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Gina Messenger
Charles Kennedy
David “Watchdog” Miner
John Colon

Manatee County Schools Administration
Dr. Diana L. Greene, Superintendent of Schools
Cynthia Saunders, Deputy Superintendent for Instruction
Ron Ciranna, Deputy Superintendent for Operations
Doug Wagner, Director of Adult, Career & Technical Education

Board of Governors / School Advisory Committee

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MTC: Then and Now
In the fall of 2013, Manatee Technical College began its 50th year of providing adult, career and technical education to the residents of Manatee County. It was one of the first tech centers in the state. As we take a look back, we can see how far we’ve come.

June 12, 1962, the School Board of Manatee County approved the creation of a “centralized vocational studies program.” By February 1963, work was under way to construct the new County Vocational Education.

Building on 20 acres near the corner of Little Pittsburgh Road (now 57th Ave.) and 26th Street West. The new Manatee County Vocational and Technical Center opened in August of that year with 218 students in eight programs.

MVTC was a pioneer. Through the Vocational Act of 1963, Manatee District was the first in the state to receive funding to expand its tech center. In 1965, the state designated the center as an “area vocational school.” Thus, the School Board changed its name to Manatee Area Vocational Technical Center.

Over the next two decades, MAVTC went through rapid expansion. In 1965, additions were built to provide laboratories in masonry and drafting. In 1966, construction of more new buildings began. In 1976, the fourth phase of construction was completed at Manatee Area Vocational and Technical Center.

Dr. Mary Cantrell was the fourth director of the school. Shortly after her arrival in November 1996, MAVTC was renamed Manatee Technical Institute. In the mid-1990s, and with much support from local business and industry, MTI renewed its pioneering spirit and focus on excellence.

In March 2002, MTI dedicated a newly constructed Health Occupations building, marking its new east campus site at the corner of Lakewood Ranch Boulevard and Mustang Road. In one year, the enrollment doubled. In four years, the enrollment more than tripled.

In 2004, the Office of Program Policy Analysis and Government Accountability reported that MTI is “…delivering adult vocational certificate programs more efficiently than other districts…” Since 2004, Manatee Tech students have won more medals at the SkillsUSA Championships than any other school, tech center or college in the United States.

On December 17, 2007, MTI welcomed a new addition to the East Campus, the Fire Science Training Facility and burn tower. Another ribbon cutting ceremony was held at the East Campus on November 17, 2008, for the opening of the Law Enforcement Academy and Allied Health building. MTI opened a campus in Palmetto in 2011 to serve the community north of the river. In June of 2011, ground was finally broken for the new Main Campus on State Road 70. The original campus closed its doors when the new Main Campus opened in January of 2013, the year of the school’s 50th Anniversary. A ribbon cutting ceremony was held on February 14, 2013.

The 210,000 square-foot building was designed by architect Mike Bryant who started his career training in the drafting program at MAVTC. The beautiful state-of-the-art campus is a source of pride for the whole community. Simultaneously, MTI created an Adult Education Center in a building on the Bayshore High School campus in West Bradenton.

On December 9, 2014, after a unanimous vote from the School Board and support from students, staff and local business and industry, and shortly after the arrival of the fifth director, Doug Wagner, Manatee Technical Institute was renamed Manatee Technical College.

Today, Manatee Technical College is one of 47 public tech centers/colleges in 29 school districts in Florida. Through state/local agreements, MTC offers articulated college credit in over 60 percent of its programs.

Since 1963, MTC has grown from one campus to four, and MTC campuses span a total of over 382,500 square feet. In the fall of 1963, the new school enrolled 218 students. Over fifty years later, MTC enrolls over 5,000 students. In 1963, only two programs were open to female students. Today all programs are open to women and the female student population today is around 48 percent. In 1964, the center was the first facility in the public school system in Manatee County to be desegregated. Today, about one-third of MTC’s student population is Hispanic, Black, or Asian.

Today, with almost 50 programs, MTC offers training for careers in 15 of the 20 fastest growing industries in Manatee. The Bradenton Area Economic Development Corporation, Manatee County Chamber of Commerce, CareerSource Suncoast and many local companies count on MTC to help meet local workforce demands and attract new business and industry to the Bradenton area. The future is bright for MTC graduates.

Description
MTC’s Main Campus, situated in the geographic center of Manatee County, is a state–of–the–art 210,000 square–foot facility located at State Road 70 East in Bradenton.

MTC’s East Campus includes the Richard T. Conard, MD, Medical and Dental Building, the MTC Fire Science Academy, and the Charlie B. Wells Law Enforcement and Allied Health Building. The East Campus is located in East Bradenton’s Lakewood Ranch Community, adjacent to Lakewood Ranch High
School and close to other institutions of higher education.

The North Campus in Palmetto houses Adult General Education and Career Preparation programs and serves the community north of the river.

MTC’s West Campus is in West Bradenton and is home to Adult General Education programs. MTC West is on the Bayshore High School campus just north of the State College of Florida.

Mission Statement
The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever–changing needs of our communities and the workforce.

Vision Statement
The vision of Manatee Technical College is to be recognized as a leader in transforming people’s lives through quality education.

Philosophy, Purpose, Credentials
Manatee Technical College is a specialized post–secondary institution designed to provide job–preparatory education and training and continuing workforce education. Programs available at Manatee Technical College are directly related to actual or anticipated opportunities for gainful employment and suited to the needs, interests, and abilities of the persons to be served.

The faculty and administration of MTC believe in:

• Providing students an opportunity to develop to their fullest potential so that growth is evident in attitudes, work habits, and occupational competencies.
• Providing an atmosphere whereby individuals can realize their worth and sense of accomplishment.
• Providing an opportunity for students to develop and improve occupational skills through training activities (i.e., on–the–job training, cooperative education, internship, apprenticeship–related instruction, and clinical programs).
• Providing various guidance services to aid students in selecting, entering, and succeeding in an occupational training program.
• Providing services, facilities, and programs to help the disadvantaged and the handicapped.
• Using documented outcomes and assessments for continuous improvement.
• Updating and improving staff, curricula, and facilities.
• Assisting graduates in securing employment that is commensurate with their training.
• Reviewing the philosophy and updating it as needed.
• Learning as a life–long process.
• Encouraging diversity since our multicultural environment adds to the quality of life for all.
• Providing students the opportunity to acquire basic academic and English language skills to enhance the quality of their lives.

Local and National Credentials
At Manatee Technical College students earn a local or national workforce readiness credential upon completion. All program completers earn a career and technical education certificate from MTC, which is recognized by local/regional business and industry. In addition, most of MTC’s career preparation programs prepare the students to earn a state certificate or licensure or a national industry certification. Please see each program for their credentials and current certifications.

Accreditation
Manatee Technical College (MTC) is accredited by the Commission of the Council on Occupational Education and the AdvancED Accreditation Commission. In addition, the College has affiliation with the following state and national associations:
American Boat and Yacht Council
American Association of Medical Assistants (AAMA)
American Culinary Federation (ACF)
American Heart Association (AHA)
American Medical Association (AMA)
American Optometric Association (AOA)
American Welding Society (AWS)
Association of Marine Technicians
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Commission on Dental Accreditation (CODA)
Commission on Massage Therapy Accreditation (COMTA)
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
Department of Education Apprenticeship Programs
Environmental Protection Agency
Florida Department of Health, Division of Medical Quality Assurance
Florida Department of Law Enforcement (FDLE)
Florida State Board of Dentistry
Florida State Board of Nursing
Florida Department of Education (FL–DOE)
Florida State Health & Rehabilitative Services
Manufacturing Skills Standards Commission (MSSC)
National Association of Home Builders (NAHB)
National Association of Orthopedic Technicians
National Automobile Technician Education Foundation (NATEF)
National Board of Surgical Technology and Surgical Assisting
National Center for Construction Education and Research (NCCER)
National Healthcare Association (NHA)
National Institute of Automotive Service Excellence (ASE)
National Registry of Emergency Medical Technicians (NREMT)
Pharmacy Technician Certification Board
Veteran’s Administration

Requests for additional information on the policies, standards, or procedures of the Accrediting Commission of the Council on Occupational Education should be addressed to:
Accrediting Commission – Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396–3898, Fax (770) 396–3790
www.council.org

Prohibition of Discrimination
Manatee Technical College is a part of the School District of Manatee County. As such, no employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination or harassed under any educational programs, activities, services, or in any policies or practices by the School District of Manatee County. Any student who believes he or she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of the School Board, is encouraged to use the appropriate grievance procedures set forth in policy. Complaints should be forwarded to the following Equity Coordinator: Rebecca Wells, Equity Coordinator
Manatee County Schools
P.O. Box 9069, Bradenton, FL 34206–9069
(941) 708–8770 x 2279

Admissions
Manatee Technical College is an adult postsecondary institution offering career education and technical skill programs throughout the year. MTC serves adults and high school students sixteen years of age or older who are interested in technical education for employment purposes. Most programs have specific entry dates. Anyone interested in enrolling should visit and talk with a career counselor, who will assist with program options. Students applying for admission to most programs at Manatee Technical College are accepted upon completion of the application process. The admission process includes the following:

1. Complete an interview with a counselor and determine program of choice. Class visits and instructor interviews are available upon request.
2. Take the Test of Adult Basic Education (TABE), required by the State of Florida (some exceptions apply).
3. Submit application for program of choice by deadline date.
4. Apply for financial aid.
5. Register for the class, pay fees, and attend orientation.
6. Drug test, when required. Each program has its own drug screening process. Each program’s procedure has been approved by their advisory committee and the MTC Board of Governors. Some programs have a more involved application process and have unique beginning and ending dates. These variations are addressed under the specific program descriptions in this catalog.

Entering Students with Advanced Standing
Manatee Technical College accepts transfer students from other institutions. Students who seek advanced standing based on training received from another educational institution/college or from on–the–job experiences should see the counselor. Advanced standing may be granted based on proper documentation of the specific program’s curriculum. Entering students may be required to demonstrate specific skills for advanced standing. Final decisions on placement are based on the student’s skill and his/her ability to complete the program and be successfully employed in the field.

Administration Office Hours
School Year: Daily (except holidays)
Monday through Thursday: 7:00 – 6:30
Friday: 7:00 – 4:00
Schedule subject to change.

Counselors/Financial Aid/TABE
School Year: Daily (except holidays)
Monday – Friday 7:30 a.m. – 3:00 p.m.
Schedule subject to change

Full– and Part–Time Career/Technical Education Programs
Instruction for full–time students is available six hours a day, five days a week. Most classes begin at 7:45 a.m. and end at 2:15 p.m. Evening classes meet 5:30 to 9:30 p.m. four nights per week and usually two Saturdays per month from 8 a.m. to 4 p.m. The school year is August to May/June. Programs are based on clock hours and can take from three months to two years to complete, depending on the program. Each program is described in full later in this catalog. Refer also to Instructional Policies and Procedures for more information.

Continuing Workforce Education Programs
Instruction in continuing workforce education classes is tailored to meet the needs of the community, business, or industry. MTC can customize specialized training for current employees. The classes may be taught at MTC or in the community. Individuals may apply for classes directly. MTC’s Business and Industry Services Specialist can assist companies with arrangements.

Transfer of Credit
Based on Florida Statute, most MTC career preparatory programs have articulation agreements with the state community college system; advanced academic standing is also granted for specific courses. Please visit http://www.fldoe.org/workforce/dwdframe/artic_frame.asp for more information.

Students may request paperwork to release transcripts: 1) in person at the Main Campus Student Records Office, 2) by phone at (941) 751–7900 ext. 1013 or 3) via e–mail at cootsj@manateeschools.net.

Ability–to–Benefit Policy
Admission Policy for Applicants without a High School Diploma

All adult applicants to Manatee Technical College are urged to earn a high school diploma or its equivalent prior to admission. The College will accept adult students without a high school diploma or its equivalence who have the ability to benefit by attending a Manatee Technical College training program.

Admission to Programs
Prospective students should check with a counselor regarding the admission status for an individual program.

• Restricted-enrollment programs such as the Criminal Justice Academy, Practical Nursing, Paramedic, etc., have strict admissions standards set by the program’s certifying agency. All applicants to these programs must meet or exceed the established entrance requirements to include the Tests of Adult Basic Education (TABE); a standard high school diploma from an accredited* high school or its equivalent is required for all restricted-enrollment programs. *See list below.

• Open-enrollments programs will admit all students with a standard high school diploma from an accredited* high school based on program openings.

• Open-enrollment programs will admit students who have not earned a high school diploma or have a diploma from a non-accredited high school whose math and language achievement levels meet exit standards on the Tests of Adult Basic Education (TABE) as established by the Florida Department of Education. These students are, however, not eligible for federal financial aid until they have earned a standard high school diploma from an accredited* high school or its equivalent. *See list below.

• Applicants to open-enrollment programs who have not earned a high school diploma or a diploma from a non-accredited high school and who are experiencing academic deficiencies (no more than two grades below the Tests of Adult Basic Education (TABE) scores as established by the Florida Department of Education for the program), may be accepted into a program based on advisory committee input and/or an instructor’s interview with the prospective student based on openings in the program. Remediation would be required for these students. Failure to complete remediation will result in withdrawal from the program. It is the goal of Manatee Technical College to accept all applicants who express a strong desire to succeed in the program.

*ACCREDITING ORGANIZATIONS:

Southern Association of Colleges and Schools Accreditation (SACS) – Florida, Alabama, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Virginia, Tennessee and Texas

Distance Education Accrediting Commission (DEAC) – Online accrediting organization

Middle States Association of Colleges and Schools Accreditation (MSACS) – Delaware, District of Columbia (Washington D.C.), Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and U.S. Virgin Islands

New England Association of Schools and Colleges Accreditation (NEASC) – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont

North Central Association of Colleges and Schools Accreditation (NCACS) – Arkansas, Arizona, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin and Wyoming
Northwest Accreditation Commission Accreditation (NACA)
– Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington
Western Association of Schools and Colleges Accreditation
(WASC) – California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Northern Marianas, Palau and Tokyo

Students with a Disability
Manatee Technical College accepts secondary and adult students with documented disabilities whose Individualized Education Plan or 504 Plan indicate the student can benefit from the training offered at MTC. Adult students with disabilities are to self-disclose and self-identify their disabilities. He/she must provide documentation of disability from qualified personnel such as physicians, school records, vocational rehabilitation, etc. Upon determination of eligibility, a 504 accommodation plan is written. Copies of all IEPs and 504 Plans will be placed in the appropriate student’s folder and on file in the Exceptional Student Education coordinator’s office.

Dual Enrollment
Dual Enrollment is the enrollment of students in college classes while still in high school. In order for MTC to provide dual enrollment classes, it is necessary to assure the same standards of instruction as in all other college classes, including academic practices and collegiate learning environment. To be eligible for participation in the Dual Enrollment program, students must meet all of the qualifications listed:

• 10th – 12th grade classification (Age 16 minimum)
• Written notification from the high school signed by a school official.
• Written approval of the student’s parent or legal guardian if the student is under 18 years of age.
• Take the TABE test
  Students who are taking Dual Enrollment classes at MTC are not eligible to apply for Federal Financial Aid such as Pell grants until they have earned a high school diploma. This is because Financial Aid recipients are expected to have completed high school. However, your efforts in dual enrollment classes may have an effect on your future financial aid eligibility. Financial Aid offices in every college in the country are required to keep track of every student’s academic progress. This measurement is called Satisfactory Academic Progress which has the following requirements:
  • Students must maintain a minimum of a 2.0 grade point average (GPA) at their high school.
  • Students must satisfactorily complete (pass) at least 70% of the program in which they enroll.

Please see each program listing to verify if the program is available for Dual Enrollment.

Test of Adult Basic Education (TABE)

The Test of Adult Basic Education (TABE) is a placement exam used to assess students’ skills in English, Math and Reading. The score on the TABE will not prohibit a student from entering a specific program. TABE scores simply tell Manatee Technical College the students’ strengths and weaknesses are and allow MTC to help the student complete the program successfully. Florida law requires students to pass all three sections of the TABE:

• To be admitted without reserve to the program of choice. If the student does not meet the program’s requirements, he/she may still be able to begin the program of completion.
• To be counted as a completer from the FINAL Occupational Completion Point
• To be awarded a certificate of completion.

If the student is unsuccessful in one part of the TABE, he/she is only required to retake that particular section of the exam. If the scores do not meet those required for the particular program, he/she may retest under the following circumstances: Student has completed the required hours of remediation online. The cost is $25.00 for six months and includes the re-test.

TABE Scores 9.0 or below:
• Minimum of 15 hours of remediation is required per section

TABE Scores 9.0 and above:
• Minimum of 10 hours of remediation is required per section

TABE results are valid for two (2) years.

TABE Exemption: A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the TABE. In addition, a student possessing a college degree at the associate in applied science level or higher is exempt from the TABE. Students enrolled in an apprenticeship program registered with the Florida Department of Education are also exempt. Any student that passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled can waive the TABE requirement once the program has been completed successfully. Students with documented disabilities may also be exempt after successful completion of the program. No TABE is required for programs with less than 45 hours.

If the TABE was taken at another location within the last two...
years, provide a copy to your MTC counselor.

Student Records

Student record files contain information needed for making educational decisions for the student. Student records are treated confidentially and contain information that is relevant, accurate, and appropriate. Personal records are released to the following people without written consent of the student: Person(s) with legal custody of children under eighteen.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 30 days of the day the school received request for access.
   
   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202–5901

Notification of Rights under the Protection of the Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include rights to:

• Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
   1. Political affiliations or beliefs of the student or student’s parent
   2. Mental or psychological problems of the student or student’s family
   3. Sex behavior or attitudes
   4. Illegal, anti–social, self–incriminating, or demeaning behavior
   5. Critical appraisals of others with whom respondents have close family relationships
   6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
   7. Religious practices, affiliations, or beliefs of the student or parents
   8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of –
   1. Any other protected information survey, regardless of funding.
   2. Any non–emergency, invasive physical examination or screening that is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.
   3. Activities involving collection, disclosure, or use of personal information obtained for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use –
   1. Protected information surveys of students
   2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
   3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to the student who is 18 years old or an emancipated minor under State law.

The Manatee County School District will develop and adopt
policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information survey not funded in whole or in part by the U.S. Department of Education (ED).
- Any non–emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20202–5901

Student Organizations

MTC Ambassadors
An Ambassador program was started at MTC the fall of 1998. One purpose of this group is to make visitors feel welcome and to take them, individually or in small groups, on campus tours. The MTC Ambassadors are nominated by MTC instructors and selected based on their customer service skills, their willingness to participate, and their outgoing personality. Nominations for this group are ongoing.

HOSA–Future Health Professionals
HOSA–Future Health Professionals (formerly known as Health Occupations Students of America) a national career and technical student organization is endorsed by the U.S. Department of Education and the Health Occupations Education (HOE) Division of the American Vocational Association. HOSA’s two–fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA’s goal is to encourage all health occupations instructors and students to join and be actively involved in the HOE–HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in the health occupations education programs. Membership in HOSA is restricted to health occupations students.

National Adult Education Honor Society
The Lee Carter Brown Chapter of the National Adult Education Honor Society at Manatee Technical College was founded in 1991 by an adult education director to recognize the sacrifices and efforts of adult students in English Literacy, Adult Basic Education, and GED classes. NAEHS now has members from Alaska to Florida and from Maine to Texas, with national headquarters in Alexandria, Kentucky. The mission of the National Adult Education Honor Society is to promote meaningful recognition to deserving adult education students, to improve student employment opportunities, to develop student ambassadors for local adult education programs, and to create adult education awareness with school administrators and state legislators.

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

Students are inducted into NAEHS during a ceremony in which

School Closure Policy
Manatee Technical College (MTC) has been in continuous operation since 1963. However, in the unlikely event that the College is closed permanently, closed temporarily for a period of more than 90 days, or a specific program is closed, the College shall make every effort to teach out all currently enrolled students. If that is not possible, the following options will be available for currently enrolled students:

- Students may receive a full refund for all tuition paid for the program in which they were enrolled.
- If the program is available in a location convenient for the student, a student may transfer his/her credit hours to this location. MTC will facilitate the smooth transition to the receiving institution. If the receiving institution has a tuition fee higher than MTC’s, MTC shall make up the difference.
they receive a certificate and are pinned by a family member with an attractive gold, white and black NAEHS pin. Students receive two letters of recommendation from NAEHS National Headquarters: one for scholarship/financial aid and one for future employment. Upon graduation, each NAEHS student is recognized and wears a gold cord on the graduation gown. Members also act as ambassadors throughout the school year by assisting in fundraising, celebrations, open house, and many other important campus events.

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

**SkillsUSA**
SkillsUSA is a national organization that serves trade, industrial, and technical education students and instructors. SkillsUSA is dedicated to developing a well-rounded education by enhancing leadership, citizenship, safety, and skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at Manatee Technical College support and encourage participation in this student organization. MTC students annually win regional, state and national awards. Since 2004, MTC students have won more medals than any other high school, tech center or college in Florida and in the United States.

**Special Services**

**Adult Education Computer Lab**
The adult education computer lab on the West Campus offers computer-based instruction in basic skills remediation, literacy, and GED® test preparation. Remediation is also available for students to help improve their TABE scores. A special program is also available to help students with learning disabilities.

**Bookstore**
The MTC Main Campus Bookstore is located on the first floor across from the reception area.

**Bookstore Hours (Main Campus)**

*Monday and Wednesday:* 7:30 a.m. – 4:00 p.m.
*Tuesday and Thursday:* 7:30 a.m. – 6:00 p.m.
*Friday:* 7:30 a.m. – 3:00 p.m.

**Business and Industry Services**
The Business and Industry Services Specialist acts as a liaison between MTC and industry and assists businesses in getting their training needs met. Companies are encouraged to call the Business and Industry Services Specialist if they:
- need help assessing their training needs or goals
- need training or retraining for a group or groups of employees in specific skill areas
- would like assistance coordinating their employee training at MTC
- would like MTC to design a course for them
- would like to participate in an advisory role to ensure that MTC meets industry needs and standards, and/or
- would like to become an MTC business partner.

**Café Mirabilis**
The school’s Main Campus cafeteria serves lunch daily prepared by MTC’s culinary students. Beverages and snacks are also available in snack machines throughout campus. The café is open to the public during the school year and all are welcome!

**Café 911**
Café 911 is located in the Charlie Wells building on the East campus.

**Cosmetology**
Cosmetology is open to the public by appointment during the school year for clinic services of hair, skin and nails. These services are performed by senior students under the supervision of an instructor.

**Counselors**
The counselors at MTC provide a comprehensive guidance and counseling program. Counselors assist and support students from their initial enrollment through graduation. Counselors aid students with career assessment and selection, coordinate campus visits and tours, provide program and class information, facilitate the application, admission and enrollment processes, serve students with special needs and document accommodations for disabilities, review and interpret test results, and provide academic and personal counseling. Students are encouraged to gain support from their counselors for any need or challenge they may encounter.

**Media Center**
The media center is centrally located on the Main campus and has reference materials and various software programs available for
Remediation is an academic support system for students enrolled in technical education programs. The program is highly individualized. Students proceed at a pace best suited to their learning style, and exit when they have acquired the basic skills necessary for success in their chosen occupation. The online program can be accessed at home any time. The program is required for all students currently enrolled in a technical education program at MTC who need to improve their TABE scores.

Volunteer Tutors

Volunteers are provided as tutors for any Adult Education student at MTC who needs help with basic skills and is referred by his/her instructor. Volunteers receive training and a variety of resource materials. Anyone willing to share his/her time and life experiences with other adults may apply at the Adult General Education office at the West Campus.

Financial Information

Tuition and Fees

Adults pay tuition and lab fees, as well as purchase books, safety gear, uniforms and tools as required. Students pay per occupational completion point (OCP) for Career Preparation programs. Manatee County high school students are exempt from paying tuition and lab fees. The Florida Legislature establishes the tuition for postsecondary colleges on an annual basis. All tuition and fees are estimates subject to legislative and board approval. Please see the chart below for a fee breakdown.

Note: “Clock Hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Fee Breakdown

<table>
<thead>
<tr>
<th></th>
<th>Per Hour</th>
<th>Standard</th>
<th>Financial Aid</th>
<th>Capital Improvement</th>
<th>Tech Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Prep</td>
<td>$2.44</td>
<td>$2.97</td>
<td>$0.48</td>
<td>$0.48</td>
<td>$2.92</td>
<td>$11.71</td>
</tr>
<tr>
<td>Job Prep</td>
<td>$9.78</td>
<td>$9.79</td>
<td>$0.48</td>
<td>$0.48</td>
<td>$11.71</td>
<td>$11.71</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$4.75</td>
<td>$4.75</td>
<td>$0.48</td>
<td>$0.48</td>
<td>$5.25</td>
<td>$11.71</td>
</tr>
<tr>
<td>Adult Ed</td>
<td>$45 per semester</td>
<td>$45 per semester</td>
<td>$6 per credit</td>
<td>$6 per credit</td>
<td>$57 per semester</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>(50 is the maximum cost that can be charged)</td>
<td>(50 is the maximum cost that can be charged)</td>
<td>(50 is the maximum cost that can be charged)</td>
<td>(50 is the maximum cost that can be charged)</td>
<td>(50 is the maximum cost that can be charged)</td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$45 per semester</td>
<td>$45 per semester</td>
<td>$6 per credit</td>
<td>$6 per credit</td>
<td>$57 per semester</td>
<td></td>
</tr>
</tbody>
</table>

Continuing Workforce Development $5.25*

* The tuition for Continuing Workforce Development courses must generate 100% of the TOTAL cost. Therefore, the charge per hour for Continuing Workforce Development courses may vary based on the actual cost of the individual course. $5.25 was used as an example of the average fee that has been charged in the past.

Other Fees

- GED – Complete battery of 4 tests $128, or $32 for each
- Florida Basic Abilities Test (FBAT) – Required for students entering the Basic Law Enforcement and Corrections programs – $45
- Test of Adult Basic Education (TABE) – $25
- Standardizing Test Fees such as Industry Certification/Licensure/other tests and exams – Costs based on actual costs and administered for cost of test plus expenses incurred.
- Laboratory Fees – Vary by cost of program from $210 to $2,800 depending on program.
- Program General Application Fees Vocational $40, Adult General Education $40
- Public Service and Health Programs – $40
- Uniforms – $10 and up based on individual program – standard sizes plus tax.
- Parking $20 annually
- ID Card – $10 annually, replacement card $10, includes tax
- Lanyard – $12.14, includes tax
- Non-Sufficient Funds Fee for returned checks – based on amount collected and administered by Check Ready
- Transcripts & Certificates – $8 for duplicates copies with seal
- Late Fee – $50 after registration deadline has expired
- Career Technical Student Organization Fee – $30 each (when applicable)
- Drug Testing Fee – $50
- Level II Background check – $55, additional fee for out of state (when applicable)
- Re-enrollment Fee – withdrawal and re-enrollment during same quarter – $10
- Health and Safety Fee – $14 per year per student or current fee


Program. Eligible programs are at least 600 clock hours in length. Students must enroll in an eligible program at MTC are not eligible for Title IV funding until these requirements are met.

Financial Aid Office
The Financial Aid Offices, located at both Main and East Campuses, are open to all students to help provide financial assistance for their education at MTC. All students are encouraged to apply. There are three types of aid: federal, state, and local.

Financial Aid for Ability–to–Benefit Students: Students who do not have a high school diploma or GED when they begin a program at MTC are not eligible for Title IV funding until these requirements are met.

Federal Financial Aid
MTC offers the Pell Grant, Federal Supplemental Educational Opportunity Grant and Federal Work Study. Students are required to complete a Free Application for Federal Student Aid to find out if they qualify for federal funds. This application is available online at www.fafsa.ed.gov. Students must enroll in an eligible program. Eligible programs are at least 600 clock hours in length.

Florida Resident, Non–Resident Status
Students must sign a statement indicating their status and are charged fees accordingly. Students are classified as Florida residents or non–Florida residents as outlined by Florida statutes. Evidence of Florida residency must include two approval documents proving 12 months of residence. For example:
• Proof of purchase of a permanent home in Florida
• Full–time employment in Florida
• Florida vehicle registration
• Professional/Occupational license in Florida
• Florida driver’s license
• Florida voter registration card
• Declaration of domicile
For a list of other approval documents see the MTC website or speak to a MTC counselor.

Deferrals
MTC is approved for Veterans Education training. Federal, State and institutional financial aid is available to students who qualify. Students who are participants of the Farmworker Career Development Program of the School District of Manatee County must receive fee deferments from their program coordinator. Vocational Rehabilitation and CareerSource Workforce Program clients must present authorization to the Financial Aid Office for fee deferrals prior to registration. In some cases, other students may have financial backing and will have a letter indicating that their fees will be covered by a particular agency, such as Workman’s Compensation, insurance companies, or scholarship monies. Companies may make arrangements with MTC for payment through the Bookkeeping Office.

Class Cancellation
Full refund of registration, tuition, and lab fees will be made for classes that are canceled. The refunds will be sent to the appropriate agency or student.

Satisfactory Progress
Manatee Technical College is a clock–hour school. Federal Regulation mandates that students attend all the hours of each Pell Grant Payment Period to be eligible for additional funding. Students must also maintain a minimum of “C” to remain eligible for Federal Aid. Students will be evaluated after 450 clock hours or half of their program length if the program is less than 900 clock hours. Students must complete their program within the 150 percent maximum timeframe allowed based on their program length to remain eligible for Pell Grant.

Pell Grant
The Pell Grant is a federal grant to help pay for education after high school. The amount of an award depends upon the EFC (estimated family contribution), the cost of education, and how long a student will be enrolled during the school year. Payment is also calculated based on actual hours attended.

Federal Supplemental Education Opportunity Grant (FSEOG)
FSEOG, like the Pell, is awarded to eligible students with exceptional financial need; that is, students with the lowest Estimated Family Contribution (EFC) index. Students must be in good standing in their class and maintain satisfactory progress.

Federal Work Study
This federal program provides jobs for eligible students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the course of study when possible. Hours worked are based on funds available, typically no more than 20 hours per week.

State and Local Scholarships
MTC Scholarships are available to Florida residents with need, as determined by the results of their FAFSA application. Awards are based on funds available and are not paid out directly to students if not used.

The Florida Student Assistance Grant is awarded to students that are Florida residents with need as determined by the results of their FAFSA application.

Local Scholarships
Many local organizations, businesses and individuals offer scholarships to students. Some select their own recipients and have their own application process. All scholarships are processed through MTC’s Financial Aid Office, and credited to the student’s account for registration costs.

Florida’s Bright Futures Scholarships
These include the Florida Academic Scholars Award, Merit Scholars Award and the Gold Seal Vocational Scholars Award. All three are based on high school academic achievement and awarded to high school seniors. These scholarships are applied for, prior to a students’ senior year and can be used at MTC. Award amounts are determined by the state and are based on

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hours enrolled. Students must complete a FAFSA to qualify.

Florida Prepaid College Fund
Florida Prepaid College Fund provides an opportunity for students’ parents to pay in advance for his/her college education. Qualified students should present a current prepaid college fund card to the Financial Aid Office. This card entitles students to use these funds to pay for tuition only.

Cancellation and Settlement Policy
Collection Policy
MTC, as part of the School Board of Manatee County, uses the following company to collect NSF (bad) checks.

*Automated Recovery Solutions*
225 S. Swoop Ave. Suite 204, Maitland, FL 32751
Phone: 407–740–4094 or Toll Free: 800–390–3948
FAX: 407–740–4092
E-mail: info@automatedrecoverysolutions.com

Electronic Check Re-presentment (RCK) is a new process for recovering NSF (bad) checks by converting the check into an electronic transaction and debiting the customer’s (bad check writer’s) account for the amount of the check and the processing fee, which is determined by state law. This new form of processing virtually revolutionizes NSF check recovery for merchants, government agencies, utilities, and other business that receive paper checks. Bad check writers will appreciate being saved the inconvenience and embarrassment of an in–person visit to the business to pay their NSF check.

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Veterans

Veterans’ Educational Assistance Information
MTC’s programs are approved by the State of Florida Approving Agency. Veterans and dependents of disabled or deceased veterans who plan to attend under any of the training laws should stop by the Office of Financial Aid for help and advisement. Veterans’ information may also be obtained at www.gibill.va.gov.

Beginning October 1, 2011 Chapter 33, the Post 9/11 GI Bill can be used at MTC. This will cover tuition and eligible fees in addition to a monthly stipend directly to the veteran. Please see our Financial Aid page on the MTC website for the latest information. For additional questions contact the Financial Aid Office.

Application for Veterans Education Benefits
Applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances.

Applications must be submitted to the VA through their website: http://www.gibill.va.gov/

Veterans unsure of their eligibility status regarding VA educational benefits are encouraged to submit an application and let the VA determine eligibility or call the Department of Veterans Affairs at 1–888–442–4551. This number will connect the veteran to the nearest VA regional office, where counselors should be able to provide additional information as to whether a particular veteran is entitled to benefits. MTC does not have access to this information.

Veteran’s Award Letter
When payment of education benefits is authorized, the VA will mail an award letter to the student. Only one copy of this letter will be issued. The letter provides the student with:

- Notification that his or her enrollment has been processed for a specific period. The inclusive dates for which payment will be issued will be shown.
- The monthly rate of payment the student can expect to receive.
- The student’s original net entitlement.
- Delimiting date.
- The amount of entitlement remaining at the end of the term, quarter, semester, or academic year, if the student continues to attend at the certified rate for the entire period. (For a service person, the entitlement used is shown.)
- Information regarding appeal procedures.

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress towards completion of his or her training objective.

MTC is required to maintain academic and attendance records for each student that includes, for a veteran or eligible person, the credit allowed toward the student’s current program due to previous training and experience.

Students can only be certified for the total number of hours required for the program. If a student does not complete the program after they have been enrolled (not attended) for the number of hours equal to the program length, certification will cease. The VA will not pay benefits beyond the required program length.

Veteran’s Attendance Policy
VA students are expected to attend all classes. Instructors shall submit VA students’ attendance records to the Financial Aid Office. The VA Certifying Official shall collect, keep record of, and file the veteran students’ attendance.

There are no excused or unexcused absences. Students are either in attendance or they are absent. Veteran students must maintain a minimum of 80% attendance each calendar month to remain in good standing. Students exceeding 20% absenteeism in a calendar month will have their VA benefits terminated for unsatisfactory attendance.

Early departures, class cuts, tardiness, etc., for any portion of an hour will be recorded. Three of these are counted as one absence
and will be counted as an absence in a month. When a student has failed to maintain prescribed standards of progress, the VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The veteran student may petition the school to be re–certified for benefits after one full month of satisfactory attendance (80% minimum). The school may re–certify the veteran student only if it has been determined that the veterans’ attendance–related problems have been resolved. Re–certification will begin the month following satisfactory attendance.

Veteran’s Standards of Progress
The educational programs at MTC are based on clock hours and the school year is divided into Occupation Completion Points (OCP’s).

Satisfactory Academic Progress Policy
The educational programs at MTC are based on clock hours and the programs are divided into OCP’s. Veterans receiving educational benefits must maintain a grade of “C” or above. A veteran student not maintaining a “C” average will be put on academic probation. If he/she does not achieve a grade of “C” during the probationary period, the veteran will be terminated from benefits for unsatisfactory progress; and the VA will be promptly notified and benefits discontinued.

Satisfactory progress is evaluated monthly. A probationary period begins the month following a report of unsatisfactory academics. The school may re–certify the veteran student only if it has been determined that the veterans’ academic related problems have been resolved. Re–certification will begin the month following satisfactory progress. The Dept. of Veterans’ Affairs will be notified by the school’s Certifying Official if the veteran is placed on academic/attendance probation. If the VA student’s academic/attendance progress is unsatisfactory at the end of the probationary period, VA will be promptly notified and the students’ educational benefits will be terminated.

Veteran’s Standards of Conduct
Knowingly possessing, using, transmitting, or being under the influence of narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind at MTC activities or work sites will be subject to disciplinary action by the administration of MTC up to and including a recommendation of expulsion from MTC.

Mitigating Circumstances for Veterans
Mitigating circumstances are unanticipated AND unavoidable events or situations beyond a student’s control that prevent him or her from completing a course with a creditable grade. Generally, the student will be required to submit corroborative evidence to substantiate his or her claim of mitigating circumstances. For example, if the student claims that a personal illness or injury seriously interfered with his or her enrollment, a physician’s statement would be appropriate evidence. If the student was required to withdraw from a course because of an unanticipated and unavoidable change in his or her hours of employment, the employer’s verification of the required change of work schedule should be submitted. A student may use Form 21–4138, Statement in Support of Claim, to submit his or her statement(s).

Appeal
If the veteran student is dismissed for unsatisfactory progress, he or she may request readmission into the vocational program after the term of non–attendance has elapsed. Approved Programs, Bureau of State Approving for Veterans’ Training list is available in the Financial Aid Office.

Applying to MTC & Signing Up For V.A. Benefits
Approved Programs, Bureau of State Approving for Veterans’ Training list, is available in the Financial Aid Office and at the VA’s website.

Once you have decided that you will be attending MTC, the following steps are to be taken:

• Complete an Application for Admission.
• Sign up to take the TABE (Test of Adult Basic Education). This is required for all incoming students not holding an Associate’s Degree or higher.
• See a counselor regarding the program you wish to take. The counselor will go over information about the class. Any questions you may have regarding the program can be answered at this time.
• See the Veterans/Financial Aid Counselor. You should also pick up a Financial Aid Packet to find out if you are eligible for a Pell Grant or other aid.
• Fill out an application online at http://www.gibill.va.gov/apply–for–benefits/ or you can call 1–888–GI BILL–1 (1–888–442–4551) to have a paper form mailed to you. Submit a copy of this application and a copy of your discharge papers (DD214) to this office. This will supply you with a Certificate of Eligibility which shows the VA Certifying Official how to certify your benefits. A copy of your Certificate of Eligibility needs to be submitted to the Financial Aid Office before certification can be done.
• Dependents must mail in a copy of their birth certificate with this application.
• You will also have to fill out the following attached school forms: The Receipt of Handbook and Evaluation of Previous Training Form, and Instructor’s Verification Form (this is to be completed by your instructor on your first day of class).
• After all documents are submitted to the Financial Aid Office, MTC’s VA Certifying Official will prepare a file for you and enter your Enrollment Certification on the computer through VA Once.

Students must certify their enrollment at the end of each month through WAVE: http://www.gibill.va.gov/resources/verify–attendance/ or by calling 1–888–442–4551. Certifying hours after withdrawal will result in an overpayment and any funds received will be collected by the VA.

Other information for Veterans
• Initial checks usually take from four to six weeks after the Educational Certification is entered on VA Once.
• You will be monitored for your grades and attendance each
month. Please be aware of the attendance and grade policy.

- If there are any changes (class, address, etc.) you are to inform us immediately.
- The VA will not pay students for a Leave of Absence; if you have been approved for a LOA by your counselor your enrollment will be terminated in VA. You will be re-certified when you return to school.
- The VA will not pay you for breaks that occur between quarters.
- Our office is here to help you if you experience any problems.

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**Instructional Policies and Procedures**

**Types of Programs**

Training programs at MTC fall into two categories: 1) open-entry/open-exit and 2) time-based programs. Open-entry/open-exit programs are individualized courses of instruction that allow students to enter at specific times (usually at the quarter) of the school year and proceed in mastering course competencies at their own pace. The time-based training programs are developmentally structured around a specific time frame. Individual instruction is given as needed. Open-entry/open-exit course lengths can be tailored to meet the needs of the individual student or requirements of specific jobs. Transfer competencies are considered on an individual basis.

**Classification of Students**

1. Full-time Students: Students who attend five days a week for 20–30 hours per week depending on program requirements.
2. Part-time Students: Those students who attend class three hours per morning or afternoon or attend fewer than five days per week.
3. Evening Students: Students enrolled in an evening program course after 4 p.m.

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**Student Attendance**

1. Students are expected to be in class on time, ready to learn. There are no excused or unexcused absences. The student is either present or absent. Students attending an approved field trip or other school–sponsored activity are marked present.
2. If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence.
3. Any student with five absences during a 9–week grading period may be withdrawn based on the instructor’s recommendation.
4. Three partial attendance days (student is late or leaves early) count as one absence.
5. In compliance with Florida statute, any adult student with 6 consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.
6. A. First Withdrawal for Poor Attendance: A student withdrawn due to poor attendance may apply for readmission for the next semester. The student will be readmitted with an Attendance Contract. See Program policies for more information.
7. B. Second Withdrawal for Poor Attendance: A student withdrawn for poor attendance a second time must be out of school until the next school year begin and may apply for readmission; the student will be accepted on a space–available basis. An Attendance Contract must be signed before the student is allowed to re–enter the program. See Program policies for more information.
8. C. Third Withdrawal for Poor Attendance: Any student withdrawn for poor attendance a third time may apply for readmission after one school year. See Program policies for more information.

Secondary Policy: Attendance will be based on each quarter:

After five cumulative absences in a quarter the student will be asked to see his/her counselor and will receive an official warning about future absences. If attendance does not improve the next quarter, the student will be withdrawn at the end of the semester and denied enrollment at MTC for at least one semester based on the instructor’s recommendation. High school students who drive to campus or ride with a driver are expected to arrive and leave the classroom at regular MTC school hours (not high school bus hours). Three tardies are equal to one absence. Students are asked to call their instructors in their classrooms at least 15 minutes prior to the start of class when they are unable to attend. There are no excused or unexcused absences. Students are either in attendance or they are absent.

**Leave of Absence:**

If a student needs an extended absence, administration must pre–approve a leave of absence. A student may have only one leave of absence in a school year. However, the director may grant subsequent leaves for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act (FMLA) of 1993. A student taking an approved leave retains in–school status. A student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request form may be obtained from the student’s counselor.
Student Discipline

For a detailed description of Student Discipline, you can locate the Manatee County Code of Student Conduct on the District website at www.manateeschools.net.

FAILURE TO REVIEW THE STUDENT CODE OF CONDUCT WILL NOT RELIEVE A STUDENT (OR THE PARENT/GUARDIAN) OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SCHOOL DISTRICT OF MANATEE COUNTY PROPERTY.

Disciplinary infractions and the responses to them are divided into four levels. Each level represents progressively more serious infractions beginning with Level 1, petty acts of misconduct; culminating in Level 4 offenses, the most serious threats to school safety. Corrective responses to infractions become progressively more severe as one moves upward in the levels of misconduct. It is the administrator’s responsibility to determine the level of the offense that has been committed and the appropriate response. In certain circumstances, a combination of corrective measures may be appropriate.

LEVEL 1 – Disciplinary Infractions and Administrative Actions

Infractions
Cell Phones and Wireless Communication or Electronic Devices that are Visible, Activated, or Inappropriately Used During Regular School Hours
Disrespect for Others
Disruptive Conduct (minor)
Dress Code Violation
Failure to properly display student ID
Inappropriate Behavior
Inappropriate Gestures, Language or Materials
Medication Policy Violation (Over the Counter or legitimate prescription) – possession or use only
Public Display of Affection
Tardy to Class (excessive)
Violation of Attendance Procedures

Administrative Actions
Counseling and direction
Verbal reprimand
Withdrawal of privileges
Return of property, payment for same or restitution for damages
Behavioral contract

LEVEL 2 – Disciplinary Infractions and Administrative Actions

Infractions
Cheating or Plagiarism
Contraband
Defiance
Disrespect for others (repeated)
Disrespect to Staff or Authority
Disruptive Conduct (repeated)
Endangerment
Extortion
Failure to Comply with School Rules
Failure to properly display student ID (Repeated)
False or Misleading Information
Harassment – 1st Offense
Intentional Damage of Personal/School Property (under $1,000) (LE–Optional)
Leaving campus with Authorization (HS)
Medication Policy Violation – repeated possession, misuse or providing
Out of Area Possession of E-Cigarette
Repeated Misconduct of a Level 1 or 2 Infraction
Theft (Less than $300) (LE–Optional)
Tobacco (Possession/Use if under the age 18) (S) (LE–Optional)
Tobacco (Possession/Use if 18 years of age or older)
Unauthorized Use of Other Person’s Name, Signature, or Identifying Number

Administrative Actions
Behavioral contract
Confiscation of unauthorized materials
Suspension from school **
Return of property, payment for same, or restitution for damages
Temporary or permanent removal from extracurricular/co–curricular program or activity
** FS 1006.09(1) (b) Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE

LEVEL 3 – Disciplinary Infractions and Administrative Actions

Infractions
Aggression, Physical
Alcohol Possession or Use (S) (LE– Optional)
Bullying – Repeated (S) (LE– Optional)
Computer Fraud (Accessing or Breaking into files that are unauthorized) (LE– Optional)
Contraband (2nd possession or sale of)
Criminal Street Gang Activity (LE)
Dating Violence
Display or Use of any Chemical Self–Defense Spray (LE– Optional)
Disorderly Conduct (Disruption) (S) (LE Optional).
Disrespect to Staff (Repeated)
Drugs – Poss. /use 1st Offense; Prescription Drugs; Illegal Drugs; Illegal Drugs (S) (LE– Optional)
Fighting – No injury, No Weapon and no restraint necessary
Harassment (repeated) (S) (LE)
Inhalant/Inhaling/Huffing (LE– Optional)
Posting images or video of others violating school rules to the internet
Other Serious Misconduct
Repeated Misconduct of a Level 2 or 3 Infraction (LE–Optional)
(≠)
Sale of Contraband (LE-Options)
Sexting (LE-Optional) (DCF-Optional)
Sexual Harassment (S) (LE) (DCF)
Sexual Offenses (Lewd Behavior or Indecent Exposure) (S) (LE) (DCF)
Theft (over $300) (S) (LE)
Threats, intimidation (S) (LE-Optional)
Trespassing (S) (LE)
Vandalism under $1000 (LE–Optional)

Administrative Actions
Behavioral contract, plus . . .
Suspension from school **
Temporary or permanent removal from extracurricular/co–
curricular program or activity
Return of property, payment for same, or restitution for damages
Confiscation of unauthorized materials

** FS 1006.09 Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE
(≠) Report to Law Enforcement and/or SESIR if original
infraction is reportable

DCF) Notify Department of Children & Families

LEVEL 4 – Disciplinary Infractions and Administrative Actions
Infractions
Alcohol – Repeated or Distribution (S) (LE)
Arson (S) (LE)
Battery (S) (LE)
Bomb and Explosion Threats or Firearm Threats (S) (LE)
Burglary (S) (LE)
Criminal Street Gang Activity (repeated) (LE)
Cyber Attack (Introducing Programs or Tools into Network Server) (LE)
Drugs– Repeated; Prescription Drugs; Illegal Drugs, distribution (S) (LE)
False Accusation – Teacher or School Board Employee (LE)
False Fire Alarm (S) (LE-Optional)
Fighting – Injury or Weapon and requires physical restraint (S) (LE–Optional)
Firearms (S) (LE)
Force or Violence against School Employees or Volunteers (S) (LE)
Hazing (LE–Optional)
Inciting, Leading or Participating in a Major Student Disruption (S) (LE)
Other More Serious Misconduct (S) (LE)
Repeated Misconduct of a Level 3 Infraction (LE–Optional) (≠)
Sexual Battery (S) (LE) (DCF)
Sexual Offenses (Sexual Contact, Lewd Behavior of a More Serious Nature) (S) (LE) (DCF)
Victimization/Extortion or Threats/Intimidation of More Serious Nature (S) (LE)
Vandalism over $1000 (S) (LE)
Weapons –Possession or Use of (S) (LE)
Weapon-like contraband possession (LE-Optional)

Administrative Actions
Suspension from school **
Extended suspension *
Recommendation for Expulsion/Withdrawal
** FS 1006.09(1) (b) Written notification, within 24 hours, by U.S. Mail
(LE) Notify Law Enforcement
(S) SESIR Report to DOE
(≠) Report to Law Enforcement and/or SESIR if original
infraction is reportable

(DCF) Notify Department of Children & Families

Student Information
Students are active learners in meeting MTC’s goals of excellence:
• Diligence and sustained effort in their schoolwork and activities
• Respect for themselves, other students, the staff, and school property; and actions which will be a credit
to themselves, their family, their school, and community.

The following information outlines the expectations and responsibilities students should have of their school and its staff.

Academic Honesty
MTC requires all students to adhere to high standards of integrity in their academic work. The school will not condone such activities as plagiarism and cheating. Students involved in such activities are subject to serious disciplinary action. This may include being failed by the instructor, academic suspension or expulsion. Plagiarism is defined as the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment. Cheating includes giving or receiving unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor. Examples of cheating include but are not limited to:
• Submitting someone else’s work as your own with or without the permission of the individual.
• Allowing someone to copy your work.
• Using a writing service or having someone else write a paper for you.
• Using someone else’s work without proper citation.
• Submitting collaborative and/or group work as your own.
• Stealing an exam from an instructor or an instructor’s office.
• Sharing exam information, including a copy of the exam, with another student who has not taken the exam.
• Taking a course and/or exam for another student.
• Using unauthorized materials during a test or exam.
It is a student’s responsibility to seek clarification from an instructor if the student has questions about what constitutes cheating. The instructor, who has the full authority to assign an “F” grade for that assignment or course after a discussion of the incident with the student, will handle initial violations of academic honesty.

A second offense will normally result in suspension from the school for at least one term or semester. A third offense will normally result in permanent expulsion from MTC.

Accidents & Injuries
In the event of an accident or injury on campus, students are responsible for notifying the instructor or other MTC personnel immediately. Faculty/staff will handle injuries such as superficial lacerations or abrasions. Emergency medical services will be contacted for a serious injury or medical condition. Students are responsible to report updated emergency contact information with their counselor.

Limited Student Accident Insurance – All students will pay $14 the first time they register. This is for annual coverage. Full-time, Job Prep and Adult Education students attending any campus day or night are covered as are clinicals and field trips. Students attending Community Education classes are not covered at their home schools and do not pay the fee. All accidents must be reported to an instructor or available staff member immediately.

Cell Phones
All cell phones should be on vibrate and out of sight during classroom time. Texting while in class is prohibited. Students may use cell phones before and after school, while on break and during lunch. Cell phones may be used in class if the instructor has given permission to do so for a school related purpose. If an EVACUATION is ever announced, CELL PHONES ARE NOT TO BE USED during an evacuation as they could inadvertently trigger a remote control explosive device.

Class Hours
Each program has its own daily start and end time. Instructors will give the daily class schedule.

Conduct in the Classroom
Students are expected to conduct themselves in a mature manner and to complete, to the best of their ability, all activities and projects assigned to them by the instructor(s). Unacceptable behavior may result in the removal of the student from the program and/or MTC. Unacceptable behavior includes, but is not limited to unsafe shop procedures, disruptive behavior, horseplay, profanity, loud talking, sleeping, and improper or unsafe driving.

Drills & Emergencies
Regulations require that fire drills be held periodically during the school year. MTC will also have at least two tornado drills each school year. In addition, the school also has other emergency drills. Each exit in the school is clearly indicated. During all drills, follow the instructor’s directions. To turn in a false alarm is a criminal offense. In case of emergency situations requiring evacuation, students should follow evacuation routes. In other emergency situations, students should go to the designated safety areas inside the buildings as directed.

Critical Incident Response
Siren will sound. Go to phone; listen for all–call. Remain calm. Stay with the class. Refer to Emergency Procedures Guide for details.

LOCKDOWN:
Lock exterior doors; draw blinds; turn off lights. Move to interior rooms. Keep quiet. Place blue sign facing out if class is locked down and safe. Place red sign facing out if assistance is needed.

SHELTER IN PLACE:
Seek cover. Stay in secure location.

EVACUATE:
Leave doors unlocked. Do not take personal items. Go to designated area. Do not turn off/on lights. DO NOT USE CELL PHONE or any other communication device. If an EVACUATION is ever announced, cell phones are NOT to be used since an evacuation indicates the possibility of a bomb threat. The frequency of a cell phone could inadvertently trigger a remote control explosive device. Again, CELL PHONES ARE NOT TO BE USED DURING AN EVACUATION.

TORNADO WATCH:
Tornado development is possible. Portables begin evacuation.

TORNADO WARNING:
Tornado has been sighted. Take shelter immediately. Duck and cover, if necessary.

Drug Screenings
Students must participate in a drug screening at MTC for the following programs:
Industrial Technology, Machining, Major Appliance and Refrigeration Repair, Emergency Medical Technician, Florida Law Enforcement Academy, Fire Fighter I & II, Fire Fighter/Emergency Medical Technician Combined, Automotive Service Technology (due to the electric over hydraulic lifts and strut spring compressor), Auto Collision Repair and Refinishing Technology (due to electric over hydraulic lift, welders, and jib crane), Marine Service Technology (due to jib crane and motor testing station similar to a dynamometer for marine engines), Welding Technology (due to the grinders and possibility for explosion from gases), Electrician (because the final course in the program is Industrial Electricity), Carpentry and Building Trades & Construction Design Technology (due to the routers, joiners, planers, table saws and roof work). If the internship, apprenticeship or clinical site requires a drug test prior to allowing the student on their site, the student will be subject to a suspicion–less drug test (at their expense) as a condition of admission to the internship, apprenticeship or clinical site. (As an example, the health care industry is a heavily regulated industry generally requiring drug testing.)
During the drug test, student’s will be asked to submit to a urinalysis and/or hair screening administered at a random time during the school year. Drug screenings are completely confidential and will only be shared with appropriate school personnel, and parents or guardians of high school students under the age of 18. Any student exhibiting behavior that leads school personnel to believe the student is under the influence of drugs or alcohol at school, will be subject to a drug test or breath–test.

**Negative Test:** Students return to class.

**Positive Test:** Student, parents of minors, instructors and school counselor will be immediately notified. The student will be put on a school probationary program. At the student’s expense, the student must enroll in a substance abuse program approved by the school. The MTC Counselor will provide instructions on available programs. If the student does not finish a substance abuse program within the designated time:
1. He/she will not be allowed to stay in class or re-enter the program until the substance abuse program has been completed and a negative test result is submitted to the school.
2. The student’s paper work for licensure will not be submitted nor will he/she receive a certificate of completion from MTC.

On the day following the positive test, the student must provide proof to his/her counselor of a scheduled appointment for a substance abuse program. Any time out of class that is required to obtain the appointment will be considered an absence. The student will not be allowed to return to his/her program until the proof of appointment is provided. After the completion of the substance intervention program, the student will be tested again at the student’s expense.

**Second Positive Test:** Student will be suspended for 10 days and the student will be withdrawn for the remainder of the semester. Student must complete another treatment program prior to re-enrollment and submit a negative result.

**Third Positive Test:** The student will be withdrawn from the program permanently. The student’s paper work for licensure will not be submitted nor will they receive a certificate of completion from MTC.

**Reasonable Suspicion:**
If any student during the school year exhibits suspicious behavior in or around Manatee Technical College, the instructor will immediately secure help from a second instructor, administrator or faculty member. The emergency hotline for drug testing will be called immediately. The student will be escorted to the office and wait for the drug testing company to come and test the student. Reasonable suspicion may result in urine and/or a hair analysis test. If alcohol is suspected, the student will be subject to a breath-test.

**Refusal of Testing:**
If a student leaves for any reason after the drug testing company arrives, the student will be administered a hair drug test. Adult students must go to the office of the testing company (At Your Service) to take their hair drug screening test before being allowed back in class/school. High school students will be tested the next day they attend MTC and/or their next day back in school. They will report to the office to wait for said testing. If the student tests positive for any type of drugs and it is the student’s first offense, they will be subject to the Positive Tests Procedure and parents will be notified.

**Challenge of Testing:**
If the student feels that his/her drug test is a “false positive” the student has the option of being immediately re-tested at the student’s expense. This will be an observed collection. If the student tests negative for illegal substances on the re-test, he/she will be reimbursed for the cost of the re-test.

**Drug, Smoke and Alcohol Policy**
The Drug & Smoke–Free School Zone is the area surrounding each school beginning at the outermost boundary of the school property and extending 1,000 feet from the perimeter.

MTC maintains a drug, smoke, and alcohol–free campus. The Student Code of Conduct will be enforced.

**Grading System**
Adult and high school students receive grades each semester and are graded under the same standards used in Manatee County school system:
- A: 90–100; B: 80–89; C: 70–79; D: 60–69; F: 0–59
See specific Program handbooks for details.

**Grievances**
All students are entitled to due process. If you believe you have been treated unfairly, you can expect that your grievance will be settled in a timely and fair manner.
1. When initiating a grievance, the student should first make every reasonable effort to resolve the issue with the instructor or staff member concerned. If the situation cannot be resolved, the student must:
2. See his or her Career Counselor, Program Director or Allied Health Coordinator to discuss the grievance. During this meeting the counselor/director/coordinator will assist the student with documenting the grievance, actions taken towards resolution, and results of those actions taken. If resolution could not be reached, the student will:
3. Make an appointment with the campus Assistant Director. During this meeting, the Career Counselor will be present as the Student Advocate. All further actions taken and results of those actions must also be documented. If resolution is not reached by this point, the Assistant Director will organize a Grievance Hearing consisting of a non–partisan group that will review all of the documentation compiled and separately discuss the grievance with the student and the instructor. The members of the group will then discuss the findings and arrive at a mutually agreed upon resolution. This resolution will be presented separately to the student and instructor. If the student is not satisfied with the Grievance Hearing resolution, the next step is to:
4. Make an appointment to meet with the MTC Director. All documentation collected, including the resolutions derived from the Grievance Hearing, will be forwarded to the MTC Director for review prior to the meeting with the student. If resolution cannot be reached at the school level, the student may:
5. Seek resolution at the district level from the following individuals in the following order:
   - Director of Adult, Career and Technical education;
   - Deputy Superintendent of Instruction;
   - Superintendent of Schools;
   - School Board of Manatee County.
If the issue cannot be resolved at the district level, the student may contact the
school’s accrediting agency:

Council on Occupational Education
7840 Roswell Road, Building 330, Suite 325,
Atlanta, GA 30350,
(800) 917–2081 or (770) 396–3898.

ID Badges
All students must wear the school’s identification badge. It must be visible at all times while on campus. IDs are purchased upon initial enrollment for $10. It is to be worn below the shoulder and above the waist. If lost/misplaced, a new ID must be purchased in the Book Store for $10.

Parking Permits
All student–driven vehicles must have a parking tag that can be purchased from the Bookstore in the Administration Building on Main campus. The cost is $20; the tag must be displayed at all times in the vehicle. No skateboards or hoverboards are allowed on campus.

Policy on Hazing
Students shall not participate or conspire with others to participate in “hazing” which allows any acts that may tend to injure, embarrass, degrade, disgrace, harass, or put others at risk in any way. Hazing may result in suspension or expulsion.

Program Transfers
Any student who wishes to transfer from one vocational program to another must see a counselor. Since each program has its own entrance requirements, openings, and start dates, the counselor can assist in making this decision. Some programs may have common student performance standards; the counselor can provide accurate information. Please note, transferring programs after the start date will have an impact on students using Financial Aid to purchase books.

Refund Policy
Manatee Technical College has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges. Refunds will not be processed until all financial obligations have been cleared.

Books and uniforms purchased at the MTC Bookstore may be refunded within 10 days of the date of purchase. To return books, they must be unused with no marks. If the book was purchased in shrink wrap, the shrink wrap must still be intact.

Uniforms must be undamaged and not washed or worn. If the uniform was special ordered, there are no refunds. Students need to see bookstore personnel for refunds. Uniforms or books purchased from an outside vendor must adhere to that vendor’s refund policy.

Books and uniforms purchased from the Criminal Justice Academy are non–refundable.

Tuition and fees refunds are as follows:

1. If before the first class meeting, MTC cancels a class, denies a students’ enrollment, or a student withdraws:
   a. TUITION – 100% refund
   b. FEES – All fees refunded

2. If a student is enrolled or enrolls during a quarter, but withdraws within the first 2 weeks of enrollment (including no–shows):
   a. TUITION – 100% refund
   b. FEES – Any amount over $100 refunded, excluding registration and parking fees (if issued).

3. If a student is enrolled and withdraws on or after the 15th calendar day of the programs start date or students’ official enrollment date:
   a. TUITION – No refunds
   b. FEES – No refunds

4. There is no refund for any class of less than 32 hours. There is no refund for personal enrichment classes if the student attends one class.

5. There is no refund for the TABE test. Refunds for students who are in the military and are called to active duty will be made on an individual basis by an Assistant Director and/or Director.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within 3 days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Students may request a refund through a counselor at the time they compete their withdrawal form. However, MTC will refund tuition and fees without a request from the student. All refunds will be distributed within 45 days of the completed refund request or once a students’ unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

Please note that MTC does not require up–front payment for an entire program. Actual refunds will be made based on actual payments received at the time a refund is deemed necessary.

Safe Schools
The goal of all staff and faculty at MTC is to make your educational experience as rewarding as possible, to help you achieve your goals, and to do it in as safe an environment as possible. As a Technical College, many of our classrooms and shops are industrial areas and require special equipment or clothing. Your instructor will inform you of any special clothing required or safety measures you must follow.

All students, staff and faculty are entitled to a safe, non–
threatening learning environment. You are entitled to courtesy at all times from all people and to hear only acceptable language. You have the right to have a clean school that is safe from potential hazards. Together we can be R–A–D–I–C–A–L: Respect And Dignity In all Circumstances At All Levels.

**Smoking – District Tobacco–Free Policy**
Use of ALL tobacco products is prohibited on all school board owned or leased property, including, but not limited to, all interior and exterior parts of schools, administration buildings, ancillary facilities, work sites, athletic fields and facilities, and vehicles, as well as at any event sponsored by schools or the district. Violation of this policy will subject employees and students to appropriate discipline. Any non–employee who has been given notice of this policy by a school official and fails to comply will be asked to leave the premises. Any person who is asked to leave the premises and refuses or who leaves but returns without permission shall be deemed a trespasser and shall be subject to arrest.

Tobacco products include, but are not limited to, real or electronic cigarettes, cigars, pipes, or blunts; rolling/loose tobacco; smokeless tobacco such as chewing tobacco, dip, or snuff; or any other substance containing tobacco, or product simulating the use of effects of tobacco.

**Students’ Expectations**
- The best possible educational opportunities
- A staff that is sensitive and responsive to their individual needs
- Fair and just treatment from other students and staff.

**Students’ Responsibilities**
- Diligence and sustained effort in their schoolwork and activities
- Respect for themselves, other students, the staff, and school property
- Actions which will be a credit to themselves, their family, their school, and community
- To inform the school of any information that may be useful in making appropriate education decisions (eligible students, parents, or guardians)
- To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student (eligible students, parents, or guardians).

**Students’ Rights**
You have a right to an education regardless of your race, color, national origin, sex, disability, marital status, age, religion, or any other basis prohibited by law. Your exercise of these rights must conform to the District Post–Secondary Code of Student Conduct. Some of your basic rights include the right to: Learn, Agree or Disagree, Petition, Freedom of Expression, Publish, Assemble, Privacy, To inspect, review, and challenge the information contained in records directly relating to the students (eligible students, parents, or guardians), To be protected by legal provisions which prohibit the release of personal identifiable information to other than legally authorized persons without the consent of the parent, guardian, or the eligible student.

**Technology and Internet Safety Policy**
Technology is an integral part of your educational experience and must be used in a way that is consistent with the goals of the School District of Manatee County (SDMC). Technology includes, but is not limited to, computers, personal digital assistants, other electronic devices, software, email, the internet, and other network resources. Your use of technology is a privilege and you are responsible for using it appropriately. This includes use of district technology while off school property. The following are improper uses of technology:

- a. Photographing, recording, or using images of any person without their knowledge or consent.
- b. Accessing pornographic or obscene images, language or materials, including screensavers.
- c. Transmitting any material in violation of federal, state, local law, School Board policy, regulation, or the District Code of Student Conduct. This includes, but is not limited to: copyrighted material; threatening, obscene or pornographic material; test questions or answers; student work products; trade secrets; and computer viruses, “worms,” or “Trojans.”
- d. Using technology for commercial activities unless explicitly permitted by the School Board.
- e. Modifying the original SDMC pre-set software image including, but not limited to: loading software applications not authorized by SDMC; changing the computer name; changing or removing operating system extensions; altering security/filtering software; altering the pre-loaded operating system or application; or taking apart the computer for access to internal parts.
- f. Downloading music, games, or videos at any time on a district computer.
- g. Using cellular phones or other wireless communication devices during unauthorized times of the school day. Cellular phones, tablets, and other electronic devices may only be used on campus before or after school, unless your school has different policy restrictions or you have permission from an administrator or designee.
- h. Using email, instant messaging, texting, web pages or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community, including engaging in cyber-bullying, harassment, or “sexting.”
- i. Gaining or attempting to gain unauthorized access to SDMC networks, computer servers, or data files.
- j. Gaining or attempting to gain unauthorized access to non-SDMC networks, computer servers, or data files utilizing SDMC equipment.
- k. Using profanity, obscenity, or other language which may be offensive to another person, or reposting personal communications without the author’s prior consent, when using computer network access.
- l. Downloading or printing any material that deemed inappropriate by the School District.
- m. Attempting to log on to the SDMC network or other district-affiliated systems using another’s identity or password.
- n. Sharing of logins and passwords to the SDMC network.
- o. Bypassing or attempting to bypass SDMC filtering software.
Once a need for a new program has been identified, staff must document a local need by using the local EDC or Jobs, Etc. After the local need has been documented, staff should proceed with the following steps.

1. Identify at least three potential bona fide prospective employers who are willing to serve in an advisory capacity on a Program Development Task Force. The director, site administrator, or designee will serve on the Program Development Task Force.
2. With the appropriate assistant director, the Program Development Task Force will appoint ad hoc committees to review the facilities, equipment, curriculum and program length, and instructor qualifications/availability. See below for further information about each ad hoc committee’s assignment.
3. The Program Development Task Force will review each ad hoc committee’s recommendations and then develop a time line if there is justification for further development of the new program.
4. The time line would have a budget recommendations and suggested sources for the funding. Attention must be paid to the impact that the new program would have on funding for existing programs.
5. The time line would have recommendations about the most appropriate location (campus) and time of day (day or evening) for the new program.
6. The time line would be submitted to the Board of Governors and Director of Career, Technical, and Adult Education for approvals.
7. COE would be notified that the school plans on adding a new program.

### Procedures to Close an Existing Program

At times, it may be necessary to close an existing job preparatory program if the program has a lack of adequate enrollment or a lack of placement opportunities for program completers. Closing an existing program is not to be taken lightly. All other avenues should be explored prior to the recommendation to close a program. If enrollment is low, steps should be taken first to increase public awareness of the program to increase enrollment. Lack of job placement opportunities should be documented not only by FETPIP data but also Florida Industry and Occupational Employment Projections that is compiled by the Office of Workforce Information Services, Labor Market Statistics. If the decision is to close an existing program, the following steps should be taken.

1. Meet with the program advisory committee to document the lack of need for graduates. If a need continues to exist for entry-level workers but our graduates are not meeting the minimum entry requirements, administration should work with the advisory committee and instructor to upgrade/update the program’s curriculum, equipment, and facilities prior to closing the program.
2. The director or designee should develop a time line to close the program. This timeline should detail the transition plan for current enrollees. The Financial Aid Specialist is notified. The time should also include recommendations for future use of the facility and equipment.
3. The time line is presented to the Board of Governors for their approval. The Director of Career, Technical, and Adult Education should be notified of the time line.
4. If the continuing employment of the instructor/s of the program is at risk, the Director of Personnel should be contacted to insure that all contractual obligations are met.
5. COE is notified of the time line to close an existing program.

Ad Hoc Committees
Facilities: The members of the Facilities Ad Hoc Committee would be the appropriate assistant director, a representative from Construction Services, and a member of the Program Development Task Force. The committee should review locations that could house the program. The final report back to the Task Force should give a recommendation on where to house the new program:

1. Main Campus, East Campus, or a new location.
2. Estimated cost of renovations and whether these renovations can be done with or without a Spot Survey or estimated cost of new construction.
3. Recommended funding source for renovations or new construction.

Equipment: The members of the Equipment Ad Hoc Committee would be the appropriate assistant director, a representative from the Purchasing Department, and a member of the Program Development Task Force. The committee would review Department of Education frameworks, if available; many of these have equipment lists. Based on industry standards, the Ad Hoc Committee would make a recommendation to the Task Force listing, in priority order, the equipment and supplies needed to open a new program.

Curriculum: The Curriculum Ad Hoc Committee would be comprised of the appropriate assistant director, the appropriate counselor, the Financial Aid Specialist, and a member of the Program Development Task Force. The Curriculum Ad Hoc Committee would review the Department of Education frameworks for this program. If the frameworks for the new program exist, the committee would review the student performance standards for local changes or additions. If no framework existed, the committee would prepare draft frameworks for DOE approval that would include recommendations about the program’s length.

Instructor: The Instructor Ad Hoc Committee would be composed of the appropriate assistant director, a representative from the Personnel Department, and a member of the Program Development Task Force. The Instructor Ad Hoc Committee would develop a profile of the experiences, academic preparation, certifications, etc., that the preferred instructor should bring to the position. The committee would also conduct an unofficial survey to see if there were individuals available who would be interested in working as an instructor.

Graduation Frequently Asked Questions

Who is allowed to participate in a Graduation Ceremony?
Any Manatee Technical College (MTC) student (Adult High School, GED, or Career and Technical) who has completed all program and TABE requirements two weeks prior to the set graduation date.

What steps do I need to take to participate in the Graduation Ceremony?
1. Complete all coursework and TABE requirements by two weeks prior to the set graduation date.
2. Maintain a current mailing address at MTC so that information can be sent regarding deadlines and participation information.
3. Order a cap and gown and register for graduation at MTC.
4. Make sure all deficiencies/fees have been paid by two weeks prior to set graduation date.

How much does it cost to participate in Graduation?
All graduates wear caps and gowns. They can be purchased from the MTC bookstore. The cost for the cap and gown is $50.00. National Honor Society cords currently cost $17.00 plus shipping and handling.

What should I wear to Graduation under my cap and gown?
It is recommended that men wear dark trousers, a neatly–pressed, light colored dress shirt with a dark tie, dark socks, and dress shoes under the gown. Ladies should wear a dress, skirt, or dark dress slacks with a light–colored blouse and dress shoes under the gown. Shorts, jeans, athletic shoes, and flip flops are not appropriate. Remember that you will be climbing and descending stairs, so wear shoes that you can walk in comfortably and safely. Graduation caps are NOT to be decorated.

Am I limited in the number of guests who can attend graduation? What time should they arrive?
We do not limit the number of guests for graduation, and tickets are not required for entry to the ceremony. Letters will be sent to graduates with ceremony times and instructions.
Articulated College Credit Hours

Career and Technical Education to AAS/AS Degrees
The Florida Board of Education has approved Statewide Career and Technical Education Articulation Agreements based on Post–Secondary Adult Vocational (PSAV) Programs, Applied Technology Diplomas (ATD), and Industry Certifications. To date, the Board list encompasses over 40 statewide articulation agreements from PSAV programs to Associate in Applied Science (AAS) and Associate in Science (AS) Degrees, nine articulation agreements from ATD programs to AAS/AS Degrees, and over 120 articulation agreements from Industry Certifications to AAS/AS degrees. This supports the Department’s Next Generation Areas of Focus effort Number 3, “to expand opportunities for postsecondary degrees and certificates.” The statewide agreements are intended to be a minimum guarantee of Articulated College Credit Hours and do not preclude institutions from granting additional credit hours based on local agreements. For more information on the Statewide Articulation Agreements, please visit the Florida Department of Education at fldoe.org. Statewide PSAV to AS Degree agreements can be found viewed at http://www.fldoe.org/workforce/dwdframe/artic_frame.asp.

Please see each program for articulation information.

Main Campus Career Preparation Programs

Architecture & Construction Technology

Air–Conditioning, Refrigeration and Heating Technology – I470203 – Day Only
1350 hours – approx. 14 if attending full–time.
Also, available for High School Dual Enrollment students. For evening class, please see next listing.

The purpose of this program is to prepare students for employment or advanced training in the heating, air–conditioning, and refrigeration and ventilation industry. The content includes but is not limited to designing, testing and repairing heating, ventilation, air–conditioning and cooling (HVAC) systems.

Occupational completion points:
A – A/C, Refrigeration and Heating Helper – 250 hours
B – A/C, Refrigeration and Heating Mechanic Assistant – 250 hours
C – A/C, Refrigeration and Heating Mechanic – 500 hours
D – Refrigeration Mechanic – 350 hours

Admissions
A driver’s license, mechanical aptitude, and ability to meet and deal with the public are necessary skills. Good attitude, habits, and a well–groomed appearance are necessary to succeed in this technology as continuous contact is made with customers. Basic skills in math and language are required before the student completes the program. The admission process includes evaluation, counseling, registration, and orientation.

Industry Certification
Program graduates are prepared to earn their HVAC Excellence Employment Ready certification in Heat Pump, Air Conditioning, Gas Heat, and Electrical
Air–Conditioning, Refrigeration & Heating Technology 1 – C400100 – Evening Only
750 hours – approx. 11 months if attending full–time.
Not available for Dual Enrollment

The purpose of this program is to prepare students for employment or advanced training in the heating, air–conditioning, and refrigeration and ventilation industry. The content includes but is not limited to designing, testing and repairing heating, ventilation, air–conditioning and cooling (HVAC) systems.

Occupational completion points:
A – A/C, Refrigeration and Heating Helper – 250 hours
B – A/C, Refrigeration and Heating Mechanic Assistant – 250 hours
C – A/C, Refrigeration and Heating Mechanic 1 – 250 hours

Admissions
A driver’s license, mechanical aptitude, and ability to meet and deal with the public are necessary skills. Good attitude, habits, and a well–groomed appearance are necessary to succeed in this technology as continuous contact is made with customers. Basic skills in math and language are required before the student completes the program. The admission process includes evaluation, counseling, registration, and orientation.

Industry Certification
Program graduates will earn their HVAC Excellence and EPA First certifications. Additional optional certifications are available.

Building Trades & Construction Design Technology – C100100
900 hours – approx. 9 months if attending full–time
Also, available for High School Dual Enrollment students.

This program prepares students for employment or advanced training in the building construction industry. Instruction focuses on broad, transferable skills and stresses the understanding of all aspects of the building construction industry to include planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, health, safety and environmental issues. Students receive training in carpentry and installation of drywall, and basic skills in HVAC, plumbing fixtures, electrical components, concrete and masonry. Training in construction OSHA, fork truck and first aid are part of this program. Students learn through classroom, shop and laboratory activities.

Occupational Completion Points:
A – Building Construction Assistant – 450 hours
B – Carpentry and Masonry Technician – 150 hours
C – Electrical and Plumbing Technician – 150 hours
D – A/C and Painting Technician – 150 hours

Admissions
A background that includes good physical condition and manual dexterity is recommended. Basic skills in math and language are required before program completion. The admission process includes evaluation, counseling, registration and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCCER Construction Technology (Postsecondary)</td>
<td>Up to 10 credits towards AS in Constr. Mgmt. Tech. at SCF or up to 3 credits toward AAS/AS degree in Building Construction Tech. at other FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn the National Center for Construction Education and Research (NCCER) Level 1 and Level 2 certification.

Carpentry – I460202
1200 hours – approx. 1 year to complete full–time
Also, available for High School Dual Enrollment students.

Students are prepared for employment in the construction industry as form, frame, and trim carpenters as well as in the aluminum, roofing, drywall and maintenance industries. Students learn the use of hand and power tools, selection and use of materials, estimating, blueprint reading, and interpretation of building codes, shop and tool safety, floor & wall framing, handling and storage of materials, roof systems, floor preparation, blueprint reading, exterior and interior finishes, site preparation and layout, cabinetmaking, window installation and applied math. Training in construction OSHA, fork truck and first aid are part of this program and students in other building trade areas (Plumbing, Electricity, and Air Conditioning) often work on joint projects with carpentry students.

Occupational completion points:
A – Carpenter Helper – 300 hours
B – Trim and Finish Carpenter – 300 hours
C – Carpenter, Rough – 450 hours
D – Carpenter – 150 hours

Admissions
A desirable background that includes good physical condition and manual dexterity is recommended. Basic skills in math and language are required before program completion. The admission process includes evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

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<thead>
<tr>
<th>Certification Title</th>
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</thead>
</table>
NCCER Carpentry – Level 1  
Up to 3 credits towards AAS/AS degree in Carpentry Management at FL public colleges

NCCER Carpentry – Level 2

NCCER Carpentry – Level 3

NCCER Carpentry – Level 4  
Up to 3 credits towards AAS/AS degree in Architectural Design and Construction Technology or Building Construction Technology at FL public colleges

Industry Certification
Program graduates are prepared to earn the National Center for Construction Education and Research (NCCER) Carpentry Level 1 and Level 2 certifications.

Drafting PSAV – C100200
1500 hours – approx. 14 months if attending full–time  approx. 24 months if attending part–time
Also, available for High School Dual Enrollment students.

Students in the Drafting program are prepared for employment in the diverse field of drafting, including architectural, mechanical, civil and structural. Students will learn manual drafting and CAD procedures, incorporating theory and practice. Primary emphasis is on obtaining proficiency and industry certification in advanced software programs including AutoCAD, Revit Architecture and Solid Works. Students will have extensive training in 2D drafting and 3D modeling applications and preparing real world drawings.

Occupational completion points:
A – Blueprint Reader – 150 hours
B – Drafting Assistant – 450 hours
C – Drafting Detailer 1 & 2 – 300 hours
D – Architectural Drafter – 150 hours
E – Civil Drafter – 150 hours
F – Mechanical Drafter – 150 hours
G – Structural Drafter – 150 hours

Admissions
Basic skills in math and reading are required before completion of the course. Admission process includes evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

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<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Autodesk Certified Professional – AutoCAD (required)</td>
<td>Up to 24 credits towards a AS in Construction Management or Engineering Tech, at SCF or up to 12 credits towards AAS/AS degree in Drafting</td>
</tr>
<tr>
<td>Autodesk Certified User - AutoCAD</td>
<td>Up to 3 credits towards AAS/AS degree in Drafting &amp; Design Technology or Architectural Design &amp; Construction Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified User – Revit Architecture (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Drafting &amp; Design Technology or Architectural Design &amp; Construction Technology or Building Construction Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified User – Autodesk Inventor (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Engineering Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified Associate – AutoCAD (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Drafting Design Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified Associate – AutoCAD Architecture (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Drafting &amp; Design Technology or Architectural Design &amp; Construction Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified Associate – AutoCAD Civil 3D (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Civil Engineering Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified Professional (AutoCAD) – (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Drafting &amp; Design Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified Professional (AutoCAD Architecture) – (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Architectural Design &amp; Construction Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified Professional (AutoCAD Civil 3D) – (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Civil Engineering Technology in FL public colleges</td>
</tr>
<tr>
<td>Autodesk Certified Professional (Inventor) – (optional)</td>
<td>Up to 3 credits towards AAS/AS degree in Engineering Technology in FL public colleges</td>
</tr>
</tbody>
</table>
Industry Certification
Program graduates are prepared to earn AutoCAD and Solidworks certifications.

Electrician – I460314 – (Day & Evening)
1500 hours – approx. 1.25 years if attending full–time day
approx. 2 years if attending part–time evening
Also, available for High School Dual Enrollment students who attend full–time every day.

The purpose of this Electricity program is to prepare students for employment or advanced training in a variety of electrical industries. The program covers use of tools, Ohms Law, blueprint reading, NEC (National Electric Code), DC and AC, circuits, basic safety, construction site etiquette, conduit bending, residential and light commercial “rough in/trim out” of wiring.

Occupational completion points:
A – Electrician Helper – 300 hours
B – Residential Electrician – 450 hours
C – Commercial Electrician – 450 hours
D – Industrial Electrician – 300 hours

Admissions
Basic skills in math and reading are required before completion of the course. Admissions process includes evaluation, counseling, registration, and orientation.

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<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>NCCER Electrical – Level 1</td>
<td>Up to 6 credits towards AS degree in Engineering Technology at SCF or up to 3 credits towards AAS/AS degree in Construction Electricity Management at FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
NCCER Electrical – Level 1–4

Plumbing Technology – I460513
960 hours – approx. 10 months if attending full–time
approx. 2 years if attending part–time
Also, available for High School Dual Enrollment students.

This Plumbing Technology program prepares students for entry–level employment or advanced training in the residential and commercial plumbing trades. Students will develop essential competencies including safety, plumbing–related math, blueprint and job specifications, building codes, pipe–cutting–and–joining skills, rough and trim plumbing, water heaters, and storm drains. They will learn the use of hand and power tools, selection of materials, estimating, blueprints, and interpretation of plumbing codes. The program emphasizes installation, repair and construction practices. Work on small and large construction projects are an integral part of the program.

Occupational completion points:
A – Helper, Plumber, Pipefitter – 360 hours
B – Residential Plumber – 240 hours
C – Commercial Plumber – 240 hours
D – Plumber – 120 hours

Admissions
A desirable background that includes good physical condition and manual dexterity is recommended. Basic skills in math and language are required before program completion. The admission process includes evaluation, counseling, registration, and orientation.

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<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>NCCER Plumbing – Level 1</td>
<td>Up to 15 credits towards AS degree in Building Construction Technology at SCF</td>
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<tr>
<td>NCCER Plumbing – Level 2</td>
<td></td>
</tr>
<tr>
<td>NCCER Plumbing – Level 3</td>
<td></td>
</tr>
<tr>
<td>NCCER Plumbing – Level 4</td>
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</tbody>
</table>

Industry Certification
NCCER Plumbing – Level 1 – 4
ARTS, A/V TECHNOLOGY & COMMUNICATION

3-D Animation Technology – 1480200
1050 hours – approx. 9.5 months if attending full-time Also, available for High School Dual Enrollment students.

The course is comprised of the entire workflow in the 3D animation pipeline using computer generated objects and environments. Course content includes creation of models, polygonal structure of both mechanical and organic models, surfacing and texturing, loading modules into software and lighting and animating models. Students will also learn how to create worlds for the models to reside and the compositing process for real world video interaction. This program also encompasses video production techniques, camera fundamentals and use, DVD and Blu-ray authoring, studio production with an emphasis on Chroma-key technology. A web portfolio that demonstrates the student’s skills will be completed.

Occupational completion points:
A – 3-D Animation Production Assistant – 150 hours
B – Modeler – 300 hours
C – Texture Artist/Rigger – 300 hours
D – Animation/Motion Capture Technician – 300 hours

Admissions
Score on the T.A.B.E. Exam: Reading 10.0, Math 10.0, Language 10.0

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<th>Certification Title</th>
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<tbody>
<tr>
<td>Adobe Certified Expert – Adobe After Effects</td>
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</table>

Industry Certification
Program graduates are prepared to earn a certification as an Adobe Certified Expert in Adobe After Effects.

Digital Design – B070600
1200 hours – approx. 11 months if attending full-time Also, available for High School Dual Enrollment students.

This program is focused on building a solid foundation of visual communications using Adobe Photoshop, Adobe InDesign, and Adobe LightRoom, Adobe Illustrator. It includes digital graphic design and digital photography, image editing and retouching, and camera and lighting knowledge. This program focuses on broad transferable skills and stresses understanding and demonstration of elements of the digital publishing industry. This will be accomplished by providing training in a hands-on, real work environment utilizing current technologies used in industry. It also will introduce basic knowledge of computer skills required to proceed with further professional growth in this field.

Occupational completion points:
A – Information Technology Assistant – 150 hours
B – Production Assistant – 150 hours
C – Digital Assistant Designer – 300 hours
D – Graphic Designer – 300 hours
E – Media Designer – 300 hours

Admissions
Score on the T.A.B.E. Exam: Reading 9.0, Math 9.0, Language 9.0

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<tbody>
<tr>
<td>Adobe Certified Expert – Adobe After Effects</td>
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</tbody>
</table>

Industry Certification
Adobe Certified Associate (ACA) Visual Communication with Adobe – Photoshop

Digital Photography Technology – K100300
1050 hours – approx. 11 months if attending full-time

This program is focused on building a solid foundation of digital photography using Adobe Photoshop, Adobe Bridge, Adobe InDesign, and Adobe Light Room. It includes digital photography, image editing and retouching, and camera and lighting knowledge, digital manipulation and design. The content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and the use of digital cameras techniques, commercial and industrial applications with emphasis on composition and color dynamics, printing, workflow, software and use, care, and maintenance of photographic equipment.

Occupational completion points:
A – Photographic Specialist – 150 hours
B – Photography Technician – 300 hours
C – Studio Photographer – 300 hours
D – Digital Photographer – 300

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<th>Certification Title</th>
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<tbody>
<tr>
<td>Adobe Certified Associate (ACA) – Photoshop (Creative Cloud)</td>
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</tbody>
</table>

Industry Certification
Adobe Certified Associate (ACA) – Photoshop (Creative Cloud)

Digital Video Production – 1100240
1500 hours – approx. 1 year if attending full–time
approx. 2 years if attending part–time
Also, available for High School Dual Enrollment students.

This program is designed to prepare students for initial employment as production assistants, audio/video equipment technicians, video/TV camera operators, video editors, multimedia artists/animators and broadcast technicians. Students learn the latest techniques offered in the production of digital video activities including: scripts, lighting, camera operation, electronic news gathering, field/studio production, and video editing.

Occupational completion points:
A – Digital Video Fundamentals – 150 hours
B – Audio & Video Equipment Technician – 150 hours
C – Camera Operator – 300 hours
D – Video Editor – 300 hours
E – Multi–media Artist and Animator – 300 hours
F – Broadcast Technician – 300 hours

Program Content
The content includes, but is not limited to communication skills; leadership skills; human relations and employability skills; safe and efficient work practices; and preparation to assume responsibility for overall production of digital video activities including: scripts, lighting, camera operation, electronic news gathering, field/studio production, and video editing.

Length of Program
This program is 1500 clock hours, which takes approximately 1 year and 3 months to complete if attending full–time.

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<tbody>
<tr>
<td>Adobe Certified Expert – Adobe After Effects</td>
<td>Up to 6 credits to AAS/AS degree in Film Production Technology at SCF</td>
</tr>
<tr>
<td>Adobe Certified Expert – Premiere Pro</td>
<td></td>
</tr>
<tr>
<td>Adobe Certified Associate (ACA) – Photoshop (Creative Cloud)</td>
<td></td>
</tr>
<tr>
<td>Adobe Certified Associate (ACA) Video Communication with Adobe – Premiere Pro</td>
<td></td>
</tr>
<tr>
<td>Adobe Certified Expert - DreamWeaver</td>
<td></td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn the Adobe Premiere Pro certification.

BUSINESS, MANAGEMENT & ADMINISTRATION

Accounting Operations – B070110
– (Day & Evening)
900 hours – approx. 9 months if attending full–time day
approx. 18 months if attending full–time evening
Also, available for High School Dual Enrollment students.
This program offers a sequence of courses for careers in high–tech accounting. The content includes, double–entry accounting principles, methods of recording business transactions, preparation and analysis of various documents and financial statements, payroll records and tax forms, accounting control systems, account and transaction analysis, inventory methods, the aging process, depreciation, and the application of accounting principles to various entities. In addition to the accounting curriculum, Microsoft Office 2013 (Word, Excel, PowerPoint and Outlook), and QuickBooks Pro are taught.

Occupational completion points:
A – Information Technology Assistant – 150 hours
B – Accounting Clerk – 300 hours
C – Accounting Associate – 300 hours
D – Accounting Assistant – 150 hours

Admissions
Student must take the TABE test.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>QuickBooks Certified User</td>
<td>Up to 19 college credits towards AS in Business Administration or Accounting at SCF OR 6 credits towards AAS/AS degree in Office Administration at other FL public colleges OR 3 credits towards AAS/AS degree in Accounting Technology at FL public colleges</td>
</tr>
<tr>
<td>Microsoft Office Specialist Master</td>
<td>Up to 3 credits towards AAS/AS degree in Office Administration at FL public colleges</td>
</tr>
<tr>
<td>Microsoft Office Specialist (MOST) Bundle Certif. (Word, Excel, PowerPoint and either Access or Outlook)</td>
<td>Up to 3 credits towards AAS/AS degree in Office Administration at FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn the QuickBooks Certified User, Microsoft Office Specialist or Master, and Microsoft Office Specialist (MOS) Bundle Certification (Word, Excel, PowerPoint and either Access or Outlook)

Administrative Office Specialist – B070330
1050 hours – approx. 12 months if attending full–time. Also, available for High School Dual Enrollment students.

This program is designed to prepare students for employment in the business and information technology industry. It teaches students the skills needed in high–tech offices: Microsoft Office 2013 (Word, Excel, PowerPoint, Access, Outlook and Publisher), QuickBooks, accounting, keyboarding, business communications, letter writing, etc. and prepares students for Microsoft Office Specialist (MOS) Certifications and QuickBooks Pro Certification.

Occupational completion points:
A – Information Technology Assistant – 150 hours
B – Front Desk Specialist – 300 hours
C – Assistant Digital Production Designer – 150 hours
D – Administrative Office Specialist – 450 hours

Admissions
Students must take the TABE test.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Microsoft Office Specialist (MOS) Bundle Certif. (Word, Excel, PowerPoint and either Access or Outlook)</td>
<td>Up to 12 college credits towards AS in Business Administration at SCF or 3 credits towards AAS/AS degree in Office Administration at other FL public colleges</td>
</tr>
<tr>
<td>QuickBooks Certified User</td>
<td>Up to 3 credits towards AAS/AS degree in Accounting Technology in FL public colleges</td>
</tr>
<tr>
<td>Microsoft Office Specialist Master</td>
<td>Up to 3 credits towards AAS/AS degree in Office Administration at FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn the Microsoft Office Specialist (MOS) Bundle Certification (3 out of 6 –Word, Excel, PowerPoint and either Access or Outlook), QuickBooks Certified User, and Microsoft Office Specialist Master Certification.

Legal Administrative Specialist – B072000
1050 hours – approx. 1 year if attending full–time

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers as an Information Technology Assistant, Front Desk Specialist, Administrative Support, and Legal Administrative Specialist in the Legal Environment. It teaches students the skills necessary to work in a high–tech legal office: Microsoft Office (Word, Excel, PowerPoint, and Outlook), legal software applications, legal transcription, legal terminology and office procedures.

Occupational completion points:
A – Information Technology Assistant – 150 hours
B – Front Desk Specialist – 300 hours
C – Administrative Support – 150 hours
D – Legal Administrative Specialist – 450 hours

Admissions
Students must take the TABE test.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Certified Medical Administrative Assistant (CMAA)</td>
<td>Up to 9 credits towards the AS degree in Business Administration at SCF</td>
</tr>
</tbody>
</table>

Medical Administrative Specialist – B070300
1050 hours – approx. 1 year if attending full–time. Also, available for High School Dual Enrollment students.

This program instructs how to serve a key role in medical office, clinic and hospital settings. Learn to become a multi-skilled practitioner, competent in medical records management, insurance processing, coding and billing, management tasks. Become very familiar with clinical and technical concepts which are required to coordinate administrative office functions in the healthcare setting. (Microsoft Office, Medisoft, Excel, Access, PowerPoint, outlook, EHR/Electric Health Records.)

Occupational completion points:
A – Information Technology Assistant – 150 hours
B – Front Desk Specialist – 300 hours
C – Medical Office Technologist – 300 hours
D – Medical Administrative Specialist – 300 hours

Admissions
Students must take the TABE test and be computer literate.

Articulated College Credit Hours

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<tbody>
<tr>
<td>Certified Medical Administrative Assistant (CMAA)</td>
<td>Up to 9 credits towards the AS degree in Business Administration at SCF</td>
</tr>
</tbody>
</table>
industry Certification
Microsoft Office Specialist Master, Certified Medical Administrative Assistant (CMAA), and Microsoft Office Specialist (MOS) Bundle Certifications (Word, Excel, PowerPoint and either Access or Outlook.)

EDUCATION & TRAINING

Brick and Block Masonry Apprenticeship - I46311R
Provides the credentials necessary to become a Journeyman mason. Must be a full-time employee at a licensed, participating masonry, 18 years or older and have a high school diploma or GED®. Application is processed through employer.

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

Child Care Center Operations – V200206
45 hours – approx. 6 months if attending full-time
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Education & Training career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing strategies, assessment, monitoring practices, observations, referrals and collaboration of programs with families and community resources.

Occupational completion points:
A – Child Care Center Director – 45 hours

Admissions
High school diploma or GED®. You must complete the Department of Children and Families Part I introductory Child Care Courses (5 courses, 30 hours). And you must complete the the DCF Special Needs Appropriate Practices course or a minimum of 8 hours of in-service training on children with disabilities. You must possess an active Staff Credential.

Industry Certification
Florida Director’s Credential

Cooperative Education – On-The-Job Training
Cooperative Education (CE) provides an on-the-job component for students who are prepared to enter the workforce.

Cooperative Education (CE) is a method of instruction that complements a student’s industrial training. Student-trainees receive a combination of technical industrial instruction in the classroom and related on-the-job training (OJT) through employment in a given occupation or occupational area. Learning experiences are planned and supervised by the program instructor. The content includes, but is not limited to, communication skills, leadership skills, safe and efficient work practices, relevant job instructions and competencies required for the chosen occupation. The student must be compensated for work performed.

Admissions
Admission into the CE program is determined by the program instructor as well as the student attaining the appropriate level of competencies gained through specialized laboratory instruction. The student must be employed in the field in which he/she is being trained and receive a recommendation from his/her instructor, and have mastered 70% of the program hours and/or occupational completion points.

Length of Program
Program length is determined by the amount of hours and competencies that the student has remaining in the program.

Early Childhood Education - APPR
V20021R (Apprenticeship)
4000 hours OJT & 288 hour classroom
The Early Childhood Education Apprenticeship Program of Manatee County prepares students through a cooperative apprenticeship program with Manatee Technical College and the
Florida Department of Education to prepare students for employment in the local child care industry. Individual classes address specific needs of the industry. The Early Childhood Education - APPR program is approved by the Florida Department of Education and meets Department of Children and Families and county requirements. Classes meet in the evening as students must be employed by a child care agency while in training.

Program Content

Length of Program
Program length is 288 hours of classroom training and 4,000 hours (two years) of on-site supervised work experience.

Admissions
A student must be employed in a participating employer child care center, have a high school diploma or GED®, and complete the application form for submission to the apprenticeship committee. The application is obtained through the participating center and submitted to the committee through the coordinator. Applicants do not apply through MTC.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development Associate (CDA)</td>
<td>Up to 12 credits towards the AS degree in Early Childhood Education at SCF or up to 9 credits toward the same at other FL public colleges</td>
</tr>
</tbody>
</table>

HEALTH SCIENCE

Medical Coder/Biller ATD – H170530
1110 hours – approx. 11 months if attending full-time

The Medical Coder/Biller program is designed to prepare students for employment in a variety of health care settings as an entry level coder, medical record coder, coding technician, or coding clerk, or medical coder/biller. The program includes medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

Occupational Completion Points:

A – Introduction to Health Information Technology – 90 hours
B – Medical Coder/Biller I, II, III – 1050 hours

Admissions
Students must take the TABE test.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Professional Coder (CPC)</td>
<td>Up to 26 credits towards AS degree in health Information Technology at FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn the AAPC Certified Professional Coder (CPC®) certification.

HOSPITALITY

Baking and Pastry Arts – N100600
600 hours – approx. 6 months if attending full-time
Also, available for High School Dual Enrollment students – for August entry only.

The Baking and Pastry Arts Program covers basic and advanced preparation of a wide variety of baked and dessert goods. Topics include breads, breakfast pastries, cookies, chocolate applications, and cake decorating. Students will learn leadership and employability skills as they work in a retail bakery setting. Upon completion of the program, graduates are qualified to work as pastry cooks and bakers under the supervision of a pastry chef or head baker.

Occupational completion points:
A – Pastry Cook/Baker – 300 hours
B – Pastry Chef/Head Baker – 300 hours

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Food Protection Manager (ServSafe)</td>
<td>Up to 3 credits towards AAS/AS degree in Culinary Management or Restaurant Management at FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn their Certified Food Protection Manager (ServSafe).

Accreditation
The Baking and Pastry Arts Program is accredited by the Accrediting Commission of the American Culinary Federation Foundation and has professional memberships with the National Restaurant Association and the Florida Restaurant and Lodging Association.
Commercial Foods and Culinary Arts – N100500
1200 hours – approx. 1 year to complete full-time
Also, available for High School Dual Enrollment students.

This program focuses on intense culinary training with a hands-on approach. In addition to nutrition, sanitation, and management functions of the professional kitchen, the program is designed to provide a foundation for transition into positions in the industry or continuing higher education. Training is done in the brigade system, including saucier with the production of stocks, soups, and sauces; garde manger and the art of cold cuisine; the selection and processing of vegetables, grains, legumes, and starchy foods as an entremetier; as well as in-depth approaches to formal dining room service, baking, and pastry arts. Graduates will be prepared for positions as restaurant, banquet, and prep cooks, and can continue their education for a degree in Hospitality Management.

Occupational completion points
A – Food Preparation – 300 hours
B – Cook, Restaurant – 300 hours
C – Chef/Head Cook – 300 hours
D – Food Service Management – 300 hours

Admissions
Basic skills in math and reading are required before completion of the course. Admission process includes evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Culinarian (CC)</td>
<td>3 credits toward AAS/AS degree in Culinary Management at FL public colleges; 6 credits toward AAS/AS in Restaurant Management at FL public colleges</td>
</tr>
<tr>
<td>National ProStart Certificate of Achievement</td>
<td>Up to 3 credits towards AAS/AS degree in Culinary Management at FL public colleges</td>
</tr>
<tr>
<td>Certified Food Protection Manager (ServSafe)</td>
<td>Up to 3 credits towards AAS/AS degree in Culinary Management or Restaurant Management at FL public colleges</td>
</tr>
</tbody>
</table>

The Commercial Foods and Culinary Arts program at MTC also has an articulation agreement with the University of South Florida (USF).

Industry Certification
Program graduates are prepared to earn the Certified Culinarian (CC) and the Certified Food Protection Manager (ServSafe) certifications.

Accreditation
The MTC Commercial Foods and Culinary Arts program is accredited by the Accrediting Commission of the American Culinary Federation Foundation and has professional memberships with the National Restaurant Association and the Florida Restaurant and Lodging Association.

INFORMATION TECHNOLOGY

Applied Cybersecurity – Y100200
750 hours – approx. 8 months if attending full-time.
Also, available for High School Dual Enrollment students.

Applied Cybersecurity is a hands-on program that will present students with real-world security scenarios. Students will learn to protect computers from hackers, secure wireless networks, protect computers from malware, and identify security threats. Students will also learn how to secure residential and business computers and networks. There is a great need at public and private companies to address internet security concerns in today's world. Students will prepare for the Security+, and other nationally recognized security industry certifications. Students will work individually and in teams to complete the labs and build network systems. Includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identifications, incidence response, penetration testing, key management, access controls and systems recovery. Specialized topics focus on database security, planning and analysis, software, and web security.

Occupational completion points:
A – Cybersecurity Associate – 600 hours
B – Web Security Specialist – 150 hours

Admissions
Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Up to 3 credits towards AAS/AS degree in E-Business Technology at FL public colleges</td>
<td></td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn the CompTIA Security+ certification.
Computer Systems and Information Technology – Y100200
900 hours – approx. 9 months if attending full–time
Also, available for High School Dual Enrollment students.

This program is a planned sequence of instruction consisting of four occupational completion points. When the recommended sequence is followed, the structure is intended to prepare students to complete the CompTIA A+ industry certification. Sufficient coverage of advanced concepts and competencies will provide a summary of other industry certifications as well. Students learn through hands–on labs, simulation software labs, instructor–led lesson plans, and other learning resources. They work individually and on teams to complete the labs, and build computer information systems.

**Occupational completion points:**
A – Computer Systems Technician – 300 hours
B – Computer Network Technician – 150 hours
C – Computer Networking Specialist – 150 hours
D – Computer Security Technician – 300 hours

Admissions
Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA A+</td>
<td>Up to 6 credits towards</td>
</tr>
<tr>
<td></td>
<td>AAS/AS in Computer Engineering Technology or</td>
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<tr>
<td></td>
<td>Networking Services</td>
</tr>
<tr>
<td></td>
<td>Technology at FL public colleges or 3 credits</td>
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<tr>
<td></td>
<td>towards Computer Information Technology at FL</td>
</tr>
<tr>
<td></td>
<td>public colleges</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>Up to 3 credits towards</td>
</tr>
<tr>
<td></td>
<td>AAS/AS degree in Computer Engineering Technology</td>
</tr>
<tr>
<td></td>
<td>or Networking Services</td>
</tr>
<tr>
<td></td>
<td>Technology at FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn the CompTIA A+ and CompTIA Network+ certification.

Game/Simulation/Animation Visual Design – B082100
600 hours – approx. 1 year if attending full–time

This program offers a sequence of project–based courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster such as Game or Simulation Designer, Game or Simulation Graphic Artist, and Game or Simulation 3–D Animator; 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 Information Technology career cluster. The content includes but is not limited to practical experiences in game/simulation conceptualization, design, storyboarding, development methodologies, 2D/3D animation design and production, and implementation issues. Specialized skills involving graphic animation software are used to produce a variety of two and three dimensional components.

3–D Animation Pre–requisite

**Occupational completion points:**
A – 3–D Animation Production Assistant – 150 hours
B – Modeler – 300 hours

Admissions
This program includes occupational completion points A and B from the 3–D Animation program as a pre–requisite to the Game/Simulation/Animation Visual Design program. Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Adobe Certified Associate (ACA) – Photoshop (Creative Cloud)</td>
<td></td>
</tr>
</tbody>
</table>

Industry Certification
Adobe Certified Associate (ACA) – Photoshop (Creative Cloud)

Network Support Services – B078000
1050 hours – approx. 1 year if attending full–time
Also, available for High School Dual Enrollment students.

This program trains students for employment as computer and network support services professionals. The instruction includes computer software application support, basic hardware
configuration, networking technologies, security, wireless and the associated troubleshooting. The students are prepared for Comptia’s A+ and Cisco’s CCENT (Cisco Certified Entry Networking Technician) certifications. Also, a summary of other I.T. certifications are provided. Students learn through hands–on labs, simulation software labs, Cisco’s interactive online modules, instructor–led lesson plans, and other learning individually and on teams to complete the labs, and build network systems.

**Occupational completion points:**
A – Information Technology Assistant – 150 hours  
B – Computer Support Assistant – 150 hours  
C – Network Support Help Desk Assistant – 150 hours  
D – Network Administrator – 150 hours  
E – Senior Network Administrator – 150 hours  
F – Wireless Network Administrator – 150 hours  
G – Data Communications Analyst – 150 hours

**Admissions**
Basic skills in math and reading are required before completion of the course. TABE exam is required with scores of Reading: 10, Math: 10, and Language: 10. Admission process includes evaluation, counseling, registration, and orientation.

**Articulated College Credit Hours**

<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>Certified Internet Web (CIW) Internet Business Associate</td>
<td>Up to 15 credits for AS degree in Computer Information Technology at SCF</td>
</tr>
<tr>
<td>Certified Internet Web (CIW) Site Development Associate</td>
<td>Up to 3 credits for AAS/AS degree in Internet Services Technology at FL public colleges</td>
</tr>
<tr>
<td>Adobe Certified Associate (ACA) Web Communication using Adobe - Dreamweaver</td>
<td>Up to 3 credits for AAS/AS degree in Internet Services Technology at FL public colleges</td>
</tr>
<tr>
<td>Adobe Certified Associate (ACA) Rich Media Commun. Using Adobe - Flash</td>
<td>Up to 3 credits for AAS/AS degree in Internet Services Technology at FL public colleges</td>
</tr>
<tr>
<td>Adobe Certified Associate (ACA) Visual Communication With Adobe - Photoshop</td>
<td>Up to 15 credits for AS degree in Computer Information Technology at SCF</td>
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</tbody>
</table>

**Industry Certification**
Certified Internet Web (CIW) Internet Business Associate  
Certified Internet Web (CIW) Site Development Associate  
Adobe Certified Associate (ACA) Web Communication using Adobe – Dreamweaver  
Adobe Certified Associate (ACA) Rich Media Communication using Adobe – Flash  
Adobe Certified Associate (ACA) Visual Communication with Adobe – Photoshop

**Web Development – Y700100**
1050 hours – approx. 10 months if attending full–time  
Also, available for High School Dual Enrollment students.

This program prepares students for further education and careers such as an Assistant Web Designer, Web Designer, and Senior Web Designer. The training is focused on obtaining comprehensive skills that are necessary for individuals who plan to work for a Web Design company or start their own career in the area of Web Design and Web Development. The program includes the following modules: Intro to IT and Computer system, HTML5, CSS3, Web Design Principles and Technology, Client–side Scripting languages (JavaScript and libraries), multimedia, XML, Foundations of E–commerce, CMS (Content Management Systems), Search Engine Optimization, and more.

**Occupational completion points:**
A – Information Technology Assistant – 150 hours  
B – Web Design Foundations, Web Interface Design – 300 hours  
C – Web Scripting, Web Media Integration – 300 hours  
D – Web E–Commerce, Web Interactivity – 300 hours

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**Industry Certification**
Certified Internet Web (CIW) Internet Business Associate  
Certified Internet Web (CIW) Site Development Associate  
Adobe Certified Associate (ACA) Web Communication using Adobe – Dreamweaver  
Adobe Certified Associate (ACA) Rich Media Communication using Adobe – Flash  
Adobe Certified Associate (ACA) Visual Communication with Adobe – Photoshop

**MANUFACTURING**

**Automation and Production Technology – J100100**
600 hours – approx. 6 months if attending full–time.  
Also, available for High School Dual Enrollment students.

This program provides students with a broad foundation and skills in the manufacturing industry with the application of automation technology and quality control in manufacturing, engineering and robotics. Students will demonstrate the understanding of mechanisms, engineering design, thermal technology, reading and interpreting blueprints and schematics, AC/DC electrical, fluid
power, technological products and systems and creating computer-aided drawings with proficiency in computer control and robotics, the use of industrial machinery and processes, basic machine tools, CNC machines and welding technology.

**Occupational completion points:**
A – Production Worker – 150 hours  
B – Assembler – 150 hours  
C – Process Assistant – 150 hours  
D – Automation & Production Tech – 150 hours

**Admissions**
The student needs to have the physical and mechanical abilities to work safely. Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

**Articulated College Credit Hours**

<table>
<thead>
<tr>
<th>Certification Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MSSC Certified Production Technician (CPT)</td>
<td>Up to 6 credits towards AAS/AS degree in Electronics Engineering Technology at FL public colleges or up to 15 credits towards AAS/AS degree in Manufacturing Technology at FL public colleges</td>
</tr>
</tbody>
</table>

**Industry Certification**
Program graduates are prepared to earn the MSSC Certified Production Technician (CPT)

**CNC Production Specialist – J200300**  
600 hours – approx. 6 months if attending full-time.

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

The content includes but is not limited to limited to broad, transferable skills, stresses the understanding of all aspects of the computer numeric control as it relates to the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

**Occupational completion points:**
A – CNC Production Technician I – 300 hours  
B – CNC Production Technician II – 300 hours

**Admissions**
The student needs to have the physical and mechanical abilities to work safely. Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

**Industry Certification**
National Institute for Metalworking Skills (NIMS) Machining Level III

**Electronic Technology – I150303**  
1400 hours – approx. 1.25 years if attending full-time  
approx. 2.5 years if attending part-time  
Also, available for High School Dual Enrollment students.

This Electronic Technology program prepares students with the knowledge and skills for employment in the electronics industry. Students use precision test equipment for analyzing, trouble shooting and repairing electronic circuitry. Program elements include DC circuits and soldering, advanced DC circuits and AC circuits, digital devices and micro-processors, and analog circuits, in addition to employability skills and laboratory practices.

**Occupational completion points:**
A – Electronics Assembler – 250 hours  
B – Electronics Tester – 400 hours  
C – Electronics Equipment Repairer – 375 hours  
D – Electronics Technician – 375 hours

**Admissions**
Basic skills in math and reading are required before completion of the course. Admission process includes evaluation, counseling, registration, and orientation.

**Articulated College Credit Hours**

<table>
<thead>
<tr>
<th>Certification Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Associate Certified Electronics Technician (CETa)</td>
<td>Up to 6 credits towards AS degree in Engineering Technology at SCF</td>
</tr>
<tr>
<td>Certified Electronic Technician</td>
<td>Up to 3 credits towards AAS/AS degree in Electronics Engineering Technology at FL public colleges</td>
</tr>
<tr>
<td>Electronics System Associate (ESA)</td>
<td>Up to 3 credits toward AAS/AS degree in Electronics</td>
</tr>
</tbody>
</table>
Industry Certification
Associate Certified Electronics Technician (CETa)
Electronics Systems Associate (ESA)
BioMedical Equipment Certification

Industrial Technology – I150603
1600 hours – approx. 1.5 years if attending full–time
approx. 3 years if attending part–time

The purpose of the Industrial Technology program is to prepare students for employment as industrial engineering technicians. The Engineering Technology program incorporates diverse training in a wide variety of skill areas within product manufacturing and services industries. Training will include CAD, Lean Manufacturing, Automated Manufacturing Technology (which is designed to prepare students for careers in computer–aided manufacturing and numerical control), rapid prototyping and robotics.

Occupational completion points:
A – Drafting Assistant – 300 hours
B – Cost Control Assistant – 300 hours
C – Industrial Technician Assistant 1 & 2 – 500 hours
D – Industrial Engineering Technician 1 & 2 – 500 hours

Admissions
A student must be in good physical condition and possess dexterity and mechanical ability. Reading and math should be at a 9th grade level. TABE scores must be achieved before a student receives a completion certificate. The admission process includes evaluation, counseling, registration, drug test, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Autodesk Certified Professional - AutoCAD</td>
<td>Up to 15 credits towards AS degree in Engineering Technology at SCF</td>
</tr>
<tr>
<td>Certified SolidWorks Associate (CSWA)</td>
<td></td>
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<tr>
<td>Certified SolidWorks Professional (CSWP)</td>
<td></td>
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<tr>
<td>Certified SolidWorks Prof. Adv. Drawing Tools</td>
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<tr>
<td>Certified SolidWorks Prof. Adv. Mold Tools</td>
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<tr>
<td>Certified SolidWorks Prof. Advanced Weldments</td>
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<tr>
<td>Certified SolidWorks Prof. Adv. Surfacing</td>
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<tr>
<td>Certified SolidWorks Prof. Adv. Sheet Metal</td>
<td></td>
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</tbody>
</table>

Industry Certification
AutoCAD Certified Professional and Certified Solidworks Associate and Professional

Machining Technologies – J200100 – (Day & Evening)
Day – 1500 hours – approx. 1.25 yrs. if attending full–time
approx. 2.5 yrs. if attending part–time
Evening – 1500 hours – approx. 2.5 yrs. if attending part–time
Also, available for High School Dual Enrollment students.

The purpose of the Machining program is to prepare students for employment or advanced training in the machining technology industry. Machining is critical to the manufacture of a variety of products, including automobiles, airplanes and trains and is the technology that makes these products operational. Students will learn the use of lathes, CNC machines, mills, grinders and milling machines in this program and blue print reading and quality control.

Occupational completion points:
A – Machinist Helper – 300 hours
B – Machine Operator – 450 hours
C – Machine Setup Operator – 450 hours
D – Machinist – 300 hours

Admissions
A student must be in good physical condition and possess dexterity and mechanical ability. Reading and math should be at a 9th grade level. TABE scores must be achieved before a student receives a completion certificate. The admission process includes evaluation, counseling, registration, drug test, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>NIMS Machining Level 1</td>
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</tbody>
</table>

Industry Certification
National Institute for Metalworking Skills (NIMS) Level 1

Major Appliance and Refrigeration Repair – I470106
1500 hours – approx. 1 year if attending full–time
Also, available for High School Dual Enrollment students.

Foundational theory course designed to provide an in home service professional with skills and knowledge in DC and AC electrical circuits, multi–meter troubleshooting electrical circuits and interpretation of electrical symbol found in home appliance and Concepts of refrigeration and Electrical Circuits.

Occupational Completion Points:
A – Appliance Helper – 300 hours
B – Laundry Technician – 300 hours
C – Kitchen Technician – 450 hours
D – Refrigeration Technician – 450 hours
Admissions
A student must be in good physical condition and possess dexterity and mechanical ability. Reading, math and language should be at a 9th grade level. TABE scores must be achieved before a student receives a completion certificate. The admission process includes evaluation, counseling, registration, drug test, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Graduate – Certified Appliance Professional (GCAP)</td>
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</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn their Certified Appliance Professional (GCAP) certification.

Mechatronics - J200200
1550 hours – approx. 14 months if attending full–time.

Mechatronics is the combination of Mechanical, Electronic, Computer, Software, Control, and Systems Design engineering in order to design and manufacture useful products. Mechatronics is a multidisciplinary field of engineering.

The program is designed to provide graduates with a high-tech skill set and knowledge in electronic, mechanical, fluid power/pneumatic systems, electrical, Program Logic Controller applications (PLC) programming, computer technology for maintenance and repair of PLC / computer controlled, automated machines and robotic systems.

The content includes but is not limited to Direct current (DC) circuits, alternating current (AC) circuits and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams, blueprints and schematics; soldering and chassis assembly techniques; laboratory practices, technical recording and reporting. The operation, maintenance and repair of electrical equipment and control systems, hydraulic/pneumatic systems, and mechanical systems: gears, drives, linkage and lever systems, computers, Programmable Logic Controller (PLC) programming, process control systems, automated control and integrated robotic systems.

Occupational completion points:
A – Electronics Assembler – 250 hours
B – Electronics Tester – 400 hours
C - Electromechanical Assembler - 500 hours
D - Mechatronic Technician - 400 hours

Admissions
The student needs to have the physical and mechanical abilities to work safely. Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Welding Technology – J400400 – (Day & Evening)
Day – 1050 hours – approx. 10 months if attending full–time
Evening – 1050 hours – approx. 10 months if attending full–time

The MTC Welding Technology program covers all four major welding processes including SMAW, GTAW, GMAW and FCAW. Also included is an in–depth study of the American Welding Society welding symbols and blueprint reading for welders. Additional training such as Torch Cutting, Plasma Cutting, and Carbon Arc Gouging along with related equipment is also covered. Training will include basis to advance welding positions on plate and pipe, on ferrous and non–ferrous metals. The MTC welding program is an American Welding Society Accredited Test Facility. We are proud of this excellence award which allows MTC to train, test and certify welders in accordance to the appropriate code standards.

Day Occupational completion points:
A – Welder Assistant 1 & 2– 300 hours
B – Welder, SMAW 1 & 2– 300 hours
C – Welder – 450 hours

Admissions
Students should have good manual dexterity, spatial relations, and be physically fit in order to ensure safety around equipment. Basic skills in math and language are required before the students complete the program. Admissions process involves evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Welding Society Certified Welder</td>
<td></td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn American Welding Society certifications.

MARKETING SALES AND SERVICE

Marketing, Management and Entrepreneurial Principles
PSAV – M200500
600 hours – approx. 6 months if attending full–time
Also, available for High School Dual Enrollment students.

Occupational completion points:
A – Salesperson, Retail – 300 hours
B – Marketing Managers – 150 hours
C – (Entrepreneur) General Manager – 150 hours
The purpose of this program is to prepare students for employment or advanced training in marketing management. The content includes, but is not limited to, selling techniques, employability skills; event planning and execution; public relations and publicity; and licensing, sponsorship, and endorsements. This program is designed to prepare students for employment in marketing occupations. In the Marketing Program students learn about retail and wholesale sales, warehousing & distribution, purchasing/buying, advertising, mass media, social media & public relations, banking and hospitality & tourism. The Entrepreneurship program prepares students to open face–to–face or Internet–based businesses. Students are given the skills required to realistically evaluate their potential as a business owner, and develop the fundamental knowledge necessary to start and operate a successful new business.

Admissions
Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Specialist (MOS) Bundle Certif. (Word, Excel, PowerPoint and either Access or Outlook)</td>
<td>Up to 9 college credits towards AS degree in Business Administration/Management at SCF or up to 3 credits towards AAS/AS degree In Office Administration at FL public colleges</td>
</tr>
<tr>
<td>A.S.K. (Assessment of Skills and Knowledge for Business Certification)</td>
<td></td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn Microsoft Office Specialist (MOS) Bundle Certif. (Word, Excel, PowerPoint and either Access or Outlook), A.S.K. (Assessment of Skills and Knowledge for Business) Certification.

SALON SERVICES

Advanced Esthetics – D500200
600 hours – approx. 6 months if attending full–time.

This Advanced Esthetics program is a continuation of the Facials and Skin Care Specialist program. A student completing the Advanced Esthetics program is prepared for employment as a licensed Facials/Skin Care Specialist in the spa industry, medical offices (including dermatological and plastic surgeons), and the new medi–spa industry. The program is designed for registered Facials/Skin Care Specialists who wish to add training to update their skills and become current with the new trends in the field of esthetics. Theory classes, practical/laboratory activities and hands–on classes 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. Instruction and learning activities are provided in a laboratory setting using hands–on experiences with chemicals, implements, and equipment appropriate to the program’s content and in accordance with safety and sanitation practices in the trade. Demonstrations from outside personnel and field trips to doctors’ offices are all included.

Occupational Completion Points:
A – Advanced Skin Care I – 150 hours
B – Advanced Skin Care II – 150 hours
C – Facial Treatments – 150 hours
D – Specialty Topics – 60 hours
E – Ethical Business Practices – 30 hours
F – Internship – 60 hours

Admissions
Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand–eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation. You must provide proof of a current facial license from any state.

Certification/Licensure
Program graduates are eligible to apply for an MTC Certification for Advanced Esthetics.

Barbering – 1120402
1200 hours – approx. 11 months if attending full–time

The Barbering program prepares students for employment as licensed barbers. Instruction includes theory and practical experience with guest artists and an active clinic. Course content includes safety, salon management, anatomy, bacteriology, hair relaxers, shaping and styling, hair and skin disorders, scalp and hair treatments, lash and brow tint, hair removal, permanent waves, hair coloring and lightening, wigs and decontamination. The course also covers State Board Requirements and Florida law.

Occupational Completion Points:
A – Restricted Barber – 1000 hours
B – Barber – 200 hours

Admissions
Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand–eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation.
### Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>Barber</td>
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</table>

### Licensure

Program graduates are prepared to earn their Florida Barber License by examination.

### Cosmetology – D500100- (Day & Evening)

**Day** – 1200 hours – approx. 11 months if attending full–time  
**Evening** – 1200 hours – approx. 22 months if attending part–time

The purpose of the Cosmetology program is to prepare students for employment as licensed cosmetologists. The program covers all aspects of cosmetology: hair, skin, nails, diseases and disorders, with emphasis placed on the beautification of the individual. Instruction includes both theory and hands–on practicals.

**Occupational completion points:**
- A – Grooming & Salon Services Core – 225 hours
- Cosmetologist and Hairdresser – 975 hours

### Admissions

Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand–eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation.

### Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Cosmetologist</td>
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</tbody>
</table>

### Licensure

Program graduates are prepared to earn their FL Cosmetologist Licensure.

### Facials Specialty – I120424

260 hours – 3 months if attending full–time

The purpose of the Facials Specialty for Licensure program is to prepare students for employment as licensed facials/skin care specialists. The course encompasses total skin care for the preservation of the health and beauty of the skin and includes both theory and practical (hands–on) activities. Clinical consists of machine, chemical and manual applications for facial cleansing, skin toning and hair removal. Lash and brow tint are also taught. Program content includes instruction on safety, salon management, hair removal, hair and disorders, make–up, bacteriology, skin and disorders, facial massage, anatomy, decontamination, and Florida law.

**Occupational completion points:**
- A – Facials/Skin Care Specialist – 260 hours

### Admissions

Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand–eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation.

### Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Facial Specialist</td>
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</tbody>
</table>

### Certification/Licensure

Program graduates are eligible to apply for a Florida Facial Specialist Registration.

### Nails Specialty (Evening Only Program) – I120414

240 hours – approx. 3 months if attending part–time

The purpose of this Nails Specialty program is to prepare students for employment as a licensed manicurist and pedicurist. This course encompasses hand, arm, foot and leg care. It strives to achieve both theory and hands–on excellence through live clinical situations. Related beautification is added through a total knowledge of artificial nail applications, chemistry of products and other techniques.

**Occupational completion points:**
- A – Manicurist and Pedicurist – 240 hours

### Admissions

Basic skills in math and reading are required before completion of the course. The student should possess good manual dexterity and hand–eye coordination. Creative ability and artistic flair are important traits. The admission process includes evaluation, department interview, registration, and orientation.

### Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>Nails Specialist</td>
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</table>

### Certification/Licensure

Program graduates may obtain a Florida Nail Specialist license.
TRANSPORTATION, DISTRIBUTION & LOGISTICS

Automotive Collision Repair & Refinishing – 1470603
1400 hours – approx. 1 year 2 months if attending full-time
Also, available for High School Dual Enrollment students.

The purpose of the Automotive Collision Repair and Refinishing program is to prepare students for employment in the automotive repair and refinishing industry. 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; related welding skills; related mechanical skills; trim–hardware maintenance; glass servicing; and other miscellaneous repairs, as well as cost estimation and customer service.

Automotive Collision Repair & Refinishing

Occupational completion points:
A – Paint and Body Helper – 250 hours
and Paint and Body Assistant – 250 hours
B – Auto Collision Estimator – 100 hours
D – Frame and Body Repairer – 150 hours
E – Automotive Refinishing – 325 hours
F – Automobile Body Repairer – 325 hours

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE Collision Repair and Refinishing Technician</td>
<td></td>
</tr>
<tr>
<td>Mechanic and Electrical Components (B5)</td>
<td></td>
</tr>
<tr>
<td>ASE Collision Repair and Refinishing Technician: Non-Structural Analysis and Damage Repair (B3)</td>
<td></td>
</tr>
<tr>
<td>ASE Collision Repair and Refinishing Technician: Painting and Refinishing (B2)</td>
<td></td>
</tr>
<tr>
<td>ASE Collision Repair and Refinishing Technician: Structural Analysis and Damage Repair (B4)</td>
<td></td>
</tr>
<tr>
<td>I-CAR Refinish Technician: Pro Level 1</td>
<td></td>
</tr>
<tr>
<td>I-CAR Non-Structural Technician: Pro Level 1</td>
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</tbody>
</table>

Industry Certification
Program graduates are prepared to earn Automotive Service Excellence (ASE) Collision Repair & Refinish certifications in:
B2 – Painting and Refinishing
B3 – Non-Structural Analysis and Damage Repair
B4 – Structural Analysis and Damage Repair
B5 – Mechanic and Electrical Components
B6 – Damage Analysis & Estimating

as well as certifications in I-CAR Refinish Technician: Pro Level 1 and I-CAR Non-Structural Technician: Pro Level 1.

Automotive Service Technology – T400800 – Day Only
1800 hours – approx. 1.5 years if attending full-time
Also, available for High School Dual Enrollment students.
For the evening class, see next listing.

The purpose of the Automotive Service Technician program is to prepare students for employment or advanced training in the automotive industry. Class and laboratory activities include instruction in applied theory, the use of tools, equipment, materials, and processes found in the industry. Diagnostic troubleshooting is emphasized in all areas of instruction. This program is ASE (National Institute for Automotive Service Excellence) and NATEF (National Automotive Technicians Education Foundation, Inc.) accreditation.

Day Occupational completion points:
A – Automotive Services Assistor – 300 hours
B – Engine Repair – 150 hours
C – Automatic Transmission & Transaxle – 150 hours
D – Manual Drivetrain & Axle – 150 hours
E – Auto Steering & Suspension – 150 hours
F – Auto Brake System – 150 hours
G – Auto Electrical/Electronic System – 300 hours
H – Auto Heating & A/C Technician – 150 hours
I – Auto Engine Performance Technician – 300 hours

Admissions
Open to high school juniors/seniors & post-secondary adult students who possess mechanical aptitude and the ability to meet and deal with the public. Good attitude, work habits, and a well–groomed appearance are necessary to succeed in this technology as continuous contact is made with customers. Basic skills in math and language are required before the student completes the program. The admission process includes evaluation, counselor interviews, registration, and orientation.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>ASE Master Automobile Technician</td>
<td></td>
</tr>
<tr>
<td>ASE Automotive &amp; Light Truck Certification – A1 – Engine Repair</td>
<td></td>
</tr>
<tr>
<td>ASE Automotive &amp; Light Truck Certification – A2 – Automotive Transmission/Transaxle</td>
<td>Up to 3 credits in Automotive Service Management at FL public colleges</td>
</tr>
<tr>
<td>ASE Automotive &amp; Light Truck Certification – A3 –Manual Drive Train and Axles</td>
<td>Up to 3 credits in Automotive Service Management at FL public colleges</td>
</tr>
</tbody>
</table>

42
<table>
<thead>
<tr>
<th>Industry Certification</th>
<th>Articulated College Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program graduates are prepared to earn Automotive Service Excellence (ASE) Automotive &amp; Light Truck Certifications in:</td>
<td>Certification Title</td>
</tr>
<tr>
<td>A1 – Engine Repair</td>
<td>ASE Automotive &amp; Light Truck Certification – A1 – Engine Repair</td>
</tr>
<tr>
<td>A2 – Automatic Trans/Transaxle</td>
<td>ASE Automotive &amp; Light Truck Certification – A2 – Automatic Trans/Transaxle</td>
</tr>
<tr>
<td>A3 – Manual Drive Train &amp; Axles</td>
<td>ASE Automotive &amp; Light Truck Certification – A3 – Manual Drive Train &amp; Axles</td>
</tr>
<tr>
<td>A4 – Suspension and Steering</td>
<td>ASE Automotive &amp; Light Truck Certification – A4 – Suspension and Steering</td>
</tr>
<tr>
<td>A5 – Brakes</td>
<td>ASE Automotive &amp; Light Truck Certification – A5 – Brakes</td>
</tr>
<tr>
<td>A6 – Electrical/Electronic Systems</td>
<td>ASE Automotive &amp; Light Truck Certification – A6 – Electrical/Electronic Systems</td>
</tr>
<tr>
<td>A7 – Heating &amp; Air Conditioning</td>
<td>ASE Automotive &amp; Light Truck Certification – A7 – Heating &amp; Air Conditioning</td>
</tr>
<tr>
<td>A8 – Engine Performance</td>
<td>ASE Automotive &amp; Light Truck Certification – A8 – Engine Performance</td>
</tr>
<tr>
<td>C1 – Service Consultant</td>
<td>ASE Automobile Service Consultant (C1)</td>
</tr>
<tr>
<td>G1 – Maintenance &amp; Light Repair</td>
<td>ASE Auto Maintenance and Light Repair (G1)</td>
</tr>
</tbody>
</table>

**Automotive Service Technology 1 – T400700 – Evening Only**

1050 hours – approx. 1.25 years if attending full-time

Not available for High School Dual Enrollment students.

The purpose of the Automotive Service Technician program is to prepare students for employment or advanced training in the automotive industry. Class and laboratory activities include instruction in applied theory, the use of tools, equipment, materials, and processes found in the industry. Diagnostic troubleshooting is emphasized in all areas of instruction. This program is ASE (National Institute for Automotive Service Excellence) and NATEF (National Automotive Technicians Education Foundation, Inc.) accreditation.

**Evening Occupational completion points:**

- **A** – Automotive Services Assistor – 300 hours
- **B** – Auto Brake System – 150 hours
- **C** – Auto Steering & Suspension – 150 hours
- **D** – Auto Electrical/Electronic System – 300 hours
- **E** – Engine Repair – 150 hours

**Admissions**

Must possess mechanical aptitude and the ability to meet and deal with the public. Good attitude, work habits, and a well-groomed appearance are necessary to succeed in this technology as continuous contact is made with customers. Basic skills in math and language are required before the student completes the program. The admission process includes evaluation, counselor interviews, registration, and orientation.

**Articulated College Credit Hours**

- **ASE Automotive & Light Truck Certification – A1 – Engine Repair**
  - Up to 3 credits in Automotive Service Management at FL public colleges
- **ASE Automotive & Light Truck Certification – A4 – Suspension and Steering**
  - Up to 3 credits in Automotive Service Management at FL public colleges
- **ASE Automotive & Light Truck Certification – A5 – Brakes**
  - Up to 3 credits in Automotive Service Management at FL public colleges
- **ASE Automotive & Light Truck Certification – A6 – Electronic Systems**
  - Up to 3 credits in Automotive Service Management at FL public colleges
- **ASE Automobile Service Consultant (C1)**
  - Up to 3 credits in Automotive Service Management at FL public colleges

**Marine Service Technology – T400210**

1350 hours – approx. 11 months if attending full-time

The main focus of the Marine Service Technology program is on outboard engines and 2-stroke and 4-stroke theory with an overview of inboard gas and diesel engines. Students will learn the use of tools, equipment, fuel and cooling systems and how to troubleshoot and repair boats and engines, rig boats with the proper wiring, and install engines and accessories. MTC Marine Services Technology is a member of the American Boat and Yacht Council and the Association of Marine Technicians. The course prepares students for SkillsUSA, Mercury Marine and Bombardier certifications. Member of the American Boat and
Yacht Council and the Association of Marine Technicians.

**Occupational completion points:**
A – Marine Rigger – 300 hours
B – Outboard Engine Technician – 300 hours
C – Outboard Engine Diagnostics Technician – 150 hours
D – Inboard Gas Engine Technician – 300 hours
E – Drive Train Technician – 150 hours
F – Inboard Diesel Technician – 150 hours

**Admissions**
The student needs to have the physical and mechanical abilities to work safely. Basic math and language skills are required before the student completes the program. Admission procedure includes evaluation, counseling, registration, and orientation.

**Articulated College Credit Hours**

<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>Mercury Marine Certification</td>
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</tr>
</tbody>
</table>

**Industry Certification**
American Boat and Yacht Council (ABYC), Mercury Marine certifications, preparation for Yamaha certification

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**Dental Assisting Technology & Management ATD – H170113**
1230 hours – approx. 11 months attending full-time

The Applied Technology Diploma program is designed to prepare students for employment as dental assistants, educational managers for dental companies, and dental assisting educators. The program will prepare students for the Dental Assisting National Board exam, which earns them the credential of Certified Dental Assistant. The program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. Students graduate with entry-level skills for general chairside assisting, dental laboratory procedures, dental office administration and patient management. Graduates earn a state certificate in dental radiography and dental assisting expanded functions. Students must be 18 years of age with a high school diploma or the equivalent. Limit 24 students/class.

Application deadline 30 days prior to program start date.

**Occupational Completion Points:**
A – Introduction to Dental Assisting – 90 hours
B – Dental Infection Control Assistant 210 hours
C – Dental Assistant – 930 hours

**Articulated College Credit Hours**

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
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</thead>
<tbody>
<tr>
<td>Certified Dental Assistant (CDA)</td>
<td>50 credits towards AAS/AS degree in Dental Assisting Technology &amp; Management at other public colleges</td>
</tr>
</tbody>
</table>

**Industry Certification**
Program graduates are prepared to earn the National Board Certified Dental Assistant (CDA) certification.

**Certification**
The Dental Assistant Technology & Management program prepares students for certification examination and employment as a Certified Dental Assistants. Certified Dental Assistants are recognized in all fifty states as individuals who have achieved, through approved courses of study and practical experience, a high level of competence and ability in the field of dental assisting. Graduates of the Dental Assisting program also receive the state required certificates in Dental Radiography and Dental Assisting Expanded Functions.

**Accreditation and Faculty**
The Dental Assisting Technology Program is accredited by the Commission on Dental Accreditation of the American Dental Association. Faculty hold advanced degrees, are qualified dental educators and Certified Dental Assistants.

**Governing Agencies**
Florida State Department of Education and the Florida State
Advisory Council
The Dental Assistant Advisory Council is made up of dental professionals from our community. They oversee the curriculum and keep the program up to date as well as provide internship experiences and employment opportunities for students.

Admissions Requirements
- Attendance at an Information Session is required (call 941–752–8100 to find out session dates and times).
- Completed Dental Assisting Application and fee of $30
- Stamped self-addressed #10 envelope
- High School or GED transcript
- Proof of Florida Residency, otherwise out-of-state tuition will be charged.

Physical and Dental Examination
The required physical and dental examinations must be dated within one year of the program start date. The program will provide the appropriate exam forms.

Required Immunizations
- Measles–Mumps–Rubella (MMR) –2 doses required or positive titer with lab report
- Tdap–Tetanus/Diphtheria/Pertussis –within the last 10 years
- PPD Skin Test for Healthcare Providers (tuberculosis) – 2 tests, one previous and 1 within 1 month, OR a 2-step test one week apart within the last month, OR statement of negative chest x-ray AND statement of no current symptoms.
- Varicella – Chicken Pox –2 doses required or positive titer with lab report
- Hepatitis B Vaccine –3 doses (Highly Recommended) or statement of declination of vaccine

Level 2 FDLE background check
Based upon strict state rules for the certification of dental radiographers and the standards established by the Dental Assisting National Board, all candidates must undergo criminal background checks prior to acceptance into the program.

Emergency Medical Technician (EMT) – ATD – W170212
300 hours – approx. 3 months if attending full-time
Also, available for High School Dual Enrollment students for seniors and a January entry into the program.

Applicants with a misdemeanor conviction (or pending charge) must undergo a formal interview with the dental assisting program director prior to acceptance.

Students enrolled in the MTC Dental Assisting Program should understand that the required clinical experiences on campus and in various dental facilities may expose them to environmental hazards and infectious diseases including, but not limited to Tuberculosis, Hepatitis B, and HIV.

Neither MTC nor any of the clinical facilities used for clinical experience assumes liability if a student is injured or exposed to infectious disease in the clinical facility during assigned clinical experiences unless the injury/exposure is a direct result of negligence by MTC or the clinical facility. Student must understand that they are responsible for the cost of health care for any personal injury/illness that occurs during their education.

MTC strongly recommends that students purchase their own health insurance.

Student shall be required to wear the approved school uniform, protective eyewear, appropriate masks, gloves, and lab coats during the intramural and extramural laboratory and clinical activities. Student shall be required to observe CDC Guidelines for Infection Control in Dentistry and follow all applicable mandates of the OSHA Bloodborne Pathogens Standard during all intramural and extramural laboratory and clinical activities.

This Applied Technology Diploma program prepares students for employment as emergency medical technicians. Successful completion equips students with knowledge, skills, and attitude necessary to be a team member of the emergency medical services team and qualifies students for the Florida EMT–Basic certification and the National Registry of EMTs. Certified by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Occupational Completion Points:
A – Emergency Medical Technician (EMT) – 300 hours

Admissions
All potential students must attend an Information Session (call 941–752–8100 to find out session times).
Clinical sites require a participating student to have an acceptable background check. Students who have previous felonies on their arrest records may not be permitted to participate in the Paramedic or EMT programs.
Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Emergency Medical Technician (EMT)</td>
<td>Up to 11 credits towards AAS/AS degree in Emergency Medical Services</td>
</tr>
</tbody>
</table>

Industry Certification
Program graduates are prepared to earn FL–EMT and National Registry certifications.

Certification
American Heart Association, Healthcare and Provider CPR card.

Physical Examination and Immunizations
The physical must be dated within one year of the course start date. A medical form is enclosed which should be provided to the physician for completion. Immunizations required include:

- Measles–Mumps–Rubella (MMR) doses required with the 2nd dose at least one month after the first
- Tdap the last 10 years
- Two PPD Skin Test (tuberculosis) 1 anytime and 1 within the last year, TINE test not accepted
- Varicella – Chicken Pox 2 doses required or positive titer
- Hepatitis B recommended for this field

Drug Test
All Emergency Medical Technology students are given a drug test. A positive drug test will result in immediate withdrawal from the program. More details will be available at the time of enrollment.

Massage Therapy – H120405
750 Hours – approx. 8 months if attending full–time

The Massage Therapy program is designed to prepare students for employment as licensed massage therapists. The program is approved by the Florida Statutes for Massage Therapy and the Board of Massage Therapy. The Massage Therapy Certificate Program, located on the MTC East campus, is accredited by the Commission on Massage Therapy Accreditation (comta.org) located at:

Commission on Massage Therapy Accreditation
5335 Wisconsin Avenue, NW, Suite 440
Washington, D.C. 20015
202–888–6790

At the completion of the program, students must sit for the national licensing examination and apply to practice as massage therapists in the state of Florida.

Program Content
The content includes, but is not limited to, theory & practice of massage, hygiene, theory & practice of hydrotherapy, human anatomy and physiology, legal aspects of massage practice, allied modalities, health & safety, CPR, business & marketing skills, and blood borne diseases.

The student will develop skills in manipulation of soft tissues of the human body through instruction, by demonstration, and by hands–on practice.

Occupational Completion Points:
A – Basic Healthcare Worker – 90 hours
B – Massage Therapist – 660 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941–752–8100 x 2035 to hear a list of dates and times for current program offerings.
2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre–entrance scores required
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Completed background check
   d. Proof of High School Diploma or GED

Industry Certification
Program graduates are prepared to earn the Licensed Massage Therapist (LMT) certification.

Medical Assisting – H170515
1300 hours – approx. 13 months if attending full–time

The program includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, health–illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

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

Medical Assisting is a 1300–clock hour program; the structure allows students to complete specified portions of the program for employment.

The program is in accordance with the Florida Statutes for Medical Assistants. The Medical Assisting Certificate Program, located on the MTC East campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) sponsored by the American Association of Medical Assistants.
Occupational Completion Points:
A – Basic Healthcare Worker – 90 hours
B – Introduction to Medical Assisting – 250 hours
Medical Office Procedures – 75 hours
C – Phlebotomist – 75 hours
D – EKG Aide – 75 hours
E – Clinical Assisting – 230 hours
Pharmacology for Medical Assisting – 90 hours
Laboratory Procedures – 125 hours
Administrative Office Procedures – 90 hours
Practicum Experience – 200 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941–752–8100 ext. 2035 to hear a list of dates and times for current program offerings.
2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre–entrance scores required
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Completed background check
   d. Proof of High School Diploma or GED

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>Certified Medical Assistant (CMA)</td>
<td>Up to 3 credits toward AAS/AS degree in Health Services Management at FL public colleges</td>
</tr>
<tr>
<td>Certified EKG Technician (CET)</td>
<td>1 credit towards AAS/AS degree in Medical Laboratory Technology at FL public colleges</td>
</tr>
</tbody>
</table>

Industry Certification
AAMA Certified Medical Assistant (CMA), Certified EKG Technician (CET), Certified Phlebotomy Technician

Nursing Assistant (Articulated) – H170690 – 165 hours – 1.5 months if attending full–time

The purpose of this program is to prepare students for employment or advanced training in the health occupations industry as Nursing Assistants. This course equips students with the necessary skills to provide basic patient care under the direct supervision of a nurse in a variety of settings. The program includes, but is not limited to Health Science Core curriculum, Medical Terminology, Emergency Care, Patient Care Procedures, Nutrition, Aging Process and Gerontology, Infection Control and CPR (Cardio-pulmonary Resuscitation.) Limit 12 students per class.

Occupational Completion Points:
A – Basic Healthcare Worker – 90 hours
B – Nurse Aide and Orderly (Articulated) – 75 hours

Admissions
Step 1: Attend a 120 minute information session offered monthly. You will receive information concerning the nursing programs offered at Manatee Tech, Nursing Assisting application materials, options for transfer credit from Nursing Assisting to Practical Nursing and Financial Aid information. All sessions are held at the East Campus, 5520 Lakewood Ranch Blvd., Bradenton, FL 34211. You do not have to register to attend, just show up early or on time and bring a pen. Call 941.752.8100 x 2100 to confirm the session date. Only applying students attend these sessions due to limited seating – first 100 people only. Late arrivals will not permitted. Call 941.752.8100 to hear a recorded messages with current information session dates, times, and Program start dates.

Step 2: Fill Out A Manatee Tech Main Application
To apply to the school, use Firefox or Google Chrome and type into your browser: http://www.manateetech.edu/apply.html. This is the Manatee Tech’s SCHOOL application, not the Nursing Assisting Program application. Please make note a social security number is required for licensure or certification in the State of Florida noted by the Board of Nursing.

Step 3: Fill Out A Nursing Assisting Program Application.
Make appointment with career counselor to turn in a completed Nursing Assisting Program Application Packet by deadline date and pay medical application fee of $30. This program accepts 12 students. The first 12 applicants who turn in completed application packets are accepted into the program. After which, we will start accepting students on an alternate basis. Application Deadline date for this program is 10 days prior to start date.

Step 4: Receive An Acceptance or Non–Acceptance Letter.

Step 5: Confirm Your Financial Aid Status
Confirm your financial aid status with Manatee Tech’s financial aid department.

Step 6: Send In Your Form
When accepted, please fax, mail, or drop off the Response Form to 941.727.6257 attention: Kathy Matthews.

Step 7: Register, Pay, Buy Books, Get ID
Register, pay fees, buy books and get photo ID on designated date and time (included with acceptance letter) for the program.

NOTE: All fees associated with this application process are non–refundable. If you are not accepted and you intend to reapply, please make arrangements to pick up your application documents. All application documents will be shredded within 30 days after course start.

47
Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant (CNA)</td>
<td>May transfer 165 hours to MTC Practical Nursing program</td>
</tr>
</tbody>
</table>

Industry Certification
Certified Nursing Assistant (CNA) by Florida Department of Health, Division of Medical Quality Assurance

Optometric Assisting – H170704
1080 hours – approx. 10 months if attending full–time
Also, available for High School Dual Enrollment students.

This program is designed to prepare students for employment in the eye care profession. Course work includes communication and interpersonal skills, legal and ethical responsibilities, ocular anatomy and physiology, eye diseases, refractive errors, vision testing, special diagnostic testing, fitting eyeglasses and contact lenses, and business management of the eye care office.

Optometric Assisting students are eligible to sit for the Certified Paraoptometric Assistant Examination upon program completion. Program approved by the American Optometric Association.

Occupational Completion Points
A – Basic Healthcare Worker – 90 hours
B – Optometric Assistant – 990 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941–752–8100 ext. 2035 to hear a list of dates and times for current program offerings.

2. Submit a completed program application that includes the following:
   a. TABE pre–entrance scores required
   b. Proof of Florida residence (ex. FL Driver’s License)
   c. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma or GED

3. Interview

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Certified Paraoptometric Assistant (CPOA)</td>
<td>Up to 3 credits towards HCC Opticianry AS degree</td>
</tr>
</tbody>
</table>

Industry Certification
AOA Certified Paraoptometric Assistant (CPOA) certification.

Paramedic – W170211
1100 Hours – approx. 11 months if attending full–time

Program content includes, but is not limited to patient assessment, advanced airway management, cardiovascular emergencies, external and internal bleeding and shock, traumatic injuries, fractures, dislocations, sprains, poisoning, heart attack, stroke, diabetes, pharmacology, medication administration, respiratory emergencies, endocrine emergencies, acute abdomen, communicable diseases, emergency childbirth, burns, environmental hazards, mass casualty incident, incident command system and the transportation of patient.

MTC’s Paramedic program covers laboratory activities correlated with classroom instruction, reinforced in the clinical area and supervised by a certified Paramedic instructor. The Human Patient Simulator is used for instruction.

Field Internship is competency–based to assure appropriate pre–hospital assessment and management of medical and trauma patients, as well as associated manual skills. This activity includes supervised experience in the field setting with a certified ALS transport ambulance agency or fire department. It includes a minimum of 50 emergency runs resulting in patient care and/or transport appropriate for the paramedic. Class size limited to 24.

The Paramedic program is approved by the Florida Department of Health, Bureau of Emergency Medical Services and the curriculum adheres to the standard established by Department of Transportation (DOT) and the Florida Department of Education (FDOE). The program provides the knowledge base and minimum skill necessary for an entry level position as a Certified Florida Paramedic. Certified by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

Occupational Completion Points:
A – Paramedic – 1100 hours

Admissions
All potential students must attend an Information Session (call 941–752–8100 to find out session times).

In your application, include a:
• Copy of your High School Diploma or GED Certificate.
• Copy of your Florida Driver’s License. (Driving skills are included in the courses.)
• Copy of your current Florida EMT Certificate.
• Copy of EMT Course Certificate or Degree.

Please note there will be: 250 hours of “in–field” time and an interview after completion of your application.
Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Paramedic (EMT-P)</td>
<td>Up to 38 credits towards AS degree in Emergency Medical Services</td>
</tr>
</tbody>
</table>

Edge Information Management, Inc. Background Check.
Clinical sites require a participating student to have an acceptable background check. Students who have previous felonies on their arrest records may not be permitted to participate in the Paramedic or EMT programs.

Physical Examination & Immunization
The physical must be dated within one year of the course start date. A medical form is enclosed which should be provided to the physician for completion.

Immunizations required include:
- Measles–Mumps–Rubella (MMR) – Doses required with the 2nd dose at least one month after the first
- Tdap – the last 10 years
- Two PPD Skin Test (tuberculosis) – 1 anytime and 1 within the last year, TINE test not accepted
- Varicella – Chicken – 2 doses req. or positive titer
- Hepatitis B – recommended for this field

Industry Certification
Certified FL Paramedic certification

Patient Care Technician (CNA+) – H170694
600 hours – approx. 6 months if attending full-time
Also, available for High School Dual Enrollment students – for seniors and an August entry into the program.

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians) or for advanced training in the health occupations industry. This course equips students with the necessary skills to provide basic patient care under the direct supervision of a nurse in a variety of settings. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long-term care settings. Students also obtain home health aide training as well as phlebotomy, Health Science Core curriculum, Medical Terminology, Emergency Care, Patient Care Procedures, Nutrition, Aging Process and Gerontology, Infection Control and CPR (Cardio-pulmonary Resuscitation,) EKG training, and geriatric specialty skills to increase the chances of employment. The program is approved by the Florida State Board of Nursing, Department of Health and Department of Education.

Occupational Completion Points:
A – Basic Healthcare Worker – 90 hours
B – Nurse Aide and Orderly (Articulated) – 75 hours
C – Advanced Home Health Aide – 50 hours
D – Patient Care Assistant – 75 hours
E – Allied Health Assistant – 150 hours
F – Advanced Allied Health Assistant – 100 hours
G – Patient Care Technician – 60 hours

Admissions
Language, math and reading competencies are pre-assessed. The required basic skills grade levels for this program are Reading – 10.0, Math – 10.0, and Language 10.0 and must be met prior to program completion. Necessary are the medical application fee, physical, immunizations, character reference letter from outside high school and one from school official. Acceptance is based on a point system.

1. Fill out a MTC High School application.
2. Turn completed MTC high school application into your HS guidance counselor. (They will send it to East Campus) 
3. Receive current PCT program information, point system and PCT program application by email.
4. Attend a mandatory parent information session.
5. Turn in completed PCT application with all required documents by deadline date.
6. When accepted, register for class.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant (CNA)</td>
<td>Up to 165 hours transferrable to MTC’s Practical Nursing Program</td>
</tr>
</tbody>
</table>

Industry Certification
Certified Nursing Assistant (CNA) certification.

Phlebotomy – H170302
165 hours – approx. 16 weeks

The purpose of this program is to prepare students for employment as phlebotomists. The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.
Occupational Completion Points:
A – Basic Healthcare Worker – 90 hours
B – Phlebotomist – 75 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941–752–8100 ext. 2035 to hear a list of dates and times for current program offerings.

2. Submit a completed program application that includes the following:
   a. TABE pre–entrance scores required
   b. Proof of Florida residence (ex. FL Driver’s License)
   c. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma or GED

3. Interview

Industry Certification
Certified Phlebotomy Technician

Practical Nursing – H170605
1350 hours – approx. 14 months if attending full–time

This program is designed to prepare students for employment as Licensed Practical Nurses (LPNs). Not only will students study how the body functions, but also how emotional and mental well–being affects overall health. Students will learn how to do scientifically based planning for the nursing care of each individual patient. The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

Coursework includes, but is not limited to, Fundamentals in Nursing I & II, Anatomy & Physiology I & II, Human Growth and Development, Medical Terminology, Medical Surgical I & II, Medication Administration, Dosage Calculation, and Application of Nursing Arts I, II and III.

The nursing department at MTC is affiliated with the following clinical sites:
Lakewood Ranch Medical Center
Manatee Memorial Hospital
Manatee Springs Care & Rehabilitation
Manatee County Health Department
Riverfront Nursing and Rehab Center
Manatee County Rural Health Clinics

Admissions
Step 1: Attend a 2 hour Nursing Career Information Session offered monthly.

This mandatory session will provide complete program requirements and financial aid opportunities. You will be fully informed and this will save you time and money. Please come early or on time and bring something to write with. Late comers are not permitted to enter the session. We request that only applying students attend these sessions due to limited seating. At the session you will receive a Program Application Request Form packet. This includes information about the Medical Terminology prerequisite and how to prepare for the TEAS entrance examination, physical & immunizations required.

Call 941–752–8100 to hear a recording of updated information session dates and times, Program start dates, application deadlines dates and Teas testing dates. This recorded message is updated weekly.

Step 2: Fill out a Manatee Tech Main Application that can be found by clicking here.

Please make note a social security number is required for licensure or certification in the State of Florida noted by the Board of Nursing.

Step 3: Take the TABE test at any campus.

NOTE: An official college transcript proving awarded degree will exempt you from TABE

Step 4: Make an appointment with a career counselor for consultation and assistance.

They will assist you in preparing for entrance into the PN Program.

Step 5: Turn in your completed Application Request Form, residency documents, signed residency form, TABE test results or Official College Transcripts to the counselor.

You will receive a Practical Nursing Application form and other important PN Program information. Physical and immunizations are not required at this point. You will also get the Medical Terminology course access ID number to begin that class.
Step 5: Make an appointment to turn in your completed Practical Nursing Application form with all required documents.

These are the required documents: your physical from your doctor, immunizations, copy of High School Transcript (or GED® test results) on or before the deadline date. Be prepared to pay a program application fee of $30.00, and to pay for TEAS test $45.00. At this time, you will be assigned a date and time to take the TEAS test.

NOTE: Official Transcripts must be turned in for any Transfer Credit consideration at this time; no credit will be given after deadline date. (Ex. Health Science Core, Articulated Nursing Assisting, Medical Terminology)

Step 6: Complete the Medical Terminology Online course by the deadline date.

Step 7: Take TEAS test on your assigned date.

Step 8: Receive an acceptance or non-acceptance letter.

Step 9: Make appointment for fingerprinting. Call 941.780.6161 prior to registration. Acceptance is contingent upon a clean background result.

Step 10: Confirm your financial aid status with Manatee Tech’s financial aid department.

Step 11: When accepted, complete the response form and fax, mail or drop off. Fax # 941–727–6257 attention: Kathy Matthews.

Step 12: Register on designated date and time and pay for the program.

NOTE: All fees associated with this application process are non-refundable. If you are not accepted and you intend to reapply, please make arrangements to pick up your application documents, and/or re-submit for the next available start date. All documents will be shredded within 30 days after course start date.

Please make copies of all documents before turning in anything. We cannot make copies for you.

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
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<tbody>
<tr>
<td>Certified Nursing Assistant (CNA)</td>
<td>May earn an advanced placement option for first year of AS degree in Nursing</td>
</tr>
<tr>
<td></td>
<td>at SCF or up to 10 credits towards AAS/AS degree in Registered Nursing (RN)</td>
</tr>
<tr>
<td>Certified Patient Care Technician</td>
<td>Up to 10 credits towards AAS/AS degree in Nursing (Associate Degree) R.N. at</td>
</tr>
<tr>
<td></td>
<td>FL public colleges</td>
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</tbody>
</table>

Licensed Practical Nurse

National Licensed Practical Nurse (NCLEX-PN)

Licensure

FL Licensed Practical Nurse (LPN), Certified Nurse Assistant (CNA), Certified Patient Care Technician, National Licensed Practical Nurse (NCLEX–PN)

Pharmacy Technician (Postsecondary) – H170500

1050 Hours – approx. 11 months if attending full-time

Upon employment, pharmacy technicians work under the direction of a licensed pharmacist and are trained to prepare prescription medications, provide customer service, and perform administrative duties within a pharmacy setting. Coursework includes but is not limited to: pharmacy terminology, pharmacology, medication processing, law and ethics, IV/Chemotherapy preparation, inventory control, automation/computer applications and customer service.

Occupational Completion Points:
A – Basic Healthcare Worker – 90 hours
B – Pharmacy Technician – 960 hours

Admissions

1. Attend a program information session; applications are only available at these sessions. Call 941–752–8100 ext. 2035 to hear a list of dates and times for current program offerings.
2. Submit a completed program application that includes the following:
   a. TABE (Test of Adult Basic Education) pre-entrance scores required
   b. Proof of Florida residence (ex. Florida Driver’s License)
   c. Completed background check
   d. Proof of High School Diploma or GED
3. Entrance exam required.

Industry Certification

PTCB Certified Pharmacy Technician (CPhT)

Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
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</thead>
<tbody>
<tr>
<td>Pharmacy Technician</td>
<td>Up to 9 credits towards AAS/AS degree in Pharmacy Management at FL public colleges</td>
</tr>
</tbody>
</table>
Surgical Technology – H170211
1330 Hours – approx. 12 months if attending full–time

This program includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, employability skills, and basic computer literacy. In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures, preparation of supplies and equipment for surgery, and patient preparation. The individual must anticipate the surgeon’s needs through knowledge of anatomy of the patient, instruments and equipment needed and be vigilant lent to maintain the sterility of the field throughout the surgical procedure. Clinical learning experiences in an operating room and related areas are an integral part of this program.

(The Commission on Accreditation of Allied Health Education Programs (CAAHEP), Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), the American College of Surgeons (ACS), and the Association of Surgical Technologists (AST) cooperate to establish, maintain and promote appropriate standards of quality for educational programs in surgical technology and to provide recognition for educational programs that meet or exceed the minimum standards outlined in these accreditation Standards and Guidelines. These Standards and Guidelines are to be used for the development, evaluation, and self-analysis of surgical technology programs. On-site review teams assist in the evaluation of a program's relative compliance with the accreditation Standards.

Description of the Profession of Surgical Technology:

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

Law, Public Safety & Security

Crossover from Correctional Officer to Law Enforcement Officer – P430125
515 hours – approx. 5 months if attending full–time

Cross–over training gives corrections officers the training they need to become certified law enforcement officers. Minimum of 15 students for class to be held.

Occupational Completion Points:
A – Crossover from Correctional Officer to Law Enforcement Officer – 515 hours

Admissions
Pre–requisites for crossover from correctional officer to law enforcement officer applicants: Must be a current certified Corrections Officer in the State of Florida and has taken and
passed the Florida Basic Abilities Test (F–BAT) for Law Enforcement.

### Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
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<tbody>
<tr>
<td>Law Enforcement Officer</td>
<td>Up to 21 credits toward AS degree in Criminal Justice Technology at SCF</td>
</tr>
</tbody>
</table>

### Industry Certification

Certified Law Enforcement Officer (State of FL) certification.

### Fire Fighter I/II – P430210

398 hours – approx. 3 months if attending full–time
- approx. 7 months if attending part–time

Plus an additional 202 hours to comply with state certification requirements.

Also, available for High School Dual Enrollment students – for seniors and an August entry into the program

The fire fighter program content includes, but is not limited to, orientation to the fire service, fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency medical techniques, water supplies, principles of in–service inspections, safety, controlled burning, and employability skills.


### Fire Fighter/Emergency Medical Technician - Combined - P430216

698 hours – approx. 7 months if attending full–time

The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians. It is not intended for those who are currently certified/licensed as either firefighters or EMTs. Students wishing to add an additional certification to an existing credential must enroll in either the Fire Fighter I/II program or the Emergency Medical Technician program.

### Occupational Completion Points:

A – Firefighter I – 206 hours
B – Firefighter II – 192 hours
C - Emergency Medical Technician (EMT) - 300 hours

### Admissions

1. Attend a program information session; applications are only available at these sessions.
2. Submit a completed program application that includes:
   A. TABE test required pre–entrance scores
   B. Proof of Florida residence (ex. Florida Driver’s License)
   C. Documentation of physical examination, proper immunizations
   D. Completed application for background check
   E. Proof of High School Diploma of GED
3. Interview with Career Counselor
Articulated College Credit Hours

<table>
<thead>
<tr>
<th>Certification Title</th>
<th>Articulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Fire Fighter</td>
<td>398 hours in Fire Fighter articulate to 3 credits towards AAS/AS degree in Fire Science Technology (FESHE)/Fire Science Technology</td>
</tr>
</tbody>
</table>

Florida Law Enforcement Academy – P430105
770 hours – approx. 8 months if attending full-time

Training is designed to prepare students for initial employment as certified law enforcement officers or to upgrade persons employed in the field. All instruction is offered in compliance with Chapter 943, Florida Statutes, effective with the Department of Criminal Law Enforcement Act.

Occupational Completion Points:
A–Introduction to Law Enforcement – 10 hours
  - Legal – 62 hours
  - Interactions in a Diverse Community – 40 hours
  - Interviewing and Report Writing – 56 hours
  - Fundamentals of Patrol – 35 hours
  - Calls for Service – 36 hours
  - Criminal Investigations – 50 hours
  - Crime Scene to Courtroom – 35 hours
  - Critical Incidents – 44 hours
  - Traffic Stops – 30 hours
  - DUI Traffic Stops – 24 hours
  - Traffic Crash Investigations – 32 hours
  - CMS Law Enforcement Vehicle Operations – 48 hours
  - CMS First Aid for Criminal Justice Officers – 40 hours
  - CMS Criminal Justice Firearms – 80 hours
  - CMS Criminal Justice Defensive Tactics – 80 hours
  - Dart–Firing Stun Gun – 8 hours
  - Criminal Justice Officer Physical Fitness Training – 60 hours

Admissions
Pre-requisites for law enforcement applicants: Must be U.S. Citizen, 18 years of age or older, have a high school diploma or GED, pass the Florida Basic Abilities Test (F–BAT), good moral character, no felony convictions involving false statements or spouse battery. Applicants must be in good physical condition, pass a drug screen, and successfully complete a polygraph, criminal history background check and pass the physical assessment test (all 5 absolute standards).

Articulated College Credit Hours
Up to 18 credit hours towards the AAS/AS Degree in Criminal Justice.

Industry Certification
Certified Law Enforcement Officer (State of FL) certification.

West and North Campuses

Adult Basic Education (ABE): ABE is a non-credit course designed to develop literacy skills necessary to be successful workers, citizens and family members. Specifically, it is a state- and federally-funded course designed to help adult students increase their literacy and numeracy skills in mathematics, reading and language arts at grade level equivalency of 0–8.9. These students must be administered a pretest during the enrollment period and successive post-tests using the state-approved assessment instrument, the Test of Adult Basic Education (TABE). Per NRS guidelines, students with different abilities in different areas (reading, language, and mathematics), should be placed according to the lowest functioning level for determining educational gains. It is understood, however, that each student learns at his or her individual pace. For adults 16 years of age and older who are not enrolled or required to be enrolled in a secondary school.

Adult English for Speakers of Other Languages (ESOL): The purpose of this program is to prepare adult learners to use English
for entering career and technical and/or postsecondary education, employment, and participation in the civic life in the United States. The program is designed for adult learners who are able to read and write in at least one language other than English to improve their speaking, listening, reading and writing skills in English. These students must be administered a pre–test during the enrollment period and successive post–tests using state– approved assessment instruments. The course focuses on the following topic areas 1) Communication, 2) Civics, Family and Community Resources, 3) Employment, 4) Consumer Education, 5) Health and Nutrition, 6) Transportation and Travel, and 7) Safety and Security. For adults 16 years of age and older who are not enrolled or required to be enrolled in a secondary school.

Academic Skills for Adult ESOL: The purpose of this course is to improve the advanced ESOL students’ ability to communicate in English, and allow them to acquire secondary level English language skills. Students enrolling in this course have a goal to enter a university or college. The course is open to students who have completed the Adult ESOL Course and to other students who demonstrate the required level of English language skills. Students must take a state– approved test to be placed in this course. The Academic Skills for Adult ESOL Learners course is non–credit and is designed to prepare adult students for further education by providing concentrated instruction in ESOL Academic Skills competencies. The curriculum standards emphasize three areas that adult ESOL students need when transitioning to postsecondary education: 1) Grammar structures of the language, 2) The academic culture of US educational systems, and 3) How to use technology for academic class work. Upon completion of the course, the program will provide counseling to assist the student to transition to an ABE, GED preparatory course, or to a post–secondary program. For adults 16 years of age and older who are not enrolled or required to be enrolled in a secondary school.

Applied Academics: The purpose of this program is to prepare students for academic, technical and personal success. This program is designed for students who have tested at the equivalent of 9th grade and above but need to improve their basic skills to meet the requirements of a CTE program in which they are enrolled. It provides: 1) Career assessment designed to assist persons in identifying work interests, temperaments, aptitudes and learning styles, 2) Individualized basic skills related instruction to educationally disadvantaged students (including Limited English Proficient individuals) whose basic skills deficiencies may prevent success in a CTE program or prevent completion of licensure for the CTE program of their choice, and 3) Employability behavior instruction for job acquisition and job retention. The LCP is earned when the student tests at the basic skills level required for the CTE program in which he/she is enrolled. The program encompasses a combination of the following instructional components: Basic Skills Instruction in math, reading and language, and other instruction (as needed) in career and educational planning, science, social studies, advanced mathematics, life and personal skills, and basic computer literacy. The program is characterized by open entry/open exit, self–paced instructional modules, flexible schedules, and performance–based evaluation. For adults 16 years of age and older who are not enrolled or required to be enrolled in a secondary school.

English Literacy and Civics Education: A federally–funded program designed to meet federal EL/Civics funding guidelines, which state, “To provide an integrated program of services that incorporates English literacy and civics education, teaches literacy and skills so that students can effectively participate in the education, work, and civic opportunities of this country, to not only master English, but be able to understand and navigate governmental, educational, and workplace systems and key institutions, such as banking and health care.” The EL/Civics benchmarks are linked to the state adult ESOL curriculum frameworks. These students must be administered a pre–test during the enrollment period and successive post–tests using state–approved assessments.

Family Literacy: A state–and federally–funded program designed to help adults and their children attain improved literacy and help parents become their child’s most important teacher. Specifically, the program serves to support and improve comprehensive family literacy through the following activities: 1) interactive literacy activities between parents and their children, 2) training for parents on how to be the primary teacher of their children and full partners in their child’s education, 3) parent literacy training that leads to economic self–sufficiency, and/or 4) age–appropriate supplemental education to prepare children for success in school and life experiences. For adults 16 years of age and older who are not enrolled or required to be enrolled in a secondary school.

GED® Test Preparation Program: The GED® Preparation Program consists of four content–area assessments: Reasoning through Language Arts, Mathematics Reasoning, Science, and Social Studies. The purpose of the program is to prepare adult students (18 and older) to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to continue their education to earn a postsecondary degree, certificate, or industry certification. A pre–test must be administered during the enrollment period and students must achieve a 9.0 grade–level score to be placed into the course. Successive post–tests must be administered using state–approved instruments to show learning gains. Use of the GED® Official Practice Test (OPT) as an indicator of potential success on the actual GED® test is strongly encouraged. For adults 16 years of age and older who are not enrolled or required to be enrolled in a secondary school.

Manatee Technical College is the Official GED® Testing Center for Manatee County, approved by the American Council on Education.

Tests for GED® Candidates with Disabilities: In an effort to make GED® Tests accessible to all applicants, accommodations
are made for candidates who have diagnosed physical, mental, sensory, or cognitive disabilities and who provide appropriate documentation from a qualified professional of their impairment and its effect on their ability to take the GED® Tests under standard conditions. There are no additional costs to the GED® candidate for this service.

**Florida Adult & Technical Distance Education Consortium:**
MTC provides online learning opportunities via FATDEC for those students seeking a GED® or becoming proficient in the English language. A pre-test must be administered and eligibility requirements met before registration for both GED® and ESOL students in order to be placed into the course. (FATDEC requires a TABE overall score of at least 9.0 to enroll in this online course.)

**NOTE:** Adult students who have self–identified as having a disability that requires accommodations or modifications to assessment or to the instructional process may request testing procedure and instructional accommodations.

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**Farmworker Career Development Program of the School District of Manatee County**

This is a federally funded program at Manatee Technical College that serves migrant or seasonal farm workers, 17 years of age or older, who are U.S. citizens or legal residents. The program assists in obtaining GED®, entering technical training, work experience, on–the–job training, finding full–time, year–round permanent employment, and other supportive services. All eligible participants receive financial aid, career and job counseling, as well as other educational related services while in training. Funded by the US Department of Labor.

El Programa para Trabajadores Agrícolas es un programa financiado por el Gobierno Federal. Está ubicado en el Colegio Técnico de Manatee y ofrece servicios a los trabajadores agrícolas a los clientes de 17 años o más de edad, y que sean ciudadanos o residentes legales.

**Continuing Education**

**MAIN CAMPUS**
Continuing Education is for
1. Individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body;
2. Business, industry, and government agencies;
3. New or expanding businesses whose products or services are changing so fast that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity; and/or
4. Individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

Because of rapid changes in industry, course offerings change regularly. Courses can be tailor made to meet the needs of business, industry, and government. Assistance is available to companies through MTC’s Business and Industry Services Specialist.

**EAST CAMPUS**
**FL Law Enforcement Academy/Criminal Justice**
Career Development

**Fire Science**
- Fire Officer II Certification
- Legal and Ethical Issues for Fire Service
- Fire and Life Safety Educator
- Public Information Officer
Manatee Technical College is a provider for continuing education credits (through the Florida Board of Nursing # NCE 2830) which assists health care professionals in updating and maintaining skills. Contact hours are available.

Educational Videos are also available and include HIV Update, Medical Errors, Domestic Violence and many more.

Community Training Center – East Campus
MTC is designated as a Community Training Center by the American Heart Association. A schedule of current courses is available online at ManateeTech.edu/programs/continuing-education/. New courses are established based on the needs in the health care community. Off-site classes can be scheduled with a six-person minimum.

The CTC offers the following classes:
   Credential Classes
      Monthly CPR Classes
      ACLS
      BLS Healthcare Provider
      Heartsaver AED
      PALS Provider

   Non-credential Classes
      CPR for Family & Friends
      Learn CPR in your home

Full-Time Faculty and Staff

Afanasiev, Dr. Michael – Air-Conditioning, Refrigeration and Heating Technology Instructor
BA – Kishinev State University, Kishinev, Moldova, Physics
MS – Kishinev State University, Kishinev, Moldova, Mathematical Education
PhD. – Moscow Scientific Research Institute of Introskop Electrophysics
U.S. Equivalency Certification degrees, Certificate # 215574

Arb, Timothy – Testing/Community Education
BA – University of Wisconsin/Oshkosh
MA – University of South Florida
Teaching Certificate in Media and English

Ayers, Brenda J. – Cosmetology Instructor
BS – Adams State College
Licensed in Cosmetology since 1976

Bailey, Frankie – Practical Nursing Instructor
BSN – University of Texas Medicine Branch
MSN – University of Central Florida
RN – State of Florida

Barrese, Joan – Health Education Coordinator
BSN – St. Petersburg College
MSN – Walden University
RN – State of Florida

Betancourt, Luisa – Career Counselor
BS – Metropolitana University, Caracas, Venezuela

Bland, Kimberly – Dental Assisting Program Manager
BS – University of South Florida
MEd – University of South Florida
Certified Dental Assistant
Certified FL Dental Radiographer
Certified FL Orthodontic Expanded Functions

Bourenina, Vera – Web Design Instructor
AS – State College of Florida, Computer Programming and Analysis
BS – Russian State University for Humanities
MS – Russian State University for Humanities
Certified Internet Webmaster (CIW) Master Designer
Adobe Certified Associate (Photoshop, Dreamweaver, Flash)

Burwell, Bob – 3D Animation, Digital Video Production, PeopleSoft Lead
Adobe Certified Instructor/Expert
Business Owner
Bush, Jay – Paramedic Instructor  
BS – Walden University  
MS – Walden University  
Florida Certified Paramedic

Carter, Theresa – MTC Steward/Event and Catering Facilitator

Cester, Jose A. – Automotive Service Technology Instructor  
9 years automotive experience  
ASE Certified Automotive Technician

Chamberlain, Linda – Medical Assisting Instructor  
AS – Keiser University  
AMT Registered Medical Assistant

Chevalier, Lesley – Public Service Coordinator  
BA – Mt. Vernon Nazarene University  
Certified Child Abuse Investigator  
Certified Drug and Alcohol Counselor  
ABA Certified Paralegal

Collins, Barbara – Practical Nursing Instructor  
AAS – Duchess Community College  
BSN – University of Phoenix  
MSN – University of Phoenix  
RN – State of Florida and State of New York

Corbino, Cindy – Cosmetology Instructor  
35 years of experience, professional hair stylist

DeNoon, Gary – Automotive Technology Instructor  
ASE–Master, Certified–Advanced Automotive Engine Performance, Certified Master Truck Technician, Certified Master Body and Paint Technician, Certified Advanced Level Engine Performance Specialist, and Certified Maintenance & Light Repair Technician – CMAT, CMTT, CMBPT, L1, G1

Dickson, Peggy - CTE School Secretary II  
BA – Eckerd College  
18 years’ experience at MTC

Eddy, Jeanette – East Campus Assistant Director  
Ed. S. - Stetson University  
MS - University of Central Florida  
BS - Judson College  
BA - North Park College

Edwards, Omar – West Campus Assistant Director  
BPA – Ole Miss University  
BSW – Ole Miss University  
State of FL Certification: Social Work (K-12); Educational Leadership (all levels)

Elek, Dan – Automotive Collision Repair & Refinishing Instructor  
ASE Certified  
20 years’ experience

Elias, Susan – Practical Nursing Instructor  
AS – Thomas College  
BSN – University of Maine  
RN – State of Florida

Ewing, Kelly S. – Marine Service Technology Instructor  
Graduate MTC’s Marine Technology, 20 years of experience  
Certified

Ferreira, Jan – Applications Manager  
BS – University of Pretoria, South Africa  
CNE computer network certification – Novell USA

Forbes, Brian – Air Conditioning, Refrigeration and Heating Technology Instructor  
Certified Air Conditioning Contractor  
Registered Air Conditioning Contractor, 27 years of experience

Forysth, Pat – Financial Aid Coordinator  
BA – Argosy University, Business Administration

Garcia, Jessie – West Campus Career Counselor  
BA – Keiser University

Gamboa, Esperanza – Farmworker Career Development Program of the School District of Manatee County Coordinator  
AA – Journalism, Oriente University, Cuba  
BA – Russian Language and Literature, Volgograd University, Russia  
MA – Education, Volgograd University, Russia  
MEd – National Louis University  
FL Professional Educator’s Certificate: Russian and Spanish, Family and Consumer Science, Local Director of Vocational Education

Giddens, Sheryl – Senior School Secretary  
29 years’ experience at MTC

Golub, Anna – Cosmetology Instructor  
BA – Medical Studies, Minsk, Belarus  
21 years Cosmetology experience

Goodson, Diane – Finance Manager  
BA – Eckerd College

Graham, Lisa – Surgical Technology Instructor  
BS – Indiana State University  
Certificate – Surgical Technology, Indiana Vocational Technical College

Gregorich, Jamie – Commercial Foods & Culinary Arts Instructor  
Certified Sous Chef – American Culinary Federation  
Certificate – Manatee Technical College  
10+ year’s industry experience
Hagelberg, Bret – Commercial Foods & Culinary Arts Instructor
Board of Cooperative Education Services
Culinary Arts Technical Diploma

Hall, Joel – Network Support Services & Applied Cybersecurity Instructor
BS – University of South Florida, Information Systems Decision Sciences
A+ Certification by CompTIA
Network+ Certification – CompTIA
CCNA – Cisco

Harris, David – Pharmacy Technician Instructor
BA – University of South Florida, Economics
PTCB Certified Technician
Florida Registered Technician

Harvey, Bonnie – Practical Nursing Instructor
BSN – University of Tampa
MS – Nova University
JD – Duquesne University School of Law
RN – State of Florida and State of Pennsylvania
Attorney – State of Florida and State of Pennsylvania

Heaton, James – Applied Welding Technology Instructor
AWS Certified
36 years of experience in the welding trade
Quality Assurance – AWS Accredited Test Facility

Herbst, Teresa – Electrician Instructor
AS – Sinclair Community College
Certificates from Miami Valley CTC

Hernandez, Geraldine – Dental Assisting Instructor
AAS – Union County College
BS – International College of Naples
MS – Nova Southeastern University
RDH License – State of Florida
Certified Dental Assistant

Hogan, Steven – Welding Instructor
American Welding Society Certified Welding Inspector

Houston, Wendy – Bookstore Manager
BA – Elon University, North Carolina
Notary Public
Certified Employment Consultant

Howl, Maura – Communications & Grants Management, Supervisor
BA – Illinois State University
MA – University of Illinois
Accredited in Public Relations – Public Relations Society of America

Hutchison, Loren – Optometric Assisting Instructor
AAS – Hillsborough Community College
BA – Rhode Island College
Florida State Board Certified Licensed Optician

Kenney, John – Plumbing Technology Instructor
AA – Manatee Community College
BA – Hodges University
Licensed Journeyman Plumber and Master Plumber–State of Florida

King, Barry – Carpentry, Building Trades & Construction Design Technology
NCCER Instructor Certification in Core, Carpentry and Building Construction Technology. King Carpentry & Home Services LLC, owner.

King, Lisa – Senior School Secretary
AA – State College of Florida
23 years’ experience at MTC; plus 10 years School District of Manatee County

Labbe, Paul – Major Appliance Technology Instructor
Certified Master Technician, Professional Service Assn.
Certificates - MTC, Major Appliance Repair; HVAC 6 years experience

Larson, Joanne – West Campus Career Counselor
BA – San Diego State University; Recreational Administration Community College Teaching Credential – San Diego State University

Lasser, Barbara – Marketing, Management and Entrepreneurship Instructor
MBA – University of Phoenix, Global Management
BS – Florida State University, Risk Management and Insurance, Real Estate: Management and Marketing
Certificate: Shaw Academy, Online Marketing

Lawlor, Kirsten – Main Campus Career Counselor
BS – Rhode Island College, Education
MA – Argosy University, School Counseling

Lawrence, Nancy – Marketing & Events
Over 30 years’ relevant experience

Marchand, Michael – Law Enforcement Academy Instructor
BA – Western New England College

Martin, Gary – Applied Welding Technology Instructor
AA – Kent State University, Industrial Engineering
AA – Kent State University, Welding Fabrication
Certified Building Contractor State of Florida Class B
Quality Assurance – AWS Accredited Test Facility
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Education</th>
<th>Experience/Other Details</th>
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<tbody>
<tr>
<td>Matthews, Kathleen</td>
<td>East Campus Career Counselor</td>
<td>BS</td>
<td>University of South Florida</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Certified Dental Assistant</td>
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<tr>
<td>May, Damon</td>
<td>MTC Advertising &amp; Marketing, Social Media Manager, Graduation Coordination, PeopleSoft Lead</td>
<td>BA</td>
<td>Ball State University</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Certificate – TESOL – University of the Nations</td>
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<td></td>
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<td>Owner – SRQ Designs, Inc., Sarasota, FL</td>
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<td>Non-Profit Founder – Building Hope in Ukraine, Inc.</td>
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<td></td>
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<td>Over 17 years relevant marketing and design experience</td>
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<td>McGraw, Crista</td>
<td>Practical Nursing Instructor</td>
<td>BSN</td>
<td>Marywood University</td>
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<td></td>
<td></td>
<td>RN – State of Florida</td>
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<tr>
<td>McGrew, Greg</td>
<td>Program Supervisor and Health &amp; Safety</td>
<td>BS</td>
<td>Indiana State University</td>
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<td></td>
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<td></td>
<td>MS – Indiana State University</td>
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<tr>
<td>McKnight, Michael</td>
<td>Accreditation Compliance Coordinator</td>
<td>BS</td>
<td>Metropolitan State University</td>
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<td></td>
<td></td>
<td></td>
<td>State of Florida Licensed Massage Therapist</td>
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<td>McPherson, Dorri</td>
<td>Medical Coder Biller Instructor</td>
<td>MS</td>
<td>Nova Southeastern University</td>
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<td>BA – University of West Florida;</td>
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<td>CCS Certified Coding Specialist, AHIMA</td>
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<td>ESOL/Reading Endorsement FLDOE</td>
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<td>Meluch, Michelle</td>
<td>CTSO Coordinator</td>
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<td>Technical/Vocational Certificate, State of Florida</td>
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<td>Meyer, Elizabeth</td>
<td>Nursing Instructor</td>
<td>BSN</td>
<td>University of Florida</td>
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<td></td>
<td></td>
<td>MEd – Argosy University</td>
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<td>Meyers, Martha</td>
<td>Business &amp; Industry Services Specialist</td>
<td>BA</td>
<td>University of South Florida</td>
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<td>Graduate ESOL classes – Nova Southeastern University</td>
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<td>Miller, Vickie</td>
<td>Guidance Counselor</td>
<td>BS</td>
<td>College of St. Francis</td>
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<td></td>
<td>MA – University of South Florida</td>
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<tr>
<td>Moore, Brad</td>
<td>Jr. Site Support Engineer</td>
<td>AS</td>
<td>Tampa Technical Institute</td>
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<td>Certificate – MTC Computer Electronics Technology</td>
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<td>Certificate – MTC Network Support Services</td>
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<td>Nanney, James P.</td>
<td>Automotive Service Technology Instructor</td>
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<td>Certified Master Automobile Technician, Certified Advanced Level Engine Performance Specialist &amp; Certified Maintenance &amp; Light Repair Technician – CMAT, L1, G1</td>
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<td>Parrish, Maria Terri</td>
<td>Case Manager</td>
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<td>15 years of experience</td>
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<td>Presogna, Clemens</td>
<td>Nursing Instructor</td>
<td>BSN</td>
<td>University of South Florida</td>
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<td>Florida Licensed RN</td>
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<tr>
<td>Proskurina, Dr. Marina</td>
<td>Digital Design Instructor</td>
<td>PhD</td>
<td>Stroganov Moscow State University of Arts and Industry, Fine Art and Design</td>
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<td>Adobe Certified</td>
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<td>Lifetime Teaching Certification for College and University Instruction</td>
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<td>Romine, W. Jay</td>
<td>FL Law Enforcement Academy Director</td>
<td>AA</td>
<td>Manatee Community College</td>
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<td>BA – University of South Florida, Criminology</td>
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<td>FBI National Academy</td>
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<td>Certified Law Enforcement Officer – State of Florida</td>
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<td>Sage, Ellen</td>
<td>Adult General Education Program Supervisor</td>
<td>BA</td>
<td>Bates College, French</td>
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<td>MA – University of South Florida, Applied Linguistics/TESOL</td>
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<td>Santiago, Miguel</td>
<td>Machining Instructor</td>
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<td>Engine overhaul/Machining Certification, Earl C. Clements UAW</td>
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<td>Machining Certificate – Manatee Technical College</td>
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<td>13 years exp. engine repair/machining, fabrication and customization</td>
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<td>Schole, Matt</td>
<td>Baking &amp; Pastry Arts Instructor</td>
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<td>Certificate – MTC, Commercial Foods &amp; Culinary Arts</td>
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<td>13 years experience</td>
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<td>Sheehan, Wendy</td>
<td>Electronics Technology Instructor</td>
<td>BS</td>
<td>Occupational Therapy, Wayland Baptist University</td>
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<td>USAF Technical Instructors Course</td>
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<td>USAF Biomedical Equipment Repair Technicians Course</td>
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<td>International Society of Electronic Technicians</td>
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<td>Electronic Technicians Association</td>
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<td>Sheffield, Henry</td>
<td>Fire Science Coordinator</td>
<td>AS</td>
<td>Polk Community College</td>
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<td>BA – Eckerd College</td>
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<td>State of Florida EMT</td>
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<td>State of Florida Fire Fighter</td>
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<td>National Fire Academy’s Executive Fire Officer</td>
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<tr>
<td>Skivers, Denise</td>
<td>Legal Administrative Specialist and Administrative Office Specialist Instructor</td>
<td>MA</td>
<td>University of South Florida</td>
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<td>BA – American InterContinental University</td>
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<tr>
<td>Smith-Warzyk, Gwendolyn</td>
<td>West Campus School Secretary II</td>
<td>BS</td>
<td>University of South Florida</td>
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<td>5.5 years’ experience at MTC</td>
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</tbody>
</table>
Sosa, Joshua – Automotive Service Technology Instructor
ASE Master Certified Automotive Technician

Stark, DiAnn – Business Education Instructor
MA – Marshall University
BBA – Marshall University

Stewart, Patricia - State Records Specialist
10 years experience State Records and Student System

Tillert, Frances – Business Manager
AA – Manatee Community College, Accounting
BS – University of South Florida, Accounting
MBA – Argosy University, Forensic Accounting

Toler, Mark – East Campus Career Counselor
AA – Manatee Community College
BS – University of Central Florida
MA – University of Central Florida

VanCott, Stephen – Electrician Instructor
40 years experience-Electrical and Engineering Education
State Certified Electrical Contractor EC13001567

Viands, Dr. Valerie, Director, Main Campus
AA – Covenant College
BS – University of North Carolina
MA – Florida Atlantic University
EdD – Argosy University
FL Professional Educator’s Certificate: Chemistry, School Principal, Family & Consumer Science and Local Director of Vocational Education

Wagner, Doug – Executive Director, Adult, Career and Technical Education, School District of Manatee County
AS – Ferris State University
AA – Tallahassee Community College
BS – Florida State University
MS – Florida State University
FL Professional Educator’s Certificate: Technology Education and Local Director of Vocational Education

Walsh, Frederic – Computer Systems & IT Instructor
MA – Wayne State University
BS – University of Illinois at Chicago
Certified Information Systems Security Professional

Ware, Brenda J. – Dental Assisting Instructor
BS – Hodges University
MA – University of South Florida
Certified Dental Assisting National Board
Florida Dental Radiographer

Williams, Robert – Drafting and Industrial Technology Instructor
MBA – Webster University
BS – Central Missouri State University
Federally Certified Tool & Diemaker, Waterloo Industries
AutoCAD Certified Professional
SolidWorks Certified Associate

Yonker, Nancie – Massage Therapy Instructor
BA – Colorado State University
Sarasota School of Massage Therapy
State of Florida Licensed Massage Therapist

Youmans, Aric – Barbering and Cosmetology Instructor
18 years of barbering experience, 7 years as barber shop owner

Part-Time Faculty and Staff

Abusaid, Francisco J. - Machining Instructor
BA- Business Administration.
Certified Canadian Red Seal Industrial Mechanic (Millwright)
Certified Canadian Red Seal General Machinist.
CNC Programmer, Setup and Operator certificates
Certified Gunsmith/Armorer for Sig-Sauer, Colt, Accurate International, etc.
+20 years industry experience

Accurso, Victor – Fire Science Instructor
Florida Certified Fire Instructor

Altman, Matthew – EMT Instructor
MA – University of South Florida
BS – Empire State College
AS – Niagara County Community College
Paramedic Course Completion – Erie Community College
Certificate in Emergency Management – St. Petersburg College

Amundsen, Ryan – Automotive Collision Instructor
Certificate – MTC Automotive Collision Repair
Certificate – MTC Automotive Service Technology
7 years experience

Avila, Rovshan – Comm. Food/Culinary Arts Instructor
17 years’ experience
Executive Chef – 4 years experience
Certificate – MTC Commercial Foods & Culinary Arts

Alvarez, Janneth – Nails Specialty Instructor
25 years Cosmetology experience. Licensed in Florida and New Jersey
Graduate, Capri Institute of Hair Design, New Jersey
BS – Barry University, Professional Studies with Specialization in Human Resources Administration
Babeu, Brenda – Early Childhood Education-APPR Instructor
BA – North Adams State College, Early Childhood Education
37 years’ experience
5 years’ experience Post-Secondary education

Barcena, Carol – SAIL Lab Instructor
BSED. – Massachusetts College of Liberal Arts
AA – Berkshire Community College

Barnum, Jeff – Computer Systems and IT Instructor
MA, BS - Ball State University

Bartoszek, Richard – Fire Science Instructor
BS – Columbia Southern University
Florida Certified Fire Instructor

Benear, Andrew – Cosmetology Instructor
Certificate – Brighton Institute of Cosmetology
FL licensure; 19 years experience

Birdsong, Bill – Massage Therapy Instructor
BA – University of South Florida
Licensed Massage Therapist

Bloski, Thomas – Fire Science Instructor
BS – Saint Petersburg College
Florida Certified Fire Instructor

Bond, Dale – Machining Instructor
22 years Machining and CNC experience

Budd-Jack, Steve – Fire Science Instructor
BS – University of Maryland

Butler, Derek – EMT/Paramedic Instructor
AAS – Hillsborough Community College
AS – Hillsborough Community College
Paramedic Course Completion – Manatee Technical College
Fire Academy – Hillsborough Community College
Florida EMT/Paramedic Certified
Florida Firefighter 2 Certified

Cavanah, Marta – West Campus Administrator
BS – Florida Southern College

Chapman, Cary – Law Enforcement Instructor
BS – University of New Orleans

Cirone, William – Fire Science Instructor
Federal Certified Public Information Officer/Safety Officer

Clark, Brandon – Law Enforcement Instructor
BA – University of Phoenix
AS – State College of Florida

Cone, Misty – Nursing Instructor
ASN – Keiser University
RN – State of Florida

Cook, Teresa – Adult Education Instructor
BS – University of South Florida
MBA – University of Phoenix

Cruz, Alfonso Jr. – Evening Administrator West Campus
AS - State College of Florida
BS - University of South Florida

Cuavers, Kimberly – Nursing Instructor
ASN – Galen School of Nursing
BSN – Grand Canyon University
MSN – Grand Canyon University
RN – State of Florida
Certified Nursing Assistant

Davis, Rodger – Automotive Collision Instructor
40 years experience

Dunbar, DeQuan – EMT/Paramedic Instructor
FL Certified EMT
Certified BLS/CPR Instructor

Dunham, Anthony – EMT/Paramedic Instructor
AS – Columbia Southern University
FL Certified EMT/Paramedic/Firefighter

Eason, Timothy – Law Enforcement Instructor
Certified Training Officer

Eldridge, Kyle – EMT/Paramedic Instructor
AS – Columbia Southern University
FL Certified EMT/Paramedic/Firefighter
Certified BLS/ACLS Instructor

Francis, Andrew – Welding Technology Instructor
AAS – Maricopa Technical Community College
BSc – Arizona State University

Foss, Derek – Fire Science Instructor
AS – Manatee Community College
Florida Certified Fire Instructor

Fuller, Faith – EMT/Paramedic Instructor
AS – St. Petersburg College
FL Certified EMT/Paramedic/Firefighter

Garcia, Jessie – Career Counselor
CNA, CPT, AS, BHSA, RMA, DA
American Medical Technology Certified #2583322
10 years CNA, Medical Assistant, Office Management and Billing/Coding
Geer, Timothy – Fire Science Instructor
Florida Fire Fighter Certified
Florida Licensed EMT

Gosnell, Jay – EMT/Paramedic Instructor
BA – The University of Akron Business College
FL Certified EMT/Paramedic/Firefighter

Guthrie, Jason – Fire Science Instructor
AS – St. Petersburg College
Florida Fire Instructor 2 Certified

Haase, Julie – EMT/Paramedic Instructor
FL Certified EMT/Paramedic/Firefighter
CPR, BLTS, ACLS, PALS, ITLS Certified

Harvey, Timothy – Law Enforcement Instructor
BA – Barry University

Hasty, Andrew – Law Enforcement Instructor
AS – Columbia Southern University

Hoffman, Amity – Digital Video Production Instructor
BFA – Wichita State University
Certificate – Manatee Technical College
Adobe Certified Associate – Video Communication using Adobe Premiere

Johnston, Timothy – Digital Design Aide
Certificate - MTC, Digital Design

Herlihy, Nicholas – Fire Science Instructor
AAS – State College of Florida
Florida Fire Fighter Certified

Kampenga, Brent – EMT/Paramedic Instructor
AAS – State College of Florida
Paramedic Course Completion – Manatee Technical College
Florida EMT/Paramedic Certified

Kebler, William – Fire Science Instructor
Florida Certified Fire Instructor

Keckstein, Mark – Culinary Arts Instructor
Advanced Restaurant Operations Instructor
Chef de Cuisine since 1978 – Euphemia Haye Restaurant

Kenyon, Michael – Law Enforcement Instructor
CJST Law Enforcement Certified

Klein, Tina Marie – Instructor
BA – University of Akron

Komarow, Angelina – Nursing Instructor
AS – Greater Hartford Community College
BSN – University of Hartford
MSN – University of Hartford

Konnen Jr., Richard E. – Machining Instructor
Certification – Dixie Hollins Technical High School
Machine and Plastic Injection Mold business since 1993
Mastercam Certified

Koper, Ronald – Workforce Training Initiative Instructor
and Traffic School Instructor
BS – Springfield College, Business Management
MS – Springfield College, Industrial and Organizational Psychology

Kroese, Fred – Business Technology Instructor
Certified Accountant and Financial Planner (AA–VA)
AA – Accountant
BS – Accounting and Business Administration
VA – Vermogen Adviseur – Hogeschool Markus Verbeek,
University of Applied Sciences, Amsterdam NOvAA –
University of Applied Sciences, The Hague, The Netherlands
Owner – Frekro Accountants and Tax Advisers

LaSalle, Thomas – Welding Technology Instructor
34 years experience

Lightfoot, Constance – TABE Administrator/SAIL Lab Instructor
MA – University of Illinois, Education
BS – Southern Illinois University, Elementary Education
Exceptional Student Education, K–12 – University of South Florida, Nova Southeastern University Emotionally Handicapped, K–12 – University of South Florida
Teacher Certification – Florida certification, Department of Education

Lock, Keith – EMT/Paramedic
AS – Keiser University
FL Certified EMT/Paramedic
Certified Instructor – ACLS, BLS, EVOC, PALS

Magro, Salvatore – Law Enforcement Instructor
CJSTC Law Enforcement Instructor

Mantone, Michael – EMT/Paramedic Instructor
Paramedic Course Completion – Manatee Technical College
Florida EMT/Paramedic Certified

Mayer, Anette Mayer – Nursing Instructor
BSN – Carlow College
Certified Clinical Research Coordinator
Florida Licensed RN

Mele, Matthew – Electrician Instructor
Certificate – MTC Electrical Program
6 years’ experience Industrial Electrical/Machining
Mellin, Kristi – Early Childhood Education – APPR Instructor
AA – State College of Florida, Early Childhood Education
BA – Hodges University, Business Management
31 years field experience
15 years, Post-secondary Instructor

Mislyan, Stephen – Law Enforcement Instructor
MA – University of South Florida
BA – University of South Florida
AA – Manatee Community College

Nasworthy, David – EMT/Paramedic Instructor
BA – University of Florida
AA – St. Petersburg College
Florida EMT/Paramedic Certified

Ochoa, Joaquin – Automotive Service Technology Instructor
Certificate - MTC Auto Service Technology
ASE/ Advanced Level Specialist

Peterson, Bonnie – Nursing Instructor
AS – Manatee Junior College
BSN – University of South Florida
MSN/ARNP – University of South Florida
DNP – University of South Florida
RN – State of Florida

Philips, Jeffery – Fire Science Instructor
AS – Manatee Community College
Florida Certified Fire Instructor

Pritchard, Brett – Fire Science Instructor
AAS – State College of Florida
Florida Fire Instructor I Certified

Pulverenti, Joseph – Brick & Block Masonry Instructor
17 years’ experience in field
7 years, Post-secondary Masonry Instructor
Certificate - Masonry

Raines, Timothy – EMT/Paramedic Instructor
Paramedic Course Completion – Indian River Community College
Florida EMT/Paramedic Certified

Reitz, Richard – Law Enforcement Instructor
MPA – Hodges University
BSM – Hodges University
AS – Hodges University

Rhodes, Jr., James J. - HVAC Instructor
35 years industry experience.
Commercial Service Manager
at Total Air Solutions, LLC. North Port, FL
Certified Building Automation and Controls - Carrier Corporation
Certified Factory Controls and Commissioning
at AAON Corporation
Certified Factory Commissioning - Daikin Corporation

Riganati, Robert – EMT/Paramedic Instructor
AAS – Broward College
Paramedic Course Completion – Broward College
Firefighter 1 & 2 Course Completion – Coral Springs Fire Academy
EMT Course Completion – EMS Academy
Florida EMT/Paramedic Certified

Rodriguez, Perry – Early Childhood Education – APPR Instructor
BS – East Carolina University
MA – Argosy University
19 years’ experience in field
4 years’ experience, Post-Secondary Instructor

Sawyer, Matthew – Fire Science Instructor
BS – National Louis University
AA – Manatee Community College
Florida Fire Instructor Certified

Saxman, Peter – Fire Science Instructor
Florida Fire Fighter/Instruction I Certified

Sedgley, David – Fire Science Instructor
AS – Manatee Community College
Florida Certified Fire Instructor

Sehorne, Rebecca – Law Enforcement Instructor
BS – State College of Florida

Shively, Curtis – Automotive Technology Instructor
ASE certified master automotive technician
General Motors certified automotive technician

Smith, Thomas – Law Enforcement Instructor
CJST Certified General Basic Law Enforcement Instructor

Snodgrass, David – EMT/Paramedic Instructor
BA – University of South Florida
State of Florida Certified EMT Paramedic

Stannard, Donald – Machining Instructor
40+ years’ experience as Machinist and Supervisor in Manufacturing
Stetcher, Patty – Early Childhood Education – APPR Instructor
16 years experience in Early Childhood Education

Summers, Forrest – Carpentry and Building Trades Instructor
52 years experience

Swank, Sandra – Evening Administrator North Campus
M.Ed. - Western Governors University

Trompke, Steve – Fire Science Instructor
AS – Manatee Community College
Florida Certified Fire Instructor

Turpin, Jonathan – Fire Science Instructor
Florida Fire Instructor I Certified
Florida EMT Certified

Valencia–Rojas, Mario – Massage Therapy Instructor
Massage Therapy Certificate of Completion, Manatee Technical College
Attended State College of Florida
National Certification – NCBTMB
Florida Licensed Massage Therapist

Vargas, Luther – Brick & Block Masonry Instructor
19 years, Masonry experience
15 years, Post-secondary Masonry Instructor
Associates degree

Walmsley, Loretta – Cosmetology Instructor
AA – State College of Florida
Licensed Cosmetologist; 25 years’ experience
Salon owner 15 years; Certified in Color 2007

Watson, Norman “Bret” – Marine Service Technology Instructor
MTC Marine Service Technology certification
SkillsUSA Marine Service Technology Competency
Basic Mercury Certifications
Basic Bombardier Certifications

Weissman, Jason – Fire Science Instructor
Florida Certified Fire Instructor

Whitaker, Tonja – Medical Administrative Specialist Instructor
BS – University of Southern Mississippi

Wigginton, JoLynne – Nursing Instructor
AS – Polk Community College
BS – University of South Florida
RN – State of Florida

Wilson, Colin – Commercial Foods & Culinary Arts

HND - Hollings College, Manchester, UK
40 years experience

Wood, Nancy – Surgical Technology Instructor
AAS – Northern VA Community College
BSN – George Mason University
Surgical Technology Course Completion – Sarasota Co. Technical Institute
RN – State of Florida
Certified Surgical Technologist – National Board of Surgical Technology

Wren, Paul – Fire Science Instructor
BA – University of South Florida
AA – Manatee Community College
EMT–B Course Completion – Manatee Technical Institute
Firefighter 1 & 2 Course Completion – Sarasota County Technical Institute
Florida Firefighter Certified
Calendar

School District of Manatee County
2016-2017 Academic Calendar

August 2016
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Sept 1 Labor Day - All District Sites Closed
Sept 7 Professional Learning Early Release (District)

Oct 2016
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30

Nov 2016
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Dec 2016
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Jan 2017
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Feb 2017
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

March 2017
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

April 2017
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

May 2017
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

June 2017
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29

July 2017
1 2 3 4 5 6
7 8 9 10 11 12
13 14 15 16 17 18
19 20 21 22 23 24
25 26 27 28 29
30

Calendar Notes:
- Aug 4 Teachers Return - Inservice
- Aug 7 Teacher Workday
- Aug 10 Teacher Workday
- Aug 17 Teacher Inservice
- Aug 25 First Day Students

- Dec 7 Professional Learning Early Release (School)
- Dec 21-23 HS Graduation
- Dec 22-30 All District Sites Closed
- Dec 25 Christmas

- Jan 3 - New Year’s Day
- Jan 4 - All District Sites Closed
- Jan 5 - Solid Waste Day
- Jan 9 - Inservice - No School for Students
- Jan 16 - MLK Day - All District Sites Closed

- Mar 10 - President’s Day - All District Sites Closed
- Mar 13 - Last Day of School

- May 15-19 MASP Exam (Alternate)
- May 23 Early Release All District Sites Closed
- May 26 Memorial Day - All District Sites Closed
- May 30 Independence Day - All District Sites Closed

- June 21 - Last Day of School

District Assessment Calendar: [Link](http://www.maratheschools.net/file/...)

Board Approved December 1, 2016