



***Comprehensive Catalog***  
***2021-2022***



[www.ridge.edu](http://www.ridge.edu)





**POLK COUNTY  
PUBLIC SCHOOLS**

STUDENTS FIRST

## POLK COUNTY PUBLIC SCHOOLS Superintendent of Schools



### School Board Members



William Allen  
District 1



Lori Cunningham  
District 2



Sarah Fortney  
District 3



Sara Beth Reynolds  
District 4



Kay Fields  
District 5



Lynn Wilson  
District 6



Lisa Miller  
District 7



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## A Message from the Director

Thank you for choosing Ridge Technical College (RTC). We are grateful you have chosen us for your training and education. These are unique times for all of us as we navigate this new normal that we have been presented. RTC will continue to take steps to reduce the risk of COVID-19 for every member of our school community.

The risk of spreading the virus has presented many challenges for RTC, our programs, clinical partners, and foodservice as we approach the beginning of the 2021-2022 school year.

RTC will be responding to those challenges as we reach out to you to; Advise you of some significant changes to how we deliver training. To inform you of some of the day-to-day expectations you will be required to adhere to.

## PLEASE READ CAREFULLY THE CHANGES AND INFORMATION

### Health and Safety

Exposure to the coronavirus and contracting COVID-19 can result in severe illness and in some cases, death to those who contract it. Students may face an increased likelihood of serious illness if they have certain pre-existing medical conditions like disorders and diseases related to any lung and other major organ problems; diabetes, high blood pressure, and asthma. Medical experts may not have entirely determined all health and safety risks associated with COVID-19.

Students are responsible for considering their health status and increased risk factors inherent with attending classes, including the risk of exposure to the coronavirus and contracting and transmitting COVID-19

Students must adhere to RTC expectations intended to minimize the risk of COVID-19 consistent with health and safety guidelines including, but not limited to limitations on mass gatherings, practicing physical distancing as recommend by the CDC and wearing an appropriate face covering.

Students shall be required to submit to symptom checking, daily self-screening and COVID-19 testing as necessary in order to attend class. Failure to comply with this requirement may result in disciplinary action, including removal from campus.

Students must immediately notify the appropriate RTC staff of positive COVID- 19 test status or contact from Florida Department of Health about exposers and instruction to isolate. Failure to comply with this may result in disciplinary action, including removal from campus.

Students must comply with RTC direction requiring quarantining isolation and separation. At any time, RTC may request or require the student to leave campus when that student continued presence on campus pose a health or safety risk for other students and staff.

Students must comply with all health and safety laws, orders, ordnances, policies, regulations

and guidelines adopted by RTC related to COVID-19. This guidance may evolve as circumstances warrant.

#### Scheduling model-Virtual and Face to Face if necessary

Students will be scheduled to participate in two modules weekly.

Virtual-Whereby assignments will be completed away from campus. The program instructor will schedule these assignments and will conduct these assignments online virtually.

Face-to-face students will report to school on a scheduled day and work in the Lab with an instructor. We ask that all students comply with the instructor. We ask all students to supply their face covering.

#### Breakfast and lunch

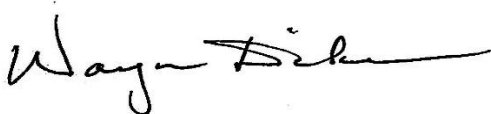
RTC cafeteria will be available for lunch. We ask all students to report to the cafeteria at their scheduled lunch time. Information regarding the time of your lunch will come from your teacher. Students are being asked to utilize the patio area, the classroom and the dining room of the cafeteria if adequate space is available. Additional picnic benches will be made available during the school year.

#### Tuition and Fees

All students will be responsible for their fees and tuition, whether the program is Face to Face or Virtual. The refund policy will be in effect as listed in the catalog.

Again, we are excited that you have chosen Ridge Technical College to pursue your education. If you have any questions, please do not hesitate to contact us at 863-419-3060.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne Dickens", with a stylized flourish at the end.

Wayne Dickens ED. D.  
Director

## SCHOOL PROFILE

In 1972, the General Advisory Committee of Polk Vocational-Technical Center conceived the need for a new 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. The site of approximately 52 acres was selected in 1975. It 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 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 completed to accommodate a new program – Fire Fighting. The facilities included not only the building but also a burn building and burn tower. For the following 25 years, no construction occurred until 2008 when a new two-story, 40,000 square feet Health Science Building was built. Additionally, an expansion to the Fire Fighting facilities included a new four-story burn tower, a pavilion with restrooms, a storage area used for a rehabilitation area and stadium lighting to assist in conducting evening programs. Over \$10 million was invested between these two projects. As part of this expenditure, training equipment, tools and furnishings were also purchased to provide the latest in technology for instructional use. Presently, the College has 15 buildings on its campus.

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. The school has grown in size physically and 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 of whom 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 workforce 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 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.

Ridge's philosophy is 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. Via the program's learning experiences, at the prescribed rate, focus on students 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 skilled workers in their trade or business and 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 institution's operation 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 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, 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 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 practical work habits which contribute to successful employment.

It is realistic to assume that occupational education is based on individual interests and gives meaning through application to the basics in the educational experience, enhancing 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 Cognia.

Cognia  
9115 Westside Parkway  
Alpharetta, GA 30009  
888.413.3669 [www.advanc-ed.org](http://www.advanc-ed.org)



## ADMINISTRATION

Dr. Wayne Dickens  
Director  
BA Florida A&M University  
M. Ed. Nova Southeastern University  
D.Ed. Nova Southeastern University

Jose Rosario  
Assistant Director  
BA University at Albany, NY  
M.Ed. University of South Florida

Paul Garrison  
Assistant Director  
BS University of Alabama  
BS University of South Florida  
M. Ed. Nova Southeastern University

## SUPPORT STAFF

Wanda Desiree  
School Cashier

Mel Kouch  
MIS System Analyst

Shelly Gamwell  
Business Office

Darlene Lyon  
Para/Media Specialist

Wendy Gutierrez  
Health Science Secretary

Jane Moore  
Secretary to Director

Mary Horner  
Business Office

Denise Rivera  
Guidance Secretary

Terry Jayroe  
Terminal Operator

Cynthia Webb  
Guidance Secretary

## PROFESSIONAL-TECHNICAL STAFF

Mary Santos  
Senior Coordinator of Health Science  
BA  
MA Webster University  
MA University of Phoenix  
Online High Education Learning Cert  
Ph. D. Walden University  
District Certification

Angel Kovach  
Coordinator Financial Aid  
Bachelors, Polk State College  
District Certification

## GUIDANCE COUNSELORS

Marcus Franklyn  
Guidance Counselor  
BA Mississippi State University  
MSC Norfolk State University

Renee Waller  
Guidance Counselor  
MS Webster University of Saint Louis





## FULL-TIME INSTRUCTIONAL STAFF

Denise Cothorn  
Medical Coder/Biller Instructor  
Polk State College  
Certified Coding Specialist  
District Certification

Steve Dilorenzo  
Commercial Foods and Culinary Arts Instructor  
BA Webster University  
Culinary Arts Certification  
Food & Nutrition Certification  
District Certification

George Dorr, Jr.  
Network Support Systems Instructor  
BA Webber College  
Network Support Services Masters, Nova University  
A+ Compia  
Network + Compia  
District Certification

Gary Dunn Instructor  
Digital Design  
BA University of South Florida  
District Certification

Dawn Edinger  
Science Teacher  
BS Microbiology University of South Florida  
MS University of South Florida  
State Certification

Phillips Edwards  
Electricity Instructor  
District Certification

Toni Elliott  
Workplace Essentials Teacher  
BA Florida Southern College  
State Certification

Jennifer English  
Pharmacy Technician Instructor  
District Certification

Melissa Gonzalez  
Cosmetology Instructor  
Licensed Cosmetologist  
District Certification

George Milliken  
Building Trades and Construction Design Instructor  
BS Western Kentucky University  
MBA Webster University  
State Certification  
District Certification

John Nalley  
Welding Technology Instructor  
American Welding Society (AWS)  
Structural Welding  
District Certification

Marisol Ocasio  
Administrative Office Specialist Instructor  
BA Universidad de Puerto Rico  
MA Universidad Interamericana  
State Certification

Sherry Owes  
Academic Lab and ESE

April Peterson  
Cosmetology Instructor  
Licensed Cosmetologist  
District Certification

Sharon Phillips  
Massage Therapy Instructor  
District Certification

Yamile Portales  
Math Teacher  
BS Instituto Superior José Antonio Echevarría  
State Certification

Veraanuth Ramdass  
Electricity Instructor  
Hilda Ringley  
Adult ESOL Teacher  
BS University of South Florida  
M. ED. Nova Southeastern University  
State Certification

Clint Roberts  
Drafting Instructor  
District Certification

Hannah Hill  
Reading Teacher  
BA Mississippi College  
State Certificate

Roxie Hillis  
Medical Assisting Instructor  
Basic Life Support Certificate  
District Certification

Carrolyn Hogue  
Practical Nursing Instructor  
District Certificate

Anne Hopper  
English Teacher  
Bachelors, University of South Florida  
State Certification

William Howard  
Heating, Ventilation, Air  
Conditioning/Refrigeration Instructor  
HVAC Excellence Professional Certificate  
District Certification

Gregory Jackson  
Welding Technology Instructor  
American Welding Society (AWS)  
District Certification

Daniella Khemnarine  
Licenses-RN, APRN  
Board Certifications-FNP-C  
BSN University of Central Florida  
DNP University of Central Florida

Lenny Lewis  
Medium and Heavy Duty Truck and  
Bus Technician  
Instructor  
Level 2 Masters-Professional Certification  
ASE Master Technician  
District Certification

Allie Lowery  
Cosmetology Instructor  
District Certification

Mitchell Starling  
Social Studies Teacher  
BA Florida State University  
State Certification

Brenda Smith  
Facial and Nails Specialist Instructor

Tony Waters  
Automotive Service Technician Instructor  
District Certification

Lee Wulf  
Automotive Service Technician Instructor  
ASC Master Automotive Technician  
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's 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 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 just cause disciplinary action. 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. This policy shall be interpreted and applied consistently with all applicable state and federal laws and the Board's Collective Bargaining Agreements.

### 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 necessary to ensure maximum safety and security. All persons must assume responsibility for their 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 because 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 disabled 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 from 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) and/or the Comprehensive Adult Student Assessment Systems (CASAS), which are 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 regarding students with disabilities. The College also strictly adheres to the Non-discrimination Policy adopted by the School Board of Polk County and, following 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 Requirements and Procedures for Adult (Postsecondary) Students

1. Take Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment (\$20 fee and picture identification are required before 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 possessed an associate degree or higher from a SACS accredited or equivalent institution is exempt from this requirement.
2. Interview with the appropriate counselor to interpret test scores; discuss educational plans, entry date, tuition and fees.
3. Register for the 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 Requirements and Procedures for High School (Secondary) Students

In conjunction with students' home high schools, Ridge Technical College offers three high school diploma options: the 3-year, 18 standard credit 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. In order 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 before 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 before enrollment.

#### **Entry Requirements:**

1. Must be at least 16 years of age.
2. Must be a student (preferably at the junior or senior level) or 9th or 10th grade level who only needs limited academic credits to graduate.
3. Have a good attendance record.
4. Have a good discipline record.
5. Must take the TABE and/or the Comprehensive Adult Student Assessment Systems (CASAS), which are used as a diagnostic tool to determine completion of a program 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.

#### **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. The TABE and/or the Comprehensive Adult Student Assessment Systems (CASAS) which are used as a diagnostic tool to determine completion of a program. Take the Level A TABE and/or the Level D CASAS, which are used as a diagnostic tool to determine the completion of a program if applicable. Are required for all health programs except programs less than 450 hours in length and Massage Therapy which requires a Level D TABE or the (CASAS). Students who graduated from a Florida public high school (graduation year 2007-present) with a regular diploma or possessed 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 and/or the (CASAS) results. Receive information for initial admission to the 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 an 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.
8. 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/international students.

## Adult Education Fees

Applied Academics for Adult Education  
(AAAE) Adult Basic Education (ABE)  
General Education Development (GED)

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

## Methods of Payment

Non-funded students can pay their tuition and fees with cash, Visa, MasterCard, debit cards, electronic transfers, personal money orders and checks drawn on local banks. A local address and telephone number must be on all checks. Some students' tuition and fees 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 to process the refund.

## 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 to maintain 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 submitting written or electronic verification that includes two or more of the documents identified in this paragraph. No single piece of evidence shall be conclusive. The documents must include at least one of the following

- A. Florida voter's registration card.
- B. Florida driver's license.
- C. State of Florida identification card.
- D. Florida vehicle registration.
- E. Proof of a permanent home in Florida 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 12 months.
- I. The documents may include one or more of the following
  - i. Declaration of domicile in Florida.
  - 1. Florida professional or occupational license.
  - 2. Florida incorporation.
  - 3. A document evidencing family ties in Florida.
  - 4. Proof of membership in a Florida-based charitable or professional organization.
  - 5. 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

## International Students

International students can 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 the 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/>).

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 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 education, public safety, health and the environment. After

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, providing postsecondary educational opportunities to students of Native American heritage. Qualified students need to contact the Colleges' Financial Aid Coordinator for assistance ([www.fgcia.com](http://www.fgcia.com)).

### **Farmworker**

The Farmworker Program is a federally-funded form of assistance for students and/or their families as migrant or seasonal agricultural workers. 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 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. Each month, a student's attendance, skill grade, work habits, and attitudes grade will be monitored. These 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 before enrolling at the college. It covers tuition and laboratory fees only and has precise requirements 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 Florida. It includes the Florida Academic Scholar Award (FAS), the Florida Medallion Scholar Award (FMS), and the Florida Gold Seal Scholar Award (FGSS). A qualifying student must meet a program's attendance and academic requirements for continuous funding. A prospective student should provide a copy of his/her award letter to the Financial Aid Coordinator for processing.

### **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.

## Career Source Polk, Inc.

This federal program assists 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. Business partners and other sources offer scholarships and awards are often available to assist students with their needs. These funds are deposited into a trust fund and are administered according to the 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 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

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

Following 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 that provides financial assistance and training to adults who meet specific job preparation or retraining criteria. 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 must 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.

### 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 applications 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 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.

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.

7.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

### Orientation

Instructors provide general orientation for the college on the first day of class. During orientation, students learn about policies, procedures and services available on campus. The Student Handbook and other instructional materials are utilized to describe the operation of the colleges and outline students' responsibilities.



## Transfer Policy

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).

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. These transfers have to be approved by instructors, guidance counselors and sometimes administration. Transfers are limited as much as possible to the beginning of each nine-week grading period.

## 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.

## Other Information

### School Hours

The regular academic calendar begins August 10, 2021, and ends May 27, 2022. 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 a 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) 196 day school year. The school year is divided into four 9-week grading periods. A school calendar is approved and published and is located at the back of this catalog.

### 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. Each student's identification badge is provided 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 when identification badges are issued or from the receptionist with a paid receipt. The cost for the parking permit is \$5 and must be purchased each school year.

### Transportation

Polk County School Board 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

Due to the COVID-19 pandemic, visitors are not allowed on campus. Any person who wishes to visit the campus will be by appointment only.

### Textbooks

Students are responsible for purchasing their books. The college bookstore website, which may be used to purchase required books site, is <http://www.ridge.textbookx.com>. The Polk County School District provides textbooks for enrolled high school students at no cost to the student. Consumables such as workbooks, supplies, etc. that become the student's personal property must be purchased 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 following 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

### Attendance Policy

It is encouraged and expected that all enrolled students regularly attend to derive maximum benefit from the instructional program and develop punctuality, self-discipline, and responsibility habits. 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.

- High School Student: Ridge Technical College observes the Code of Student Conduct in determining which absences will be excused and which will not. A high school student may be withdrawn from Ridge if the student accumulates five (5) unexcused absences in nine weeks

or accumulates ten (10) total absences in an 18-week term.

- Postsecondary/ Adult Student: 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.

## 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 and the constructive use of class time during each school day. Potential employers will inquire about a student's performance in the program and 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

## 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 to 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 2021-2022 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

Postsecondary students are evaluated at the end of each course. Records are kept to show planned tasks, tasks that are attained, and each task's day for every nine weeks.

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.

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/or the (CASAS) and mastery of the program competencies as determined by the instructor is the standard for determining if a Certificate of Completion is issued. Standards of progress are established for each program which include: (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.

Polk County Grading Scale:

- 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.

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### Student Records Disclosure

The School Board of Polk County maintains educational records following 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. Before 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. Before 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. In conjunction with advisory committee members and business community contacts, program instructors assist with job placement by referring potential employment opportunities and encouraging students to participate in career-related externship experiences.

## Student Follow-Up

After several months, students who have exited or completed a program are contacted 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

Some Colleges' programs are offered in the evening, but on a different 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 practical, beneficial and economic training. Continuing Workforce Education courses are designed to meet the 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 facilities provided by a business or industry. It can be conducted during or after regular hours and instructors may be selected from the college or industry. Fees are reasonable and include registration, tuition and supplies. Flexibility is incorporated to ensure the best available training.

# 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 particular agencies.

### Cooperative Education

Adult students may encounter personal situations which dictate they must be employed. A student can 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 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 an extreme emergency, students must obtain a pass from the instructor before reporting to the Student Services Department for permission to go to the Clinic. If any accident occurs, the instructor must complete a Student Accident Report and a copy is 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

## Future Builders of America (FBA)

Future Builders of America (FBA) is a non-profit workforce development and 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 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



The program must be completed with a competency/grade point average of not less than 3.5 and an attendance record of 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 are 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 the 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 plan and meet the goals and objectives of the School Improvement Plan. This Council consists of twenty-five (25) members and typically meets several times throughout the school year.

## Occupational Advisory Committees

Individual occupational advisory committees are 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

## Transportation, Distribution & Logistics

Automotive Service Technology 1 and 2

Diesel Systems Technician 1 and 2

## 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

## Manufacturing

Welding Technology

## Arts, A/V Technology & Communication

Digital Design (High School Only)

## Business Management & Administration

Administrative Office Specialist

## Health Science

Massage Therapy

Medical Coder/Biller

Medical Assisting

Patient Care Technician

Pharmacy Technician

Practical Nursing

## Hospitality & Tourism

Culinary Arts (High School Only)

Professional Culinary Arts and Hospitality

## Human Services

Cosmetology

Facials Specialty

Nails Specialty

## Information Technology

Network Support Services

## Law, Public Safety & Security

Fire Fighter

## 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 the 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 instruction sequence 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

**High School Credits:** This program is separated into seven courses for high school students for seven elective credits.

**Admission Requirements:** This program is available for adult and high school students who are 16 years of age or older, 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) and/or the Comprehensive Adult Student Assessment Systems (CASAS) 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.



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# **Administrative Office Specialist 2021-2022**

## ***Costs Paid to School***

	<b>Program Length</b>	<b>Tuition Rate</b>	<b>Total Tuition</b>
<b>Tuition</b>	<b>1050</b>	<b>\$2.88</b>	<b>\$ 3,024.00</b>
<b>Lab Fee</b>			<b>\$ 157.50</b>
<b>Application Fee</b>			<b>\$ 30.00</b>
<b>Certification/Licensure</b>			<b>\$ 150.00</b>
<b>Student Organization</b>			<b>\$ -</b>
<b>Tools and Supplies</b>			<b>\$ 30.00</b>

## ***Costs Paid to Others***

<b>Books</b>	<b>\$ 300.00</b>
<b>Uniforms</b>	<b>\$ 150.00</b>
<b>Background</b>	<b>\$ -</b>
<b>Estimated Medical</b>	<b>\$ -</b>

**Total Program Costs** **\$ 3,841.50**

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

### **Purpose**

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 before leaving school 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 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and 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).



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

## 2021-2022

<i>Costs Paid to School</i>			
	Program Length	Tuition Rate	Total Tuition
Tuition	750	\$2.88	\$ 2,160.00
Lab Fee			\$ 397.50
Application Fee			\$ 30.00
Certification/Licensure			\$ 60.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 1,650.00

<i>Costs Paid to Others</i>	
Books	\$ 375.00
Uniforms	\$ 60.00
Background	\$ -
Estimated Medical	\$ -

<b>Total Program Costs</b>	<b>\$ 4,762.50</b>
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## Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2

### **Purpose**

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 before leaving school 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.

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	350
		TOTAL	600

Admission Requirements: This program is available for adult students who are 16 years of age or older, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and 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 following Section 608 of the Stratospheric Ozone Protection Act).





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# **Air-Conditioning, Refrigeration & Heating Technology 2**

## **2021-2022**

	<b>Program Length</b>	<b>Tuition Rate</b>	<b>Total Tuition</b>
<b>Tuition</b>	<b>600</b>	<b>\$2.88</b>	<b>\$ 1,728.00</b>
<b>Lab Fee</b>		<b>\$0.53</b>	<b>\$ 318.00</b>
<b>Application Fee</b>			<b>\$ 30.00</b>
<b>Certification/Licensure</b>			<b>\$ 60.00</b>
<b>Student Organization</b>			<b>\$ 20.00</b>
<b>Tools and Supplies</b>			<b>\$ 1,650.00</b>

<b>Costs Paid to Others</b>	
<b>Books</b>	<b>\$ 375.00</b>
<b>Uniforms</b>	<b>\$ 60.00</b>
<b>Background</b>	<b>\$ -</b>
<b>Estimated Medical</b>	<b>\$ -</b>

<b>Total Program Costs</b>	<b><u>\$ 4,251.00</u></b>
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## AUTOMOTIVE SERVICE TECHNOLOGY 1

**Description:** This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become entry-level engine repair technicians. The program is designed to train students to perform repair and service procedures required to maintain an automobile.

By studying the theory of operation and working hands-on with each system (brake, engine, electrical, etc.), the student will learn entry-level skills for employment in the automotive service industry.

**Laboratory Activities: Occupational Completion Points (OCPs):** This program is a planned instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** After completing Automotive Service Technology 1, students can take Automotive Service Excellence (ASE) Tests. NATEF approved.



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# Automotive Service Technology 1 2021-2022

## Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee		\$0.34	\$ 357.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 100.00
Student Organization			\$ 30.00
Tools and Supplies (Optional)			\$ 1,750.00

## Costs Paid to Others

Books	\$ -
Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -

**Total Program Costs**

**\$ 5,441.00**

## AUTOMOTIVE SERVICE TECHNOLOGY 2

**Description:** This program prepares students with the necessary skills, knowledge, work habits, and attitudes to become 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. By studying the theory of operation and working hands-on with each system (transmission, drive- train and air conditioning), the student 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

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

**Licensure/Certification:** After completing Automotive Service Technology 2, students can take Automotive Service Excellence (ASE) Tests. NATEF approved.



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# **Automotive Service Technology 2 2021-2022**

## **Costs Paid to School**

	<b>Program Length</b>	<b>Tuition Rate</b>	<b>Total Tuition</b>
<b>Tuition</b>	<b>750</b>	<b>\$2.88</b>	<b>\$ 2,160.00</b>
<b>Lab Fee</b>		<b>\$0.34</b>	<b>\$ 255.00</b>
<b>Application Fee</b>			<b>\$ 30.00</b>
<b>Certification/Licensure</b>			<b>\$ 100.00</b>
<b>Student Organization</b>			<b>\$ 30.00</b>
<b>Tools and Supplies (Optional)</b>			<b>\$ 1,750.00</b>

## **Costs Paid to Others**

<b>Books</b>	<b>\$ -</b>
<b>Uniforms</b>	<b>\$ 150.00</b>
<b>Background</b>	<b>\$ -</b>
<b>Estimated Medical</b>	<b>\$ -</b>

<b>Total Program Costs</b>	<b><u>\$ 4,475.00</u></b>
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## BUILDING TRADES AND CONSTRUCTION DESIGN TECHNOLOGY

**Description:** This program emphasizes a hands-on approach to learning. This program focuses on broad, transferable skills and stresses understanding 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 industry elements 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

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



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# **Building Trades & Construction Design Technology**

## **2021-2022**

### **Costs Paid to School**

	<b>Program Length</b>	<b>Tuition Rate</b>	<b>Total Tuition</b>
<b>Tuition</b>	<b>900</b>	<b>\$2.88</b>	<b>\$ 2,592.00</b>
<b>Lab Fee</b>		<b>\$0.63</b>	<b>\$ 567.00</b>
<b>Application Fee</b>			<b>\$ 30.00</b>
<b>Certification/Licensure</b>			<b>\$ 80.00</b>
<b>Student Organization</b>			<b>\$ 30.00</b>
<b>Tools and Supplies (Optional)</b>			<b>\$ 500.00</b>

### **Costs Paid to Others**

<b>Books</b>	<b>\$ 250.00</b>
<b>Uniforms</b>	<b>\$ 52.00</b>
<b>Background</b>	<b>\$ -</b>
<b>Estimated Medical</b>	<b>\$ -</b>

**Total Program Costs**

**\$ 4,101.00**

## 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 various 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 the 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, etc 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** Students must pass the Florida State Board of Cosmetology Licensure Exam to work in the cosmetology field.





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## Cosmetology

### 2021-2022

#### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1200	\$2.88	\$ 3,456.00
Lab Fee		\$0.55	\$ 660.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 63.50
Student Organization			\$ 30.00
Cosmetology Kit			\$ 808.00

#### Costs Paid to Others

Books	\$ 250.00
Uniforms	\$ 150.00
Testing Fee	\$ -
Background	\$ -
Estimated Medical	\$ -

Total Program Costs

\$ 5,447.50

## 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 preventive maintenance of diesel engines.

**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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a Counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** After completing the Diesel Systems Technician 1, students can take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).



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# Diesel Systems Technician 1

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee		\$0.28	\$ 294.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 256.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 50.00

### Costs Paid to Others

Books	\$ 400.00
Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -

Total Program Costs

\$ 4,234.00

## 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 preventive maintenance of diesel engines.

**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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and 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 completing the Diesel Systems Technician 2, students can take the Automotive Service Excellence (ASE) Tests administered by the National Automotive Technicians Education Foundation (NATEF).



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# Diesel Systems Technician 2

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	750	\$2.88	\$ 2,160.00
Lab Fee		\$0.28	\$ 210.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 256.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 50.00

### Costs Paid to Others

Books	\$ 400.00
Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -

Total Program Costs

\$ 3,286.00

## 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 the planning and preparing sketches and drawings that include actual civil drawings, landscape drawings, residential housing, commercial buildings, machine parts and fabrication drawings while focusing on employability skills to ensure 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and 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.



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# Drafting

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1500	\$2.88	\$ 4,320.00
Lab Fee		\$0.19	\$ 285.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 94.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 250.00

### Costs Paid to Others

Books	\$ 300.00
Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -

Total Program Costs	<u>\$ 5,459.00</u>
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## 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** After 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 completing NCCER requirements.





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# Electricity

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1200	\$2.88	\$ 3,456.00
Lab Fee		\$0.34	\$ 408.00
Application Fee			\$ 30.00
Certification/Licensure			\$ -
Student Organization			\$ 30.00
Tools and Supplies			\$ 395.00

### Costs Paid to Others

Books	\$ 250.00
Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -

Total Program Costs	<u>\$ 4,629.00</u>
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## FACIALS SPECIALTY

**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 instruction sequence 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 adults interested in technical college education for employment purposes and/or continuing their education at a post-secondary 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 participate satisfactorily in the activities of this program.

**Licensure and Certifications:** After completing this program, students can register for a Facials Specialty Certification.



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## Facials Specialist

### 2021-2022

#### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	260	\$2.88	\$ 748.80
Lab Fee/Kit		\$1.88	\$ 468.00
Application Fee			\$ 30.00
Student Organization			\$ 30.00

#### Costs Paid to Others

Books	\$ 250.00
Uniforms	\$ 150.00
Certification/Licensure	\$ 75.00
Background	\$ -
Estimated Medical	\$ -

Total Program Costs	<u>\$ 1,751.80</u>
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## FIRE FIGHTER I/II

**Description:** This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security 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 Law, Public Safety and Security career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the fire science realm, ranging from a frontline firefighter to entry-level fire inspectors and investigators.

The Firefighter program content includes, but is not limited to, orientation to the 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.

**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 instruction sequence 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
FFP0030	A	Fire Fighter I	191
FFP0031	B	Fire Fighter II	301
		TOTAL	492

**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's license. Students must have a physical exam within the last six months and 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) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to

attend school regularly and participate satisfactorily in the activities of this program.

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



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# Fire Fighting

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	492	\$2.88	\$ 1,416.96
Lab Fee			\$ 1,835.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 30.00
Student Organization			\$ -
Tools and Supplies			\$ 800.00

### Costs Paid to Others

Books	\$ 150.00
Uniforms	\$ 85.00
Background	\$ 156.00
Estimated Medical	\$ 145.00

Total Program Costs	<u>\$ 4,647.96</u>
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## MASSAGE THERAPY

Description: Students will develop Swedish massage's theoretical and manual skills through lecture, technique demonstration, and student practicum. Primary Swedish massage therapy and allied modality instruction include basic Swedish strokes, hydrotherapy and spa techniques, hot stone massage, stretching and joint manipulation, oriental therapies and other specialized massage therapies.

### The course of Study and Classroom Hours:

The Florida Department approves this program 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 instruction sequence consisting of two concurrently taught Occupational Completion Points. The exit point for this program linked to an occupational/job title is the 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) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment (if applicable) and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

Licensure/Certification: Upon completing this program, graduates will be eligible to take the State of Florida-approved licensure exam.



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## Massage Therapy

### 2021 2022

#### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	750	\$2.88	\$ 2,160.00
Lab Fee		\$0.56	\$ 420.00
Application Fee			\$ 30.00
Student Organization			\$ 30.00
Tools and Supplies			\$ -

#### Costs Paid to Others

Books	\$ 373.32
Uniforms	\$ 117.50
Licensure Exam	\$ 265.00
Fingerprinting for Licensure	\$ 110.00
Initial License	\$ 155.00
Background	\$ 60.00
Estimated Medical	\$ 60.00

Total Program Costs

\$ 3,795.82



## Medical Assisting

**Description:** Training includes learning how to assist 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 instruction sequence 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		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	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 post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a Counselor at the college. Students must be able to attend school regularly and 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).



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## Medical Assisting

### 2021-2022

#### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1300	\$2.88	\$ 3,744.00
Lab Fee		\$0.27	\$ 351.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 220.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 229.00

#### Costs Paid to Others

Books	\$ 352.22
Uniforms	\$ 229.50
Finger Printing	\$ -
Background	\$ 65.00
Estimated Medical	\$ 500.00

Total Program Costs

\$ 5,733.72

## MEDICAL CODER/BILLER

**Description:** This program prepares students for employment as entry-level medical coders/billers. This program includes the Health Technical College's Core, provides technical skill proficiency, and includes competency-based applied to learn 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 the 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 instruction sequence 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 post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** After 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).



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## Medical Coder / Biller

### 2021-2022

#### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1110	\$2.88	\$ 3,196.80
Lab Fee		\$0.15	\$ 166.50
Application Fee			\$ 30.00
Certification/Licensure			\$ 850.00
Student Organization			\$ 30.00
Tools and Supplies			\$ -

#### Costs Paid to Others

Books	\$ 1,300.00
Uniforms	\$ 117.50
Background	\$ -
Estimated Medical	\$ -

Total Program Costs	<u><u>\$ 5,690.80</u></u>
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## NAILS SPECIALTY

**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 instruction sequence 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 adults interested in technical college education for employment purposes and/or continuing their education at a post-secondary 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 participate satisfactorily in the activities of this program.

**Licensure and Certifications:** After completing this program, students can register for a Nails Specialty Certification.



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## Nails Specialist

### 2021-2022

#### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	240	\$2.88	\$ 691.20
Lab Fee/Kit		\$1.88	\$ 451.20
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	<u>\$ 1,652.40</u>
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## NETWORK SUPPORT SERVICES

**Description:** This program is designed to prepare students for employment as network technicians. 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 the 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

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



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## **Network Support Services 2021-2022**

	<b>Program Length</b>	<b>Tuition Rate</b>	<b>Total Tuition</b>
<b>Tuition</b>	<b>1050</b>	<b>\$2.88</b>	<b>\$ 3,024.00</b>
<b>Lab Fee</b>		<b>\$0.14</b>	<b>\$ 147.00</b>
<b>Application Fee</b>			<b>\$ 30.00</b>
<b>Certification/Licensure</b>			<b>\$ 350.00</b>
<b>Student Organization</b>			<b>\$ 30.00</b>
<b>Tools and Supplies</b>			<b>\$ 11.00</b>

<b>Books</b>	<b>\$ 150.00</b>
<b>Uniforms</b>	<b>\$ 100.00</b>
<b>Background</b>	<b>\$ -</b>
<b>Estimated Medical</b>	<b>\$ -</b>

**Total Program Costs**

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**\$ 3,867.00**

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## 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 instruction sequence 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 Aide and Orderly (Articulated)	75
HCP0332	C	Advanced Home Health Aide	50
HCP0020	D	Patient Care Assistant	75
HSC0016	E	Allied Health Assistant	150
MEA0580	F	Advanced 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) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a Counselor. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure and Certifications:** After 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.



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# Patient Care Technician

## 2021-2022

### ***Costs Paid to School***

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

### ***Costs Paid to Others***

<b>Books</b>	<b>\$ 132.90</b>
<b>Uniforms</b>	<b>\$ 246.00</b>
<b>Certification/Licensure</b>	<b>\$ 255.00</b>
<b>Background</b>	<b>\$ 65.00</b>
<b>Estimated Medical</b>	<b>\$ 560.00</b>

<b>Total Program Costs</b>	<b>\$ 3,448.90</b>
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## 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, inventory maintenance, 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 instruction sequence 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	B	Pharmacy Technician 1	360
PTN0085		Pharmacy Technician 2	300
PTN0086		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) and/or the Comprehensive Adult Student Assessment Systems (CASAS) 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 other health requirements. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

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



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# Pharmacy Technician

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1050	\$2.88	\$ 3,024.00
Lab Fee		\$0.36	\$ 378.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 234.00
Student Organization			\$ 30.00
Tools and Supplies			\$ -

### Costs Paid to Others

Books	\$ 270.00
Uniforms	\$ 127.50
Background	\$ 65.00
Estimated Medical	\$ 500.00

Total Program Costs

\$ 4,658.50

## 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** The Practical Nursing program is approved by the Florida State Board of Nursing. Upon completing 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).



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# Practical Nursing

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1350	\$2.88	\$ 3,888.00
Lab Fee		\$1.09	\$ 1,471.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 410.00
Student Organization			\$ 30.00
Tools and Supplies			\$ 248.00

### Costs Paid to Others

Books	\$ 822.45
Uniforms	\$ 297.50
Background	\$ 65.00
Estimated Medical	\$ 560.00

Total Program Costs

\$ 7,574.45

## PROFESSIONAL CULINARY ARTS AND HOSPITALITY

**Description:** The program covers all facets of working in the foodservice environment. Students acquire skills in preparing and serving foods in all types of establishments in the foodservice industry. Instruction is also provided in recipe use/development, commercial tools/equipment and operational systems. Creativity, critical thinking skills, nutrition and menu planning/development principles, 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** Students can take the Food Handler Training and certify as a Food Handler issued by ServSafe during the program. After completing 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.



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# Professional Culinary Arts & Hospitality

## 2021-2022

### Costs Paid to School

	Program Length	Tuition Rate	Total Tuition
Tuition	1200	\$2.88	\$ 3,456.00
Lab Fee		\$0.35	\$ 432.00
Application Fee			\$ 30.00
Certification/Licensure			\$ 70.00
Student Organization			\$ -
Tools and Supplies			\$ 30.00

### Costs Paid to Others

Books	\$ 150.00
Uniforms	\$ 150.00
Background	\$ -
Estimated Medical	\$ -

**Total Program Costs**

**\$ 4,348.00**



## 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 using oxyacetylene and electric arc methods. Students will become knowledgeable about the static 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 instruction sequence 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, interested in technical college education for employment purposes and/or continuing their education at a post-secondary education institution. Students are accepted on a first-come, first-served basis following a Test of Adult Basic Education (TABE) and/or the Comprehensive Adult Student Assessment Systems (CASAS) assessment and an interview with a counselor at the college. Students must be able to attend school regularly and participate satisfactorily in the activities of this program.

**Licensure/Certification:** After completing this program, students can test for the American Welding Society (AWS) certification.



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# **Welding Technology**

## **2019-2020**

### **Costs Paid to School**

	<b>Program Length</b>	<b>Tuition Rate</b>	<b>Total Tuition</b>
<b>Tuition</b>	<b>1050</b>	<b>\$2.88</b>	<b>\$ 3,024.00</b>
<b>Lab Fee</b>		<b>\$0.55</b>	<b>\$ 577.00</b>
<b>Application Fee</b>			<b>\$ 30.00</b>
<b>Certification/Licensure</b>		<b>\$ 100.00</b>	
<b>Student Organization</b>			<b>\$ 30.00</b>
<b>Tools and Supplies</b>			<b>\$ 155.00</b>

### **Costs Paid to Others**

<b>Books</b>	<b>\$ 200.00</b>	
<b>Uniforms</b>		<b>\$ 150.00</b>
<b>Background</b>		<b>\$ -</b>
<b>Estimated Medical</b>		<b>\$ -</b>

**Total Program Costs**

**\$ 4,266.00**

## APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

### Course #: S990041

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/or the Comprehensive Adult Student Assessment Systems (CASAS) 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
  - Reading
  - Language
  - Mathematics
  - Study and Reference Skills
- C. Other Related Instruction (as needed)
  - Science
  - Social Studies
  - Advanced Mathematics
- D. Complementary Skills
- E. Basic Computer Literacy

Program procedures encompass the following:

- A. Interviewing and goal setting
- B. Diagnosing learning difficulties: A basic skills assessment is performed for each student by personnel trained in AAAE concepts and program procedures to identify needs in each instructional component. 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) and/or the Comprehensive Adult Student Assessment Systems (CASAS)



**TENTATIVE 2021-2022 POLK COUNTY PUBLIC SCHOOLS INSTRUCTIONAL CALENDAR FOR STUDENTS, TEACHERS AND PARAEDUCATORS**  
 Approved at the January 26, 2021 School Board meeting  
 Dates are subject to change.

Events	Dates
Teacher Work Days – August 3, 6, and 9 Staff Development Days – August 4 (Contact Day) and August 5 (No unpaid training/workdays are to be scheduled before August 3, 2021)	Tuesday, August 3 – Monday, August 9, 2021
STUDENT ORIENTATION DAY/Paraeducator First Work Day	Friday, August 6, 2021
FIRST DAY OF SCHOOL FOR STUDENTS	Tuesday, August 10, 2021
HOLIDAY (Labor Day) – STUDENT, Teacher (Paid), Paraeducator (Paid)	Monday, September 6, 2021
1 <sup>st</sup> Interim Report (22 <sup>nd</sup> Day – September 8, 2021)	Distribute Week of September 6-10, 2021
Staff Development Day (Data Day), HOLIDAY – STUDENT and Paraeducator	Monday, September 13, 2021
FTE Week	Monday-Friday, October 11-15, 2021
End of First 9-Week Grading Period	Thursday, October 14, 2021
Grades Due	Monday, October 18, 2021
Teacher Work Day, HOLIDAY – STUDENT and Paraeducator	Monday, October 18, 2021
Distribute Report Cards (9 Weeks)	Monday, October 25, 2021
HOLIDAY (Veterans Day) – STUDENT, Teacher and Paraeducator	Thursday, November 11, 2021
2 <sup>nd</sup> Interim Report (22 <sup>nd</sup> Day – November 17, 2021)	Distribute Week of November 15-19, 2021
HOLIDAY – STUDENT, Teacher and Paraeducator (Paid 11/25 and 11/26)	Monday-Friday, November 22-26, 2021
Storm Make-Up Days (As needed)	Monday & Tuesday, Nov. 22 and 23, 2021
END OF 1 <sup>ST</sup> SEMESTER/Last Day of Second Grading Period	Friday, December 17, 2021
Last School Day before Winter Break	Friday, December 17, 2021
Teacher Work Day/STUDENT and Paraeducator Holiday	Monday, January 3, 2022
STUDENTS and paraeducators return after Winter Break	Tuesday, January 4, 2022
Grades Due	Friday, January 7, 2022
Distribute Report Cards (9 weeks)	Friday, January 14, 2022
HOLIDAY (Dr. Martin Luther King, Jr. Day) – STUDENT, Teacher (Paid), Paraeducator (Paid)	Monday, January 17, 2022
3 <sup>rd</sup> Interim Report (24 <sup>th</sup> Day – February 7, 2022)	Distribute Week of February 7-11, 2022
FTE Week	Monday-Friday, February 7-11, 2022
Teacher Staff Development Day HOLIDAY – STUDENT and Paraeducator (Storm Make-up Day, if needed)	Friday, February 18, 2022
HOLIDAY (Presidents' Day) – Student, Teacher and Paraeducator (Paid)	Monday, February 21, 2022
End of Third 9-Week Grading Period	Thursday, March 10, 2022
Grades Due	Monday, March 14, 2022
Distribute Report Cards (9 Weeks)	Friday, March 18, 2022
SPRING BREAK	Monday-Friday, March 21 – March 25, 2022
No School for STUDENTS, Teachers and Paraeducators	Friday, April 15, 2022
4 <sup>th</sup> Interim Report (24 <sup>th</sup> Day – April 21, 2022)	Distribute Week of April 18 – April 22, 2022
GRADUATIONS	April 29 – May 27, 2022
LAST DAY FOR STUDENTS/EARLY DISMISSAL/Report Cards – End of Fourth 10-Week Grading Period – Last Work Day for Paraeducators	Friday, May 27, 2022
HOLIDAY (Memorial Day) – Teacher	Monday, May 30, 2022
Teacher Work Day	Tuesday, May 31, 2022

Designated Storm Make-Up Days: 11/22/21, 11/23/21, 02/18/22 and 5/27/22. 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/>.

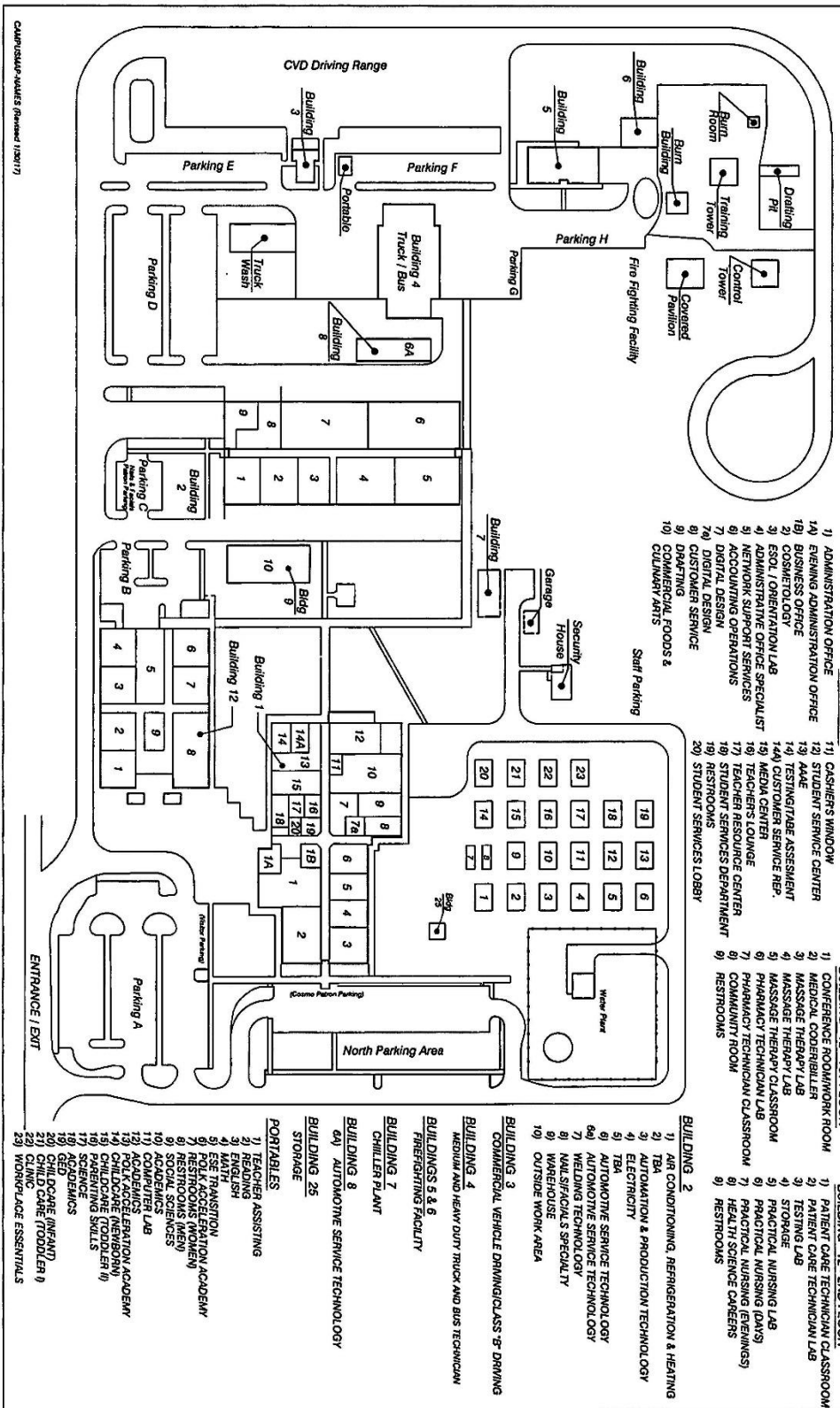
The following dates have been chosen as the seven Student Early Dismissal Days for school year 2021-2022:

Wednesday, September 8, 2021	Wednesday, February 2, 2022
Wednesday, October 27, 2021	Wednesday, March 16, 2022*
Wednesday, November 17, 2021	Wednesday, April 20, 2022
Wednesday, January 12, 2022	

\*Designated for Teacher Staff Development

Friday, May 27, 2022, the last day for students, will also be a Student Early Dismissal Day (subject to change).

# RIDGE TECHNICAL COLLEGE CAMPUS MAP



CAMPUS MAP - 1/2017

- BUILDING 1**
- 1) ADMINISTRATION OFFICE
  - 1A) EVENING ADMINISTRATION OFFICE
  - 1B) BUSINESS OFFICE
  - 2) COSMETOLOGY
  - 3) ESOL / ORIENTATION LAB
  - 4) ADMINISTRATIVE OFFICE SPECIALIST
  - 5) ACCOUNTING OPERATIONS
  - 7) DIGITAL DESIGN
  - 8) CUSTOMER SERVICE
  - 9) DRAFTING
  - 10) COMMERCIAL FOODS & CULINARY ARTS
  - 11) CASHIERS WINDOW
  - 12) STUDENT SERVICE CENTER
  - 13) MAKE UP
  - 14) NIGHTGATE ASSESSMENT
  - 14A) CUSTOMER SERVICE REP.
  - 15) MEDIA CENTER
  - 16) MEDIA CENTER
  - 17) TEACHERS LOUNGE
  - 17A) STUDENT RESOURCE CENTER
  - 18) STUDENT SERVICES DEPARTMENT
  - 19) RESTROOMS
  - 20) STUDENT SERVICES LOBBY
- BUILDING 12 - 1ST FLOOR**
- 1) CONFERENCE ROOM/WORK ROOM
  - 2) MEDICAL CODER/BILLER
  - 3) MASSAGE THERAPY LAB
  - 4) MASSAGE THERAPY LAB
  - 5) MASSAGE THERAPY LAB
  - 6) PHARMACY TECHNICIAN LAB
  - 7) PHARMACY TECHNICIAN LAB
  - 8) COMMUNITY ROOM
  - 9) RESTROOMS
- BUILDING 12 - 2ND FLOOR**
- 1) PATIENT CARE TECHNICIAN LAB
  - 2) PATIENT CARE TECHNICIAN LAB
  - 3) TESTING LAB
  - 4) STORAGE
  - 5) PRACTICAL NURSING LAB
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  - 21) PRACTICAL NURSING LAB
  - 22) PRACTICAL NURSING LAB
  - 23) PRACTICAL NURSING LAB
- BUILDING 2**
- 1) AIR CONDITIONING, REFRIGERATION & HEATING
  - 2) TBA
  - 3) AUTOMATION & PRODUCTION TECHNOLOGY
  - 4) ELECTRICITY
  - 5) TBA
  - 6) AUTOMOTIVE SERVICE TECHNOLOGY
  - 7) AUTOMOTIVE SERVICE TECHNOLOGY
  - 8) WELDING TECHNOLOGY
  - 9) WELDING TECHNOLOGY
  - 10) WELDING TECHNOLOGY
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  - 22) WELDING TECHNOLOGY
  - 23) WELDING TECHNOLOGY
- BUILDING 3**
- 1) COMMERCIAL VEHICLE DRAIN/CLEANING
  - 2) COMMERCIAL VEHICLE DRAIN/CLEANING
  - 3) COMMERCIAL VEHICLE DRAIN/CLEANING
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  - 22) COMMERCIAL VEHICLE DRAIN/CLEANING
  - 23) COMMERCIAL VEHICLE DRAIN/CLEANING
- BUILDING 4**
- 1) MEDIUM AND HEAVY DUTY TRUCK AND BUS TECHNICIAN
  - 2) MEDIUM AND HEAVY DUTY TRUCK AND BUS TECHNICIAN
  - 3) MEDIUM AND HEAVY DUTY TRUCK AND BUS TECHNICIAN
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  - 23) MEDIUM AND HEAVY DUTY TRUCK AND BUS TECHNICIAN
- BUILDING 5 & 6**
- 1) FIRE FIGHTING FACILITY
  - 2) FIRE FIGHTING FACILITY
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- BUILDING 7**
- 1) CHILLER PLANT
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- BUILDING 8**
- 1) AUTOMOTIVE SERVICE TECHNOLOGY
  - 2) AUTOMOTIVE SERVICE TECHNOLOGY
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- BUILDING 25**
- 1) STORAGE
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- PORTABLES**
- 1) TEACHER ASSISTING
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  - 23) TEACHER ASSISTING





# RIDGE

*technical college*

*A Polk County Public School*

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