

# TRAVISS

*technical college*

2023-2024  
Catalog



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

A Polk County Public School

# Traviss Technical College

2023 - 2024  
Catalog

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

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# POLK COUNTY PUBLIC SCHOOLS

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*The Mission of Polk County Public Schools is to provide  
a high-quality education for all students.*



## **A Message from the Director...**

Welcome to Traviss Technical College (TTC). At Traviss Technical, all students engage in purposeful learning and relevant hands-on training utilizing industry specific technology and standards. Students are held accountable for developing and demonstrating soft skills, especially problem-solving, teamwork, dependability, work ethic, integrity, and effective communication skills. Teachers and students take risks in learning new skills and learn to persevere through challenging tasks to prepare them for the changing workforce. Each program we offer has an active advisory board that is made up of local businessmen and women that help guide our instructor's curriculum to ensure our training is relevant in the industry.

We look forward to assisting you in meeting your educational and career goals. By enrolling at Traviss, you make a personal commitment to create a better future for yourself. As you embark on this new journey, we commit to providing you the technical knowledge and training that you will need to be successful in your future employment.

Sincerely,

A handwritten signature in black ink that reads "David Wiggs". The signature is stylized with a large, looping "D" and a cursive "Wiggs".

David Wiggs  
Director

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# Traviss Technical College

## SCHOOL PROFILE

Traviss Technical College opened on September 28, 1964, as Polk Vocational Center with World War II barracks at Bartow Air Base serving as the first classrooms. The first director, Maynard A. Traviss, opened the school with nine programs. Enrollment included 350 high school students and 30 full-time adult students. The first class completed in June 1965. Two years later, the School Board of Polk County, Florida, purchased sixty acres off County Road 540 and built a new physical plant for the school. Traviss includes five main wings, one outlying building and one instructional service center. It has been accredited through the Commission of the Council on Occupational Education for 44 years. Traviss Technical College programs are approved by and follow the Florida Department of Education Curriculum Frameworks which designates title, clock hours, and skills for each individual program.

Traviss Technical College focuses on the development of technical skills, occupational skills, and work habits and attitudes necessary for success in the world of work. Programs offered at Traviss prepare individuals for meaningful employment in a variety of occupations currently labeled as high skill/high wage by the local Workforce Development Board, CareerSource Polk.

Traviss operates under the supervision of the School Board of Polk County, Florida, school number 1591 for postsecondary reporting, known as Traviss Technical College, and 1561 for secondary reporting, known as Traviss Technical Academy. The student body consists of traditional high school students with a career and technical focus, dual enrolled high school students in a postsecondary program, and adult general education and adult postsecondary programs.

Traviss offers career education programs in the following areas:

- Architecture & Construction Education
- Arts, A/V Technology & Communication Education
- Business, Management & Administration Education
- Energy Education
- Health Science Education
- Hospitality & Tourism Education
- Human Services Education
- Information Technology Education
- Manufacturing Education
- Transportation, Distribution & Logistics Education

## MISSION STATEMENT

Traviss Technical College educates and prepares students for success in a changing workplace.

## VISION STATEMENT

Traviss Technical College leads and challenges students by:

- \*Providing accredited, affordable, career education
- \*Evaluating and revising curriculum to reflect the changing needs of business
- \*Offering training and job placement for Polk County's workforce
- \*Promoting articulation among high schools, technical colleges and colleges
- \*Fostering continuing education for the faculty and staff



## PHILOSOPHY

Our basic philosophy at Traviss is that students will be better prepared to enter the job market if their training closely resembles on-the-job situations. The goal of instructors is to assist students in acquiring the knowledge, skills and attitudes needed to gain entry into and advance in an occupation. Therefore, each training program is based on technical knowledge which applies to the chosen occupation, performance of valid job tasks and the cultivation of healthy job-related attitudes and values. Students are provided with effective learning experiences designed to help them attain relevant job competencies.

Every effort is made at Traviss to assist students in reaching an informed decision about entering a career training program best suited to their individual needs and aptitudes. Students are encouraged to choose their programs after exploring their potential choices and discovering their own strengths and weaknesses, aptitudes and interests. Guidance is also available to help students succeed in their chosen program and secure employment when leaving Traviss.

It is also our philosophy to accept students at the level of competency they have achieved upon entering the program and provide competencies to give them training for various jobs. At Traviss, we make it possible for each student to meet both short and long-range employment goals. We can tailor instruction to the wide variety of student needs through our policy of open-entry and open-exit, self-paced, individualized instruction. Students enter and exit Traviss when personal employment considerations dictate. Students progress through learning experiences at their own rate and focus on attaining the competencies necessary to meet their personal career goals.

Traviss' philosophy, when put into practice, means that each program resembles as closely as possible the job setting for which training is being offered. Equipment, tools, supplies and environment closely match those on the job. Each program is managed by instructors who are not only skilled workers in their trade or business but are well trained in the professional skills of teaching their business or trade to others. Our instructors exhibit pride in their profession and enthusiasm in teaching it to others.

## SCHOOL ACCREDITATIONS

Traviss Technical College is part of the Polk County Public School System. All programs offered are approved by and follow the Florida Department of Education Curriculum Frameworks which designates title, clock hours, and skills for each individual program. Those eligible are approved by the Bureau of State Approving for Veterans' Training, Division of Veterans' Benefits and Assistance, Florida Department of Veterans' Affairs and the U.S. Department of Education.

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

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: (800) 917-2081 Toll-free or (770) 396-3898  
Fax: (770) 396-3790  
<http://www.council.org>



Traviss Technical College is accredited by Cognia (formerly AdvancEd) the parent organization for the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

9115 Westside Parkway  
Alpharetta, GA 30009  
Telephone: (888) 413-3669  
<http://www.cognia.org>





## **ADDITIONAL PROGRAM ACCREDITATIONS AND APPROVALS**

All programs offered at Traviss Technical College are approved by the [Florida Department of Education](#).

In addition to the school wide accreditation, the following programs have obtained accreditation and/or approval from additional agencies that specialize in their curriculum area. They are listed below.

### **Automotive Collision Technology Technician**

The program is accredited by:

- National Institute for Automotive Service Excellence (ASE) / National Automotive Technicians Education Foundation (NATEF)

### **Automotive Service Technology 1 & 2**

The program is accredited by:

- National Institute for Automotive Service Excellence (ASE) / National Automotive Technicians Education Foundation (NATEF)

### **Aviation Airframe Mechanics**

The program is governed by established standards and reviewed by:

- Federal Aviation Administration (FAA) Part 147 approved Aviation Maintenance Technician Program

### **Aviation Powerplant Mechanics**

The program is governed by established standards and reviewed by:

- Federal Aviation Administration (FAA) Part 147 approved Aviation Maintenance Technician Program

### **Dental Assisting**

The program is accredited by:

- Commission on Dental Accreditation (CODA)
- Traviss Technical College is certified to operate a Dental Clinic by:
- Florida State Board of Dentistry

### **Electricity**

- National Center for Construction Education and Research (NCCER)

### **Energy Technician**

- National Center for Construction Education and Research (NCCER)

### **Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2**

The program is accredited by:

- HVAC Excellence

### **Practical Nursing**

The program is governed by established standards and reviewed by:

- Florida Department of Health – State Board of Nursing approved Nursing Education program – PN

### **Surgical Technology**

The program is accredited by:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The program is governed by established standards and reviewed by:

- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

## General Information

### HOURS OF OPERATION

Traviss Technical College is open from 7:30a.m. until 3:30p.m. Monday through Friday. All school closures for holidays or storm days correspond with the Polk County Public Schools. The calendar can be found here: <https://polkschoolsfl.com/calendars/> Appointments are encouraged to provide social distancing within the lobby and to reduce wait times. During normal business hours the following individuals are available to assist you:

- School Counseling: Misty Young and Betsy Beikrich-Godwin
- Financial Aid: Amber Ayers or Ingrid Stewart
- Disability Counseling: Misty Young
- Business Office cashiers are available 7:30am until 2:30pm Monday through Friday.
- Student Services registration assistance is available 7:30 until 3:30pm Monday through Friday.

### STUDENT SCHEDULES

Students attend in-person learning. Schedules with a minimum of 24 scheduled hours per week are considered full-time. Student schedules are published online on the career program's page and within the school catalog. Students do not have the option to create their own schedule. Please note, some financial aid agencies only support full-time students.

The most common schedules include:

Days of the Week	Time	Student Status
Monday – Friday	7:30am-1:30pm	Full-time
Monday – Friday	7:30am-2:30pm	Full-time
Monday – Friday	1:00pm-8:00pm	Full-time
Monday & Wednesday	5:30pm-9:00pm	Part-time
Tuesday & Thursday	5:30pm-9:00pm	Part-time

Check your schedule available for your program of interest!

### VISITORS

All visitors must enter through the single point of entry and present an identification at the electronic buzzer. Then, the visitors must sign in at the Receptionist Desk and obtain and wear a “visitor’s pass” to go beyond student services. To obtain a visitor’s badge, the visitor must present their driver’s license to the front receptionists. This serves three purposes:

- Helps visitors to feel welcome
- Allows staff to identify and assist visitors as needed
- Increases campus safety and security

After a visitor has obtained a “visitor’s pass” and signed in, he/she is permitted to enter the campus as long as his/her visit does not disturb, interfere or disrupt instruction or school business in any manner. At the end of the visit, the individual must return to the main receptionist desk to disclose the location(s) of the visit in the event that contract tracing must occur.

## Acts Related to School Operation

### AMERICANS WITH DISABILITIES ACT

The Polk County School Board, Florida, is committed to ensuring that students with disabilities have equal access to programs and services and their rights to confidentiality are protected. Likewise, students have the right to request accommodations according to their individual learning needs. Please contact your school's Student Services Department, program administrator or the District's Office of Equity and Compliance at (863) 534-0781 for further information.

The Polk County School Board, Florida, 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, Florida, policies regarding student records are in accordance with these regulations.

### FEDERAL DRUG-FREE SCHOOL ACT

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

### JEFFREY JOHNSTON ANTI-BULLYING ACT

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

### JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT AND STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Clery Act provides guidelines and expectations for campus crime classification and reporting, crime prevention and response and campus safety policy and procedure requirements that create transparency between institutions of higher education, students and employees. Institutions of higher education receiving federal financial aid under Title IV are required to comply fully with the Clery Act. The Clery Act requires institutions to complete certain annual and ongoing tasks. Traviss Technical College is committed to adhere to the requirements of the law by producing an annual security report available on the Traviss website homepage. Due to the Clery Act, awareness of safety and security policies and procedures have encouraged transparency to concerns around certain incidents and Clery crime statistics. Traviss Technical publishes these reports to the faculty, staff and students to comply with the provisions of the law.

### STUDENT ACCOMMODATIONS

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

If any type of accommodation is required to complete the application process due to a disability, please call the School Board of Polk County's Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk School District by calling Florida Relay Service at 1-800-955-8771.

#### **HANDICAPPED**

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

#### **DIVERSITY STATEMENT**

The School Board of Polk County, Florida, 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

## GENERAL INFORMATION

Most of the post-secondary training programs at Traviss Technical College have minimum admission or state licensure requirements. Applicants must be at least sixteen (16) years of age, and have the interest, ability, and desire to benefit in career education. In addition, applicants should be academically, physically, and emotionally capable of meeting the essential tasks of the chosen program. Adult students should provide picture identification, official transcript, two proofs of residence, and W9s with social security card. Individuals who do not meet an exemption, will be required to take the Comprehensive Adult Student Assessment Systems (CASAS) within the first six weeks of admission, which is used as a Basic Skill Exit Requirement and a diagnostic tool to determine remediation needs. Traviss complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act Amendments of 1973 in regard to students with disabilities. Traviss also strictly adheres to the Non-discrimination Policy adopted by the School Board of Polk County, Florida, and, in accordance with State Vocational Guidelines, the lack of English language skills will not be a barrier for admission and participation in our CTE programs. Reasonable accommodations can be made for special needs students. Qualified students applying for admission are accepted on a first-come, first-served basis during open enrollment periods.

## ADMISSION PROCEDURES FOR POSTSECONDARY (ADULT) STUDENTS

1. Register for program by completing an online application.
2. Provide official picture identification.
3. Provide official transcript of highest completed degree.
4. Provide two proofs of residency to establish Florida residency.
5. Complete or void W9s and provide social security card
6. Apply for financial assistance if applicable and/or pay tuition and fees.
7. Take the CASAS assessment, if applicable according to Section 1004.91, (F.S.)
8. Interview with school counselor to interpret test scores; discuss educational plans, entry date, tuition and fees.

Note: Some programs may require additional steps.

Most programs start twice a year and have two registration periods.

## HEALTH SCIENCE EDUCATION – ADMISSION PROCEDURES FOR POSTSECONDARY (ADULT) STUDENTS

Applicants desiring entry into a Health Science Education program at Traviss must complete all admission criteria specific to the health program selected and meet all general admission requirements.

In addition to the general admission procedures

1. Request the following from the Health Science Education Department for specific program desired:
  - a. Program Information Sheet
  - b. Medical Clearance Information. This is used to document current results of specified immunizations plus the applicant's mental and physical health. (Traviss is not responsible for any cost incurred by applicants to secure required immunizations or medical documentation.)
2. Background screening is required for most health science programs. Certain offenses may prevent students from obtaining clinical hours needed for completion of a Health Science Program. A Level 2 screen with fingerprinting is required for Practical Nursing.
3. Drug screening is also required for most health science programs prior to entry into the program and randomly throughout the program.

Note: Practical Nursing requires a minimum score of 50 on the TEAS Test for admission.

Health Science program registration periods vary. Most programs only begin once per school year.

### Program Schedules Chart

The chart below depicts the following: the number of instructional hours required for the length of the program, the number of hours per class day the student is scheduled, the days of the week the class is scheduled, the time the class is in session, the first day of the program is set to begin, the last day of the program for completion, and when students apply if starting in the Fall (August) semester or when students apply if starting in the Spring (January) semester. Application windows remain consistent. School start and end dates are altered annually based on the approved calendar set by Polk County Public Schools. The calendar can be found here: <https://polkschoolsfl.com/calendars/> Some programs based on their length may continue their program beyond the normal calendar.

Each program represents a series of progressive courses that are taught within the total length of the program's design. Students with transferable credit will begin a program according to the student's transcript and the appropriate course. Please note start and end dates may be altered based on school closures for storm days.

Program	Program Hours	Hours Daily	Days	Time	Program Start Date for New Cohort	Program End Date	Application Opens for Fall	Application Opens for Spring
Administrative Office Specialist	1050	5.5	M-T-W-R-F	7:30-1:30pm	Friday, August 11, 2023	Friday, August 23, 2024	March 1st	October 1st
Automotive Collision Technology Technician	1400	5.5	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Thursday, November 21, 2024	March 1st	October 1st
Automotive Maintenance and Light Repair	600	6	M-T-W-R-F	7:30-2:00pm	Wednesday, January 4, 2023	Thursday, May 30, 2024		October 1st
Automotive Service Technology 1	1050	6	M-T-W-R-F	7:30-2:00pm	Friday, August 11, 2023	Thursday, May 23, 2024	March 1st	
Automotive Service Technology 2	640	6	M-T-W-R-F	7:30-2:00pm	Friday, August 11, 2023	Wednesday, February 7, 2024		
Aviation Airframe Mechanics	1350	6.5	M-T-W-R-F	7:30-2:30pm	Tuesday, August 29, 2023	Tuesday, July 30, 2024	March 1st	
Aviation Powerplant Mechanics	900	6.5	M-T-W-R-F	7:30-2:30pm	Tuesday, August 29, 2023	Wednesday, April 17, 2024	March 1st	
Computer Systems & Information Technology (CSIT) - Fall Cohort	900	5.5	M-T-W-R-F	7:30-1:30pm	Friday, August 11, 2023	Monday, May 6, 2024	March 1st	
Computer Systems & Information Technology (CSIT) - Returning	372	5.5	M-T-W-R-F	7:30-1:30pm	Friday, August 11, 2023	Saturday, November 16, 2024		
Computer Systems & Information Technology (CSIT) - Spring Cohort	900	5.5	M-T-W-R-F	7:30-1:30pm	Thursday, January 4, 2024	Thursday, November 7, 2024		October 1st
Cosmetology – Fall Cohort	1200	6.5	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Thursday, June 6, 2024	March 1st	
Cosmetology - Spring Returning	544	6.5	M-T-W-R-F	1:00-8:00pm	Friday, August 11, 2023	Friday, December 15, 2023		
Cosmetology – Spring Cohort	1200	6.5	M-T-W-R-F	1:00-8:00pm	Wednesday, January 4, 2023	Thursday, June 6, 2024		October 1st
Dental Assisting	1230	6.5	M-T-W-R-F	7:30-2:30pm	Wednesday, July 26, 2023	Wednesday, May 29, 2024	January 1st	



Program	Program Hours	Hours Daily	Days	Time	Program Start Date for New Cohort	Program End Date	Application Opens for Fall	Application Opens for Spring
Diesel Systems Technician	1050	5.5	M-T-W-R-F	7:30-2:00pm	Friday, August 11, 2023	Friday, August 23, 2024	March 1st	October 1st
Diesel Systems Technician	750	5.5	M-T-W-R-F	7:30-2:00pm	Monday, August 26, 2024	Tuesday, April 8, 2025		
Electricity - Fall Cohort	1200	6.5	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Thursday, June 6, 2024	March 1st	
Electricity - Returning	576	6.5	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Wednesday, January 10, 2024		
Electricity - Spring Cohort	1200	6.5	M-T-W-R-F	7:30-2:30pm	Wednesday, January 4, 2023	Thursday, June 6, 2024		October 1st
Energy Technician (Hybrid Cohort)	600	3.5	T-W-R	5:30-9:00pm	Tuesday, August 15, 2023	tbd	March 1st	October 1st
Heating, Ventilation, Air Conditioning/ Refrigeration 1 - Fall Cohort	750	5.5	M-T-W-R-F	7:30-1:30pm	Friday, August 11, 2023	Thursday, March 28, 2024	March 1st	October 1st
Heating, Ventilation, Air Conditioning/ Refrigeration 2	600	5.5	M-T-W-R-F	7:30-1:30pm	Friday, March 29, 2024	Friday, November 8, 2024		
Heating, Ventilation, Air Conditioning/ Refrigeration 1 & 2	1350	3.5	T-R	5:30-9:00pm	Tuesday, August 15, 2023	tbd	March 1st	October 1st
Legal Administrative Specialist	1050	5.5	M-T-W-R-F	7:30-1:30pm	Friday, August 11, 2023	Friday, August 23, 2024	March 1st	October 1st
Medical Assisting	750	5.5	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Friday, March 8, 2024	March 1st	
Phlebotomy	165	3	tbd	tbd	Thursday, February 1, 2024	Friday, April 26, 2024		October 1st
Plumbing – Spring Cohort	1050	5.5	M-T-W-R-F	7:30-1:30pm	Wednesday, January 4, 2023	Friday, January 17, 2025		October 1st
Practical Nursing - Fall Cohort	1350	6.5 / 8	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Tuesday, June 18, 2024	January 1st	
Professional Culinary Arts & Hospitality	1200	6.5	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Thursday, June 6, 2024	March 1st	October 1st
Surgical Technology	1330	6.5 / 8	M-T-W-R-F	7:30-2:30pm	Friday, August 11, 2023	Thursday, May 30, 2024	January 1st	August 1st
Welding Technology	1050	6	M-T-W-R-F	7:00-2:00pm	Friday, August 11, 2023	Thursday, May 23, 2024	March 1st	

## TESTING

Florida Statute 1004.91 requires all students who enroll in a program offered for career credit of 450 hours or more to complete an basic skill examination within the first 6 weeks of admission into a program if applicable, see exemptions below. Please call Student Services at (863) 499-2700 and ask for testing times and dates. Testing availability is limited due to COVID-19 precautions. All testing will be conducted by appointment.

Comprehensive Adult Student Assessment Systems (CASAS): GOALS Series is an online assessment. To take the test, bring your photo I.D. and \$20.00. No bills larger than a \$20.00 is accepted. The test may take about 3 ½ hours. No cell phones or personal belongings are allowed in the test area. If you have received testing accommodations as a student with a disability and would like to request accommodations for CASAS, speak with a counselor **prior** to testing. It may be necessary to schedule your test on a different day. In addition, if you are not proficient in English, you may request a dictionary and additional time.

You may be exempt if you:

- Enrolled in a program less than 450 hours
- Entered 9<sup>th</sup> grade in a Florida public school in 2003-2004 or after and earned a Florida standard high school diploma
- Passed all four components of the GED in the last 2 years
- Have completed an associate degree or higher from a SACS accredited or equivalent institution
- Serving as an active duty member in the Armed Services
- Enrolled in an apprenticeship program

Students may retake the CASAS after 3 months, without remediation; or after 40-70 hours of instruction in a remediation class. The results of the CASAS are valid for a period of two years.

Test of Essential Academic Skills (TEAS) is an online assessment designed specifically to assess a student's preparedness entering the health science fields. To take the test, register through student services and/or online at [AtiTesting.com](https://www.atitesting.com). The exam is \$70.00. On the day of testing, bring your photo I.D.; however, cell phones or personal belongings are not allowed in the test area.

## Comprehensive Adult Student Assessment System (CASAS): Life and Work Series

Adult students who wish to enroll in the English for Speakers of Other Languages (ESOL) or English Literacy for Career and Technical Education (ELCATE) course, must be pretested and post-tested using the CASAS Assessment Tool.

## NEW STUDENT TRANSFER

An incoming student who has previously attended another accredited institution will be asked to provide an official transcript. Clock hours of attendance, grades and skills are reviewed for award of credit, time and placement. All transfers are considered on an individual basis when space is available and admission requirements are met.

## TRANSFERS WITHIN TRAVISS

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

## STUDENT RECORDS DISCLOSURE

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

## FOREIGN STUDENTS

Foreign students are allowed to register, enroll and study at Traviss Technical College if they have a valid status as defined by the U.S. Immigration and Naturalization Service. Proper documentation proving valid status must be shown at time of registration. However, Traviss is not listed as an eligible school for students seeking to obtain a student visa.

### LEGAL NAME CHANGE

An admitting student who legally changed their name since they were first enrolled in a Polk County public school, needs to provide a certified copy of a legally binding instrument (court order, final judgment) that legally changes that student's name.

# Tuition and Fees

## TUITION AND PROGRAM COSTS

Tuition fees are established by the Florida Legislature and the Polk County School Board, Florida. 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. Please see Information for Florida Residency for more information. 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 and program costs are to be paid in the following order:

- Half of tuition, all testing, application and lab fees are paid on the first day of registration.
- Balance of tuition is to be paid within thirty days from the time program starts.

### Vocational Certificate

Tuition is \$2.92 per clock hour for Florida residents and \$11.71 per clock hour for out-of-state residents.

### Continuing Workforce Education (Business and Industry Classes)

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

### Adult General Education

Tuition is \$30.00 per semester for Florida residents and non-residents.

- Adult Basic Education (ABE)
- Applied Academics for Adult Education (AAAE)
- English for Speakers of Other Languages (ESOL)
- General Education Development (GED)

### Individual Program Costs

Tuition and program costs may be found on **page 60** for Postsecondary Programs.

## METHODS OF PAYMENT

Payment may be made via cash, Visa, MasterCard, personal money orders and checks drawn on local banks are accepted. A local address and telephone number must be on all checks. Tuition and fees for some students are deferred when a voucher is submitted to Traviss from a funding agency or other source. If fees paid by checks are re-funded, the student must wait at least 45 days for processing of the refund.

**Note:** Traviss does not cash personal checks. No bills larger than a \$20.00 is accepted.

## INFORMATION FOR FLORIDA RESIDENCY

A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a foreign national in a nonimmigrant visa classification that grants you the legal ability to establish a bona fide domicile in the United States, a permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida “resident for tuition purposes.”
- Traviss Technical College acknowledges and adheres to the Bill Young Veteran Tuition Waiver to provide the equivalent of in-state tuition and fees for veterans and beneficiaries who receive VA Educational Assistance from Chapter 30, 31, and 33, and who reside in the state while enrolled at this institution.

- **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.**
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. Students must verify that they have broken ties to other states if the student or, in the case for dependent students, his or her parent has moved from another state.

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

**1. Claimant must provide at least one of the following of his/her personal documentation:**

- Florida Voter's Registration Card.
- Florida Driver's License.
- State of Florida Identification Card.
- Florida Vehicle Registration.
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (**Required:** document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (**Required:** document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months. (**Required:** transcript)
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period. (**Required:** pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

**2. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):**

- Declaration of domicile in Florida in accordance with s.222.17, Florida Statutes.
- Florida professional or occupational license.
- Florida incorporation.
- Document evidencing family ties in Florida.
- Proof of membership in a Florida-based charitable or professional organization.
- Any other documentation that supports your 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.

# Financial Assistance

## GENERAL INFORMATION

Financial aid is available for all students who qualify and enroll in an approved training program at Traviss Technical College. The aid is based upon individual student need or merit criteria. The Financial Aid Coordinator will help determine eligibility. The financial aid offered at Traviss includes Title IV Federal Pell Grant, VA Education Benefits, Florida Bright Futures Scholarship, Traviss Financial Aid, and other federal or private scholarships/grants.

Students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) at ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). It is recommended that the completed application be submitted for processing a minimum of four weeks prior to expected enrollment date. Research for scholarships can be completed on-line at [www.fastweb.com](http://www.fastweb.com) or [www.fnaid.org](http://www.fnaid.org).

Students receiving financial aid need to confirm payment procedures with Traviss' 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 student who is receiving Pell Grant funding notifies Traviss that 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.

Financial assistance at Traviss Technical College includes:

## AMERICORPS

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

## CAREERSOURCE POLK

This federal assistance provides funding for Polk County residents who are applying for or who are enrolled in a high-skill, high-wage program. Only full-time programs listed on the Regional Demand Occupations List qualify for funding. Questions about this financial assistance should be directed to CareerSource Polk at (863) 508-1100 or the liaison for CareerSource Polk located in Student Services.

## FARMWORKERS PROGRAM

The Farmworker Program is a federally-funded form of assistance for students and/or their families who are migrant or seasonal agricultural workers. For further information, please contact their office at 300 E. Bridgers Avenue, Auburndale, FL 33823 (863) 968-5658.

## FEDERAL PELL GRANT

This grant is an entitlement from the United States Department of Education which does not require repayment if all criteria is met and maintained. It is designed to provide funds to help eligible students who have a high school diploma, or a GED pay for their education after high school.

A Pell Grant is awarded to students who qualify according to federal government Title IV guidelines and who are enrolled in a 600 or more clock hour 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 financial aid award process.

## FLORIDA BRIGHT FUTURES SCHOLARSHIP

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

### FLORIDA PREPAID COLLEGE PLAN

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

### SCHOLARSHIPS (BUSINESS AND INDUSTRY AND OTHER)

Many businesses, industries and civic organizations donate money for needy students on a yearly or occasional basis. These funds are dispersed to deserving students on a first-come, first-served basis.

There are also scholarships and awards from sources outside of Traviss which are deposited into a trust fund and are administered by the Financial Aid Coordinator according to guidelines of the donating sources.

### THIRD PARTY FUNDING

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

### TRAVISS FINANCIAL AID (TFA)

This Scholarship is a needs-based award for students who have lived in Florida for at least one year prior to enrolling at Traviss. It covers tuition (possibly lab fees) and has very specific requirements which are available in the Financial Aid Office.

### VA EDUCATION BENEFITS

Some career programs qualify for Veteran's benefits. Eligible veterans may be certified for benefits by the Financial Aid Office when they produce a letter of eligibility from the VA. Veterans can apply for benefits at [www.va.gov](http://www.va.gov).

Students exceeding 20% of total absences in a calendar month will have their certification terminated for unsatisfactory attendance. Students must report all prior post-secondary 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.

### Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Traviss Technical College 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 VA. Traviss Technical College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (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

### Credit for Prior Training

Veterans who are planning to use their GI Benefits at Traviss Technical College as part of their enrollment process must submit all prior post-secondary training which will include their military training as well. The official transcripts will be evaluated, and credit awarded if applicable to their current program of interest. Veterans do not have a choice as to whether they can provide their transcripts from other colleges/universities.

Traviss must maintain a written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, and the VA and veteran so notified.



# Refund Policy

## POSTSECONDARY PROGRAMS

The following guidelines will govern the refund of postsecondary student fees:

1. If administration **cancels** a class, a full refund of tuition and fees paid will be granted with the exception of costs incurred by applicants to secure required immunizations or medical documentation; application fee; and any applicable background screening. Payments made by check or cash will be refunded by check from the School District for any class **cancelled** 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. If a student **withdraws on or before the first day of class-or-enrollment is denied**, Tuition will be refunded at 100%. Fees paid will also be fully refunded, with the exception of costs incurred by applicants to secure required immunizations or medical documentation; application fee; and any applicable background screening.
3. Application fees are **non-refundable**, with the exception of duplicate payments.
4. If a student **withdraws** after the first class or up to the fifth class, tuition will be refunded at 75%. No fees will be refunded.
5. No refunds will be provided after the fifth-class meeting.
6. A student may choose to apply any refund, as described in this policy, to enroll in other programs during the same academic year.
7. Credit card payments are refunded to the card charged. All other refunds will be issued by check from the School Board of Polk County. Students should allow thirty to forty-five (30-45) days for receipt of a refund check.
8. There will be no refunds for students who finish the program ahead of schedule.
9. A 1.55% + \$0.22 Convenience Fee will be charged per transaction for credit card purchases.

## CONTINUING WORKFORCE EDUCATION PROGRAMS (Business and Industry Classes)

There will be no refunds for students enrolled in a Continuing Workforce Education (CWE) course(s). No fees will be refunded if the student chooses to withdraw from Continuing Workforce Education (CWE) courses.

## FUNDING AGENCY REIMBURSEMENT

If a funded student chooses to withdraw within the first 30 days of school and after payment has been received from a funding agency, the funding agency will be reimbursed based on the student's scheduled hours. The student may be responsible for fees not covered by the agency due to the date of withdrawal. Note: Pre-paid State Licensure Exam fees will be refunded if the student withdraws prior to taking the exam.

# Attendance Criteria and Grading System

## RATIONALE

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

## ATTENDANCE AND PUNCTUALITY

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

Students may badge in using an Attendance Kiosk no earlier than 15 minutes prior to the start of their scheduled class time.

Excessive absences and tardiness could initiate withdrawal from a program.

## ATTENDANCE POLICY

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

### Attendance Policy for Community Education, Continuing Workforce Education, and Apprenticeship Programs

Students enrolled in Community Education, Continuing Workforce Education, and Apprenticeship programs are set based on the specific course. Students must be present for the first day of class.

#### Involuntary Withdrawal

A student who does not report to the school by the second day of the course will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. Refunds are not provided for short term courses.

### Attendance Policy for Adult General Education Programs

Students enrolled in Adult General Education programs are monitored based on the cumulative hours scheduled. The attendance policy described here applies to all traditional adult full-time, part-time students; online and hybrid students. Full-time adult students receive a minimum of 24 scheduled instructional hours weekly. Other schedules with fewer instructional hours per week are considered part-time. Students must be present for the first day of class. Students are responsible for knowledge of, and adherence to, the attendance policy and abiding by all associated guidelines.

Attendance is based on actual seat time; tardiness, or brief absences that are unrelated to school business, will be deducted from a student's attended hours.

Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardiness, leaving early, full-day absences, or a combination of all three.

#### Involuntary Withdrawal

- A student who does not report to school by the second day of the scheduled start date will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. Refunds are not provided for Adult General Education courses.

- A student who does not report to school for 6 consecutive days and does not contact the school or instructor will be involuntarily withdrawn.

- A student who exceeds the allotted amount of absences per program year. See the monitoring guidelines below for more information.

#### Attendance Policy for Postsecondary Technical Education Programs

Because technical schools are clock-hour institutions, all students enrolled in postsecondary technical programs are required to use the attendance kiosk to badge in and out each school day to track attendance hours. The attendance policy described here applies to all traditional adult full-time, part-time students; online and hybrid students; and dual enrolled students. Full-time adult students receive a minimum of 5.5 hours of instruction per day (M-F), resulting in 27.5 scheduled clock hours weekly. Other schedules with fewer instructional hours per week are considered part-time. Curriculum delivery and awarding terminal credentials and Occupational Completion Points (OCPs) to students are based on actual number of hours present in the classroom within the scheduled clock hours for the course. Individual programs may have stricter guidelines for attendance and may measure hours by each OCP rather than full program hours. Students are responsible for knowledge of, and adherence to, the attendance policy and abiding by all associated guidelines. Just as employees might be expected to notify a supervisor or manager in the event of an absence from work, students are expected to contact their program instructor on every occasion when absent from class.

Specific attendance policies may be required by individual programs to comply with Veteran benefits guidelines, State board rules, financial aid guidelines, and/or program standards. Students who are receiving aid and are withdrawn for nonattendance will automatically be declared unsatisfactory in their academic progress through a program, resulting in a suspension of financial aid. Such students may have additional consequences including a required repayment to the Polk County Technical College of any funds received for tuition.

Attendance is based on actual seat time; tardiness, or brief absences that are unrelated to school business, will be deducted from a student's clock hours.

Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardiness, leaving early, absences, or a combination of all three.

#### Involuntary Withdrawal

- A student who does not report to school by the second day of the semester will be involuntarily withdrawn. The student will be marked as a student who did not enter (DNE) and will forfeit their seat in the program. All schedules and invoices will be automatically deleted. Student refunds will follow the refund policy.
- Students who enroll in a program after the original start date, during the 2-week Drop/Add period, will be not be penalized the number of hours they miss from the start of program. For example, if a full-time student begins on day 3 of a program, he/she will have missed two full days. The student will be expected to complete the necessary make-up work outside of the instructional time. The attendance will be marked as an excused absence.
- A student who does not report to school for 6 consecutive days and does not contact the instructor will be involuntarily withdrawn.
- A student who exceeds the allotted amount of absences per program. See the monitoring guidelines below for more information.

### **MONITORING GUIDELINES FOR ADULT EDUCATION AND POSTSECONDARY TECHNICAL EDUCATION PROGRAMS**

WRITTEN WARNING Meeting between student and teacher to discuss excessive absences and consequences. Documentation placed into student folder – both in the classroom and in Student Services. Students with excessive absences can possibly lose financial aid/VA benefits and/or scholarships from community sponsors. Student is encouraged to check with Financial Aid Office.

- Full time student: 20 hours of cumulative absence per program
- Part time student: 10 hours of cumulative absence per year

**WRITTEN WARNING** Requires conference with an Administrator, or Designee, to discuss excessive absences and alternatives to prevent them. Consequences are reviewed at this time. Students with excessive absences can possibly lose financial aid/VA benefits and/or scholarships from community sponsors. Student is encouraged to check with Financial Aid Office.

- Full time student: 40 hours of cumulative absence per program
- Part time student: 20 hours of cumulative absence per year

**WITHDRAWAL** The student will be notified that he/she is being involuntarily withdrawn due to excessive absences. Students involuntarily withdrawn for excessive absences will be required to sit out one semester before readmission. Students who are receiving aid and are withdrawn for nonattendance will automatically be declared unsatisfactory in their academic progress through a program, resulting in a suspension of financial aid. Such students may have additional consequences including a required repayment to the Polk County Technical College of any funds received for tuition.

- Full time student: 60 hours of cumulative absence per program
- Part time student: 30 hours of cumulative absence per year

### **STUDENT LEAVE OF ABSENCE POLICY**

Any student that is placed on quarantine due by the Health Department or the Mark Wilcox Center will be excused from face-to-face learning. The student will be responsible for completing work either virtually during the quarantine or upon return.

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

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

### **CRITERIA FOR DETERMINING EXCUSED OR UNEXCUSED CHECKOUTS AND TARDINESS**

These will be determined the same as absences per the Polk County Schools Attendance Policy.

### **DISMISSAL**

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

### **STUDENT GRADES AND PROGRESS REPORTS**

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. Certificates may be held until all financial obligations have been met.

### **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), if applicable, and mastery of the program competencies as determined by the instructor, is the standard for determining if a Certificate of Completion is to be issued. Standards of progress are established for each program which includes: (1) minimum level of quality for each competency; (2) average and maximum time achieving each objective; and (3) attendance/ employability skills standards met.

### **GRADING SCALE**

Students enrolled in Technical Education programs will receive final grades of "A" through "F" at the end of the designated clock hours for the course.

Students study under a competency-based system and are graded as competency requirements are satisfactorily completed. A completed Occupation Completion Point (OCP) may be assigned a letter and a numeric grade. The following approved grading scale is used to report student achievement. Students are evaluated on theory and practical skills.

Students must successfully pass all components to receive a passing grade. Failing any component (lecture, lab, simulation, externship/clinical, etc.) will result in a recorded grade of "F" for all components of the course attempted.

Some programs might have a different grading scale based on certain qualifications and Industry Certification standards. See your instructor for specifics.

#### Grading Scale

##### A = 90 - 100% High Level of Mastery

The attitude and behavior of the student fully meet occupational expectations. The student participates constructively in every class session, maintains a regular schedule of completed tasks, and gives evidence of an enthusiastic and positive attitude. The student can perform skills without supervision and with initiative and adaptability.

##### B = 80 - 89% Mastery

The attitude and behavior of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students, and demonstrates a positive attitude. The student can perform required skills satisfactorily without assistance or supervision.

##### C = 70 - 79% Competency

The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes minimal progress, and is sometimes off task. There is evidence that student lacks a positive attitude towards training and occupational goals. The student can perform required skills satisfactorily but requires some assistance or supervision.

##### D = 60 - 69%

The student needs to make considerable improvement in attitude and work habits to meet occupational standards. The student does not participate productively, is often off task, and does not take necessary responsibility. The student can perform parts of the required skills satisfactorily but requires considerable assistance and/or supervision.

##### F = 0 - 59%

There are serious questions about the student's work attitude and behaviors. The student should rethink his/her personal objectives and career goals. The student cannot perform the required skills.

## Withdrawals, Re-Entry and Placement

### POSTSECONDARY STUDENT WITHDRAWALS

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

Withdrawals initiated by Traviss will be for documented reasons in accordance with school policy, such as failure to report by the second day of the class, excessive absences, or course failure. Students may appeal a withdrawal by contacting school administration.

### RE-ENTRY

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

Students that return to the same program the next semester are considered to be continuously enrolled; thereby restarting the last incomplete/failed course upon re-entry. Students that return to the same program but are not continuously enrolled may be required to restart the program. The student's transcripts and obtained industry certifications will be considered for placement.

### EMPLOYMENT ASSISTANCE

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

### STUDENT FOLLOW-UP

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

## Student Services

### IDENTIFICATION BADGES

All new and returning students enrolled at Traviss Technical College are required to wear an identification badge while on campus. Identification badges are \$5 each; replacement and extra badges may also be purchased at a cost of \$5 each. Students must show proof of payment before having their photo taken for their identification badge.

### UNIFORMS

Programs require uniforms to be worn. Students must dress in the uniform assigned to their program and in accordance with the standards established by Traviss, businesses and industries in the local community and within the guidelines of the Polk County Public Schools Code of Student Conduct.

Counselors and instructors advise students regarding uniform dress. The cost of the program uniforms range from \$150.00 to \$300.00 which covers three (3) to five (5) sets. Any type of dress that disrupts the educational process at Traviss Technical College will be referred to administration, and for high school students a parent may be contacted. Shorts and open toed shoes (sandals, flip flops, slides, etc.) are not permissible by any student on campus.

### PARKING PERMITS

Student parking permits are required for all students driving on campus. The parking permit will be issued to each student, as needed, at the time identification badges are issued with a paid receipt. The cost for a parking permit is \$20 and must be purchased each school year.

### TRANSPORTATION

All students are able to participate in the COLT program which provides free bus transportation through Polk County's Citrus Connection public transportation. The School Board of Polk County provides free school bus transportation for secondary students only during the regular school term. However, school bus services are not available for postsecondary students or students attending evening programs.

### TEXTBOOKS

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

### CASHIERS WINDOW

Tuition and all other fees or payments can be made on campus at the Cashiers window located in building 300. Payment can be made by cash, Visa, MasterCard, cashier's check or money order. Per the School Board of Polk County, Florida, Policy no bills larger than a \$20 will be accepted.

### DINING FACILITIES

In the cafeteria, hot meals as well as cold salads are served to staff and students. A 30 minute lunch for adults is scheduled for each program and students are advised of this time by a published schedule. Vending machines located in the cafeteria and buildings 100 and 200 also provide snacks and beverages. Postsecondary adult students are permitted to leave campus; however, high school students are not.

### MEDIA CENTER

The Media Center provides for the informational needs of the school community. Research materials are available in a variety of media, including print, video, CD-ROM, Internet and online subscriptions. In addition to assigned class research, students are encouraged to satisfy their personal interests by making use of fiction and non-fiction books, newspapers, and magazines. The Media Center is open to students before and after school as well as during class time and lunch. The Media Center is also used occasionally for large group meetings.



## SCHOOL CLINIC

A school clinic is located in building 300 near the reception area and primarily used to supply temporary first aid and for emergency cases.

## INSURANCE

The Polk County School Board, Florida, has purchased a supplemental student accident insurance policy to cover all Polk County students while at school or when they are participating in activities that are exclusively sponsored, scheduled and funded by the Polk County School Board, Florida, during the current school term. This school time policy coverage ends on the last day of school each year. This policy will not pay for 100% of all medical expenses, is NOT "Primary Insurance" and is in effect only during school activities directly supervised by a Polk County employee. An "Extended 24-Hour Protection Plan" may be purchased for a minimal fee per school term.

\* Some programs may require proof of additional insurance before enrollment.

## DRUG-FREE SCHOOL POLICY

Traviss provides a safe, orderly and disciplined learning environment free of drugs and violence. Information is presented to students on a regular basis regarding drug prevention. Students who desire more information on substance abuse prevention should consult with a school counselor.

## TOBACCO PRODUCTS

Traviss Technical College is a tobacco free campus in accordance with the Polk County Public Schools Tobacco Free Environment 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 Traviss Technical 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 Traviss Technical College to review the matter. Such an appeal shall be submitted within three days of the incident. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses.
3. The Director, and or designee, 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: Senior Director of Multiple Pathways; Chief Academic Officer; Superintendent; and the School Board of Polk County, Florida.
5. If the grievance is not settled at the local level, the student may contact the accreditation agency:

Commission of the Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: (800) 917-2081 Toll-free or (770) 396-3898  
Fax: (770) 396-3790  
<http://www.council.org>

Cognia (formerly AdvancEd) the parent organization for the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

9115 Westside Parkway  
Alpharetta, GA 30009  
Telephone: (888) 413-3669  
<http://www.cognia.org>

Students have the right to submit a complaint to the Florida Department of Education (DOE). For more information and to access the complaint form, search for "File a Complaint" at Florida DOE website or visit:  
<http://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.stml>"

### **DUE PROCESS PROCEDURE**

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

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

### **CAREER COUNSELING**

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

### **COOPERATIVE EDUCATION**

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

### **CONTINUING WORKFORCE EDUCATION (Business and Industry Classes)**

Continuing Workforce Education courses have been suspended due to COVID-19 precautions.

### **TRANSCRIPT REQUESTS**

Requests for transcripts can be found on Traviss' website at [www.traviss.edu](http://www.traviss.edu). Records/Transcripts for years attended before 2016 are not available at the school level and must be requested from the School Board of Polk County, Florida (This does not include Health Science Records/Transcripts). No transcript will be released without student's written request or financial obligations cleared.

Both official and unofficial transcripts have a minimal charge of \$8.00 and sent via regular mail.

In Person Requests – Cash, Money Order or Credit Cards are accepted

By Mail Requests – Money Orders accepted only payable to Traviss Technical College

### 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, school counselors and administration can provide additional information.

### COMMENCEMENT CEREMONIES

To ensure public safety, Commencement Ceremonies will be held within the guidelines set by the Polk County Department of Health and the School Board of Polk County, Florida.

One commencement ceremony will be held at the end of the year to honor all program completers for the school year. Students must complete the intent to graduate form at the end of their program. Any student or guest that requires an ADA accommodation, such as wheelchair accessibility or a sign language interpreter, should be identified on the intent to graduate form.

## Student Organizations

Various activities and events during the school year help to enrich the educational experience. Traviss Technical College sponsors the following organizations:

### CECF/BPA

Career Education Clubs of Florida/Business Professionals of America members compete in demonstrations of their business technology skills, develop their professional and leadership skills, network with one another and professionals across the nation, and participate in community service projects.

### DAS

The Dental Assisting Society invites dental students to participate in fund raising projects to offset the cost of such items as membership in the American Dental Assistants Association (ADAA), application to the Dental Assisting National Board Exam (DANB), the graduation pin, and social activities.

### FBA

Future Builders of America is a local club with the Polk County Builders Association. Students interested in building careers have the opportunity to meet builders, participate in competitions, develop leadership skills, participate in summer internship programs, and apply for college scholarships.

### HOSA

Health Occupations Students of America is a national student organization. The mission of HOSA is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.

### NTHS

National Technical Honor Society is a nonprofit, educational organization established to honor excellence in career and technical education. Student candidates must meet national and local membership standards and who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character.

### SKILLSUSA

SkillsUSA (formerly VICA, Vocational Industrial Clubs of America) is a national organization for students who are preparing for careers in trade, technical and skilled service occupations, including health occupations which promotes skill development in addition to personal development. The emphasis is on leadership, social, character, citizenship and community development. SkillsUSA provides regional, state and national competitions and awards.

### TRAVISS AMBASSADORS

Traviss Ambassadors is a society of students who represent the various vocational programs on campus. Ambassadors serve as examples and coaches to their fellow students, serve as greeters and tour guides to prospective students and other guests at Traviss, and help promote a sense of community within the programs, classrooms, and Traviss as a whole. Traviss Ambassadors meet once a month to review and share issues connected with their leadership roles at Traviss.

## Postsecondary Programs Available

### **Postsecondary Programs\***

Administrative Office Specialist  
Automotive Collision Technology Technician  
Automotive Service Technology 1 & 2  
Automotive Maintenance and Light Repair Technician  
Aviation Airframe Mechanics  
Aviation Powerplant Mechanics  
Computer Systems & Information Technology (CSIT)  
Cosmetology\*\*  
Dental Assisting  
Diesel Systems Technician 1 & 2  
Electricity  
Energy Technician\*\*  
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 & 2\*\*  
Legal Administrative Specialist  
Medical Assisting  
Plumbing  
Practical Nursing  
Professional Culinary Arts & Hospitality  
Surgical Technology  
Welding Technology

### **Short Term Continuing Workforce Education Programs\***

IV Therapy for the PN (B & I Services)

### **Adult General Education Courses**

Applied Academics for Adult Education (Remediation)

\*Program Offerings Subject to Change

\*\*Evening Courses Available

## 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. It is available for secondary, dual enrolled, and postsecondary students.

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

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

The following table illustrates the postsecondary 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
		<b>TOTAL</b>	<b>1050</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for the Microsoft Office Specialist (MOS) certification and the Notary Public Exam to become a Notary. Certain requirements must be met.

**Articulation Agreement:** This program has a statewide articulation agreement with community colleges in which program completers could earn up to 15 credit hours toward an AAS/AS degree in Office Administration. Specific requirements and criteria must be met before credits are awarded.

## Automotive Collision Technology Technician

**Description:** This program offers classroom and shop experiences in all phases of the repair of damaged auto bodies, fenders, and frames. The course content includes basic trade skills, refinishing skills, sheet metal repair skills, frame and unibody squaring and aligning, use of fillers, paint systems and undercoats, as well as related welding and mechanical skills, trim-hardware maintenance, and other miscellaneous repair. The program content also includes training in communication, leadership, human relations and employability skills, and safe, efficient work practices and it provides supplemental training for persons previously or currently employed.

**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 following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ARR0140	A	Automotive Collision Repair and Refinishing Helper/Assistant	150
ARR0141	B	Automotive Collision Refinishing Technician	450
ARR0312	C	Non-Structural Damage Repair Technician	300
ARR0022	D	Damage Analysis and Estimating	75
ARR0112	E	Automotive Collision Welding, Cutting and Joining	75
ARR0295	F	Structural Damage Repair Technician	350
		<b>TOTAL</b>	<b>1400</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of six 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.

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to test for certification in I-CAR and four areas of Automotive Service Excellence (ASE), NATEF approved.



## Automotive Maintenance and Light Repair Technician

**Description:** This program prepares students with the necessary skills, knowledge, work habits, and attitudes to successfully enter and advance in the field as an entry-level technician. It is designed to train students to perform repair and service procedures required to maintain an automobile. Students study the theory of operation and repair various systems such as brakes, engines, electrical components, etc. in the automobile. Electronic scan tools will be utilized in the testing and servicing of the various systems in the automobile such as fuel, engine management, automatic transmissions and brake systems.

**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 following table illustrates the Program structure:

Course #	OCP	Course Title	Hours
AER0025	A	Maintenance and Light Repair Technician 1	150
AER0026		Maintenance and Light Repair Technician 2	150
AER0027		Maintenance and Light Repair Technician 3	150
AER0028		Maintenance and Light Repair Technician 4	150
		<b>TOTAL</b>	<b>600</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult or dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing Automotive Maintenance and Light Repair Technician, students are eligible to take the Automotive Service Excellence (ASE) Tests. NATEF approved.

## Automotive Service Technology 1

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

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

The 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
		<b>TOTAL</b>	<b>1050</b>

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

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

## Automotive Service Technology 2

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

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

The 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
		<b>TOTAL</b>	<b>750</b>

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

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purpose and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

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

## Aviation Airframe Mechanics

**Description:** Aviation Airframe Mechanics is an FAA approved Part 147 course open to both high school and adult students. This program is designed to prepare the student for employment in the commercial and general aviation industry as an Aviation Maintenance General Technician with FAA Airframe Rating.

**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 following table illustrates the program structure:

Course #	OCP	Course Title	Hours
AMT0705	A	Aviation Maintenance General Technician	450
AMT0765	B	Aviation Maintenance Airframe Technician 1	450
AMT0766		Aviation Maintenance Airframe Technician 2	450
		<b>TOTAL</b>	<b>1350</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of two Occupational Completion Points. When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering system) in accordance with Section 1007.24 (1), F.S. Technical Colleges and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

**Admission Requirements:** The Aviation Airframe Mechanics program accepts both high school and adult students. Adult students desiring entry into the program must meet all general admission requirements for Traviss Technical College. High School Students: Contact the Central Florida Aerospace Academy of Kathleen High School. Adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students will be prepared to take the FAA License Examinations for Airframe ratings.

## Aviation Powerplant Mechanics

**Description:** Aviation Powerplant Mechanics is an FAA approved Part 147 course open to both high school and adult students. This program is designed to prepare the student for employment as an Aviation Maintenance General Technician, and an Aviation Powerplant Maintenance Technician with FAA Powerplant Rating.

**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 following table illustrates the program structure with OCP A, a core course, completed in Aviation Airframe Mechanics.

Course #	OCP	Course Title	Hours
AMT0705	A	Aviation Maintenance General Technician	450
AMT0775	B	Aviation Maintenance Powerplant Technician 1	450
AMT0776		Aviation Maintenance Powerplant Technician 2	450
		<b>TOTAL</b>	<b>1350</b>

**Occupational Completion Points (OCPs):** This program is a planned sequence of instruction consisting of a two Occupational Completion Points. The Aviation Maintenance General Technician is a core course. When offered at the postsecondary level, this program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering system) in accordance with Section 1007.24 (1), F.S. Technical Colleges and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

**Admission Requirements:** The Aviation Powerplant Mechanics program accepts both high school and adult students. Adult students desiring entry into the program must meet all general admission requirements for Traviss Technical College. High School Students: Contact the Central Florida Aerospace Academy of Kathleen High School. Adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Must have completed Aviation Airframe Mechanics to enroll in Aviation Powerplant Mechanics.

**Licensure/Certification:** After successfully completing this program, students will be prepared to take the FAA License Examinations for Powerplant ratings.

## Computer Systems & Information Technology (CSIT)

**Description:** This program prepares students for employment as network specialists in the information technology industry. The program content includes, but is not limited to, installation, programming, operation, maintenance and servicing of computer systems; and diagnosis and correction of operational problems in computers arising from mechanical, electrical or electronics, hardware and software malfunction. It also includes communication, leadership skills, human relations and employability skills, and safe, 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.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
CTS0082	A	Computer Systems Technician	300
CTS0083	B	Computer Network Technician	150
CTS0084	C	Computer Networking Specialist	150
CTS0069	D	Computer Security Technician	300
		<b>TOTAL</b>	<b>900</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** Throughout the course of study students will be preparing for the CompTIA A+, Network+, and Security+ exams. These certifications are recommended for professionals who are interested in mastering broad, information technology concepts and are seeking employment in the information technology field.

## 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 concerned with a variety of beauty treatments including the care and beautification of the hair, complexion, and hands.

Students are given the knowledge, skills, and necessary work experiences for employment at job entry level. Instruction is also designed to qualify students for the Florida Cosmetology Licensing Examination which requires 1200 hours of instruction.

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

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

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
		<b>TOTAL</b>	<b>1200</b>

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

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** A student completing the Cosmetology program is prepared for employment as a licensed Hairdresser, Hairstylist, and a Cosmetologist upon passing the Florida State Board of Cosmetology Licensure Exam.



## **State Requirements for Obtaining a Florida Cosmetology License**

### **General Requirements:**

- Must be at least 16 years of age or have received a high school diploma.
- Must possess a Social Security number to apply.
- Applicants must complete 1,200 school hours in a cosmetology program. Florida cosmetology students must apply for licensure by examination.

**Examination:** After completing the cosmetology program, a school official will sign and submit official documentation for students to apply for the licensure exam. You must complete both portions of the examination within a two-year period from the date of the first attempt of either portion of the exam. If you fail either portion of the examination on the first attempt, you can submit a reexamination application without any additional signatures from the cosmetology school. Remedial hours may be required with verification by the school. For more information regarding the Cosmetology examination, please review the [Cosmetology License Examination Candidate Information Booklet](#).

**HIV/AIDS Course:** Applicants who completed their education at a Florida school should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course is built into Traviss' cosmetology program.

**Fee:** Pay \$63.50 to the Department of Business and Professional Regulations (DBPR). Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. For more information, please visit the DBPR Military Services page at <http://www.myfloridalicense.com/DBPR/military-services/veterans-services/>.

**Special Testing Accommodations:** The DBPR certifies that it will comply with the provisions of the Americans with Disabilities Act (42 USCG Section 12101, et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C.2000e, et seq.), in accommodating candidates who, because of a disability, need special arrangements to enable them to take an examination. All applicants for an examination or a reexamination who desire special testing accommodations due to a disability must submit an application to the Special Testing Coordinator prior to each exam. The application for accommodation must be completed and returned to the Bureau of Education and Testing at:

Department of Business and Professional Regulation  
Bureau of Education and Testing Special Testing Coordinator  
2601 Blair Stone Road  
Tallahassee, Florida 32399-0791

For more information regarding special testing accommodations, please visit the DBPR webpage at: <http://www.myfloridalicense.com/DBPR/examination-information/special-testing-accommodations/>.

### **Reasons for not sitting can include:**

- Failed background - All required documents MUST be submitted with application if positive background.
- Application was not completed correctly or missing information on the application or paperwork, such as HIV/AIDS course not submitted or Certificate of completion from the accredited school.

## Dental Assisting

**Description:** This program prepares students to assist the dentist in all facets of the office. Local on-site dental clinic with an oral surgeon and a general dentist and dental offices provide chair-side experience. Activities include taking dental images, assisting at chair-side, and knowing sterilization procedures, business office procedures and inventory control. Students also learn to make temporary crowns and bridges and all expanded functions, as well as polishing teeth and oral healthcare education to include proper brushing and flossing techniques.

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

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
DEA0725	A	Introduction to Dental Assisting	90
DEA0726	B	Dental Infection Control Assistant	210
DEA0727	C	Dental Assistant 1	465
DEA0728		Dental Assistant 2	465
		<b>TOTAL</b>	<b>1230</b>

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

**Admission Requirements:** This program is for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and/or the TEAS test, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students receive a program Certificate of Completion that includes certification in Dental Radiology and Expanded Functions. Students then take the Dental Assisting National Board Examination. Graduates passing this exam will have earned the right to use the title Certified Dental Assistant. Graduates are eligible to apply into the AAS in Dental Assisting at selected colleges.

## Diesel Systems Technician 1

**Description:** This program prepares students for employment as diesel brakes technicians. Training includes maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines and performing diesel engine preventive maintenance.

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

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
		<b>TOTAL</b>	<b>1050</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

## Diesel Systems Technician 2

**Description:** This program prepares students for employment as diesel hydraulics technicians. Training includes, but is not limited to, maintaining and repairing diesel engines and electrical systems, reconditioning diesel fuel injection systems, overhauling diesel engines, and performing diesel engine preventive maintenance.

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

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
		<b>TOTAL</b>	<b>750</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

Diesel Systems Technician 1 is a prerequisite for Diesel Systems Technician 2.

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

## 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.

The following table illustrates the postsecondary program structure:

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

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

## Energy Technician

**Description:** This program is a planned sequence of instruction consisting of one Occupational Completion Point that focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of energy foundations, alternative energy, and electricity.

**Laboratory Activities:** Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

The content includes but is not limited to Energy Technician program which consists of two course offering related to energy and two course offering related to electricity which have been incorporated into one program to present information that will assist Florida in increasing the number and skill level of workers who are available to meet the workforce needs of Florida's current emerging alternative energy needs.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
ETP0090	A	Energy Technician 1	300
ETP0091		Energy Technician 2	300
		<b>TOTAL</b>	<b>600</b>

**Occupational Completion Point (OCP):** 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 in the Energy 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 Energy cluster.

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

**Licensure and Certifications:** Students will earn certifications through NCCER that are nationally recognized.

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

**Description:** This program prepares students for employment as air conditioning, refrigeration and heating mechanics and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

**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 following table illustrates the program structure:

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

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** During this program, students are required to test for the following certifications: The EPA Certified Technician (an EPA-approved certifying program in accordance with Section 608 of the Stratospheric Ozone Protection Act), the OSHA 10 Construction Industry Safety Test. The Employment Ready Electrical Test is optional but encouraged.



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

**Description:** This program prepares students for employment as air-conditioning, refrigeration and heating technicians and it provides supplemental training for persons previously or currently employed. Classroom and shop experiences enable the student to become proficient in the installation, repair, and maintenance of air conditioning and refrigeration systems. Included is instruction in the theory and application of the basic principles involved in the conditioning of air. The operating characteristics of various cooling and heating units and parts are also studied. Blueprint reading and the use of technical reference manuals are included. The student will learn to troubleshoot and repair compressors, valves, and electromechanical controls.

**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 following table illustrates the program structure:

Course #	OCP	Course Title	Hours
ACR0013	A	HVAC/R Intermediate Service Practices	250
ACR0044	B	HVAC/R Advanced Service Practices	350
		<b>TOTAL</b>	<b>600</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical Colleges education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

**Licensure/Certification:** During this program, students are required to test for the following certifications: The Employment Ready Electrical Test and the Employment Ready Air Conditioning and Heat Pump tests. The NATE Core Exam is optional but encouraged.

## Legal Administrative Specialist

**Description:** This program prepares students for employment in an attorney's office, law enforcement agency, government office, insurance office and courthouse. This program offers a broad foundation of knowledge and skills that expand the traditional role of the Legal Assistant. Program content includes the use of technology to develop communications skills, higher level thinking skills, decision making skills; legal terminology; business law topics, office procedures specific to the legal environment; transcription of legal documents; advanced features of business software applications including the Microsoft Office Suite, research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

**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 following table illustrates the program structure:

Course #	OCP	Course Title	Hours
OTA0040	A	Information Technology Assistant	150
OTA0041	B	Front Desk Specialist	300
OTA0042	C	Administrative Support	150
OTA0050	D	Legal Administrative Specialist	450
		<b>TOTAL</b>	<b>1050</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are eligible to take the Accredited Legal Secretary (ALS) National Certification Test and the Microsoft Office Specialist (MOS) Certification Test.

**Articulation Agreement:** This program has a statewide articulation agreement with community colleges in which program completers could earn up to 15 credit hours toward an AAS/AS degree in Office Administration. Specific requirements and criteria must be met before credits are awarded.

## Medical Assisting

**Description:** Training includes learning how to assist with patient examinations, treatments, medications, monitoring, basic lab tests, phlebotomy, electrocardiography, emergency procedures, administering medical insurance/finance procedures, office management software and receptionist duties, and employability skills. An unpaid externship/practicum at a physician's office or health care clinic is required to complete the program. This program is offered in 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.

The following table illustrates the postsecondary 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
		<b>TOTAL</b>	<b>1300</b>

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

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students will be eligible to take the American Medical Technologists' Certification Exam (RMA).

## Plumbing

**Description:** This program prepares students for employment as entry-level residential and commercial plumbers. The plumbing program is a combination of classroom instruction and shop experience. Students learn procedures for reading construction documents, understanding building codes in the pipes trades, plumbing pipe cutting, joining skills, and plumbing layout and installation.

**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 following table illustrates the program structure:

Course #	OCP	Course Title	Hours
BCV0508	A	Helper, Plumber, Pipefitter	360
BCV0540	B	Residential Plumber	240
BCV0562	C	Commercial Plumber	240
BCV0596	D	Plumbing Applications	240
		<b>TOTAL</b>	<b>1080</b>

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

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

## 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.

The following table illustrates the postsecondary program structure:

Course #	OCP	Course Title	Hours
PRN0098	A	Practical Nursing Foundations 1	300
PRN0099	B	Practical Nursing Foundation 2	300
PRN0290		Medical Surgical Nursing 1	300
PRN0291		Medical Surgical Nursing 2	300
PRN0690		Comprehensive Nursing and Transitional Skills	150
		<b>TOTAL</b>	<b>1350</b>

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

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

## **State Requirements for Obtaining a Florida Practical Nursing License**

### **General Requirements:**

- Must have received a high school diploma.
- Must possess a Social Security number to apply.
- Applicants must complete 1,350 school hours in an approved nursing program. Florida LPN students must apply for licensure by examination.

**Examination:** After completing the practical nursing program, a school official will submit official nursing program graduation list to the board of nursing. In addition, you will need an Authorization to Test (ATT). To get this, you'll need to apply to your nursing regulatory body (NRB) and then register with Pearson VUE. Applicants for initial licensure must use a Livescan service provider to have their fingerprints submitted electronically to the Florida Department of Law Enforcement (FDLE) for conducting a search for any Florida and national criminal history records that may pertain to the applicant.

**Fee:** Pay fees as indicated below. The NCLEX-PN examination has been added to the qualified list of non-federal government licensure/certification examinations by the Department of Veterans Affairs. For more info about fee reimbursement visit <https://www.ncsbn.org/1208.htm>.

\$110.00 Application and Licensing Fee to Board of Nursing

\$200.00 to Pearson VUE, Testing Vendor

Fee varies for Livescan Service Provider (Criminal Background Screening)

**Special Testing Accommodations:** In accordance with section 64B-1.005, Florida Administrative Code and the Americans with Disabilities Act, reasonable and appropriate testing accommodations will be provided to individuals with documented disabilities or religious conflict who demonstrate a need for accommodation and complete the required application to the Operational Support Services Section as a separate requirement from the licensure examination application process 60 days prior to testing. For more information about required documentation and to download the application, visit <https://floridasnursing.gov/applications/instructions-sta-ada.pdf>. Sent applications or requests for applications to:

Department of Health  
Bureau of Operations  
Operations Support Services  
ATTN: Special Testing Coordinator  
4052 Bald Cypress Way BIN # C-90  
Tallahassee, FL 32399-3290  
(850) 245-4252 Fax (850) 487-9537

### **Reasons for not sitting can include:**

- Failed background - All required documents MUST be submitted with application if positive background
- Convicted of Health Care Fraud
- Application was not completed correctly or missing information on the application or paperwork

## Professional Culinary Arts & Hospitality

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

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

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
		<b>TOTAL</b>	<b>1200</b>

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

**Admission Requirements:** This program is available for adult students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

The Certified Professional Food Manager Certification issued by the National Restaurant Associate Education Foundation training is given in the last 300 hours of the program.



## Surgical Technology

**Description:** This program prepares students with hands-on training that enables them to train under the supervision of surgeons, registered operating room nurses and surgical technologists in many surgical procedures. The content includes communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, asepsis and sterilization techniques, surgical procedures, safe use and care of equipment and supplies, CPR, employability skills and basic computer literacy. This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

Commission on Accreditation of Allied Health  
Education Programs  
1361 Park Street  
Clearwater, FL 33756  
Telephone: (727)210-2350  
Fax: (727)210-2354  
www.caahep.org



Accreditation Review Council On Education  
In Surgical Technology And Surgical Assisting  
6 West Dry Creek Circle, Suite 110  
Littleton, CO 80120-8031  
Telephone: (303)694-9262  
Fax: (303)741-3566  
www.arcst.org



National Board of Surgical Technology and  
Surgical Assisting (NBSTSA)  
6 West Dry Creek Circle, Suite 100  
Littleton, CO 80120-8031  
Telephone: (800)707-0057  
Fax: (303)325-2536  
www.nbstsa.org



**Laboratory Activities:** In a simulated surgical environment, students prepare, set up and maintain a sterile field – practice sterilization and disinfection procedures; and prepare supplies equipment and patients for surgery. Clinical learning experiences in an operating room and related areas are an integral part of this program.

The following table illustrates the program structure:

Course #	OCP	Course Title	Hours
HSC0003	A	Basic Healthcare Worker	90
STS0015	B	Central Supply Technician	210
STS0010	C	Surgical Technologist 1	343
STS0011		Surgical Technologist 2	343
STS0012		Surgical Technologist 3	344
		<b>TOTAL</b>	<b>1330</b>

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

**Admission Requirements:** This program is available for adult students who are 18 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

**Licensure/Certification:** After successfully completing this program, students are qualified to take the national certification examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) administered at Traviss Technical College. The Surgical Technology program at Traviss Technical College has 100% participation rate in program graduates taking the NBSTSA Exam and a 75% pass rate for the graduating class of 2020.

## Welding Technology

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

This program combines classroom instruction with hands-on laboratory experiences to teach students to weld and cut metal by the oxyacetylene and electric arc methods. Students will become knowledgeable about the shielded metal, gas metal, flux core and gas tungsten arc welding processes (Stick, MIG, Fluxcore and 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.

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
		<b>TOTAL</b>	<b>1050</b>

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

**Dual Enrollment Credit:** At the completion of each postsecondary course, the dual enrolled student receives credit posted to his or her secondary school record. Every 75 hours of postsecondary course work equates to 0.5 elective credit.

**Admission Requirements:** This program is available for adult and dual enrolled high school students who are 16 years of age or older, who are interested in Technical College education for employment purposes and/or continuing their education at a postsecondary education institution. Students are accepted on a first-come, first-served basis following a Comprehensive Adult Student Assessment Systems (CASAS) assessment, if applicable, and an interview with a Counselor at Traviss. Students must be able to attend school regularly and to participate satisfactorily in the activities of this program.

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

## IV Therapy for the PN

**Description:** This 30-hour Business and Industry class at Traviss Technical College is offered, in conjunction with Watson Clinic LLP, to any recent graduates and post graduates of a Florida Board of Nursing approved Practical Nursing Program. This course fulfills the State of Florida's 30 hour requirement for IV Therapy training for LPNs and is recognized by the State of Florida Board of Nursing.

**Laboratory Activities:** The program is comprised of two components: a 24 hour online section and a 6 hour lab simulation section. The goal of this program is to combine an interactive didactic presentation with plenty of hands on time for practical demonstration.

**Continuing Education Units (CEUs):** After successfully completing the course, you will receive a certificate of completion and you will be awarded 30 CEUs.

**Admission Requirements:** Upon applying please bring a copy of your PN certification or your license. You **will not** need immunizations, drug screen, TABE test, background check, or uniform for the course.

## Adult Basic Education (ABE)

**Description:** The Adult Basic Education (ABE) Program includes content standards that describe what students should know and be able to do in Mathematics, Language Arts and Reading. The content standards serve several purposes:

- Provide a common language for ABE levels among programs
- Assist programs with ABE curriculum development
- Provide guidance for new ABE instructors
- Ensure quality instruction through professional development
- Provide basic skills instruction (0.0 – 8.9) and critical thinking skills to prepare students for the GED® Preparation Program (9.0 – 12.9), postsecondary education and employment.

The content standards should be used as a basis for curriculum design and also to assist programs and teachers with selecting or designing appropriate instructional materials, instructional techniques and ongoing assessment strategies.

The ABE content standards have been revised to include the State standards. The integration of standards into ABE programs is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs with the goal of continuing on to postsecondary education.

ABE is a non-credit course designed to develop literacy skills necessary for students to be successful workers, citizens and family members. A student enrolled in the ABE program may be receiving instruction in one or more of the following courses: Mathematics, Language Arts or Reading.

This program is divided into levels that are reported as student educational gains: Educational Functioning Levels (EFLs) for federal reporting and Literacy Completion Points (LCPs) for state reporting. Progress through levels must be measured by approved validation methods in accordance with Rule 6A-6.014, F.A.C.

The program length of training varies depending on student ability. The Adult ABE program is offered part-time during the day and students may enroll in the program at any time.

**Classroom Activities:** Classroom activities are an integral part of this program.

**Admission Requirements:** This Business and Industry class is open to adult students who are 16 years of age or older. Placement into this program is based on results of the Comprehensive Adult Student Assessment System (CASAS). Students may enroll in Adult ABE prior to, or concurrent with, enrollment in a Technical College/education program.

## Adult English for Speakers of Other Languages (ESOL)

**Description:** The Adult English for Speakers of Other Languages program is a non-credit course that is designed to improve student success in Technical College/technical programs and the workplace in the United States. Progress through the Adult ESOL program may be measured by approved standardized tests or documentation of mastery of competencies.

The purpose of the Adult ESOL program is to assist immigrants and other individuals who are English language learners in: improving their reading, writing, speaking, listening, and comprehension skills in English, mathematics skills and provide an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship. In addition, the Adult ESOL program is designed to lead to attainment of a high school/secondary school diploma or its recognized equivalent; and transition to adult/postsecondary education and training; or employment.

The program length of training varies depending on student ability. The Adult ESOL program is offered part-time during the day and students may enroll in the program at any time.

**Classroom Activities:** Classroom activities are an integral part of this program.

**Admission Requirements:** This Business and Industry class is open to adult students who are 16 years of age or older. Placement into this program is based on results of the Comprehensive Adult Student Assessment System (CASAS). Students may enroll in Adult ESOL prior to, or concurrent with, enrollment in a Technical College/education program.

## Applied Academics for Adult Education (AAAE)

**Description:** This program provides adults remediation in reading, math and language to assist them in improving their scores on the 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 College education program for which they have applied. Students use a variety of media including print, computers and audio-visual. This program is non-graded and characterized by an open-entry/open-exit concept, self-paced instructional modules and performance-based evaluation.

**Classroom Activities:** Classroom activities are an integral part of this program.

### **Program Structure:**

The program encompasses a combination of the following instructional components:

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

Program procedures encompass the following:

- A) Interviewing and goal setting
- B) Diagnosing learning difficulties: basic skills assessment is performed for each student by personnel trained in AAAE concepts and program procedures to identify needs in each of the instructional components. The basic skills assessment instruments are listed in Rule 6A-10.040, FAC.
- C) Prescribing individualized instruction.
- D) Managing learning activities.
- E) Evaluating student progress.

**Admission Requirements:** Placement into this program is based on results of the CASAS.

## Course Descriptions

The following information provides students more information about the learning standards and outcomes for each course taken within a program progression. For more information visit this link: [2023-2024 Curriculum Frameworks \(fldoe.org\)](https://fldoe.org)

### ADMINISTRATIVE OFFICE SPECIALIST

**Course Number: OTA0040**

**Occupational Completion Point: A**

**Information Technology Assistant – 150 Hours – SOC Code 15-1151**

**Prerequisite: None**

- 1.0 Demonstrate knowledge, skill, and application of information technology to accomplish job objectives and enhance workplace performance.
- 2.0 Develop an awareness of microcomputers.
- 3.0 Demonstrate an understanding of networks.
- 4.0 Use word processing applications to enhance the effectiveness of various types of documents and communication.
- 5.0 Use presentation applications to enhance communication skills.
- 6.0 Use spreadsheet applications to enhance communication skills.
- 7.0 Use database applications to store and organize data.
- 8.0 Use electronic mail to enhance communication skills.
- 9.0 Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals.
- 10.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 11.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
- 12.0 Develop awareness of computer languages, web-based & software applications, and emerging technologies.
- 13.0 Demonstrate an understanding of basic html by creating a simple web page.
- 14.0 Demonstrate comprehension and communication skills.
- 15.0 Use social media to enhance online communication and develop an awareness of a digital footprint.

**Course Number: OTA0041**

**Occupational Completion Point: B**

**Front Desk Specialist – 300 Hours – SOC Code 43-1011**

**Prerequisite: OTA0040 or Industry Test - MICRO069**

- 16.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance in order to apply ergonomic principles applicable to the configuration of computer workstations.
- 17.0 Demonstrate language arts knowledge and skills.
- 18.0 Apply professional oral and written communication skills in in a courteous, concise, and correct manner.
- 19.0 Solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas.
- 20.0 Practice quality performance incorporating customer service strategies in the learning environment and the workplace.
- 21.0 Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance.
- 22.0 Demonstrate human relations/interpersonal skills appropriate for the workplace.
- 23.0 Describe the importance of professional ethics and legal responsibilities.



**Course Number: OTA0030**

**Occupational Completion Point: C**

**Assistant Digital Production Designer– 150 Hours – SOC Code 43-9031**

**Prerequisite: OTA0041**

- 24.0 Use information technology tools.
- 25.0 Demonstrate proficiency in computer skills.
- 26.0 Demonstrate knowledge of digital publishing concepts.
- 27.0 Perform decision-making activities.
- 28.0 Demonstrate proficiency in digital imaging.
- 29.0 Demonstrate proficiency in the safe and ethical use of the Internet to locate information.
- 30.0 Demonstrate the ability to set project requirements, engage in project planning, and utilize the design process.
- 31.0 Perform layout, project design, and measurement activities associated with digital publishing.
- 32.0 Develop an awareness of the emergent technologies associated with digital design.

**Course Number: OTA0043**

**Occupational Completion Point: D**

**Administrative Office Specialist – 450 Hours – SOC Code 43-6011**

**Prerequisite: OTA0030**

- 33.0 Apply communication skills (reading, writing speaking, listening and viewing) in a courteous, concise, and correct manner on personal and professional levels.
- 34.0 Use information to accomplish job objectives and enhance workplace performance.
- 35.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 36.0 Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- 37.0 Participate in simulated work-based learning experiences.
- 38.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 39.0 Demonstrate the importance of health, safety, and environmental management in organizations and their importance to organizational performance and regulatory compliance.
- 40.0 Use technology to increase administrative office support productivity and enhance workplace performance.
- 41.0 Explain the importance of employability skill and entrepreneurship skills.
- 42.0 Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.
- 43.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 44.0 Apply accounting principles and concepts to the performance of accounting activities.

## **LEGAL ADMINISTRATIVE SPECIALIST**

**Course Number: OTA0042**

**Occupational Completion Point: C**

**Administrative Support – 150 Hours – SOC Code 43-6011**

**Prerequisite: OTA0041**

- 16.0 Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing.
- 17.0 Participate in simulated work-based learning experiences.
- 18.0 Demonstrate an understanding of business law concepts.
- 19.0 Demonstrate an understanding of different types of insurance.
- 20.0 Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles.
- 21.0 Practice quality performance in the learning environment and the workplace.
- 22.0 Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance.

**Course Number: OTA0050**

**Occupational Completion Point: D**

**Legal Administrative Specialist – 450 Hours – SOC Code 43-6012**

**Prerequisite: OTA0042**

- 23.0 Perform legal office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- 24.0 Use technology to increase legal office support productivity and enhance workplace performance.
- 25.0 Participate in simulated work-based learning experiences.
- 26.0 Describe court systems and trial processes.
- 27.0 Discuss the juvenile justice system.
- 28.0 Discuss constitutional and criminal laws at the federal, state, and local levels.
- 29.0 Describe and explain the various steps of the criminal justice process.
- 30.0 Demonstrate employability skills.
- 31.0 Demonstrate knowledge of legal operating systems.
- 32.0 Demonstrate comprehension and communication of legal knowledge skills.

## **AUTOMOTIVE COLLISION TECHNOLOGY TECHNICIAN**

**Course Number: ARR0140**

**Occupational Completion Point: A**

**Automotive Collision Repair and Refinishing Helper/Assistant – 150 hours – SOC 49-3021**

**Prerequisite: None**

- 01.0 Proficiently explain and apply required shop and personal safety tasks relating to the automotive collision industry.
- 02.0 Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive collision industry.
- 03.0 Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.

**Course Number: ARR0141**

**Occupational Completion Point: B**

**Automotive Collision Refinishing Technician – 450 Hours – SOC Code 49-3021**

**Prerequisite: ARR0140**

- 04.0 Explain and apply safety precautions; surface preparation; spray gun and related equipment operation; paint mixing, matching and applying; paint defects (causes and cures); and final detailing.

**Course Number: ARR0312**

**Occupational Completion Point: C**

**Non-Structural Damage Repair Technician – 300 Hours – SOC Code 49-3021**

**Prerequisite: ARR0141**

- 05.0 Explain and apply safety precautions; preparation; outer body panel repairs, replacements, and adjustments; metal finishing and body filling; movable glass and hardware; plastics and adhesives; electrical; and brakes.

**Course Number: ARR0022**

**Occupational Completion Point: D**

**Damage Analysis and Estimating – 75 Hours – SOC Code 49-3021**

**Prerequisite: ARR0312**

- 06.0 Explain and apply safety precautions; damage analysis; estimating; vehicle construction and parts identification; and customer relations and sales skills.

**Course Number: ARR0112**

**Occupational Completion Point: E**

**Automotive Collision Welding, Cutting and Joining – 75 Hours – SOC Code 51-9198**

**Prerequisite: ARR0022**

- 07.0 Explain and apply safety precautions; metal welding, cutting, and joining.

**Course Number: ARR0295**  
**Occupational Completion Point: F**  
**Structural Damage Repair Technician – 350 Hours – SOC Code 49-3021**  
**Prerequisite: ARR0112**

08.0 Explain and apply safety precautions; frame inspection and repair; unibody and unitized structure inspection, measurement, repair; fixed glass; steering and suspension; heating and air conditioning; cooling systems; drive train; fuel, intake and exhaust systems; and restraint systems.

## **AUTOMOTIVE SERVICE TECHNOLOGY 1**

**Course Number: AER0014**  
**Occupational Completion Point: A**  
**Automotive Services Assistor – 300 Hours – SOC Code 49-3023**  
**Prerequisite: None**

01.0 Proficiently explain and apply required shop and personal safety tasks relating to the automotive industry.  
02.0 Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive industry.  
03.0 Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.

**Course Number: AER0418**  
**Occupational Completion Point: B**  
**Automotive Brake System Technician – 150 Hours – SOC Code 49-3023**  
**Prerequisite: AER0014**

04.0 Explain and apply proficiently the diagnosis, service and repair of drum\disc brake, hydraulics, power assist units, electronic brakes, traction control, stability control systems and miscellaneous (wheel bearings, parking brake, electrical, etc.) systems.

**Course Number: AER0453**  
**Occupational Completion Point: C**  
**Automotive Suspension and Steering Technician – 150 Hours – SOC Code 49-3023**  
**Prerequisite: AER0418**

05.0 Explain and apply proficiently the diagnosis, service and repair of front and rear suspensions systems, wheel alignment, and wheels and tires.

**Course Number: AER0360**  
**Occupational Completion Point: D**  
**Automotive Electrical/Electronic System Technician – 300 Hours – SOC Code 49-3023**  
**Prerequisite: AER0453**

06.0 Explain and apply proficiently the diagnosis, service and repair of electrical/electronic system components, battery, starting, charging, lighting, gauges, warning devices, driver information, horn, wiper/washer and accessory systems.

**Course Number: AER0110**  
**Occupational Completion Point: E**  
**Engine Repair Technician – 150 Hours – SOC Code 49-3023**  
**Prerequisite: AER0360**

07.0 Explain and apply proficiently the diagnosis, service and repair of engines, cylinder heads, valve train, engine block, lubrication and cooling systems.

## **AUTOMOTIVE SERVICE TECHNOLOGY 2**

**Course Number: AER0503**

**Occupational Completion Point: A**

**Automotive Engine Performance Technician – 300 Hours – SOC Code 49-3023**

**Prerequisite: AER0110**

01.0 Explain and apply proficiently the diagnosis, service and repair of engines, ignition, fuel, air induction, exhaust, computer engine and emission control systems.

**Course Number: AER0257**

**Occupational Completion Point: B**

**Automatic Transmission and Transaxle Technician – 150 Hours – SOC Code 49-3023**

**Prerequisite: AER0503**

02.0 Explain and apply proficiently the diagnosis, service, repair and overhaul of automatic transmissions/transaxles.

**Course Number: AER0274**

**Occupational Completion Point: C**

**Manual Drivetrain and Axle Technician – 150 Hours – SOC Code 49-3023**

**Prerequisite: AER0257**

03.0 Explain and apply proficiently the operation, assembly, diagnosis, service and repair of manual drivetrains, clutches, transmissions/transaxles, drive and half-shaft universals, constant velocity joints, rear axle differential assembly, limited slip, four-wheel drive and all-wheel drive.

**Course Number: AER0172**

**Occupational Completion Point: D**

**Automotive Heating and Air Conditioning Technician – 150 Hours – SOC Code 49-3023**

**Prerequisite: AER0274**

04.0 Explain and apply proficiently the diagnosis, service and repair of heating and air-conditioning, refrigeration, compressors, compressor clutches, evaporators, receiver driers, accumulators, condensers, heating and engine cooling, related control systems, refrigerant recovery, and recycling and handling.

## **AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR**

**Course Number: AER0025**

**Occupational Completion Point: A (1 of 4)**

**Maintenance and Light Repair Technician 1 – 150 Hours – SOC Code 49-3023**

**Prerequisite: None**

01.0	Proficiently explain and apply required shop and personal safety tasks relating to the	automotive industry.
02.0	Explain and apply required tasks associated with the proper use and handling of tools relating to the automotive industry.	and equipment
03.0	Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and	customer services.
04.0	Explain and apply proficiently the diagnosis, service and repair of engines, cylinder lubrication and cooling systems	heads, valve train,

**Course Number: AER0026**

**Occupational Completion Point: A (2 of 4)**

**Maintenance and Light Repair Technician 2 – 150 Hours – SOC Code 49-3023**

**Prerequisite: AER0025**

05.0 Explain and apply proficiently the diagnosis, service and repair of electrical/electronic system components, battery, starting, charging, lighting, instrument cluster, driver information, and body electrical systems

**Course Number: AER0027**

**Occupational Completion Point: A (3 of 4)**

**Maintenance and Light Repair Technician 3 – 150 Hours – SOC Code 49-3023**

**Prerequisite: AER0026**

06.0 Explain and apply proficiently the diagnosis, service and repair of front and rear suspension systems, wheel alignment, and wheels and tires.

07.0 Explain and apply proficiently the diagnosis, service and repair of drum\disc brake, hydraulics, power assist units, electronic brakes, and related (wheel bearings, parking brake, electrical, etc.) systems.

**Course Number: AER0028**

**Occupational Completion Point: A (4 of 4)**

**Maintenance and Light Repair Technician 4 – 150 Hours – SOC Code 49-3023**

**Prerequisite: AER0027**

08.0 Explain and apply proficiently the diagnosis, service and repair of heating and air conditioning, refrigeration, heating, ventilation, and engine cooling, operating and related control systems.

09.0 Explain and apply proficiently the diagnosis, service and repair of engine computerized controls, fuel, air induction, exhaust, and emission control systems.

10.0 Explain and apply proficiently the diagnosis, service, repair and overhaul of in-vehicle and off-vehicle automatic transmissions/transaxles.

11.0 Explain and apply proficiently the diagnosis, service and repair of manual drivetrain, clutches, transmissions/transaxles, drive and half-shafts, universal and constant velocity joints, differential case assemblies, drive axles, four-wheel and all-wheel drive systems.

## **AVIATION AIRFRAME MECHANICS**

**Course Number: AMT0705**

**Occupational Completion Point: A**

**Aviation Maintenance General Technician – 450 Hours – SOC Code 49-3011**

**Prerequisite: None**

01.0 Perform basic aircraft drawing skills.

02.0 Demonstrate aircraft weight and balance skills.

03.0 Perform ground operations and servicing duties.

04.0 Demonstrate mathematical skills.

05.0 Maintain forms and records.

06.0 Apply principles of basic physics.

07.0 Demonstrate the use of maintenance publications.

08.0 Demonstrate appropriate communication skills.

09.0 Demonstrate employability skills as an Aviation Maintenance General Technician.

10.0 Maintain aircraft fluid lines and fittings.

11.0 Perform aircraft materials and processes skills.

12.0 Perform cleaning and corrosion-control operations.

13.0 Perform basic electricity skills.

14.0 Interpret mechanic privileges and limitations

**Course Number: AMT0765**

**Occupational Completion Point: B (1 of 2)**

**Aviation Maintenance Airframe Technician 1 – 450 Hours – SOC Code 49-3011**

**Prerequisite: AMT0705**

15.0 Maintain wood structures.

16.0 Perform aircraft covering.

17.0 Apply aircraft finishes.

18.0 Repair sheet-metal and non-metallic structures.

19.0 Perform and identify proper welding.

20.0 Perform assembly and rigging.

21.0 Perform airframe inspection.

22.0 Maintain aircraft landing-gear systems.

- 23.0 Maintain hydraulic and pneumatic power systems.
- 24.0 Maintain cabin atmosphere control systems.
- 25.0 Maintain aircraft instrument systems.
- 26.0 Maintain communication and navigation systems.

**Course Number: AMT0766**

**Occupational Completion Point: B (2 of 2)**

**Aviation Maintenance Airframe Technician 2 – 450 Hours – SOC Code 49-3011**

**Prerequisite: AMT0765**

- 27.0 Inspect and repair aircraft fuel systems.
- 28.0 Inspect and repair aircraft electrical systems.
- 29.0 Inspect and repair position and warning systems.
- 30.0 Maintain ice and rain control systems.
- 31.0 Inspect and repair aircraft fire-protection systems.
- 32.0 Demonstrate knowledge of Federal Aviation Administration Airframe licensing requirements.
- 33.0 Demonstrate employability skills for an Aviation Maintenance Airframe Technician (AMT) with an FAA Airframe rating.
- 34.0 Demonstrate an understanding of entrepreneurship related to opportunities in Aviation Airframe Maintenance occupations.

## **AVIATION POWERPLANT MECHANICS**

**Course Number: AMT0775**

**Occupational Completion Point: B (1 of 2)**

**Aviation Maintenance Powerplant Technician 1 – 450 Hours – SOC Code 49-3011**

**Prerequisite: AMT0705**

- 15.0 Perform basic reciprocating engine skills.
- 16.0 Perform basic turbine engine skills.
- 17.0 Perform engine inspection.
- 18.0 Maintain engine instrument systems.
- 19.0 Maintain engine fire-protection systems.
- 20.0 Maintain engine electrical systems.
- 21.0 Maintain lubrication systems.
- 22.0 Maintain ignition and starting systems

**Course Number: AMT0776**

**Occupational Completion Point: B (2 of 2)**

**Aviation Maintenance Powerplant Technician 2 – 450 Hours – SOC Code 49-3011**

**Prerequisite: AMT0775**

Maintain fuel-metering systems.

- 23.0 Maintain engine fuel systems.
- 24.0 Maintain induction and engine airflow systems.
- 25.0 Maintain engine cooling systems.
- 26.0 Maintain engine exhaust and reverser systems.
- 27.0 Maintain aircraft propellers.
- 28.0 Maintain unducted fans.
- 29.0 Maintain auxiliary power units
- 30.0 Demonstrate knowledge of FAA Powerplant licensing requirements.
- 31.0 Demonstrate employability skills for an Aviation Maintenance Powerplant Technician (AMT) with an FAA Powerplant rating
- 32.0 Demonstrate an understanding of entrepreneurship opportunities in Aviation Powerplant Maintenance occupations.

## **COMPUTER SYSTEMS AND INFORMATION TECHNOLOGY**

**Course Number: CTS0082**

**Occupational Completion Point: A**

**Computer Systems Technician – 300 Hours – SOC Code 15-1152**

**Prerequisite: None**

- 01.0 Demonstrate proficiency with personal computer hardware.
- 02.0 Apply troubleshooting, repairing and maintenance techniques.
- 03.0 Understand operating systems and software.
- 04.0 Identify and construct a basic network.
- 05.0 Analyze and react to various security threats and vulnerabilities.
- 06.0 Explain the basic physical security elements of a network.
- 07.0 Demonstrate proficiency with operational procedure.
- 08.0 Demonstrate language arts knowledge and skills.
- 09.0 Demonstrate mathematics knowledge and skills.
- 10.0 Demonstrate proficiency with installing, configuring, and troubleshooting personal computer hardware.
- 11.0 Apply techniques to various operating systems.
- 12.0 Build, secure and troubleshoot medium to large.
- 13.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 14.0 Solve problems using critical thinking skills, creating and innovation.
- 15.0 Use information technology tools.
- 16.0 Describe the roles within teams, work units, departments, organizations, interorganizational systems, and the larger environment.
- 17.0 Describe the importance of professional ethics and legal responsibilities.

**Course Number: CTS0083**

**Occupational Completion Point: B**

**Computer Network Technician – 150 Hours – SOC Code 15-1142**

**Prerequisite: CTS0082**

- 18.0 Describe the operation of data networks.
- 19.0 Verify connectivity between two end devices.
- 20.0 Configure a Layer 3 switch.
- 21.0 Program a router with basic configurations
- 22.0 Explain how IPv6 address assignments are implemented in a business network.
- 23.0 Explain how data is moved across the network, from opening an application, to receiving data.
- 24.00 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 25.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 26.0 Explain the importance of employability skill and entrepreneurship skills.

**Course Number: CTS0084**

**Occupational Completion Point: C**

**Computer Networking Specialist – 150 Hours – SOC Code 15-1142**

**Prerequisite: CTS0083**

- 27.0 Describe a switched network a small-to-medium-sized business.
- 28.0 Describe a routing environment.
- 29.0 Explore the concept of switches and security.
- 30.0 Configure and troubleshoot a Layer 3 environment.
- 31.0 Configure, troubleshoot and implement ACLs.
- 32.0 Demonstrate knowledge of how network services and protocols interact to provide network communication in order to securely implement and use common protocols.



**Course Number: CTS0069**

**Occupational Completion Point: D**

**Computer Security Technician – 300 Hours – SOC Code 15-1212**

**Prerequisite: CTS0084**

- 33.0 Demonstrate an understanding of cybersecurity concepts and research.
- 34.0 Recognize attacks and apply appropriate solutions.
- 35.0 Recognize and be able to differentiate and explain the following access control models.
- 36.0 Comprehend and develop an understanding of protocol security and associated risks.
- 37.0 Recognize and understand remote access technologies.
- 38.0 Identify and administer security fixes as defined by the appropriate OSI layers.
- 39.0 Recognize and understand the administration of the following directory security concepts.
- 40.0 Identify-wireless technologies, concepts and vulnerabilities.
- 41.0 Apply advanced principles of security techniques.
- 42.0 Define concepts of Key Management and Certificate Lifecycles.
- 43.0 Understand the application of the following concepts of physical security.
- 44.0 Understand security concerns for types of network topologies and media.
- 45.0 Implement the process of network system hardening within a computer network.
- 46.0 Describe the security implications of the following topics of disaster recovery options.
- 47.0 Demonstrate proficiency in applying the concepts and uses of the following types of policies and procedures.
- 48.0 Understand different types of privilege management.
- 49.0 Understand the concepts of cybersecurity guidelines.
- 50.0 Understand training of end users, executives and human resources in security vulnerabilities.

## **COSMETOLOGY**

**Course Number: CSP0009**

**Occupational Completion Point: A**

**Grooming and Salon Services Core, Facials and Nails – 225 Hours – SOC Code 39-5012**

**Prerequisite: None**

- 01.0 Identify career opportunities.
- 02.0 Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 03.0 Employ safe, sanitary and efficient work practices.
- 04.0 Demonstrate language arts knowledge and skills.
- 05.0 Demonstrate mathematics knowledge and skills.
- 06.0 Demonstrate science knowledge and skills.
- 07.0 Explain the importance of employability skill and entrepreneurship skills.
- 08.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- 09.0 Demonstrate personal money-management concepts, procedures, and strategies.
- 10.0 Describe the importance of professional ethics and legal responsibilities.
- 11.0 Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
- 12.0 Use information technology tools.
- 13.0 Solve problems using critical thinking skills, creativity and innovation.
- 14.0 Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- 15.0 Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.
- 16.0 Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.



**Course Number: COS0002**

**Occupational Completion Point: A**

**Hairdressers, Hairstylists, and Cosmetologists – 300 Hours – SOC Code 39-5012**

**Prerequisite: CSP0009**

17.0 Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.

18.0 Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.

**Course Number: COS0003**

**Occupational Completion Point: A**

**Hairdressers, Hairstylists, and Cosmetologists – 300 Hours – SOC Code 39-5012**

**Prerequisite: COS0002**

19.0 Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.

20.0 Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.

**Course Number: COS0009**

**Occupational Completion Point: A**

**Hairdressers, Hairstylists, and Cosmetologists – 375 Hours – SOC Code 39-5012**

**Prerequisite: COS0003**

21.0 Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.

22.0 Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.

## **DENTAL ASSISTING**

**Course Number: DEA0725**

**Occupational Completion Point: A**

**Introduction to Dental Assisting – 90 Hours – SOC Code 31-9099**

01.0 Demonstrate knowledge of the dental health care delivery system and dental health occupations.

02.0 Use oral, written, and electronic communication skills with professional etiquette in creating, expressing and interpreting information and ideas.

03.0 Describe the legal and ethical responsibilities of the dental health care worker.

04.0 Demonstrate an understanding of general anatomy and physiology and apply wellness and disease concepts.

05.0 Demonstrate the importance of health, safety, and environmental management systems in dental organizations and their importance to organizational performance and regulatory compliance.

06.0 Recognize and respond to emergency situations.

07.0 Use information technology tools. (Optional)

08.0 Explain the importance of employability skills.

09.0 Demonstrate knowledge of airborne and blood borne diseases.

10.0 Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.

**Course Number: DEA0726**

**Occupational Completion Point: B**

**Dental Infection Control Assistant – 210 Hours – SOC Code 31-9099**

**Prerequisite: DEA0725**

- 11.0 Use dental terminology.
- 12.0 Identify structures and explain functions and pathologies of dental and general head and neck anatomy.
- 13.0 Identify principles of microbiology and disease prevention and perform infection control procedures.
- 14.0 Identify, describe, maintain and utilize dental instruments and equipment.

**Course Number: DEA0727**

**Occupational Completion Point: C**

**Dental Assisting 1 – 465 Hours – SOC Code 31-9091**

**Prerequisite: DEA0726**

- 15.0 Record patient assessment and treatment data.
- 16.0 Identify the functions of pharmacology and anesthesia as they relate to dentistry.
- 17.0 Identify and perform dental radiographic procedures.
- 18.0 Identify properties and uses, and manipulate dental materials.
- 19.0 Perform chairside assisting for general dentistry and specialty procedures.

**Course Number: DEA0728**

**Occupational Completion Point: C**

**Dental Assisting 2 – 465 Hours – SOC Code 31-9091**

**Prerequisite: DEA0727**

- 20.0 Describe principles and perform techniques of preventive dentistry.
- 21.0 Perform general dental business office procedures.
- 22.0 Demonstrate professionalism as a dental team member in the clinical setting.

## **DIESEL SYSTEMS TECHNICIAN 1**

**Course Number: DIM0101**

**Occupational Completion Point: A**

**Diesel Engine Mechanic/Technician Helper – 150 Hours – SOC Code 49-3031**

**Prerequisite: None**

- 01.0 Proficiently explain and apply required shop and personal safety tasks.
- 02.0 Identify the basic diesel components and functions.
- 03.0 Explain and apply required tasks associated with the proper use and handling of tools and equipment.
- 04.0 Identify principles, assemblies, and systems of engine operation.
- 05.0 Demonstrate proficiency in preparing vehicle for routine pre/post maintenance and customer services.
- 06.0 Demonstrate workplace employability skills related to personal standards and work habits/ethics.

**Course Number: DIM0102**

**Occupational Completion Point: B**

**Diesel Electrical and Electronics Technician – 300 Hours – SOC Code 49-3031**

**Prerequisite: DIM0101**

- 07.0 Diagnose and repair General electrical systems.
- 08.0 Diagnose and repair Battery systems.
- 09.0 Diagnose and repair Starting systems.
- 10.0 Diagnose and repair Charging systems.
- 11.0 Diagnose and repair Lighting systems.
- 12.0 Diagnose and repair Gauges and warning devices.
- 13.0 Diagnose and repair related electrical systems.

**Course Number: DIM0104**  
**Occupational Completion Point: C**  
**Diesel Engine Technician – 300 Hours – SOC Code 49-3031**  
**Prerequisite: DIM0102**

- 14.0 General engine diagnosis and repair.
- 15.0 Cylinder head and valve train diagnosis and repair.
- 16.0 Engine block diagnosis and repair.
- 17.0 Lubrication systems diagnosis and repair.
- 18.0 Cooling system diagnosis and repair.
- 19.0 Air induction and exhaust systems diagnosis and repair.
- 20.0 Fuel system diagnosis and repair.
  - 20.01 Fuel supply system.
  - 20.02 Electronic fuel management system.
- 21.0 Diagnose and repair engine brakes.

**Course Number: DIM0105**  
**Occupational Completion Point: D**  
**Diesel Brakes Technician – 300 Hours – SOC Code 49-3031**  
**Prerequisite: DIM0104**

- 22.0 Diagnose and repair air supply and service systems.
- 23.0 Diagnose and repair mechanical/foundation air brake systems.
- 24.0 Diagnose and repair parking brakes.
- 25.0 Diagnose and repair hydraulic systems.
- 26.0 Diagnose and repair mechanical/foundation hydraulic brake systems.
- 27.0 Diagnose and repair power assist units.
- 28.0 Diagnose and repair air and hydraulic antilock brake systems (ABS) and automatic traction control (ATC).
- 29.0 Diagnose and repair wheel bearings.

## **DIESEL SYSTEMS TECHNICIAN 2**

**Course Number: DIM0103**  
**Occupational Completion Point: A**  
**Diesel Engine Preventative Maintenance Technician – 150 Hours – SOC Code 49-3031**  
**Prerequisite: DIM0105**

- 01.0 Inspect and service Engine Systems record findings as needed.
- 02.0 Diagnose and repair Fuel system
- 03.0 Diagnose and repair Air induction and exhaust system
- 04.0 Diagnose and repair Cooling system
- 05.0 Diagnose and repair Lubrication system
- 06.0 Diagnose and repair Instruments and controls
- 07.0 Diagnose and repair Safety equipment
- 08.0 Diagnose and repair Hardware
- 09.0 Diagnose and repair Heating, ventilation, and air conditioning (HVAC)
- 10.0 Diagnose and repair Battery and starting systems
- 11.0 Diagnose and repair Electrical/Electronic charging systems
- 12.0 Diagnose and repair Lighting systems.
- 13.0 Diagnose and repair Air brake systems.
- 14.0 Diagnose and repair Hydraulic brake systems.
- 15.0 Inspect, service and record Drive Train systems.
- 16.0 Diagnose and repair Suspension and steering systems.
- 17.0 Diagnose and repair Tires and wheels.
- 18.0 Diagnose and repair Frame and fifth wheel.

**Course Number: DIM0106**

**Occupational Completion Point: B**

**Diesel Heating and Air Conditioning Technician – 150 Hours – SOC Code 49-3031**

**Prerequisite: DIM0103**

- 19.0 HVAC systems diagnosis, service, and repair.
- 20.0 A/C system and component diagnosis, service, and repair.
- 21.0 Diagnose and repair Compressor and clutch.
- 22.0 Diagnose and repair Evaporator, condenser, and related components.
- 23.0 Heating and engine cooling systems diagnosis, service, and repair.
- 24.0 Electrical system diagnosis, service, and repair.
- 25.0 Air/vacuum/mechanical diagnosis, service, and repair.
- 26.0 Refrigerant recovery, recycling, and handling.

**Course Number: DIM0107**

**Occupational Completion Point: C**

**Diesel Steering and Suspension Technician – 150 Hours – SOC Code 49-3031**

**Prerequisite: DIM0106**

- 27.0 Steering column diagnosis, service, and repair.
- 28.0 Steering units diagnosis, service, and repair.
- 29.0 Steering linkage diagnosis, service, and repair.
- 30.0 Suspension systems diagnosis and repair.
- 31.0 Wheel alignment diagnosis, adjustment, and repair.
- 32.0 Wheels and tires diagnosis, service, and repair.
- 33.0 Frame and coupling diagnosis, service, and repair.

**Course Number: DIM0108**

**Occupational Completion Point: D**

**Diesel Drivetrain Technician – 150 Hours – SOC Code 49-3031**

**Prerequisite: DIM0107**

- 34.0 Clutch diagnosis and repair.
- 35.0 Transmission diagnosis and repair.
- 36.0 Driveshaft and universal joint diagnosis and repair.
- 37.0 Drive axle diagnosis and repair.

**Course Number: DIM0109**

**Occupational Completion Point: E**

**Diesel Hydraulics Technician – 150 Hours – SOC Code 49-3031**

**Prerequisite: DIM0108**

- 38.0 General hydraulic system diagnosis and repair.
- 39.0 Diagnose and repair hydraulic pumps.
- 40.0 Diagnose and repair hydraulic filtration/reservoirs (tanks).
- 41.0 Diagnose and repair hydraulic hoses, fittings, and connections.
- 42.0 Diagnose and repair hydraulic control valves.
- 43.0 Diagnose and repair hydraulic actuators.

## **ELECTRICITY**

**Course Number: BCV0603**

**Occupational Completion Point: A**

**Electrician Helper – 300 Hours – SOC Code 47-3013**

**Prerequisite: None**

- 01.0 Explain the importance of health, safety, environmental stewardship and related regulatory compliance.
- 02.0 Identify, use and maintain the tools and accessories used in the electrical industry.
- 03.0 Demonstrate an understanding of basic Direct-Current (DC) electrical-circuit skills.
- 04.0 Apply mathematics knowledge and skills to electricity.
- 05.0 Demonstrate an understanding of basic electricity.

- 06.0 Read and interpret basic electric codes.
- 07.0 Apply further mathematics knowledge and skills to electricity.
- 08.0 Demonstrate further understanding of electricity.
- 09.0 Demonstrate analytical and trouble shooting skills related to electrical principles.

**Course Number: BCV0640**

**Occupational Completion Point: B**

**Residential Electrician – 450 Hours -- SOC Code 47-2111**

**Prerequisite: BCV0603**

- 10.0 Demonstrate proficiency in electrical math problems and skills.
- 11.0 Demonstrate an understanding of Alternating Current (AC) circuit skills.
- 12.0 Explain the importance of employability and entrepreneurship skills.
- 13.0 Install residential wiring.
- 14.0 Install residential wiring systems.

**Course Number: BCV0652**

**Occupational Completion Point: C**

**Commercial Electrician – 450 Hours -- SOC Code 47-2111**

**Prerequisite: BCV0640**

- 15.0 Demonstrate proficiency in commercial wiring.
- 16.0 Demonstrate specialized electrical skills.

## **ENERGY TECHNICIAN**

**Course Number: ETP0090**

**Occupational Completion Point:**

**Energy Technician 1 – 300 Hours – SOC Code 49-9099**

**Prerequisite: None**

- 01.0 Demonstrate knowledge of the basic and emerging principles and concepts that impact the energy industry.
- 02.0 Apply compliance with procedures necessary to ensure a safe and healthy work environment.
- 03.0 Explain electric power generation.
- 04.0 Explain electric power transmission.
- 05.0 Explain electric power distribution.
- 06.0 Identify and describe careers and entry requirements.
- 07.0 Evaluate and analyze emerging technologies in the energy industry.
- 08.0 Explain the importance of employability and entrepreneurship skills.
- 09.0 Explain the importance of health, safety, environmental stewardship and related regulatory compliance.
- 10.0 Identify, use and maintain the tools and accessories used in the electrical industry.
- 11.0 Demonstrate an understanding of basic Direct-Current (DC) electrical-circuit skills.
- 12.0 Apply mathematics knowledge and skills to electricity.
- 13.0 Demonstrate an understanding of basic electricity.
- 14.0 Read and interpret basic electric codes.

**Course Number: ETP0091**

**Occupational Completion Point: A**

**Energy Technician 2 – 300 Hours – SOC Code 49-9099**

**Prerequisite: ETP0090**

- 15.0 Discuss the value of alternative energy.
- 16.0 Investigate the viability of biomass and biofuel.
- 17.0 Investigate the use of nuclear power.
- 18.0 Investigate the use of solar energy.
- 19.0 Investigate the use of wind energy.
- 20.0 Apply further mathematics knowledge and skills to electricity.
- 21.0 Demonstrate further understanding of electricity.
- 22.0 Demonstrate science knowledge and skills related to electrical principles.

## **HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION 1**

**Course Number: ACR0000**

**Occupational Completion Point: A**

**Introduction to HVAC/R – 250 Hours – SOC Code 49-9021**

**Prerequisite: None**

- 01.0 Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 02.0 Explain the importance of employability, soft skills, entrepreneurship skills and making career plans.
- 03.0 Identify, use and maintain the tools and tool accessories used in the heating, air-conditioning and refrigeration industry.
- 04.0 Demonstrate mathematics knowledge and skills.
- 05.0 Explain the properties of matter and heat behavior.
- 06.0 Describe the history and concepts of heating, air-conditioning and refrigeration.
- 07.0 Analyze fluids, pressures, refrigerants and related codes.
- 08.0 Evaluate heating, air-conditioning and refrigeration system components and accessories.
- 09.0 Fabricate and service the piping, tubing and fittings used in the heating, air-conditioning & refrigeration industry.
- 10.0 Utilize and operate mechanical refrigeration servicing and testing equipment.

**Course Number: ACR0001**

**Occupational Completion Point: B**

**HVAC/R Fundamentals – 250 Hours – SOC Code 49-9021**

**Prerequisite: ACR0000**

- 11.0 Demonstrate a practical knowledge of basic electricity and of the electrical components of heating, air-conditioning and refrigeration equipment.
- 12.0 Demonstrate knowledge of electrical wiring in air-conditioning and refrigeration.
- 13.0 Troubleshoot heating, air-conditioning and refrigeration electrical control systems and their components.
- 14.0 Select and test electrical generation and distribution components for commercial heating and air conditioning systems.
- 15.0 Maintain, test and troubleshoot electrical motors and their components for commercial heating and air-conditioning systems.

**Course Number: ACR0012**

**Occupational Completion Point: C**

**HVAC/R Service Practices – 250 Hours – SOC Code 49-9021**

**Prerequisite: ACR0001**

- 16.0 Utilize mechanical components of heating air-conditioning and refrigeration systems.
- 17.0 Operate solid-state electronics as used in heating, air-conditioning and refrigeration systems.
- 18.0 Read construction documents.
- 19.0 Assist in the installation of a residential heating and air-conditioning system and determine start-up procedures.
- 20.0 Conduct start-up and check-out procedures for mechanical heating and air-conditioning systems.
- 21.0 Use combustion-type heating servicing and testing equipment.
- 22.0 Troubleshoot combustion gas valves and regulators as used in heating, air-conditioning, refrigeration and ventilation systems.
- 23.0 Understand the design of heating and cooling systems.
- 24.0 (Optional) Explain the importance of employability, soft skills, entrepreneurship skills and making career plans.

## HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION 2

**Course Number: ACR0013**

**Occupational Completion Point: A**

**HVAC/R Intermediate Service Practices – 250 Hours – SOC Code 49-9021**

**Prerequisite: ACR0012**

- 01.0 Select appropriate commercial compressors.
- 02.0 Test and adjust commercial evaporative condensers.
- 03.0 Maintain, test and troubleshoot commercial evaporators.
- 04.0 Identify basic principles of heating, air conditioning, refrigeration and ventilation piping sizing.
- 05.0 Maintain, troubleshoot and repair commercial heating systems.
- 06.0 Discuss new HVAC/R technologies.
- 07.0 Interpret, use and modify construction drawings and specifications.
- 08.0 Troubleshoot and repair commercial heating and air-conditioning systems.

**Course Number: ACR0044**

**Occupational Completion Point: B – Option 1 HVAC/R Advanced Service Practices (formerly Air-Conditioning, Refrigeration & Heating Technician') – 350 Hours – SOC Code 49-9021**

**Prerequisite: ACR0013**

- 09.0 Develop an understanding of hydronic systems.
- 10.0 Determine the properties of air.
- 11.0 Use a pressure enthalpy chart to diagram refrigerant cycles.
- 12.0 Explain the standards for and ways to measure indoor air quality.
- 13.0 (Optional) Identify and understand pneumatic control systems for commercial heating and air-conditioning applications.
- 14.0 Develop an understanding of chilled systems.
- 15.0 (Optional) Maintain and repair thermal storage systems.
- 16.0 Understand and explain the calculation of commercial heating and air-conditioning loads.
- 17.0 Balance an air distribution system.
- 18.0 Select energy conservation equipment.
- 19.0 Analyze building management systems.
- 20.0 (Optional) Recommend alternative heating and cooling systems for various case studies.

**Course Number: ACR0045**

**Occupational Completion Point: B – Option 2 HVAC/R Advanced Commercial and Industrial Service Practices (formerly 'Refrigeration Mechanic') – 350 Hours – SOC Code 49-9021**

**Prerequisite: ACR0044**

- 21.0 Demonstrate knowledge of retail refrigeration systems.
- 22.0 Demonstrate knowledge of commercial and industrial refrigeration systems.
- 23.0 Demonstrate a working knowledge of electrical generation and distribution components for commercial heating and air conditioning systems.
- 24.0 Demonstrate a working knowledge of refrigeration-system vibration and insulation.
- 25.0 Apply commercial refrigeration pipe sizing and troubleshooting procedures.
- 26.0 Use refrigeration systems skills in commercial applications.
- 27.0 Demonstrate a working knowledge of refrigerated storage systems.
- 28.0 Diagnose, maintain and repair ice making systems.
- 29.0 Use refrigeration electrical system skills in commercial applications.
- 30.0 Maintain and troubleshoot commercial refrigeration systems.



## **PRACTICAL NURSING**

**Course Number: PRN0098**

**Occupational Completion Point: A**

**Practical Nursing Foundations 1 – 300 Hours – SOC Code 31-1014**

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Recognize and practice safety, security and emergency procedures.
- 03.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 04.0 Perform patient and personal care as it pertains to the practical nurse.
- 05.0 Provide patient-centered care for the geriatric population.
- 06.0 Assist with restorative (rehabilitative) activities.
- 07.0 Demonstrate organizational functions, following the patient plan of care.
- 08.0 Demonstrate computer literacy as related to nursing functions.
- 09.0 Use appropriate verbal and written communications in the performance of nursing functions.
- 10.0 Demonstrate legal and ethical responsibilities specific to the nursing profession.
- 11.0 Apply the principles of infection control, utilizing nursing principles.
- 12.0 Perform aseptic and sterile techniques.
- 13.0 Describe the structure and function of the human body in relation to health and disease.
- 14.0 Apply principles of nutrition as it relates to Practical Nursing Scope of Practice.

**Career Certificate Program Course Number: PRN0099**

**Occupational Completion Point: B**

**Practical Nursing Foundations 2 – 300 Hours – SOC Code 29-2061**

**Prerequisite: PRN0098**

- 15.0 Describe human growth and development across the lifespan.
- 16.0 Demonstrate the performance of nursing procedures.
- 17.0 Demonstrate how to administer medication.
- 18.0 Demonstrate how to provide bio-psycho-social support.
- 19.0 Demonstrate healthy lifestyle responsibility specific to personal health maintenance.
- 20.0 Implement education and resources for family wellness.
- 21.0 Participate in Community Health Awareness Forums.

**Career Certificate Program Course Number: PRN0290**

**Occupational Completion Point: B**

**Medical/Surgical Nursing 1 – 300 Hours – SOC Code 29-2061**

**Prerequisite: PRN0099**

- 22.0 Demonstrate how to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder.
- 23.0 Demonstrate how to care for pre-operative and post-operative patients, utilizing nursing principles.

**Career Certificate Program Course Number: PRN0291**

**Occupational Completion Point: B**

**Medical/Surgical Nursing 2 – 300 Hours – SOC Code 29-2061**

**Prerequisite: PRN0290**

- 24.0 Demonstrate how to care for the surgical patient with a Gastrointestinal, Neurological, Urinary, Reproductive or Oncologic disease/disorder.
- 25.0 Demonstrate how to care for maternal/newborn patients, utilizing nursing principles.

**Career Certificate Program Course Number: PRN0690**

**Occupational Completion Point: B**

**Comprehensive Nursing – 150 Hours – SOC Code 29-2061**

**Prerequisite: PRN0291**

- 26.0 Demonstrate knowledge of SIDS/ SUIDS as it relates to the practical nursing role.
- 27.0 Demonstrate how to care for pediatric patients, utilizing nursing principles.
- 28.0 Develop transitional skills.
- 29.0 Demonstrate employability skills specific to practical nursing.



## **LPN/IV**

- 01.0 Explain the legal aspects of IV administration by practical nurses to include the policies and procedures of the institution and appropriate documentation.
- 02.0 Demonstrate knowledge of the peripheral veins used for venipuncture.
- 03.0 Perform a venipuncture.
- 04.0 Discuss the effect of IV therapy on the body.
- 05.0 Recognize and respond to adverse reactions to IV therapy.
- 06.0 Recognize and use various types of IV equipment.
- 07.0 Administer drugs intravenously.
- 08.0 Care for patients receiving IV drug therapy, blood and blood components, and/or parenteral nutrition.
- 09.0 Describe and utilize the principles of infection control in IV therapy.
- 10.0 Manage special IV therapy procedures.
- 11.0 Recognize terminology pertinent to IV therapy.
- 12.0 Care for the patient receiving IV therapy via central lines.

## **PLUMBING**

**Course Number: BCV0508**

**Occupational Completion Point: A**

**Plumber Helper – 360 Hours – SOC Code 47-3015**

**Prerequisite: None**

- 01.0 Describe career and training opportunities in the pipe trade industry.
- 02.0 Demonstrate a basic knowledge of the pipe trade industry.
- 03.0 Identify the use and care of basic tools in the pipe trade industry.
- 04.0 Demonstrate the importance of health, safety and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- 05.0 Demonstrate basic mathematics knowledge and skills.
- 06.0 Demonstrate science knowledge and skills.
- 07.0 Read and interpret construction documents.
- 08.0 Read and interpret current pipe trade codes.

**Course Number: BCV0540**

**Occupational Completion Point: B**

**Residential Plumber -- 240 Hours – SOC Code 47-2152**

**Prerequisite: BCV0508**

- 09.0 Demonstrate knowledge of basic plumbing skills.
- 10.0 Cut and join pipes.
- 11.0 Demonstrate knowledge of plumbing codes.
- 12.0 Read and interpret construction documents and specifications.
- 13.0 Layout and coordinate a job.
- 14.0 Layout and install, or Optionally discuss and simulate, the installation of the first rough (underground).
- 15.0 Layout and install, or Optionally discuss and simulate, the installation of the second rough (first floor & above).
- 16.0 Layout and install or Optionally, discuss and simulate trim out plumbing.
- 17.0 Explain the importance of employability and entrepreneurship skills.

**Course Number: BCV0562**

**Occupational Completion Point: C**

**Commercial Plumber -- 240 Hours – SOC Code 47-2152**

**Prerequisite: BCV0540**

- 18.0 Discuss and simulate the installation of water heating and circulating systems.
- 19.0 Discuss and simulate the installation of interceptors and separators.
- 20.0 Discuss and simulate the installation of a storm drainage system.
- 21.0 Explain the principles of backflow cross and connection control.

**Course Number: BCV0596**

**Occupational Completion Point: D**

**Plumbing Applications -- 240 Hours – SOC Code 47-2152**

**Prerequisite: BCV0562**

- 22.0 Explain the process of installing a medical gas system. (Optional)
- 23.0 Explain how Liquid Propane Gas (LPG) and natural gas systems work.
- 24.0 Repair, service and maintain plumbing systems.
- 25.0 Explain how to connect residential plumbing to a municipal sewer lateral. (Optional)
- 26.0 Apply plumbing applications to swimming pools and spas. (Optional)
- 27.0 Identify solar systems and their components. (Optional)
- 28.0 Adapt a solar system design. (Optional)
- 29.0 Conduct a solar site assessment. (Optional)
- 30.0 Maintain and troubleshoot a solar thermal system. (Optional)
- 31.0 Discuss the installation of solar collectors. (Optional)

## **PROFESSIONAL CULINARY AND HOSPITALITY**

**Course Number: H MV0100**

**Occupational Completion Point: A**

**Food Preparation – 300 clock Hours – SOC Code 35-2021**

- 01.0 Identify career and employment opportunities.
- 02.0 Exhibit the ability to follow state mandated guidelines for food service.
- 03.0 Demonstrate and incorporate workplace safety procedures.
- 04.0 Demonstrate personal productivity
- 05.0 Utilize operational systems.
- 06.0 Use and care for commercial tools and equipment.
- 07.0 Describe the basic principles of food science.
- 08.0 Demonstration proficiency in culinary math.

**Course Number: H MV0170**

**Occupational Completion Point: B**

**Cook, Restaurant – 300 Hours – SOC Code 35-2014**

**Prerequisite: H MV0100**

- 09.0 Describe the basic principles of nutrition.
- 10.0 Identify and explain front-of-the-house and back-of-the-house duties.
- 11.0 Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
- 12.0 Exhibit and utilize safe, secure, and sanitary work procedures.
- 13.0 Apply principles of food science in cooking and baking techniques.
- 14.0 Apply principles of nutrition in menu planning, cooking, and baking.
- 15.0 Perform front-of-the-house duties.
- 16.0 Perform back-of-the-house and inventory duties.
- 17.0 Research college and career advancement opportunities in professional cooking and baking.
- 18.0 Follow food identification, selection, purchasing, receiving, storing and inventory guidelines.
- 19.0 Practice advanced cooking and baking techniques.
- 20.0 Apply scientific principles in cooking and baking.

**Course Number: H MV0171**

**Occupational Completion Point: C**

**Chef/Head Cook – 300 Hours – SOC Code 35-1011**

**Prerequisite: H MV0170**

- 21.0 Demonstrate fruit and vegetable preparation skills.
- 22.0 Demonstrate Garde manager and buffet food preparation skills.
- 23.0 Demonstrate dairy, egg and starch by-product preparation skills.
- 24.0 Demonstrate stock, soup and sauce preparation skills.
- 25.0 Demonstrate meat, poultry, fish and seafood preparation skills.
- 26.0 Demonstrate bakery goods and dessert presentation skills.

**Course Number: HMV0126**

**Occupational Completion Point: D**

**Food Service Management – 300 Hours – SOC Code 11-9051**

**Prerequisite: HMV0171**

- 27.0 Demonstrate management skills
- 28.0 Comply with laws and regulations specific to the food service and hospitality industry.
- 29.0 Develop a business plan.
- 30.0 Create and prepare menus for various nutritional needs.
- 31.0 Utilize cost-control techniques to maximize profitability.
- 32.0 Interpret and incorporate guidelines and policies for food service establishments.
- 33.0 Compare and analyze the relationship of nutrition to wellness,
- 34.0 Develop and prepare menus for customers on special diets.
- 35.0 Compare and analyze menus of food establishments.

## **SURGICAL TECHNOLOGY**

**Course Number: HSC0003**

**Occupational Completion Point: A**

**Basic Healthcare Worker – 90 Hours – SOC Code 31-9099**

**Prerequisite: None**

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.

**Course Number: STS0015**

**Occupational Completion Point: B**

**Central Supply Technician – 210 Hours – SOC Code 31-9099**

**Prerequisite: HSC0003**

- 12.0 Demonstrate central supply skills.

**Course Number: STS0010**

**Occupational Completion Point: C**

**Surgical Technologist 1 – 343 Hours – SOC Code 29-2055**

**Prerequisite: STS0015**

- 13.0 Use communication and interpersonal skills as related to surgical technology.
- 14.0 Demonstrate an understanding of the basic sciences related to surgical technology.
- 15.0 Demonstrate knowledge of pharmacology and math calculation principles related to the surgical environment.
- 16.0 Describe and practice safety measures in the surgical environment.

**Course Number: STS0011**

**Occupational Completion Point: C**

**Surgical Technologist 2 – 343 Hours – SOC Code 29-2055**

**Prerequisite: STS0010**

- 17.0 Assist the RN circulator with patient care procedures related to the surgical environment and describe methods for meeting patient's needs.
- 18.0 Demonstrate knowledge of the skills necessary to function safely and effectively.

**Course Number: STS0012**  
**Occupational Completion Point: C**  
**Surgical Technologist 3 – 344 Hours – SOC Code 29-2055**  
**Prerequisite: STS0011**

- 19.0 Demonstrate knowledge of and assist with surgical procedures.
- 20.0 Demonstrate an understanding of legal and ethical responsibilities specific to surgical technology.

## **WELDING**

**Course Number: PMT0070**  
**Occupational Completion Point: A (1 of 2)**  
**Welder Assistant 1 – 150 Hours – SOC Code 51-9198**

- 01.0 Demonstrate an understanding and apply workplace safety and workplace organization skills.
- 02.0 Demonstrate basic knowledge of industrial and manufacturing processes.
- 03.0 Describe and identify metals and their properties accurately.
- 04.0 Demonstrate and apply basic knowledge of drawing and interpreting AWS welding symbols.
- 05.0 Apply basic oxy-fuel gas cutting principles and practices.
- 06.0 Create a product using basic oxy-fuel gas cutting principles and practices.

**Course Number: PMT0071**  
**Occupational Completion Point: A (2 of 2)**  
**Welder Assistant 2 – 150 Hours – SOC Code 51-9198**  
**Prerequisite: PMT0070**

- 07.0 Apply intermediate oxy-fuel gas cutting principles and practices.
- 08.0 Demonstrate plasma arc cutting principles and practices.
- 09.0 Demonstrate a basic understanding of shielded metal arc welding (SMAW).
- 10.0 Create a product using basic shielded metal arc welding (SMAW) principles and practices

**Course Number: PMT0072**  
**Occupational Completion Point: B (1 of 2)**  
**Welder, SMAW 1 – 150 Hours – SOC Code 51-4121**  
**Prerequisite: PMT0071**

- 11.0 Apply basic shielded metal arc welding (SMAW) skills.
- 12.0 Demonstrate and apply Carbon Arc Gouging (GAC) principles and practices.
- 13.0 Apply visual examination skills.
- 14.0 Create a product using Carbon Arc Gouging and basic shielded metal arc welding (SMAW) principles and practices.

**Course Number: PMT0073**  
**Occupational Completion Point: B (2 of 2)**  
**Welder, SMAW 2 – 150 Hours – SOC Code 51-4121**  
**Prerequisite: PMT0072**

- 15.0 Demonstrate an understanding of employability skills and career opportunities related to the welding industry.
- 16.0 Apply intermediate shielded metal arc welding (SMAW) skills.
- 17.0 Create a product using intermediate shielded metal arc welding (SMAW) principles and practices

**Course Number: PMT0074**

**Occupational Completion Point: C**

**Welder – 450 Hours – SOC Code 51-4121**

**Prerequisite: PMT0073**

- 18.0 Apply basic gas metal arc welding (GMAW) skills.
- 19.0 Apply intermediate gas metal arc welding (GMAW) skills.
- 20.0 Apply basic flux-core arc welding (FCAW) skills.
- 21.0 Apply intermediate flux-core arc welding (FCAW) skills.
- 22.0 Apply basic gas tungsten arc welding (GTAW) skills.
- 23.0 Apply intermediate gas tungsten arc welding (GTAW) skills.
- 24.0 Demonstrate and apply basic pipe welding principles and practices.

## Adult/Postsecondary 2023-2024 Costs

Program Costs are available for download on the website: <http://www.polkedpathways.com/tuition-and-fees/>

Program Name	Tuition Cost	Out of State Tuition	Lab Fee	Books	Uniforms	Certs & Licensure	Student Org	Tools & Supplies	Background	Est. Medical	Other Costs	In State Total Cost
Administrative Office Specialist	\$3,066.00	\$12,295.50	\$350.00	\$500.00	\$150.00	\$450.00	\$30.00	\$30.00	\$-	\$-	\$-	\$4,576.00
Automotive Collision Technology Technician	\$4,088.00	\$16,394.00	\$672.00	\$200.00	\$180.00	\$390.00	\$40.00	\$540.00	\$-	\$-	\$-	\$6,110.00
Automotive Maintenance & Light Repair	\$1,752.00	\$7,026.00	\$114.00	\$231.00	\$150.00	\$325.00	\$-	\$500.00	\$-	\$-	\$-	\$3,072.00
Automotive Service Technology 1	\$3,066.00	\$12,295.50	\$240.00	\$240.00	\$150.00	\$325.00	\$30.00	\$1,500.00	\$-	\$-	\$-	\$5,551.00
Automotive Service Technology 2	\$2,190.00	\$8,782.50	\$171.00	\$240.00	\$150.00	\$325.00	\$30.00	\$1,500.00	\$-	\$-	\$-	\$4,606.00
Aviation Airframe Mechanics	\$3,942.00	\$15,808.50	\$300.00	\$244.00	\$150.00	\$875.00	\$-	\$2,000.00	\$-	\$-	\$-	\$7,511.00
Aviation Powerplant Mechanics	\$3,942.00	\$15,808.50	\$300.00	\$90.00	\$150.00	\$875.00	\$50.00	\$1,766.00	\$-	\$-	\$-	\$7,173.00
Computer Systems & Information Technology (CSIT)	\$2,628.00	\$10,539.00	\$300.00	\$645.00	\$150.00	\$695.00	\$30.00	\$270.00	\$-	\$-	\$-	\$4,718.00
Cosmetology	\$3,504.00	\$14,052.00	\$876.00	\$389.00	\$210.00	\$100.00	\$-	\$673.00	\$-	\$-	\$-	\$5,752.00
Dental Assisting	\$3,591.60	\$14,403.30	\$714.00	\$637.00	\$250.00	\$810.00	\$45.00	\$160.00	\$75.00	\$440.00	75.00	\$6,797.60
Diesel Systems Technician 1	\$3,066.00	\$12,295.50	\$250.00	\$400.00	\$150.00	\$526.00	\$30.00	\$50.00	\$-	\$-	\$-	\$4,472.00
Diesel Systems Technician 2	\$2,190.00	\$8,782.50	\$250.00	\$400.00	\$150.00	\$526.00	\$30.00	\$50.00	\$-	\$-	\$-	\$3,596.00
Electricity	\$3,504.00	\$14,052.00	\$250.00	\$1,087.00	\$150.00	\$171.00	\$35.00	\$625.00	\$-	\$-	\$-	\$5,822.00
Energy Technician	\$1,752.00	\$7,026.00	\$400.00	\$200.00	\$150.00	\$400.00	\$30.00	\$400.00	\$-	\$-	\$-	\$3,332.00
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	\$2,190.00	\$8,782.50	\$400.00	\$400.00	\$200.00	\$300.00	\$30.00	\$1,550.00	\$-	\$-	\$-	\$5,070.00
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2	\$1,752.00	\$7,026.00	\$320.00	\$150.00	\$200.00	\$150.00	\$30.00	\$1,550.00	\$-	\$-	\$-	\$4,152.00
Legal Administrative Specialist	\$3,066.00	\$12,295.50	\$350.00	\$575.00	\$150.00	\$450.00	\$30.00	\$30.00	\$-	\$-	\$-	\$4,651.00
Medical Assisting	\$4,380.00	\$-	\$200.00	\$420.00	\$250.00	\$365.00	\$-	\$-	\$115.00	\$440.00	\$-	\$6,170.00
Phlebotomy	\$481.80	\$1,932.15	\$198.00	\$100.00	\$150.00	\$-	\$-	\$-	\$87.00	\$400.00	\$-	\$1,416.80
Plumbing	\$3,153.60	\$12,646.80	\$300.00	\$1,087.00	\$200.00	\$336.00	\$-	\$-	\$-	\$-	\$-	\$5,076.60
Practical Nursing	\$3,942.00	\$15,808.50	\$850.00	\$1,200.00	\$300.00	\$425.00	\$-	\$790.00	\$75.00	\$745.00	\$85.00	\$8,412.00
Professional Culinary Arts & Hospitality	\$3,504.00	\$14,052.00	\$675.00	\$350.00	\$250.00	\$100.00	\$25.00	\$225.00	\$-	\$-	\$-	\$5,129.00
Surgical Technology	\$3,883.60	\$15,574.30	\$500.00	\$1,041.00	\$300.00	\$245.00	\$45.00	\$580.00	\$75.00	\$440.00	\$-	\$7,109.60
Welding Technology	\$3,066.00	\$12,295.50	\$1,190.00	\$210.00	\$200.00	\$300.00	\$30.00	\$330.00	\$-	\$-	\$-	\$5,326.00

\*\*Lab Fees, Books, Uniforms, Certifications/Licensure, Tools and Supplies and Medical are estimated and subject to change without notice.

Tax is not included in total program costs. Note: Tuition costs are for the 2023 – 2024 school year only. Programs that extend beyond the 2023 – 2024 school year will have additional costs.



# 2023-2024 Polk County School Calendar

The Polk County School Calendar is available for download on the website: <https://polkschoolsfl.com/calendars/>



## TENTATIVE 2023-2024 INSTRUCTIONAL CALENDAR FOR STUDENTS, TEACHERS AND PARAEDUCATORS

Dates are subject to change.

*January 24, 2023 School Board Approval*

Events	Dates
No unpaid training/workdays may be scheduled before August 3, 2023. Teacher Staff Development Days – August 3 (morning), August 4 (District Contact Day), August 7 (split day), and August 10 (split day) Teacher Work Days (Planning Time) – August 3 (afternoon), August 7 (split day), August 8, August 9, and August 10 (split day)	Thursday, August 3 – Friday, August 4, 2023 Monday, August 7 – Thurs., August 10, 2023
STUDENT ORIENTATION – MIDDLE, K-8 <sup>TH</sup> AND HIGH SCHOOLS	Tuesday, August 8, 2023
STUDENT ORIENTATION – ELEMENTARY SCHOOLS/ Paraeducator First Work Day (186-Day Contract)	Wednesday, August 9, 2023
FIRST DAY OF SCHOOL FOR STUDENTS	Friday, August 11, 2023
STUDENT EARLY DISMISSAL 1 of 10 (Teacher Staff Development 1 of 4)	Friday, August 25, 2023
HOLIDAY (Labor Day) – STUDENT, Teacher (Paid) and Paraeducator (Paid)	Monday, September 4, 2023
First Interim Report (23 <sup>rd</sup> Day – September 13, 2023)	Distribute Week of September 11 – 15, 2023
STUDENT EARLY DISMISSAL 2 of 10 (Teacher Planning Time 1 of 6)	Friday, September 22, 2023
FTE (Full-Time Equivalent) Student Attendance Window	September 29 – October 13, 2023
FTE Student Survey Week	Monday – Friday, October 9 – 13, 2023
End of First 9-Week Grading Period (45 Days)	Friday, October 13, 2023
NO SCHOOL FOR STUDENTS or Paraeducators/ Teacher Staff Development (Half Day)/Teacher Planning Time (Half Day)	Monday, October 16, 2023
Grades Due/Begin Second Quarter	Tuesday, October 17, 2023
STUDENT EARLY DISMISSAL 3 of 10 (Teacher Planning Time 2 of 6)	Friday, October 20, 2023
Distribute Report Cards (First 9 Weeks)	Tuesday, October 24, 2023
STUDENT EARLY DISMISSAL 4 of 10 (Teacher Planning Time 3 of 6)	Thursday, November 9, 2023
HOLIDAY (Veterans Day Observed) – STUDENT, Teacher and Paraeducator	Friday, November 10, 2023
Second Interim Report (23 <sup>rd</sup> Day – November 17, 2023)	Distribute Week of November 13 – 17, 2023
FALL BREAK – STUDENT, Teacher and Paraeducator (Paid 11/23 and 11/24)	Monday – Friday, November 20 – 24, 2023
Storm Make-Up Days as Needed	Monday & Tuesday, Nov. 20 and 21, 2023
STUDENT EARLY DISMISSAL 5 of 10 (Teacher Planning Time 4 of 6)/ END OF FIRST SEMESTER (83 Days)/ End of Second Grading Period and Last School Day before Winter Break	Friday, December 15, 2023
WINTER BREAK BEGINS	Monday, December 18, 2023
HOLIDAY (New Year's Day) – STUDENT, Teacher and Paraeducator	Monday, January 1, 2024
NO SCHOOL FOR STUDENTS or Paraeducators/Teacher Work Day	Tuesday, January 2, 2024
NO SCHOOL FOR STUDENTS or Paraeducators/ Teacher Staff Development Day/Storm Make-Up Day as Needed	Wednesday, January 3, 2024
STUDENTS RETURN AFTER WINTER BREAK/Begin Third Quarter/Paraeducators Return To Work/Grades Due (Second Grading Period)	Thursday, January 4, 2024
Distribute Report Cards (Second Grading Period)	Thursday, January 11, 2024
STUDENT EARLY DISMISSAL 6 of 10 (Teacher Planning Time 5 of 6)	Friday, January 12, 2024



## TENTATIVE 2023-2024 INSTRUCTIONAL CALENDAR FOR STUDENTS, TEACHERS AND PARAEDUCATORS

Dates are subject to change.

*January 24, 2023 School Board Approval*

Events	Dates
HOLIDAY (Dr. Martin Luther King, Jr. Day) – STUDENT, Teacher (Paid) and Paraeducator	Monday, January 15, 2024
FTE Attendance Window	Friday, January 26 – Friday, February 9, 2024
FTE Student Survey Week	Monday-Friday, February 5 – 9, 2024
Third Interim Report (23 <sup>rd</sup> Day – February 6, 2024)	Distribute Week of February 5 – 9, 2024
STUDENT EARLY DISMISSAL 7 of 10 (Teacher Staff Development 2 of 4)	Friday, February 16, 2024
HOLIDAY (Presidents' Day) – STUDENT, Teacher and Paraeducator (Paid)	Monday, February 19, 2024
STUDENT EARLY DISMISSAL 8 of 10 (Teacher Planning Time 6 of 6)/ End of Third 9-Week Grading Period (45 <sup>th</sup> Day)	Friday, March 8, 2024
SPRING BREAK WEEK – NO SCHOOL	Monday-Friday, March 11 – 15, 2024
Grades Due (Third 9 Weeks)	Tuesday, March 19, 2024
Distribute Report Cards (Third 9 Weeks)	Tuesday, March 26, 2024
NO SCHOOL FOR STUDENTS, Teachers and Paraeducators	Friday, March 29, 2024
STUDENT EARLY DISMISSAL 9 of 10 (Teacher Staff Development 3 of 4)	Friday, April 12, 2024
Fourth Interim Report (23 <sup>rd</sup> Day – April 18, 2024)	Distribute Week of April 15 – 19, 2024
STUDENT EARLY DISMISSAL 10 of 10 (Teacher Staff Development 4 of 4)	Friday, April 26, 2024
GRADUATION CEREMONIES	April 29 – May 24, 2024
ELEMENTARY SCHOOL GRADES DUE	Thursday, May 23, 2024
HOLIDAY (Memorial Day) – STUDENT, Teacher and Paraeducator	Monday, May 27, 2024
LAST DAY FOR STUDENTS – STUDENT EARLY DISMISSAL (Subject to Change)/END OF SECOND SEMESTER (97 Days) Distribute Elementary Report Cards/ Storm Make-Up Day as Needed/ Last Work Day for Paraeducators (186-Day Contract)	Thursday, May 30, 2024
Last Teacher Work Day (196-Day Contract)/Secondary School Grades Due	Friday, May 31, 2024

**Storm Make-Up Days:** 11/20/23, 11/21/23, 1/3/24 and 5/30/24 (Last Student Day).

Reminder: Non-refundable travel tickets should not be purchased in the event that storm make-up days are used as student attendance days and/or teacher work days.

### Student Early Dismissal Dates (10)

Students are dismissed from school 150 minutes (2.5 hours) early on each of these days:

Friday, August 25, 2023*	Friday, January 12, 2024
Friday, September 22, 2023	Friday, February 16, 2024*
Friday, October 20, 2023	Friday, March 8, 2024
Thursday, November 9, 2023	Friday, April 12, 2024*
Friday, December 15, 2023	Friday, April 26, 2024*

\*Designated for Teacher Staff Development

Information regarding student testing/assessment dates (FL Assessment of Student Thinking (FAST), End-of-Course (EOC) Assessments, etc.) is available through the Assessment, Accountability & Evaluation Office and on the district's website at <https://polkschoolsfl.com/assessment>.

Employees are encouraged to visit the [Staff Portal \(https://staff.mypolkschools.net/\)](https://staff.mypolkschools.net/).  
Click on *\$Payroll Info > Work Calendar* to view the assigned daily work schedule.



## Staff Listing

### ADMINISTRATIVE STAFF

**David Wiggs**

Director

MA University of South Florida

**Tammy Epperson**

Assistant Director

MA University of Central Florida

**Jason Hendrix**

Assistant Director

M.Ed. Stetson University

**Angela Perpilus**

Assistant Director

M.Ed. University of South Florida

### PROFESSIONAL/TECHNICAL STAFF

**Amber Ayers**

Financial Aid Coordinator

BA Florida Gulf Coast University

**Olga Ramirez**

Director, Health Science Education

Registered Nurse

MSN Florida Southern College

District Professional Career Educator's Certificate

**Brian Oleski**

Food Service Manager

### SCHOOL COUNSELORS

**Betsy Beikirch-Godwin**

School Counselor

**Misty Young**

School Counselor

MA University of South Florida

### FULL-TIME INSTRUCTIONAL STAFF

**Gregory Scott Allen**

Automotive Service Technology

ASE Master Certified Technician

L1 Advanced Level Specialist

EPA Section 609 Certification

District Professional Career Educator's Certificate

**Douglas Bartolett**

Aviation Powerplant Mechanics

Mechanic Airframe Powerplant Inspection

Authorization

Private Pilot SEL

District Temporary Career Educator's Certificate

**Traci Benson**

Surgical Technology

District Temporary Career Educator's Certificate

**Erika Boggan**

Medical Assisting

Registered Medical Assistant AS

Keiser University

District Temporary Career Educator's Certificate

**Kylee Chuckery**

Surgical Technology

District Temporary Career Educator's Certificate

**Robert Delamarter**

Computer Systems & Information Technology

CompTIA A+ Certification

CompTIA Network+ Certification CompTIA

Security+ Certification Microsoft Certified

Technology Specialist Microsoft Certified

Solutions Associate

District Professional Career Educator's Certificate

**Robert Driver**

Electricity

NCCER Certified Instructor

District Professional Career Educator's Certificate

**Ray Finder**

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

NCCER Certified Instructor

State Licensed Air Conditioning Contractor District

Temporary Career Educator's Certificate

**Stephen Glover**

Electricity

District Temporary Career Educator's Certificate

**Christopher Hallock**

Energy Technician  
 Lakeland Electric Energy Academy  
 AS Tampa Technical Institute NCCER  
 Certified Instructor NCCER Master Trainer  
 District Professional Career Educator's Certificate

**Jamie Harrell**

Practical Nursing  
 Registered Nurse  
 ADN Polk State College  
 District Temporary Career Educator's Certificate

**Jennifer Ivey**

Administrative Office Specialist  
 Legal Administrative Specialist  
 Master of Science in Management  
 University of Florida  
 Florida Professional Educator's Certificate

**Jason Kirkland**

Welding  
 Technology  
 Certified Welder  
 District Temporary Career Educator's Certificate

**Andrea' (Dre') LaRocca**

Dental Assisting  
 Certified Dental Assistant  
 Expanded Functions Dental Assistant  
 BS University of South Florida  
 District Professional Career Educator's Certificate

**Chase Lee**

Aviation Airframe Mechanics  
 Aviation Powerplant Mechanics  
 FAA-Mechanic Airframe and Powerplant  
 Student Pilot  
 District Temporary Career Educator's Certificate

**Karen Lewkowski**

Dental Assisting  
 BASDH St. Petersburg College  
 Certified Registered Dental Hygienist  
 Certified Dental Assistant  
 Temporary Career Educator's Certificate

**Tiffany McMahan**

Practical Nursing  
 Registered Nurse  
 Certified Hospice and Palliative Nurse  
 ADN Polk State College  
 Temporary Career Educator's Certificate

**Andre` Medley**

Administrative Office Specialist  
 Legal Administrative Specialist  
 MBA  
 Keiser University  
 Florida Professional Educator's Certificate

**Jeremy Merritt**

Diesel Systems Technician 1 & 2  
 Temporary Career Educator's Certificate

**Skyra Mitchell-Young**

Computer Systems Information Technology  
 MBA University of Phoenix West Florida Campus  
 Florida Professional Educator's Certificate

**Heather Murray**

Practical Nursing  
 Registered Nurse  
 Hagerstown Community College  
 District Temporary Career Educator's Certificate

**Nelson Nieves**

Aviation Airframe Mechanics  
 FAA Airframe and Powerplant License  
 AS, Aerospace Administration Polk State College  
 District Temporary Career Educator's Certificate

**Heather Perkins**

Accreditation Liaison, TSA  
 BS Troy University  
 Microsoft Office Specialist Master Certified  
 Intuit QuickBooks Certified  
 Florida Professional Educator's Certificate

**Gregory Pointer**

Welding Technology  
 Certified Welder  
 District Temporary Career Educator's Certificate

**Malcolm Reed**

Diesel Systems Technician 1 & 2  
 Temporary Career Educator's Certificate

**Cynthia Roosevelt**

Aviation Airframe Mechanics  
 FAA-Mechanic Airframe and Powerplant  
 District Temporary Career Educator's Certificate

**Gene Seilers**

Heating, Ventilation, Air-Conditioning/  
 Refrigeration (HVAC/R)  
 CMS, Refrigeration Service Engineers Society NATE  
 Certified  
 NCCER Certified Instructor  
 District Professional Career Educator's Certificate

**John Sherwood**

Automotive Service Technology  
ASE Master Certified Technician  
G1 Maintenance and Light Repair  
EPA Section 609 Certification  
District Professional Career Educator's Certificate

**Terry S. Teague**

Plumbing  
District Temporary Career Educator's Certificate

**Chandra Thorpe**

Cosmetology  
Licensed Cosmetologist  
District Temporary Career Educator's Certificate

**Ted Waltz**

Automotive Service Technology  
District Professional Career Educator's Certificate

**Patrice Wilson**

**Evening Cosmetology**  
Licensed Cosmetologist  
District Temporary Career Educator's Certificate

**Daniel Woodford**

Automotive Collision Technology Technician  
District Temporary Career Educator's Certificate

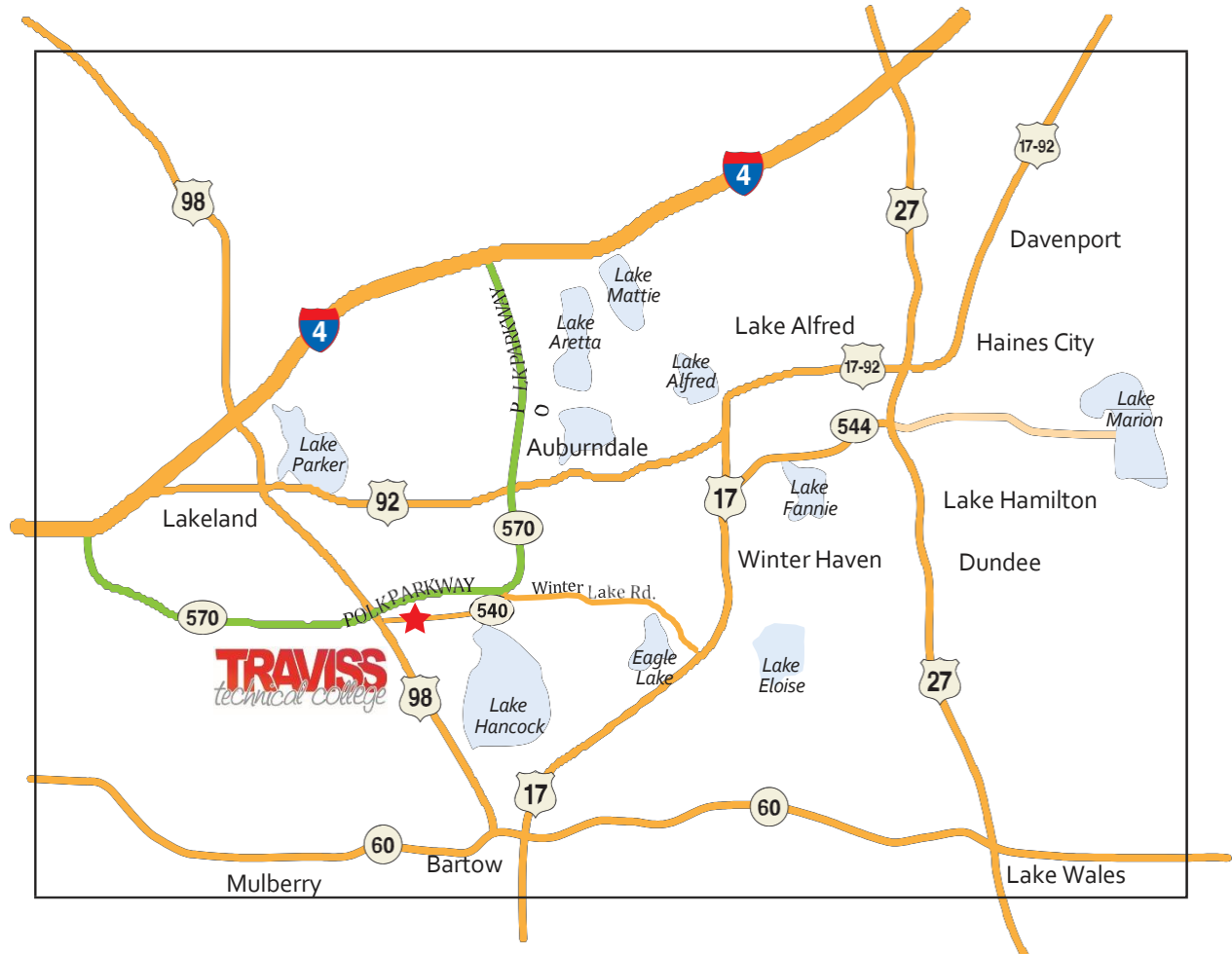
**Anthony Zottoli**

Professional Culinary Arts and Hospitality  
BA Johnson and Wales University  
Certified Culinary Educator – American Culinary  
Federation  
Foodservice Educator – National Restaurant  
Association Educational Foundation  
Certified ServSafe Instructor &  
Registered Examination Proctor  
Certified National Registry of Foodservice  
District Professional Career Educator's Certificate

**PART-TIME INSTRUCTIONAL STAFF****Charles Phillips**

Welding Technology  
District Part-time Career Educator's Certificate

## TRAVISS TECHNICAL COLLEGE LOCATION MAP



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