteer service to meet critical needs in education, public safety, health and the environment. After successfully completing a term of service, AmeriCorps members enrolled in the National Service Trust are eligible to receive an education award. Each Technical College automatically bills the National Service Trust each semester for fees covered by AmeriCorps.

Bureau of Indian Affairs

The Bureau of Indian Affairs is part of the United States Department of the Interior, which provides postsecondary educational opportunities to students of Native American heritage. Qualified students need to contact the Colleges' Financial Aid Coordinator for assistance (www.fgcia.com).

Farmworker

The Farmworker Program is a federally funded form of assistance for students and/or their families who are migrant or seasonal agricultural workers. For further information, please contact their office at 300 E Bridgers Avenue, Auburndale, FL 33823 (863.968.5658).

Federal PELL Grant

This grant is an entitlement from the United States Department of Education which does not require repayment if all criteria are met and maintained. It is designed to provide funds to help eligible students who have a high school diploma or a GED pay for their education after high school. A Pell Grant is awarded to students who qualify according to federal government Title IV guidelines. A student must have a GED or 24-credit high school diploma, be a certificate-seeking student in a 600-clock hour or more program. A student must complete

a FAFSA (Free Application for Federal Student Aid) for each school year attended and provide the necessary documentation to verify financial need. A student who qualifies for aid must sign the appropriate documents to complete the application process. A student will receive an itemized award letter for the current school year. A student's attendance, skill grade, and work habits and attitudes grade will be monitored each month and are critical to meet the established criteria for payment for this funding.

Financial Aid Revenue Scholarship

This Scholarship is a needs-based award for students who have lived in Florida for at least one year prior to enrolling at the college. It covers tuition and laboratory fees only and has very specific requirements that are available in the Financial Aid Office.

Florida Bright Futures Scholarship

This lottery-based state program provides merit scholarships for high school graduates who wish to receive postsecondary training in the state of Florida. It includes the Florida Academic Scholar Award (FAS), the Florida Medallion Scholar Award (FMS), and the Florida Gold Seal Scholar Award (FGSS). A prospective student should provide a copy of his/her award letter to the Financial Aid Coordinator for processing. A qualifying student must meet a program's attendance and academic requirements for continuous funding.

Florida Prepaid College Plan

The Florida Prepaid College Plan is available to students who have paid into this state operated college plan. Each Technical College automatically bills Florida Prepaid each semester for fees covered by the Florida Prepaid College Plan.

Polk County Workforce Development Board (Career Source Polk, Inc.)

This federal program provides assistance to full-time Technical College education students who live in Polk County, are economically disadvantaged, unemployed, long-term laid off workers, or underemployed. Funding will be based on two categories – WIA and TANF. Students have to be enrolled in a high-skill, high-wage program. Students receive career education training that prepares them to enter the workforce. Questions about this financial assistance should be directed to the Financial Aid Coordinator and/or the liaison at each Center for Career Source Polk, Inc.

Scholarships (Business and Industry and Other)

Many businesses, industries and civic organizations donate money for needy students on a yearly or occasional basis. These funds are dispersed to deserving students on a first-come, first-served basis. There are also scholarships and awards from sources outside of the Colleges which are deposited into a trust fund and are administered by the Financial Aid Coordinator according to guidelines of the donating sources.

Veterans' Training

The Bureau of State Approving for Veterans' Training-Division of Veterans' Benefits and Assistance-Florida Department of Veterans' Affairs has approved most of the career programs for veterans' training. Upon meeting the entrance requirements of a specific career education program, a student eligible to receive benefits may enroll, complete the necessary paperwork and receive allowances. A list of programs approved for veterans is available in each Center's Student Services Department.

Addendum for Veterans (New)

On December 31, 2018, the President signed the ‘Veterans Benefits and Transition Act of 2018’ into law. This law requires programs be disapproved for all VA purposes if the school is not in compliance by August 1, 2019. To be in compliance, the policy must adhere to the following (excerpt from 38 USC 3679(e)):

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

- Prevent the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

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

Our institution will adopt this addendum, effective August 1, 2019, and will incorporate this policy into the next revision of our catalog.

Vocational Rehabilitation

Vocational Rehabilitation is a State of Florida agency, which provides financial assistance and training to adults who meet certain criteria for job preparation or retraining. For further information, contact the office at 500 East Lake Howard Drive in Winter Haven, 863.291.5280.

Third Party Funding

Ridge Technical College cooperates with agencies and employers who plan to pay the expenses for a student. The agency/employer is required to submit a written billing authorization at the time of registration to the Business Office. The Business Office will invoice the sponsor for expenses.

Note: Ridge Technical College does **not** participate in any **Title IV Loan** programs.

Ridge Technical College Refund Policy

Job Preparatory Programs

The following guidelines will govern the refund of student fees:

1. A full refund of tuition and fees paid will be granted if administration cancels a class with the exception of cost incurred by applicants to secure required immunizations or medical documentation. Class fees will be refunded by check from the School District for any class canceled by the Technical College. The refund shall be made within forty-five (45) days after the planned start date of the program/class. Any credit card payments will be refunded to the card charged.
2. A refund will be granted if a student withdraws on or before the first day of class. No more than one hundred dollars (\$100.00) of the tuition and fees will be retained by Ridge Technical College.
3. Prorated refunds:
 - a. After the end of the second day of enrollment, tuition refunds will be pro-rated up to thirty (30) days; there will be no refund for application, background check, or consumable lab fees.
 - b. Day Classes: There will be no refund of any fees after thirty (30) school days for full-time students.
 - c. Evening Classes: There will be no refund of any fees after twelve (12) school days for part-time students.
4. Refunds, when due:
 - a. Will be made without requiring a request from the student.
 - b. Will be made within forty-five (45) days from the last day of attendance if written notification of withdrawal has been provided to the school by the student or
 - c. Will be made within forty-five (45) days from the date the school terminates the student or determines withdrawal by the student.
5. Students enrolled who have not visited the college previously, will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
6. A student may choose to apply any refund, as described in this policy, to enroll in other programs during the same academic year.
7. Credit card payments are refunded to the card charged. All other refunds will be issued by check from the School Board of Polk County. Students should allow thirty to forty-five (30-45) days for receipt of a refund check.
8. Early full program completers will not receive a prorated refund. Students who require more paid instruction beyond planned program hours will be eligible for a prorated refund upon program completion.

Continuing Workforce Education Programs

For continuing workforce education classes, no fees will be refunded if the student chooses to withdraw. Class fees will be refunded by check for any class canceled by the Center.

Funding Agency Reimbursement

Reimbursement, based on student completion hours, will be made to a funding agency, if the agency paid tuition and fees (1st or 2nd semester) and the student withdrew.

Note: Pre-paid State Licensure Exam fees will be refunded if the student withdraws prior to taking the exam.

Entry, Transfer and Articulation

Length of Programs/Class Schedules

The regular academic calendar begins August 13, 2018 and ends May 30, 2019. Most day programs at Ridge Technical College meet from 8:00 a.m. until 2:00 p.m., Monday through Friday. Most evening programs at Ridge operate from 5:30 p.m. until 9 p.m.

A specific time for lunch is scheduled for each program and students are advised of this time by a published schedule. All students receive a lunch break of 25 minutes in length. Ridge Technical College is closed campus; therefore, everyone remains on campus for lunch.

Exceptions to time schedules for Ridge Technical College are:

Cosmetology – 8:00 a.m. – 3:00 p.m.

Fire Fighting – 7:00 a.m. – 5:00 p.m. (Monday – Thursday)

Practical Nursing – 7:30 a.m. – 2:30 p.m.

The length of all programs is based on the Polk County School Board (PCSB) 180-day school year. The school year is divided into four 9-week grading periods. A school calendar is approved and published and is located in the back of this catalog.

Orientation

General orientation for the college is conducted on established intake days as followed throughout the year. During orientation, students learn about policies, procedures and services available on campus. As students enter programs on intake days, a program orientation is provided by an instructional staff member. The Student Handbook and other instructional materials are utilized to describe the operation of the colleges and outline students' responsibilities.

Transfer Policy

Students transferring from Ridge Technical College to another institution are encouraged to file their registration and supporting academic documents in the Student Services Department. Transcripts are requested and clock hours of attendance, grades and skills are reviewed for award of credit, time and placement. All transfers are considered on an individual basis when space is available and admission requirements are met.

Within the institution, transfers can be initiated from full-time day programs to corresponding part-time evening programs and vice versa and from one program to another program both day and evening. Transfers are limited as much as possible to the beginning of each nine-week grading period. These transfers have to be approved by instructors, guidance counselors and sometimes administration.

An incoming post-secondary student who has previously attended another accredited post-secondary institution may provide an official transcript for credit/clock hour evaluation. Acceptance of credit/clock hours completed from another institution will be awarded (or transferred) after review and/or demonstration to the new program instructor(s).

Articulation with High Schools and State Colleges

Articulation agreements with high schools and state colleges provide credit for competencies completed in many training programs. Instructors, guidance counselors and administration can provide additional information.

Military Service

Any currently enrolled student at Ridge Technical College who is called to, or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the program at a later date without penalty or withdrawing from the program with a pro-rated refund of tuition and lab fees. The initial application fee and the parking decal charge are not refundable. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. Detailed refund information can be found at the cashier's window.

Other Information

Student Dress Code

The dress and grooming of Polk County Public Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in the public schools of Polk County. All programs at Ridge technical College have specific dress code requirements. Student dress code guidelines can be found in the Student Handbook.

Identification Badges

The wearing of an identification badge is required for each student attending Ridge Technical College. Students must show proof of payment to receive an identification badge. The identification badge is provided to each student for \$5; a replacement badge also costs \$5. Identification badges are purchased each year by new and returning students.

Parking Permits

Student parking permits are required for all students driving to the college. The parking permit will be issued to each student, as needed, at the time identification badges are issued or from the receptionist with a paid receipt. The cost for the parking permit is \$5 and must to be purchased each school year.

Transportation

The School Board of Polk County provides free school bus transportation for secondary students during the regular school term. School bus services are not available for adult students or students attending evening programs.

Visitors

All visitors must obtain and wear a “visitor’s pass” and sign in at the Receptionist Desk. This serves two purposes:

1. Helps visitors to feel welcome
2. Allows staff to identify and assist visitors as needed

After a visitor has obtained a “visitor’s pass” and signed in, he/she is permitted to enter the college as long as his/her visit does not disturb, interfere or disrupt instruction or school business in any manner. If the visitor desires to go on a tour of the campus, an administrative staff member or his/her designee will accompany the visitor.

Textbooks

Students are responsible for purchasing their own books. The college maintains a virtual bookstore website, which may be used to purchase required books. Ridge Technical College’s site is: <http://www.ridge.textbookx.com>. Textbooks for enrolled high school students are provided by the Polk County School District at no cost to the student. Consumables such as workbooks, supplies, etc. that become the student’s own personal property have to be purchased by the student through the virtual bookstore.

Insurance

In-school accident insurance is provided for all students. Additional supplemental school insurance is available for a nominal fee.

Drug-free School Policy

The Colleges provide a safe, orderly and disciplined learning environment free of drugs and violence. Students who desire information on substance abuse prevention should consult with a guidance counselor.

Tobacco Products

Ridge Technical College is a tobacco free campus in accordance with the School Board of County policy.

Grievance Procedure

A student has the privilege to question a decision by a staff member, including allegations of discrimination in any phase of education programs and activities, and the application of rules of behavior, sanctions and other treatment.

The purpose of these procedures is to settle a grievance at the lowest level. The following procedures shall be used to submit a grievance:

1. If a student wishes to question a decision of an instructor or administrator other than the director of the college, the student shall first talk courteously to the instructor or administrator.
2. If the student is not satisfied after talking with the person concerned, the student may submit an appeal, in writing, to the director of the college to review the matter. Such an appeal shall be submitted within three days of the incident.
3. The Director shall investigate the problem and shall render a decision on whether to sustain or overrule the decision of the instructor or administrator. The decision shall be given to the student, in writing, within five days of the written notice of appeal.

4. Any appeals beyond the Director shall be made according to the following order: Assistant Superintendent of Multiple Pathways; Deputy Superintendent, Superintendent; and the School Board of Polk County.

5. If the grievance is not settled at the local level, the student may contact the accreditation agency:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
770.396.3898

Southern Association of Colleges and Schools, Council on Accreditation and School Improvement,
an accreditation division of AdvancED
9115 Westside Parkway
Alpharetta, Georgia 30009 888.413.3669

Attendance Criteria and Grading System

Rationale

Ridge Technical College provides quality training for individuals who choose to prepare for high-skill/high-wage jobs. Programs emphasize a combination of theoretical and vocational knowledge, performance skills, and work habits and attitudes necessary in the workforce. Employers seek workers who demonstrate dependability, ability to work well with others and knowledge of their job. Student success depends upon attendance, punctuality and commitment.

Attendance and Punctuality

In order to obtain the most from a program the student has to be present and on time! Students are held accountable for regular, punctual class attendance, as well as for the constructive use of class time during each school day. Potential employers will inquire not only about a student's performance in the program, but also about attendance. Excessive absences and tardiness could initiate withdrawal from a program.

Excused Absences

Ridge Technical College observes the Code of Student Conduct in determining which absences will be excused and which will not. According to this Code, the following absences will be excused by the school system:

1. Personal illness (within reason)
2. Illness or death in the immediate family
3. Religious holidays
4. Educational trips
5. Trips with parents (pre-arranged)
6. School-sponsored activities
7. Judicial actions
8. Military dependent school age student

Attendance Policy

It is encouraged and expected that all enrolled students attend regularly to derive maximum benefit from the instructional program, and to develop habits of punctuality, self-discipline and responsibility. Students are expected to telephone the instructor when absent according to departmental policy. Attendance requirements in programs that lead to licensure may be stricter than the Colleges' overall attendance policy.

- A high school student may be withdrawn from Ridge if the student accumulates five (5) unexcused absences in a nine-week period or accumulates ten (10) total absences in an 18 week term.
- An adult student may be withdrawn from school if the student is absent five (5) consecutive days and has not initiated a Leave of Absence* or misses 60 hours in a semester.

*A Leave of Absence Request for adult students only, may be granted for up to ten (10) days in a year. Students who exceed the ten-day leave of absence will be withdrawn and must sit out one semester prior to re-enrollment.

Student Leave of Absence Policy

If an adult student needs an extended absence for a legitimate, unforeseen circumstance, he/she may submit a Leave of Absence (LOA) Request to Administration. Only one leave per school year, not to exceed 10 days, will be granted. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993 or other circumstances on a case-by-case basis.

Students taking approved leave retain in-school status. A student who does not return from the approved Leave of Absence will be considered withdrawn. If a Pell eligible student is withdrawn, the Financial Aid Coordinator will process an R2T4 to determine if Pell eligibility is affected. Upon return, students will be expected to make up any missed work.

Criteria for Determining Excused or Unexcused Checkouts and Tardiness

These will be the same as absences per the 2018-2019 Code of Student Conduct. After five (5) absences per grading period, students will be sent to the Assistant Director's office for a conference.

Dismissal

A student may be withdrawn from the college for unsatisfactory conduct, excessive absences, excessive tardiness, or lack of progress.

Student Grades and Progress Reports

All secondary students are evaluated every nine weeks and issued a Report Card published through the Polk County School Board District Office. Grading guidelines for high school students are established by the School Board and the State of Florida. Postsecondary students are evaluated at the end of each course. Records are kept to show tasks that are planned, tasks that are attained and the day of attainment for each task for each nine-week period.

For each OCP attained, an Occupational Completion Point Accomplishment Award is awarded. Certificates of Completion are awarded if a student completes all OCPs of an entire program and attains required basic skill levels.

Program Completion Requirements

Program completion is determined by the satisfactory completion of all program competencies. Meeting required skill levels on the Tests for Adult Basic Education (TABE) and mastery of the program competencies as determined by the instructor, is the standard for determining if a Certificate of Completion is to be issued. Standards of progress are established for each program, which includes: (1) minimum level of quality for each competency; (2) average and maximum time achieving each objective; and (3) attendance/ employability skills standards met.

Polk County Grading Scale

The Polk County grading key below is used in determining letter grades for high school students.

- A (90 - 100%) Outstanding
- B (80 - 89%) Above Average
- C (70 - 79%) Average
- D (60 - 69%) Below Average
- F (0 - 59%) Failing

Veteran's Attendance Policy

- Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as an absence.
- Students exceeding 20% of total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

- In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.
- The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

- Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 70% each quarter (term, quarter, semester, evaluation period, etc.).
- A VA student whose CGPA falls below 70% at the end of any quarter (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
- A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70%.

Veteran's Credit for Previous Education or Training

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

Student Records Disclosure

The School Board of Polk County maintains educational records in accordance with State and federal laws. Copies of the School Board of Polk County Records Policy are available for the public at the District Office.

Withdrawals, Re-Entry and Placement

Adult/Postsecondary Students

Adult students should report their withdrawal intentions to the instructor and counselor. The instructor will complete a Withdrawal Form, submit it to the Student Services Department and, in turn, the counselor will complete an exit interview with the student if possible. Prior to withdrawal, the student should complete an Exit Survey and the student should meet all financial obligations. Failure to do so may result in withholding a transcript and Certificate of Completion.

High School/Secondary Students

High School students' parents or guardians must initiate their withdrawal, and the student must participate in an exit interview with a counselor. Prior to withdrawal, the student should complete an Exit Survey and all financial obligations must be met. Failure to do so may result in withholding a transcript and Certificate of Completion.

Re-entry

A student may re-enter either college in a different term upon administrative approval, if the problem of unsatisfactory conduct, progress, excessive absences or tardiness has been solved.

Employment Assistance

Ridge Technical College assists currently enrolled students and graduates to obtain job placement. Program instructors, in conjunction with advisory committee members and business community contacts, assist with job placement by referring potential employment opportunities and encouraging students to participate in career-related externship experiences.

Student Follow-Up

Students who have exited or completed a program are contacted after several months to determine employment status and training satisfaction.

Commencement Ceremonies

A Commencement Ceremony is held for the college at the end of each school year. All students who have completed a program throughout the school year and high school graduating seniors may participate. The College encourages family and friends to attend these ceremonies. Individual programs conduct commencement ceremonies throughout the year as well.

Part-time Programs and Continuing Workforce Education

Evening Program Information

Many of the Colleges' programs are also offered in the evening, but on a different time schedule that only meets part-time criteria. Evening programs at Ridge Technical College meet from 5:30 p.m. to 9:00 p.m. with a 15-minute break Monday through Thursday. These programs prepare career education students to obtain a job; however, program completion time is typically longer than full-time programs due to the reduced weekly contact hours.

Continuing Workforce Education

Continuing Workforce Education can also be an option for a student who has a job and is updating existing skills or learning new skills to advance in the job. It can assist in testing, evaluating, upgrading and training employees for private industry. These services are designed to assure that individuals are trained quickly to attain skills needed for increased efficiency and greater productivity on the job.

Continuing Workforce Education works with existing, new and future employers in the Central Florida area to provide them with effective, beneficial and economical training. Continuing Workforce Education courses are designed to meet industry's training requirements by providing custom-tailored training to focus on the company's goals and objectives.

Training may be provided in public facilities or in facilities provided by a business or industry. It can be conducted during or after normal hours and instructors may be selected from the college or industry. Flexibility is incorporated to assure the best available training. Fees are reasonable and include registration, tuition and supplies.

Student Services

Career Counseling

The counselors and staff in the Student Services Departments are available to assist you with program information and career counseling. Registration and student files are handled in these offices. Counselors provide services to students in the areas of testing, test interpretation and career development. Counselors also work with students being sponsored for vocational training by special agencies.

Cooperative Education

Adult students may encounter personal situations, which dictate they must be employed. It is possible for a student to transfer to the cooperative education program, go to work and continue to receive credit for tasks on their program task listing. Students interested in this program should consult with their instructor.

Media Center

Media services are available to all students and personnel. Books may be checked out for a period of two weeks and renewed if necessary. Most reference books may be checked out overnight. The Media Center contains reference materials such as encyclopedias, magazines and technical materials (computerized and printed) that support various career education programs. It has different newspaper subscriptions, magazine subscriptions and other Internet capabilities.

Cashier's Window

Tuition and all other fee payments can be made on campus at the Cashier's Window. Payments can be made by cash, Visa, MasterCard, and checks drawn on local banks.

Dining Facilities

In a modern, well-equipped cafeteria, hot meals are served to staff and students. Snacks and beverages are also provided for day and evening staff and students.

Clinic

The care of illness or accidents at school is first-aid only. Students who become ill or injured during the school day may be excused to visit the Clinic. Except in extreme emergency, a student must obtain a pass from his/her instructor before reporting to the Student Services Department for permission to go to the Clinic. If any type of accident occurs, a Student Accident Report must be completed by the instructor and a copy given to the Director's secretary within twenty-four (24) hours of the incident. In case of severe injury to a high school student and the student needs to see a doctor or go to a hospital, the parent(s) or guardian(s) must be notified. If the high school or adult student has school insurance, the Director's secretary completes the Insurance Company form, along with a copy of the Accident Report. These need to be sent with the student to the doctor or hospital.

Career Student Organizations and Associations

Florida Future Educators of America (FFEA)

FFEA provides a forum for students to become aware of career opportunities in education and nurtures their interest in teaching. Each year, there are state conferences for postsecondary chapters and senior high student members and their advisors.



Future Builders of America (FBA)

Future Builders of America (FBA) is a non-profit workforce development student leadership program of the Florida Home Builders Foundation, the charitable arm of the Florida Home Builders Association. The home building industry plays a vital role in Florida's economy and provides the opportunity for Floridians to realize the dream of owning their own home, improving their quality of life and strengthening the family. The mission of the Foundation is to engage in construction educational activities and help youth understand and pursue rewarding careers in home building and related construction trades.



National Association of Practical Nursing Education Service (NAPNES)

NAPNES is the oldest association that advocates the education and practice of practical and vocational nurses. NAPNES has grown to become a multi-disciplinary organization that welcomes not only LP/VNs, but also RNs, MDs, Student Practical Nursing Schools, agencies, organizations, lay community and other individuals that are interested in promoting the professional practice and education of nurses.



National Technical Honor Society (NTHS)

The National Technical Honor Society (NTHS) is a non-profit honor organization for outstanding students enrolled in secondary schools, technical colleges, community colleges, private occupational training institutions, and colleges with technical majors. Qualification for membership is based upon: 1) a desire to pursue a career in the student's program of study; 2) scholastic achievement; 3) honesty; 4) dependability; 5) pride in work performed; 6) responsibility; 7) cooperation and ability to work well with others; 8) interest in learning, initiative, leadership; and 9) citizenship. At least 50% of a student's program must be completed with a competency/grade point average of not less than 3.5 and an attendance record of at least 85%



SkillsUSA

SkillsUSA promotes high standards relative to work ethics, craftsmanship, scholarship and safety while fostering a respect for the dignity of work.

Additionally, SkillsUSA helps students relate their training experiences to the workplace and their search for meaning, identity and achievement. Emphasis is placed upon functions involving labor and management and their interdependence and importance. SkillsUSA participants hone their skills in many trades. Skill development and recognition is fostered through local, regional, state, national, and international programs, competitions and awards. Opportunities to develop leadership skills are provided through workshops and seminars, while competitive activities help develop mastery of trade skills.



Advisory Committees

School Advisory Council (SAC)

A School Advisory Council assists each Center in assessing quality of programs and is composed of business and industry leaders, administrators, instructional and non-instructional staff members and students. The Council advises, makes recommendations to the general operation of the Center, annually revisits the Center's mission and vision and helps the Center in planning and meeting the goals and objectives of the School Improvement Plan. This Council consists of no more than twenty-five (25) members and normally meets several times throughout the school year.

Occupational Advisory Committees

Individual occupational advisory committees are composed of individuals employed in the field or industries related to the training program. These committees are composed of three to ten members and assists program instructors in keeping the program's curriculum up-to-date and current with business and industry standards. The Committee provides input on equipment used for training, to warrant consistency between school and industry, annually reviews the program's mission and analyzes the Florida Department of Education's Curriculum Frameworks and Student Performance Standards with the instructor.

Ridge Technical College Programs

Listed by Technical College Clusters

Adult Education

Applied Academics for Adult Education
English Speakers of Other Languages (ESOL)

Architecture & Construction

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2
Building Trades and Construction Design Technology
Drafting
Electricity

Arts, A/V Technology & Communication

Digital Design

Business Management & Administration

Administrative Office Specialist

Health Science

Massage Therapy
Medical Coder/Biller
Medical Assisting
Pharmacy Technician
Practical Nursing

Hospitality & Tourism

Culinary Arts
Professional Culinary Arts and Hospitality

Human Services

Cosmetology
Facials Specialty
Nails Specialty

Information Technology

Network Support Services

Law, Public Safety & Security

Fire Fighter
Fire Instructor
Fire Safety Inspector

Manufacturing

Welding Technology

Transportation, Distribution & Logistics

Automotive Service Technology 1

Automotive Service Technology 2

Diesel Systems Technician 1

Diesel Systems Technician 2



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Programs

3D Animation Technology

Description

This program prepares students for initial employment in the field of digital media and offers a professional approach to the foundation knowledge and skills needed to be successful. The content includes practical experiences in 3-D animation design and production; specialized skills include story development/preproduction, project management, modeling characters and environments, creating textures, preparing models for motion capture and the use of advanced math and physics software to produce realistic animation. Laboratory Activities: Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry. Occupational Completion Points (OCPs): This program is a planned sequence of instruction consisting of four Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles. The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DIG0060	A	3D Animation Production Assistant	150
DIG0061	B	Modeler	300
DIG0062	C	Text/Artist Rigger	300
DIG0063	D	Animation/Motion Capture Technician	300
		TOTAL	1050

Admission Requirements

This program is available for adult and high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first served basis following a Tests of Adult Basic Education (TABE) assessment and an interview with a Counselor at the Center. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After successfully completing this program, students are eligible to test for the following certifications: Adobe certified Associate (Animate CC), and Autodesk Maya 2017 NCS - Modeling & Simulation (optional) NCS

3D Animation 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee			\$ 246.33
Application Fee			\$ 30.00
Certification/Licensure			\$ -
Student Organization			\$ 20.00
Tools and Supplies			\$ 325.00

<i>Costs Paid to Others</i>	
Books	\$ 128.00
Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -
Total Program Costs	\$ 3,923.33

ADMINISTRATIVE OFFICE SPECIALIST

Description

This program is designed to prepare students for employment as Administrative Office Specialists and it provides supplemental training for persons previously or currently employed. It offers a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision-making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

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

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0030	C	Assistant Digital Production Designer	150
OTA0043	D	Administrative Office Specialist	450
		TOTAL	1050

Admission Requirements

This program is available for adult and high school students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

Students are eligible to test for the Microsoft Office Specialist (MOS) certification.

Administrative Office Specialist 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee			\$ 136.50
Application Fee			\$ 30.00
Certification/Licensure			\$ 300.00
Student Organization			\$ -
Tools and Supplies			\$ 30.00
<i>Costs Paid to Others</i>			
Books			\$ 300.00
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 3,820.50

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

Description

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

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

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of three occupational completion points.

This program is comprised of courses, which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
ACR0000	A	Introduction to HVAC/R	250
ACR0001	B	HVAC/R Fundamentals Assistant	250
ACR0012	C	HVAC/R Service Practices	250
		TOTAL	750

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

During the Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) Program, students are required to test for the following certification: EPA Certified Technician (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act).

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	750	\$2.88	\$ 2,160.00
Lab Fee			\$ 375.50
Application Fee			\$ 30.00
Certification/Licensure			\$ 60.00
Student Organization			\$ 20.00
Tools and Supplies			\$ 1,650.00
<i>Costs Paid to Others</i>			
Books			\$ 375.00
Uniforms			\$ 60.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 4,740.00

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

Description

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

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

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning/refrigeration (HVAC/R) systems.

Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of two occupational completion points. The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any occupational completion point may either continue with the training program or terminate as an occupational completer.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 is a core program. It is recommended that student completes Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1, or demonstrates mastery of the outcomes in that program, prior to enrollment in Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2.

This program is comprised of courses, which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
ACR0013	A	HVAC/R Intermediate Service Practices	250
ACR0044	B	HVAC/R Advanced Service Practices (former Conditioning, Refrigeration and Heating Technician 'Air Conditioning, Refrigeration and Heating Technician	350
		TOTAL	600

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 is a prerequisite for Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2

Licensure/Certification

During the Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2 Program, students are required to test for the following certification: EPA Certified Technician (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act).

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 2019-2020

	Program Length	Tuition Rate	Total Tuition
Tuition	600	\$2.88	\$ 1,728.00
Lab Fee			\$ 300.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 60.00
Student Organization			\$ 20.00
Tools and Supplies			\$ 1,550.00
Costs Paid to Others			
Books			\$ 375.00
Uniforms			\$ 60.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 4,233.00

AUTOMOTIVE SERVICE TECHNOLOGY 1

Description

This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become an entry-level engine repair technician. The program is designed to train students to perform repair and service procedures required to maintain an automobile. The student, by studying the theory of operation and working hands-on with each system (brake, engine, electrical, etc.), will learn entry-level skills for employment in the automotive service industry.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry. The instruction, course of study, facilities, and equipment of this program, has been approved by the National Automotive Technicians Education Foundation (NATEF), meets MAST requirements, and is certified by the National Institute for Automotive Service Excellence Standards of Quality (ASE) for the training of Automobile Technicians.

Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of five Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities

established by the Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AER0014	A	Automobile Services Assistor	300
AER0418	B	Automotive Brake System Technician	150
AER0453	C	Automobile Suspension and Steering Technician	150
AER0360	D	Automotive Electrical/Electronic System Technician	300
AER0110	E	Engine Repair Technician	150
		TOTAL	1050

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After successfully completing Automotive Service Technology 1, students are eligible to take Automotive Service Excellence (ASE) Tests. NATEF approved.

Automotive Service Technology 1 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee			\$ 357.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 300.00
Student Organization			\$ 30.00
Tools and Supplies (Optional)			\$ 1,750.00
<i>Costs Paid to Others</i>			
Books			\$ -
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 5,641.00

AUTOMOTIVE SERVICE TECHNOLOGY 2

Description

This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become an entry-level automotive heating and air conditioning technician. The program is designed to train students to perform repair and service procedures required to maintain an automobile. The student, by studying the theory of operation and working hands-on with each system (transmission, drive-train and air conditioning), will learn entry-level skills for employment in the automotive service industry.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry. The instruction, course of study, facilities, and equipment of this program, has been approved by the National Automotive Technicians Education Foundation (NATEF), meets MAST requirements, and is certified by the National Institute for Automotive Service Excellence Standards of Quality (ASE) for the training of Automobile Technicians.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AER0503	A	Automotive Engine Performance Technician	300
AER0257	B	Automatic Transmission and Transaxle Technician	150
AER0274	C	Manual Drivetrain and Axle Technician	150
AER0172	D	Automotive Heating and Air Conditioning Technician	150
		TOTAL	750

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Automotive Service Technology 1 is a prerequisite for Automotive Service Technology 2

Licensure/Certification

After successfully completing Automotive Service Technology 2 students are eligible to take Automotive Service Excellence (ASE) Tests. NATEF approved.

Automotive Service Technology 2

2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	750	\$2.88	\$ 2,160.00
Lab Fee			\$ 255.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 300.00
Student Organization			\$ 30.00
Tools and Supplies (Optional)			\$ 1,750.00
<i>Costs Paid to Others</i>			
Books			\$ -
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 4,675.00

BUILDING TRADES AND CONSTRUCTION DESIGN TECHNOLOGY

Description

This program emphasizes a hands-on approach to learning. This program focuses on broad, transferable skills, stresses the understanding of all aspects of the construction industry. The content includes but is not limited to applying construction techniques; reading plans and specifications; and developing trade skills in carpentry, masonry, electricity, plumbing and air conditioning. Students will demonstrate such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
BCV 0080	A	Building Construction Assistant	450
BCV 0081	B	Carpentry and Masonry Technician	150
BCV 0082	C	Electrical and Plumbing Technician	150
BCV 0083	D	Building Maintenance Technician	150
		TOTAL	900

Admission Requirements

This program is available for adult and high school students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After successfully completing this program, students are eligible to test for the Masonry Certification Test provided by the National Center for Construction Education and Research.

Building Trades & Construction Design Technology 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	900	\$ 2.88	\$ 2,592.00
Lab Fee			\$ 540.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 80.00
Student Organization			\$ 20.00
Tools and Supplies (Optional)			\$ 350.00
<i>Costs Paid to Others</i>			
Books			\$ 250.00
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 4,022.00

COSMETOLOGY

Description

The purpose of this program is to prepare a person for employment as a cosmetologist. Instruction is designed to qualify students for employment upon successfully passing the Florida cosmetology license examination. Specialized classroom and practical experiences are aligned with a variety of beauty treatments including the care and beautification of the hair, complexion, and hands. Students are given the knowledge, skills, and necessary work experiences for employment at job entry level. Instruction is also designed to qualify students for the Florida Cosmetology Licensing Examination, which requires 1200 hours of instruction.

Content includes equipment use, sanitation and sterilization procedures, hair styling, shampoos and rinses, scalp treatment, haircuts, hair coloring, permanent wave applications, hair straightening, facial treatments, make up, manicures and salon operations.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CSP0009	A	Grooming and Salon Services Core, Facials and Nails	225
COS0002		Cosmetologist and Hairdresser 1	300
COS0003		Cosmetologist and Hairdresser 2	300
COS0009		Cosmetologist and Hairdresser 3	375
		TOTAL	1200

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

Students must pass the Florida State Board of Cosmetology Licensure Exam in order to work in the cosmetology field.

Cosmetology 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1200	\$2.88	\$ 3,456.00
Lab Fee			\$ 612.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 94.00
Student Organization			\$ 30.00
Cosmetology Kit			\$ 755.00
<i>Costs Paid to Others</i>			
Books			\$ 250.00
Uniforms			\$ 150.00
Testing Fee			\$ -
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 5,377.00

DIESEL SYSTEMS TECHNICIAN 1

Description

This program prepares students for employment as bus, truck and diesel engine mechanics, diesel mechanics helpers, mobile heavy equipment mechanics, construction equipment mechanics, and industrial truck mechanics. Training includes maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines and performing diesel engine preventive maintenance.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DIM0101	A	Diesel Engine Mechanic/Technician Helper	150
DIM0102	B	Diesel Electrical and Electronics Technician	300
DIM0104	C	Diesel Engine Technician	300
DIM0105	D	Diesel Brakes Technician	300
		TOTAL	1050

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a Counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After successfully completing the Diesel Systems Technician 1, students are eligible to take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).

Diesel Systems Technician 1

2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee			\$ 262.50
Application Fee			\$ 30.00
Certification/Licensure			\$ 256.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 50.00
<i>Costs Paid to Others</i>			
Books			\$ 400.00
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 4,202.50

DIESEL SYSTEMS TECHNICIAN 2

Description

This program prepares students for employment as bus, truck and diesel engine mechanics, diesel mechanics helpers, mobile heavy equipment mechanics, construction equipment mechanics, and industrial truck mechanics. Training includes maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines and performing diesel engine preventive maintenance.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DIM0103	A	Diesel Engine Preventative Maintenance Technician	150
DIM0106	B	Diesel Heating and Air Conditioning Technician	150
DIM0107	C	Diesel Steering and Suspension Technician	150
DIM0108	D	Diesel Drivetrain Technician	150
DIM0109	E	Diesel Hydraulics Technician	150
		TOTAL	750

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Medium and Heavy Duty Truck and Bus Technician 1 is a prerequisite for Medium and Heavy Duty Truck and Bus Technician 2.

Licensure/Certification

After successfully completing the Diesel Systems Technician 2, students are eligible to take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).

Diesel Systems Technician 2 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	750	\$2.88	\$ 2,160.00
Lab Fee			\$ 187.50
Application Fee			\$ 30.00
Certification/Licensure			\$ 256.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 50.00
<i>Costs Paid to Others</i>			
Books			\$ 400.00

Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -
Total Program Costs	\$ 3,263.50

DRAFTING

Description

This program prepares students for initial employment in the drafting industry and it provides supplemental training for persons previously or currently employed. It concentrates on developing standardized drafting practices related to the drafting, pictorial illustration, and computer aided drafting and modeling using AutoCAD, Revit Architecture, and Solidworks software programs.

Content encompasses planning and preparing sketches and drawings that include fundamental civil drawings, landscape drawings, residential housing, commercial buildings, machine parts and fabrication drawings while focusing on employability skills to insure long-term quality work habits.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	
TDR0070	A	Blueprint Reader	150
TDR0370	B	Drafting Assistant	450
TDR0775	C	Drafting Detailer 1	150
TDR0776		Drafting Detailer 2	150
TDR0570	D	Architectural Drafter	150
TDR0874	E	Civil Drafter	150
TDR0777	F	Mechanical Drafter	150
TDR0875	G	Structural Drafter	150
			1500

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

See the instructor or the technical college's guidance counselor for more information on industry certification.

Drafting Adult 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1500	\$2.88	\$ 4,320.00
Lab Fee			\$ 285.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 94.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 250.00
<i>Costs Paid to Others</i>			
Books			\$ 300.00
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 5,459.00

ELECTRICITY

Description

This program prepares students for employment as entry-level residential and commercial electricians and it provides supplemental training for persons previously or currently employed. Students in this program learn procedures for installing wiring to conduct electricity to lights, appliances, and machines in residential and commercial buildings. They become familiar with blueprint reading, electrical theory, code requirements and circuit calculations.

Program content includes

AC and DC circuits, AC theory and solid state devices, residential and commercial wiring, industrial electronics and wiring, transformers, motors, controls for operation, blueprints and plan symbols, control circuits, tools, materials, methods, employability skills and entrepreneurship awareness.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
BCV0603	A	Electrician Helper	300
BCV0640	B	Residential Electrician	450
BCV0652	C	Commercial Electrician	450
		TOTAL	1200

Admission Requirements

This program is available for adult and high school students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After successfully completing this program, students are eligible to test for the: National Center for Construction Education and Research (NCCER) Core, Electricity Level I and Electricity Level II Certifications upon completion of NCCER requirements.

Electricity 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1200	\$2.88	\$ 3,456.00
Lab Fee			\$ 372.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 150.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 395.00
<i>Costs Paid to Others</i>			
Books			\$ 250.00
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 4,683.00

FACIALS SPECIALTY

(Note: This program only meets Monday-Thursday from 5:30-9:00 PM)

Description

This program prepares students for employment as registered Facials/Skin Care Specialists. The content includes communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facials specialist and the related chemistry; bacteriology,

anatomy and physiology; and development of skills in performing the techniques required in the practice of facial specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CSP0265	A	Facials/Skin Care Specialist	260
		TOTAL	260

Admission Requirements

This program is available for adult who are interested in technical college education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first- served basis following an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications

After successfully completing this program, students are eligible to register for a Facials Specialty Certification.

Facials 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	260	\$2.88	\$ 748.80
Lab Fee/Kit			\$ 468.00
Application Fee			\$ 30.00
Student Organization			\$ 30.00
<i>Costs Paid to Others</i>			
Books			\$ 250.00
Uniforms			\$ 150.00
Certification/Licensure			\$ 75.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 1,751.80

FIRE FIGHTER I/II

Description

This program provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for employment as Fire Fighters. The fire fighter program content includes orientation to fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency medical techniques, water supplies, principles of in-service inspections, safety, controlled burning and employability skills. Additionally, this is an instructional program that prepares individuals to provide initial care to sick or injured persons.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
FFP0010	A	Fire Fighter I	206
FFP0020	B	Fire Fighter II	192
		TOTAL	398

Admission Requirements

Students entering the program must be at least 18 years of age and have a high school diploma or its equivalent (GED). Students must also have a valid driver license. Students must have a physical exam within the last six months and be able to pass a physical agility test provided by the Ridge Fire Academy. In addition, students must pass a criminal background check. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Certification/Licensure

After successfully completing this program, students will be eligible to take the Florida Bureau of Fire Standards and Training test to become a certified Fire Fighter. This test is required to work as a Fire Fighter in the state of Florida

Fire Fighting 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	485	\$2.88	\$ 1,396.80
Supplemental Tuition	87	\$2.88	\$ 250.56
Lab Fee			\$ 1,200.00

Application Fee	\$ 30.00
Certification/Licensure	\$ 30.00
Student Organization	\$ -
Tools and Supplies	\$ 800.00
<i>Costs Paid to Others</i>	
Books	\$ 150.00
Uniforms	\$ 85.00
Background	\$ 156.00
Estimated Medical	\$ 145.00
Total Program Costs	<u>\$ 4,243.36</u>

MASSAGE THERAPY

Description

Students will develop the theoretical and manual skills of Swedish massage through lecture, technique demonstration and student practicum. Basic Swedish massage therapy and allied modality instruction includes basic Swedish strokes, hydrotherapy and spa techniques, hot stone massage, stretching and joint manipulation, oriental therapies and other specialized massage therapies.

Course of Study:

	Classroom Hours
Orientation to RTC and Massage Therapy Program	11
Demonstrate Recommended Safety, Hygiene and Health Practices	34
Demonstrate Knowledge and the Ability to Communicate	45
Acquiring Knowledge of Anatomy, Physiology, Pathology and Kinesiology	200
Exhibit and Understand Basic Massage History, Theory, and Techniques in the Clinical Performance of Swedish massage	295
Utilizing Allied Massage Modalities	90
Explain and Perform Hydrotherapy Techniques	15
Demonstrate Knowledge of Basic Business Practices, Standards and Ethics in massage practice	21
Demonstrate Knowledge of Florida State Statutes and Rules (F.S. 480, 456 Chapter 64B7)	10
Preparing for Florida State Massage Therapy Examination	29

This program is approved by the Florida Department of Health, Division of Medical Quality Assurance and the Florida Board of Massage Therapy

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of two concurrently taught Occupational Completion Points. The exit point for this program that is linked to an occupational/job title is completion of 750 hours.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
MSS0204	A	Massage Therapist 1	375
MSS0209	B	Massage Therapist 2	375
		TOTAL	750

Admission Requirements

Students must be at least 18 years of age and have a high school diploma or GED. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment (if applicable) and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

Upon successful completion of this program, graduates will be eligible to take the State of Florida approved licensure exam. After successfully passing this licensure exam, graduates may apply for a Florida Massage Therapist License. Licensed graduates, after performing 250 hours of hands-on professional experience, are eligible to sit for the Board Certification Exam for therapeutic Massage and Bodywork (BCETMB) given by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Massage Therapy 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	750	\$2.88	\$ 2,160.00
Lab Fee			\$ 420.00
Application Fee			\$ 30.00
Student Organization			\$ 30.00
Tools and Supplies			\$ -
<i>Costs Paid to Others</i>			
Books			\$ 320.00
Uniforms			\$ 110.00
Licensure Exam			\$ 265.00
Fingerprinting for Licensure			\$ 110.00
Initial License			\$ 155.00
Background			\$ 60.00
Estimated Medical			\$ 60.00
Total Program Costs			\$ 3,720.00

Medical Assisting

Description

Training includes learning how to assist with in many aspects of patient care including administering medication injections, performing venipuncture, emergency procedures, and basic lab tests, as well as assisting the physician during patient examinations. Additional medical office training consists of administration skills such as electronic medical records, insurance coding and billing, appointment scheduling, and office finances.

An unpaid externship at a physician's office or medical clinic is required to complete the program. This program is offered through traditional classroom instruction.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the Secondary program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
MEA0002	B	Introduction to Medical Assisting	250
MEA0501	B	Medical Office Procedures	75
MEA0521	C	Phlebotomist, MA	75
MEA0543	D	EKG Aide, MA	75
MEA0581	E	Clinical Assisting	230
MEA0530		Pharmacology for Medical Assisting	90
MEA0573		Laboratory Procedures	125
MEA0506		Administrative Office Procedures	90
MEA0942		Practicum Experience	200
		TOTAL EKG Aide, MA	1300

Admission Requirements

This program is available for adult students who are 18 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution.

Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a Counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After program completion students take the following:

- Registered Medical Assistant (RMA), American Medical Technologist (AMT)

Medical Assisting 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1300	\$2.88	\$ 3,744.00
Lab Fee			\$ 299.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 220.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 229.00
<i>Costs Paid to Others</i>			
Books			\$ 449.00
Uniforms			\$ 238.00
Finger Printing			\$ 60.00
Background			\$ 60.00
Estimated Medical			\$ 500.00
Total Program Costs			\$ 5,859.00

MEDICAL CODER/BILLER

Description

This program prepares students for employment as entry-level medical coder/billers.

This program includes the Health Technical College's Core, provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes and general employability skills. The content includes medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures and basic data processing.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HIM0009	A	Introduction to Health Information Technology	90
HIM0091	B	Medical Coder/Biller I	350
HIM0092		Medical Coder/Biller II	350
HIM0093		Medical Coder/Biller III	320
		TOTAL	1110

Admission Requirements

This program is available for adult students who are 18 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After successfully completing this program and having two or more years of work experience, students may take the Coding Specialist Certification Examination given by the American Health Information Management Association (AHIMA) and earn the title of Certified Coding Associate (CCA) or Certified Coding Specialist-Physician-based (CCS-P); or a certification exam for coders with expertise in physician-based settings which leads to the title of Certified Professional Coder (CPC) or Certified Professional Coder Hospital (CPC-H).

Medical Coder / Biller 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1110	\$2.88	\$ 3,196.80
Lab Fee			\$ 166.50
Application Fee			\$ 30.00
Certification/Licensure			\$ 850.00
Student Organization			\$ 30.00
Tools and Supplies			\$ -
<i>Costs Paid to Others</i>			
Books			\$ 1,300.00
Uniforms			\$ 105.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 5,678.30

NAILS SPECIALTY

(Note: This program only meets Monday-Thursday from 5:30-9:00 PM)

Description

This program prepares students for employment as registered Manicurists and Pedicurists. The content includes communication; leadership; human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; knowledge of the nails specialist and related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CSP0015	A	Manicurist and Pedicurist	240
		TOTAL	240

Admission Requirements

This program is available for adult who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first- served basis following an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications

After successfully completing this program, students are eligible to register for a Nails Specialty Certification.

Nails Specialty

2019-2020

Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	240	\$2.88	\$ 691.20

Lab Fee/Kit	\$ 347.00
Application Fee	\$ 30.00
Student Organization	\$ 30.00
Costs Paid to Others	
Books	\$ 225.00
Uniforms	\$ 150.00
Certification/Licensure	\$ 75.00
Background	\$ -
Estimated Medical	\$ -
Total Program Costs	\$ 1,548.20

NETWORK SUPPORT SERVICES

Description

This program is designed to prepare students for employment as a network technician. It offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions. The content includes instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

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

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
EEV0504	B	Computer Support Assistant	150
CTS0022	C	Network Support Help Desk Assistant	150
CTS0023	D	Network Support Administrator	150
CTS0024	E	Senior Network Administrator	150
CTS0029	F	Wireless Network Administrator	150
EEV0317	G	Data Communications Analyst	150
		TOTAL	1050

Admission Requirements

This program is available for adult and high school students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications

After successfully completing this program, students are eligible to test for the following certifications or licenses: Cisco Certified Entry Networking Technician (CCENT), CompTIA Network+, CompTIA A+

Network Support 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee			\$ 147.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 350.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 11.00
<i>Costs Paid to Others</i>			
Books			\$ 150.00
Uniforms			\$ 100.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 3,842.00

PATIENT CARE TECHNICIAN

Description

This program prepares students for employment as Patient Care Technicians. It offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Laboratory Activities

Students will perform nursing skills in a clinical setting for approximately one-half of the program, under the supervision of a qualified registered nurse instructor. The recommended teacher/student ratio in the clinical area is 1:12. Clinical learning experiences must correlate with didactic instructional and laboratory experiences.

Occupational Completion Points (OCPs)

This program is a planned sequence of instruction consisting of seven Occupational Completion Points. OCPs provide a student with early completion training options linked to employment opportunities established by the

Florida Department of Education based on the Standard Occupational Classification (SOC) system and accepted industry titles.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
HCP0121	B	Nurse Aid and Orderly (Articulated)	75
HCP0332	C	Advance Home Health Aid	50
HCP00200	D	Patient Care Assistant	75
HCP0016	E	Allied Health Assistant	150
MEAS0580	F	Advance Allied Health Assistant	100
PRN0094	G	Patient Care Technician	60
		TOTAL	600

Admission Requirements

Students must be at least 18 years of age and have a high school diploma or GED. Students are accepted on a first-come, first-served basis following a Tests of Adult Basic Education (TABE) assessment and an interview with a Counselor. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure and Certifications

After successfully completing the core of this program, students are eligible to take the National health Care Foundation Skill Standards Assessment with instructor approval and the completion of a portfolio and a Certified Patient Care Technician (CPCT) National Examination available through the National Healthcare Association.

Patient Care Technician 2019-2020

Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	600	\$2.88	\$ 1,728.00
Lab Fee		\$0.46	\$ 276.00
Application Fee			\$ 30.00
Certification/Licensure			\$
Student Organization			\$ 30.00
Tools and Supplies			\$ 126.00

Costs Paid to Others

Books	\$ 332.63
Uniforms	\$ 193.50
Certification/Licensure	\$ 255.00
Finger Printing	\$ 60.00
Background	\$ 60.00
Estimated Medical	\$ 560.00

Total Program Costs

\$ 3,651.13

PHARMACY TECHNICIAN

Description

This program prepares students for employment as Pharmacy Technicians in a hospital, clinic or retail pharmacy. The content includes safe and efficient work practices, legal and ethical responsibilities. The program also introduces medical terminology, medicinal drugs, pharmaceutical compounding, sterile techniques, maintenance of inventory, IV preparation and prepackaging of unit dose medications.

It focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Health Care Industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
PTN0084		Pharmacy Technician 1	360
PTN0085		Pharmacy Technician 2	300
PTN0086	B	Pharmacy Technician 3	300
		TOTAL	1050

Admission Requirements

Students must be at least 16 years of age. Students must be 18 years of age to participate in retail and hospital internships. A high school diploma or GED is not required for admission. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment (if applicable) and an interview with a counselor. Students must also obtain a clear criminal background check, complete a medical and 10-panel drug screening, and document health immunizations and any other health requirements. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

Upon completion of this program, students are eligible to take the National Pharmacy Technician Certification Exam (CPhT) and must register with the Florida Board of Pharmacy to obtain registration to work as a pharmacy technician.

Pharmacy Technician 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee			\$ 336.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 234.00
Student Organization			\$ 30.00
Tools and Supplies			\$ -
<i>Costs Paid to Others</i>			
Books			\$ 260.00
Uniforms			\$ 118.50
Background			\$ 60.00
Estimated Medical			\$ 500.00
Total Program Costs			\$ 4,592.50

PRACTICAL NURSING

Description

This program includes nursing theory and practice, with students acquiring clinical experience at area hospitals and medical facilities. The content includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing. Additionally, content includes individual, family and community health concepts, nutrition, human growth and development, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medicines and legal aspects of practice.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
PRN0098	A	Practical Nursing Foundations 1	300
PRN0099	B	Practical Nursing Foundations 2	300
PRN0291		Medical Surgical Nursing 1	300
PRN0292		Medical Surgical Nursing 2	300
PRN0690		Comprehensive Nursing and Transitional Skills	150
		TOTAL	1350

Admission Requirements

This program is available for adult and high school students who are 18 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

The Practical Nursing program is approved by the Florida State Board of Nursing. Upon completion of this program, students are eligible to apply to take and pass the licensure examination for Practical Nurses, NCLEX-PN to be employed as a Licensed Practical Nurse (LPN).

Practical Nursing 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1350	\$2.88	\$ 3,888.00
Lab Fee			\$ 918.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 410.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 248.00
<i>Costs Paid to Others</i>			
Books			\$ 633.00
Uniforms			\$ 286.50
Background			\$ 60.00
Estimated Medical			\$ 560.00
Total Program Costs			\$ 7,063.50

PROFESSIONAL CULINARY ARTS AND HOSPITALITY

Description

The program covers all facets of working in the food service environment. Students acquire skills in preparation and serving of foods in all types of establishments in the food service industry. Instruction is also provided in recipe use/development, commercial tools/equipment and operational systems. Creativity, critical thinking skills, principles of nutrition and menu planning/development, communication, leadership, human relations and employability skills, and safe, efficient work practices are also areas of study.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HMV0100	A	Food Preparation	300
HMV0170	B	Cook, Restaurant	300
HMV0171	C	Chef/Head Cook	300
HMV0126	D	Food Service Management	300
		TOTAL	1200

Admission Requirements

This program is available for adult students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

During the program, students can take the Food Handler Training and certify as a Food Handler issued by ServSafe. Following successful completion of the program, students may choose to test for certification as a Certified Food Manager issued by the International Food Service Executive Association or as a Certified Professional Food Manager issued by the National Restaurant Associate Education Foundation.

Professional Culinary Arts & Hospitality 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1200	\$2.88	\$ 3,456.00
Lab Fee			\$ 360.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 70.00
Student Organization			\$ -
Tools and Supplies			\$ 30.00
<i>Costs Paid to Others</i>			
Books			\$ 150.00
Uniforms			\$ 150.00
Background			\$ -
Estimated Medical			\$ -
Total Program Costs			\$ 4,276.00

WELDING TECHNOLOGY

Description

This program prepares students for employment as welders in the fabrication and repair industry as well as the construction industry and it provides supplemental training for persons previously or currently employed.

This program combines classroom instruction with hands-on laboratory experiences to teach students to weld and cut metal by the oxyacetylene and electric arc methods. Students will become knowledgeable about the inert gas-shielded welding methods (MIG & TIG). Students will learn techniques of metal layout and fabrication through the use of special hand tools and machines. “AWS” and “AISI” standards are used to appraise welding performance. The content includes leadership, communication skills, human relations and employability skills, and safe and efficient work practices.

Laboratory Activities

Laboratory activities are an integral part of this program. The instructional processes, tools and materials used in this laboratory are similar to those used in industry.

Occupational Completion Points (OCPs)

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
PMT0070	A	Welder Assistant 1	150
PMT0071		Welder Assistant 2	150
PMT0072	B	Welder, SMAW 1	150
PMT0073		Welder, SMAW 2	150
PMT0074	C	Welder	450
		TOTAL	1050

Admission Requirements

This program is available for adult and high school students who are 16 years of age or older, who are interested in technical college education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Licensure/Certification

After successfully completing this program, students are eligible to test for the American Welding Society (AWS) certification.

Welding Technology 2019-2020

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee			\$ 525.00

Application Fee		\$ 30.00
Certification/Licensure	\$ 100.00	
Student Organization		\$ 30.00
Tools and Supplies		\$ 180.00
Costs Paid to Others		
Books	\$ 200.00	
Uniforms		\$ 150.00
Background		\$ -
Estimated Medical		\$ -
Total Program Costs		\$ 4,239.00

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

Description

This program provides adults remediation in reading, math and language to assist them in improving their scores on the Test of Adult Basic Education (TABE) and meet basic skill level requirements for a Certificate of Completion in their technical college education program. There is no set program length. This individualized program is prescribed and students work at their own pace until they can test at the Certificate of Completion basic skills level for the technical colleges education program for which they have applied. Students use a variety of media including print, computers and audio-visual. This program is non-graded and characterized by an open-entry/open-exit concept, self-paced instructional modules and performance-based evaluation.

Classroom Activities

Classroom activities are an integral part of this program.

Program Structure

The program encompasses a combination of the following instructional components:

- A. Technical Colleges Assessment and/or Referral
- B. Basic Skills Related Instruction
 - 1) Reading
 - 2) Language
 - 3) Mathematics
 - 4) Study and Reference Skills
- C. Other Related Instruction (as needed)
 - 1) Science
 - 2) Social Studies
 - 3) Advanced Mathematics
- D. Complementary Skills
- E. Basic Computer Literacy

Program procedures encompass the following:

- A. Interviewing and goal setting
- B. Diagnosing learning difficulties: basic skills assessment is performed for each student by personnel trained in

AAAE concepts and program procedures to identify needs in each of the instructional components. The basic skills assessment instruments are listed in Rule 6A-10.040, FAC.

- C. Prescribing individualized instruction.
- D. Managing learning activities.
- E. Evaluating student progress.

Admission Requirements

Placement into this program is based on results of the Test of Adult Basic Education (TABE).

ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Purpose

The purpose of the Adult ESOL program is to assist immigrants and other individuals who are English language learners in: improving their reading, writing, speaking, listening, and comprehension skills in English, mathematics skills and provide an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship. In addition, the Adult ESOL program is designed to lead to attainment of a secondary school diploma or its recognized equivalent; and transition to postsecondary education and training; or employment. Adult Education and Family Literacy Act (AEFLA), Title II, Section 202, Workforce Innovation and Opportunity Act (WIOA), 2014.

Classroom Activities

Classroom activities are an integral part of this program.

STUDENTS

The Adult Education and Family Literacy Act supports English language learners in the attainment of the following goals:

- Improve their literacy skills in English
- Obtain knowledge and skills for employment and economic self-sufficiency
- Participate in the educational development of their children
- Improve economic opportunities for their families
- Understand the rights and responsibilities of citizenship

Students eligible to enroll in the Adult ESOL course are those who:

- Are age 16 years or older
- Have officially withdrawn from the K12 educational system
- Demonstrate skills below the exit score of level 6 as measured by FDOE-approved assessments



2019-2020 POLK COUNTY SCHOOL CALENDAR FOR STUDENTS, TEACHERS AND PARAEUCATORS
Revised at the January 22, 2019 School Board Meeting.
 Dates are subject to change.

Events	Dates
Teacher Work Days – August 5, 8 and 9 Staff Development Days – August 6 and 7 (Contact Day) (No unpaid training/workdays are to be scheduled before August 5, 2019)	Monday, August 5 – Friday, August 9, 2019
STUDENT Orientation Day/Paraeducator First Work Day	Thursday, August 8, 2019
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 12, 2019
HOLIDAY (Labor Day) – STUDENT, Teacher (Paid), Paraeducator (Paid)	Monday, September 2, 2019
Interim Report (22 nd Day – September 11, 2019)	Distribute Week of September 9-13, 2019
Staff Development Day (Data Day), HOLIDAY – STUDENT and Paraeducator	Monday, September 16, 2019
FTE Week	Monday-Friday, October 7-11, 2019
End of First 9-Week Grading Period	Friday, October 11, 2019
Teacher Work Day, HOLIDAY – STUDENT and Paraeducator	Monday, October 14, 2019
Grades Due	Tuesday, October 15, 2019
Distribute Report Cards (9 Weeks)	Friday, October 25, 2019
HOLIDAY (Veterans Day) – STUDENT, Teacher, and Paraeducator	Monday, November 11, 2019
Interim Report (22 nd Day – November 15, 2019)	Distribute Week of November 11-15, 2019
HOLIDAY – STUDENT, Teacher and Paraeducator (Paid 11/28 and 11/29)	Monday-Friday, November 25-29, 2019
Storm Day Make-Up Days (As needed)	Monday & Tuesday, Nov. 25 and 26, 2019
END OF FIRST SEMESTER/Last Day of Second Grading Period	Friday, December 20, 2019
Last School Day before Winter Break	Friday, December 20, 2019
Teacher Work Day, HOLIDAY – STUDENT and Paraeducator	Friday, January 3, 2020
STUDENTS and Paraeducators Return after Winter Break	Monday, January 6, 2020
Grades Due	Thursday, January 9, 2020
Distribute Report Cards (9 weeks)	Friday, January 17, 2020
HOLIDAY (Dr. Martin Luther King, Jr. Day) – STUDENT, Teacher (Paid), Paraeducator (Paid)	Monday, January 20, 2020
FTE Week	Monday-Friday, February 3-7, 2020
Interim Report (24 th Day – February 10, 2020)	Distribute Week of February 10-14, 2020
Teacher Staff Development Day, HOLIDAY – STUDENT and Paraeducator (Storm Make-up day, if needed)	Friday, February 14, 2020
HOLIDAY (Presidents' Day) – STUDENT, Teacher (Paid), Paraeducator	Monday, February 17, 2020
End of Third 10-Week Grading Period	Friday, March 13, 2020
Grades Due	Tuesday, March 17, 2020
SPRING BREAK	Monday-Friday, March 23-27, 2020
Distribute Report Cards (9 Weeks)	Monday, March 30, 2020
No School for STUDENTS, Teachers and Paraeducators	Friday, April 10, 2020
Interim Report (24 th Day – April 27, 2020)	Distribute Week of April 27 – May 1, 2020
GRADUATION	April 29 – May 28, 2020
HOLIDAY (Memorial Day) – STUDENT, Teacher, Paraeducator	Monday, May 25, 2020
LAST DAY FOR STUDENTS/EARLY DISMISSAL – End of Fourth 10-Week Grading Period – Last Work Day for Paraeducators	Thursday, May 28, 2020
Teacher Work Day	Friday, May 29, 2020

Designated Storm Make-Up Days: 11/25/19, 11/26/19, 2/14/20 and 5/28/20.

Reminder: Non-Refundable Travel Tickets Should Not Be Purchased In The Event That Storm Days Are Used As Student Attendance Days and/or Teacher Work Days.

Information on Student Testing/Assessment dates (FL Standards Assessments (FSA), End-of-Course (EOC) Exams, etc.) is available through the Assessment, Accountability & Evaluation Office and is located on the District website at <https://polkschoolsfl.com/assessment/>.

The following dates have been chosen as the seven Student Early Dismissal days for school year 2019-2020:

- Wednesday, September 11, 2019
- Wednesday, October 23, 2019*
- Wednesday, November 6, 2019*
- Wednesday, January 15, 2020*
- Wednesday, February 5, 2020
- Wednesday, March 11, 2020
- Wednesday, April 22, 2020

* Designated for Staff Development

Thursday, May 28, 2020, the last day for students, will also be a Student Early Dismissal Day (subject to change).

Florida Statute, Title XLVII, Chapter 1009.27 Deferral of fees.—

(1) School districts, Florida College System institutions, and state universities may defer tuition and fees for students receiving financial aid from a federal or state assistance program when the aid is delayed in being transmitted to the student through circumstances beyond the control of the student. The failure to make timely application for the aid is an insufficient reason to receive a deferral of fees.

(2) Any veteran or other eligible student who receives benefits under chapter 30, chapter 31, chapter 32, chapter 33, chapter 34, or chapter 35 of Title 38, U.S.C., or chapter 106 of Title 10, U.S.C., is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits.

(3) Each school district, Florida College System institution, and state university is responsible for collecting all deferred fees. If a school district, Florida College System institution, or state university has not collected a deferred fee, the student may not earn state funding for any course for which the student subsequently registers until the fee has been paid.

RIDGE

technical college



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