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ManateeTech.edu

2014-2015 CATALOG

Manatee County Technical Institute

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Manatee County Technical Institute
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Message to Prospective Students</td>
<td>5</td>
</tr>
<tr>
<td>The School Board of Manatee County</td>
<td>6</td>
</tr>
<tr>
<td>Manatee Technical Institute Administration</td>
<td>6</td>
</tr>
<tr>
<td>Board of Governors</td>
<td>6</td>
</tr>
<tr>
<td>John Ziemnicki, Chairperson</td>
<td>6</td>
</tr>
<tr>
<td>Advisory Committee Chairs</td>
<td>6</td>
</tr>
<tr>
<td>MTI: Then and Now</td>
<td>7</td>
</tr>
<tr>
<td>Description</td>
<td>8</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>8</td>
</tr>
<tr>
<td>Vision Statement</td>
<td>8</td>
</tr>
<tr>
<td>Philosophy, Purpose, Credentials</td>
<td>8</td>
</tr>
<tr>
<td>Local and National Credentials</td>
<td>8</td>
</tr>
<tr>
<td>Accreditation</td>
<td>9</td>
</tr>
<tr>
<td>Prohibition Of Discrimination</td>
<td>10</td>
</tr>
<tr>
<td>Admissions</td>
<td>10</td>
</tr>
<tr>
<td>Entering Students with Advanced Standing</td>
<td>10</td>
</tr>
<tr>
<td>Administration Office Hours</td>
<td>10</td>
</tr>
<tr>
<td>Full-time and Part-time Career and Technical Programs</td>
<td>10</td>
</tr>
<tr>
<td>Continuing Workforce Education Programs</td>
<td>10</td>
</tr>
<tr>
<td>Program Transfers</td>
<td>11</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>11</td>
</tr>
<tr>
<td>Admission to Programs</td>
<td>11</td>
</tr>
<tr>
<td>Critical Incident Response</td>
<td>12</td>
</tr>
<tr>
<td>LOCKDOWN:</td>
<td>12</td>
</tr>
<tr>
<td>SHELTER IN PLACE:</td>
<td>12</td>
</tr>
<tr>
<td>EVACUATE:</td>
<td>12</td>
</tr>
<tr>
<td>TORNADO WATCH:</td>
<td>12</td>
</tr>
<tr>
<td>TORNADO WARNING:</td>
<td>12</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>13</td>
</tr>
<tr>
<td>Safe Schools</td>
<td>13</td>
</tr>
<tr>
<td>Drug &amp; Smoke-Free School Zone</td>
<td>13</td>
</tr>
<tr>
<td>Drug, Smoke and Alcohol Policy</td>
<td>13</td>
</tr>
<tr>
<td>MTI Tobacco-Free Campus Rule</td>
<td>14</td>
</tr>
<tr>
<td>Student Records</td>
<td>14</td>
</tr>
<tr>
<td>Notification of Rights Under the Protection of the Pupil Rights Amendment (PPRA)</td>
<td>15</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>16</td>
</tr>
<tr>
<td>School Closure Policy for MTI</td>
<td>16</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>16</td>
</tr>
<tr>
<td>MTI Ambassadors</td>
<td>16</td>
</tr>
<tr>
<td>Health Occupations Students of America</td>
<td>16</td>
</tr>
<tr>
<td>Multicultural Club</td>
<td>17</td>
</tr>
<tr>
<td>National Adult Education Honor Society</td>
<td>17</td>
</tr>
<tr>
<td>National Technical Honor Society</td>
<td>17</td>
</tr>
<tr>
<td>SkillsUSA</td>
<td>17</td>
</tr>
<tr>
<td>Special Services</td>
<td>18</td>
</tr>
<tr>
<td>Adult Education Computer Lab</td>
<td>18</td>
</tr>
<tr>
<td>Bookstore</td>
<td>18</td>
</tr>
<tr>
<td>Business and Industry Services</td>
<td>18</td>
</tr>
<tr>
<td>Café Mirabilis</td>
<td>18</td>
</tr>
<tr>
<td>Whetstone</td>
<td>18</td>
</tr>
<tr>
<td>Café 911</td>
<td>18</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>18</td>
</tr>
<tr>
<td>Counselors</td>
<td>18</td>
</tr>
<tr>
<td>Media Center</td>
<td>18</td>
</tr>
<tr>
<td>Placement</td>
<td>18</td>
</tr>
<tr>
<td>Students with Special Needs</td>
<td>19</td>
</tr>
<tr>
<td>System for Applied Individualized Learning (SAIL)</td>
<td>19</td>
</tr>
<tr>
<td>Transportation</td>
<td>19</td>
</tr>
<tr>
<td>Volunteer Tutors</td>
<td>19</td>
</tr>
<tr>
<td>Financial Information</td>
<td>19</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>19</td>
</tr>
<tr>
<td>Florida Resident, Non-Resident Status</td>
<td>20</td>
</tr>
<tr>
<td>Deferrals</td>
<td>20</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>20</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>21</td>
</tr>
<tr>
<td>Class Cancellation</td>
<td>21</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>21</td>
</tr>
<tr>
<td>Federal Financial Aid</td>
<td>21</td>
</tr>
<tr>
<td>Satisfactory Progress</td>
<td>21</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>22</td>
</tr>
<tr>
<td>Federal Supplemented Education Opportunity Grant (FSEOG)</td>
<td>22</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>22</td>
</tr>
<tr>
<td>State and Local Scholarships</td>
<td>22</td>
</tr>
<tr>
<td>Local Scholarships</td>
<td>22</td>
</tr>
<tr>
<td>Florida’s Bright Futures Scholarships</td>
<td>22</td>
</tr>
<tr>
<td>Florida Prepaid College Fund</td>
<td>22</td>
</tr>
<tr>
<td>Cancellation and Settlement Policy</td>
<td>22</td>
</tr>
<tr>
<td>Collection Policy</td>
<td>22</td>
</tr>
<tr>
<td>Veterans</td>
<td>23</td>
</tr>
</tbody>
</table>
### Instructional Policies and Procedures

#### Types of Programs
- Veteran's Educational Assistance Information
- Veteran's Award Letter
- Veteran's Attendance Policy
- Veteran's Standards of Progress
- Veteran's Standards of Conduct
- Mitigating Circumstances for Veterans
- Appeal
- Applying to MTI & Signing Up For V.A. Benefits

#### Classification of Students

#### Grading System

#### Attendance/Withdrawal Policy

#### Postsecondary Policy

### Student Conduct

#### Active Learners

#### Students' Expectations:

#### Students' Responsibilities:

#### Drills

#### Universal Precautions:

#### ID Badges

#### Dress Code

#### Uniforms

#### MTI School Rules

#### Students' Rights

### Procedures to Open a New Program

### Procedures to Close an Existing Program

### Ad Hoc Committees

### Florida Education & Training Placement Information

### East Campus Programs

#### Public Service

#### Law, Public Safety & Security

#### Health Occupations

#### TABE

#### Emergency Medical Programs

#### Nursing Programs

### Optometric Assisting

### Orthopedic Technology

### Pharmacy Technician

### Surgical Technology

### Continuing Education

### Main Campus Programs

- **Architecture & Construction Technology**
- **Arts, A/V Technology & Communication**
- **Business, Management & Administration**
- **Education and Training**
- **Health Science**
- **Hospitality**
- **Information Technology**
- **Manufacturing**
- **Marketing & Sales**
- **Salon Services**
- **Transportation, Distribution & Logistics**
- **Apprenticeships**
- **Continuing Workforce Education**

### Main Campus Continuing Education

- **Articulation**
- **Adult General Education**
- **Farmworker Education**
- **Full Time Faculty**

### Calendar
A Message to Prospective Students
From The Faculty and Staff at MTI

Manatee Technical Institute is proud of its tradition of excellence and the positive impact we have had on our students and community in the 50+ years we’ve been in existence. Since 1963 we’ve provided thousands of students with the education and training necessary to achieve life-changing success. We offer over 50 career prep programs, small class sizes and class schedules designed to meet the needs of our student population.

We have recently expanded our program schedules to include night and weekend classes in the fields of manufacturing, building and construction, communication and information technology, hospitality, medical and health-related services, law enforcement, cosmetology and business management and administration, making it possible to pursue your education as you deal with the other demands and commitments in your life.

Each of our instructors has hands-on industry experience, bring real-world knowledge to our curriculum, passion to the classroom and commitment to their students’ success.

Whether your goal is enter the workforce for the first time with the confidence of a highly trained professional, to improve the skills you already possess, or to embark on a new career path, MTI can start you on your way. Today as always, MTI is an affordable, intelligent way to further your life’s goals.
### The School Board of Manatee County

- Julie Aranibar
- Karen Carpenter
- Robert Gause
- Barbara Harvey
- David “Watchdog” Miner

### Manatee County Schools Administration

- Rick W. Mills  
  **Superintendent of Schools**
- Dr. Diana L. Greene  
  **Deputy Superintendent for Instruction**
- Don Hall  
  **Deputy Superintendent for Operations**
- Doug Wagner  
  **Director of Adult, Career & Technical Education**

### Manatee Technical Institute Administration

- Doug Wagner  
  **Director**
- Dr. Valerie Viands  
  **Assistant Director, Main Campus**
- Linda Agresta  
  **Assistant Director, West Campus**
- Dr. Priscilla Haflich  
  **Assistant Director, East Campus**
- Jay Romine  
  **Criminal Justice Academy**
- Maura Howl  
  **Grants & Marketing Specialist**
- Theresa Herbst  
  **Health Occupations**
- Esperanza Gamboa  
  **Farmworker Education Program**
- Frances Tamayo  
  **Business Manager**
- Pat Forsythe  
  **Financial Aid**

### Board of Governors

- **Area**
  - Health
  - Manufacturing
  - Hospitality
  - Service Industry
  - Construction/Building
  - Chamber of Commerce
  - Public Service
- **Representative**
  - MTI
  - MCC
  - High School
  - District Administration
  - MTI Director
  - School Board Member

### Advisory Committee Chairs

- **Adult Education**
  - Ms. Linda Welch
- **Air Conditioning**
  - Mr. Rick Allard
- **Automotive**
  - Mr. Bill Lee
- **Automotive Refinishing**
  - Mr. Russ Altenbach
- **Business Technology**
  - Mr. Brion Sunseri
- **Carpentry**
  - Ms. Alan Anderson
- **Child Care**
  - Ms. Donna DeSantis
- **Continuing Education**
  - Ms. Donna DeSantis
- **Cosmetology**
  - Ms. Lynne Koons
- **Criminal Justice Acad.**
  - Chief Rick Wells
- **Culinary Arts & Baking**
  - Mr. Ahron Friedman
- **Dental Assisting**
  - Mr. Ronald S. Acquaro, DMD
- **Digital Video Production**
  - Mr. Robert Lorentzen
- **Drafting**
  - Mr. John Ziemnicki
- **Electricity**
  - Ms. Misty Davis
- **Electronics**
  - Mr. Ronnie Barber
- **Emergency Medical Services (EMS)**
  - Cpt. Ian Womack
- **Fire Science**
  - Fire Marshall Ron Cales
- **Food Science**
  - Ms. Maria Aguilar
- **Hospitality & Tourism**
  - Ms. Linda Cinque
- **Machining**
  - Mr. Ralph Jacques
- **Marine**
  - Mr. Ray Corda
- **Medical Assisting**
  - Mr. Martin Hutchinson
- **Medical Coding/Billing**
  - Ms. Lisa Pierce
- **Networking**
  - Ms. Nancy Sollenberger
- **Nursing Management**
  - Mr. Jeery Solomon
- **Nursing**
  - Mr. Paul Commiskey
- **Optometric Assisting**
  - Ms. Linda Agresta & Judy Millard
- **Orthopedic Technology**
  - Mr. Rick Mills
- **Patient Care Technician**
  - Ms. Karen Carpenter
- **Pharmacy Technician**
  - Dr. Alan Valadie
- **PHCC Plumbing**
  - Mr. Daren Davis
- **Plumbing**
  - Mr. Bob Rizi
- **Surgical Technology**
  - Ms. Kelli Holt, CST
- **Welder**
  - Mr. Frank Moll
- **Web Design**
  - Mr. Chris Graser
MTI: Then and Now

In the fall of 2013, Manatee Technical Institute began its 50th year of providing adult, career and technical education to the residents of Manatee County. One of the first tech centers in the state, MTI continues to grow and excel at a time when many other tech centers are shrinking. 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 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 five programs.

Dr. Mary Cantrell is the fourth and current director of the school. Shortly after her arrival in November 1996, MAVTC was renamed Manatee Technical Institute.

Former district vocational director, Raymond Lee, was quoted in the Bradenton Herald on September 4, 1963, as saying “…the center is the only one of its kind in the state.” Dr. Cantrell would agree that the same is true today—for different reasons. No other tech center in Florida can compare to MTI in terms of the number of medals its students have won in state and national competitions since the turn of the century. Since 2004, MTI has ranked first in the United States at the SkillsUSA national championships by winning more medals than any other high school, tech center or community college.

In 1964, the center was the first facility in the public school system in Manatee County to be desegregated. Today, about one-quarter of MTI’s student population is Hispanic, Black, Asian, or American Indian, and multi-cultural celebrations dot the school calendar.

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. All of the original buildings are still in use on the campus.

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.

On December 17, 2007, MTI welcomed the newest addition to the East Campus, the Fire Science Training Facility and burn tower. The training facility includes classrooms, offices, showers, apparatus and equipment storage, and three fire trucks. The burn tower provides students with hands-on, fire fighting experience. Practical skills training in the tower includes entering live fires, climbing ladders, lugging hoses, and performing search and rescue.

A ribbon cutting ceremony was held on November 17, 2008, for MTI’s Law Enforcement Academy. The academy houses high-tech equipment and provides first-rate training for Manatee County’s up-and-coming officers. Students gain experience in a staging room, a simulator room (which includes a Firearms Training Simulator and Driving Simulator), a courtroom, a weight/cardio room and a defensive tactics room.

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…”

Also in 2004, focus groups met to plan for construction of a new world-class campus on Caruso Road near State Road 70. Site plans for the main campus were drawn up and revised in 2005-06. In June of 2011, ground was finally broken for the new MTI Main Campus. The new Main Campus opened its doors in 2013 and a ribbon cutting ceremony was held on February 14, 2013.
Description

MTI’s new Main Campus is a state-of-the-art facility located at State Road 70 East in Bradenton. This 210,000 square foot facility is home to the career technical programs that were previously located at the original campus on 34th Street. New programs housed within the facility include Digital Design, Digital Video Production, Baking and Pastry Arts and Automotive Collision Repair and Refinishing. MTI’s West Campus is in West Bradenton, Florida and is home to ESL, ABE and GED programs, as well as a U.S. Citizenship class.

MTI and Bayshore High School are adjacent to one another and just north of State College of Florida. MTI’s East Campus includes the Richard T. Conard, MD, Medical and Dental Building, the MTI Fire Training Facility, 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 colleges.

Mission Statement

The mission of Manatee Technical Institute (MTI) is to meet and exceed our community’s training and educational expectations.

Vision Statement

Manatee Technical Institute is nationally recognized for excellence in technical training and academic education.

Philosophy, Purpose, Credentials

Manatee Technical Institute is a specialized post-secondary institution designed to provide job-preparatory education and training and continuing workforce education. Programs available at Manatee Technical Institute 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 MTI 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 Institute students earn a local or national workforce readiness credential upon completion. All program completers earn vocational certificates from MTI, which are recognized by local/regional
business and industry. MTI, however, is going a step further. MTI is in the process of ensuring that all of its career preparation programs allow the students to earn a national credential. At present, the following programs offer the following national credentials to MTI graduates:

Air Conditioning Technician, EPA (Environmental Protection Agency Certification for Refrigerant Transition Recovery) and NAHB (National Association of Home Builders)

Automotive Service Technician, ASE (National Institute for Automotive Service Excellence), NATEF (National Automotive Technicians Education Foundation).

Carpentry, NAHB (National Association of Home Builders)

Computer Networking, CompTIA, CISCO, and A+ Certification

Dental, Dental Assisting National Board

Florida Dental Assisting Expanded Duties Certification

Florida Dental Radiographer's Certification

Electrician, NAHB (National Association of Home Builders)

Emergency Medical Technicians, National Registry of EMTs

Plumbing, NAHB (National Association of Home Builders)

Travel & Tourism, TAP (Travel Agent Proficiency) Certificate recognized by ASTA, TI and CLIA

Web Design, CIW (Certified Internet Webmaster)

Welding, AWS (American Welding Society), I-CAR (Industry Council on Automotive Repair), and NCCER (National Construction Career Education and Research)

Accreditation

MTI is a part of the School Board of Manatee County. It has accreditation from the Commission on Occupational Education, Commission on International and Trans-Regional Accreditation and The Southern Association of Colleges and Schools. In addition, the Institute has affiliation with the following state and national associations:

American Boat and Yacht Council
American Medical Association (AMA)
American Heart Association (AHA)

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

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 harassment under any educational programs, activities, services, or in any employment conditions, policies or practices conducted by the School District of Manatee County.

Any employee, student, applicants for admissions, or applicant for employment, volunteer, vendor, or member of the public who believes he/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 this policy. Complaints should be forwarded to:

Rebecca Wells, Equity Coordinator
Manatee County Schools
P.O. Box 9069, Bradenton, FL 34206-9069
941-708-8540 x 3035

Admissions

Manatee Technical Institute is an adult post-secondary institution offering long- and short-term vocational and technical skill programs throughout the year. MTI 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 guidance counselor. They will assist with career options. Students applying for admission to most programs at Manatee Technical Institute 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 TABE (Test of Adult Basic Education), 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 Board of Governors)

Entering Students with Advanced Standing
Manatee Technical Institute accepts transfer students from other institutions. Students who seek advanced standing based training received from another educational institute 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 and Wednesday: 7:30-4:30, Tuesday and Thursday: 7:30-6:30, Friday: 7:30-4:00.
Summer Hours: (July) - TBA. Schedule subject to change.

Full-time and Part-time Career and Technical 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 2:15p.m. Evening classes are also available based on enrollment. Most programs take one to two years to complete. 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. MTI can customize specialized training for current employees. The classes may be taught at MTI or in the community. The assistant directors can assist companies with arrangements. Individuals may apply for classes directly.

**High School Students**
MTI provides dual enrollment for high school students who are age 16 or older, have a grade point average of 2.0 or higher, have expressed an interest in obtaining a career or technical skill and have the ability and maturity to benefit from training. High school students are to contact the Guidance Department at their home high school for more information.

**Program Transfers**
Any student who wishes to transfer from one vocational program to another should 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; however, the counselors can provide accurate information.

**Transfer of Credit**
Based on Florida Statute, most MTI job preparatory programs have articulation agreements with the state community college system; advanced academic standing is also granted for specific courses. All credits from an Applied Technology Diploma transfer to any community college in the state of Florida. 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 751-7900, ext. 2096 or 3) via e-mail at anders21@manateeschools.net.

**Ability-to-Benefit Policy**

**Admission Policy for Applicants without a High School Diploma**
Any student beyond compulsory school attendance age who has not earned a high school diploma or equivalent, is not committed to earning a high school diploma equivalent, and has the ability to benefit from the occupational education offered by Manatee Technical Institute may apply for admission to MTI through the Ability-to-Benefit Policy.

All adult applicants to Manatee Technical Institute are urged to earn a high school diploma or its equivalent prior to admission. The institute offers classes to prepare for the GED. The institute will accept adult students without a high school diploma or its equivalence who have the ability to benefit by attending a Manatee Technical Institute training program; however, any adult student without a high school diploma or its equivalent may qualify for federal financial aid by successfully completing 225 hours in a MTI Title IV-approved program.

**Admission to Programs**
Prospective students should check with a counselor regarding the admission status for an individual program. With the exception of applicants with a bachelor’s degree or higher, all applicants are required to take the Test of Adult Basic Education prior to admission.

**Restricted-enrollment programs** such as the Criminal Justice Academy, Practical Nursing, Paramedic, etc., have strict admissions standards set by the programs’ certifying agencies and/or advisory committees. All applicants to restricted-enrollment programs must meet or exceed the established entrance requirements. A high school diploma or its equivalent is required for all restricted-enrollment programs. All applicants must check with the program's counselor to determine if the program has a restricted- or open-enrollment policy.

Open-enrollments programs are other programs offered at Manatee Technical Institute that do not have a restricted-enrollment policy. Open-enrollment programs will accept for admission all students with a standard high school diploma based on program openings.

Open-enrollment programs will accept all applicants who have not earned a high school diploma but whose math or language achievement levels meet the exit standards on the Tests of Adult Basic Education (TABE) as established by the Florida Department of Education. These students are not eligible for federal financial aid until they have earned a high school diploma or its equivalent. These students will be
Manatee Technical Institute encouraged to earn a GED.

Applicants beyond compulsory school attendance age who have not earned a high school diploma or equivalent, are not committed to earning a high school diploma equivalent, have the ability to benefit from the occupational education offered, and are experiencing academic deficiencies as identified by a TABE score of less than the exit standard set by the Florida Department of Education may be accepted into a program based on advisory committee input and/or the program’s instructor’s interview with the prospective student and on openings in the program.

All applicants without a high school diploma or its equivalent and with a TABE score below the exit standard will be required to enroll in the computer lab to improve their TABE score deficiencies to the Department of Education’s standard for program completers.

Procedure for all applicants without a high school diploma or its equivalent and/or applicants whose TABE scores are below the state recommended level: The Guidance Department will maintain a log of all applicants who have not earned a high school diploma or its equivalent who have been accepted into a program and will document the progress of the students. At least annually, the Guidance Department will report to the Board of Governors the progress of these students. The Board of Governors will make appropriate recommendations based on the report.

The assistant directors and/or counselors will provide each instructor with a list of all students whose TABE scores were below the state recommended level and encourage the instructors to insure that these students are attending remediation classes to improve their TABE scores to meet the exit standard.

Dual Enrollment for Secondary Students
Manatee Technical Institute accepts dually enrolled secondary students. The students must have a minimum of a 2.0 grade point average and be at least 16 years of age.

Students with a Disability
Manatee Technical Institute 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 MTI. Copies of all IEPs and 504 Plans will be placed in the appropriate student’s folder and on file in the ESE Coordinator’s office.

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 green 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 devise. 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.
Cell Phones

School Board policy states that cell phones are not allowed for high school students. An adult student should check with the instructor. If a cell phone is required while on Campus, it must be put on vibrate or turned off while in class.

Texting while in class is prohibited.

What To Do If…

There is a fight, a gun or weapon or drugs on the school grounds, or if someone is vandalizing school property: Stay calm, move away from the situation, notify the nearest faculty or staff member, and follow the directions of the staff member.

Safe Schools

The goal of all staff and faculty at MTI 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 institute, many of our classrooms and shops are industrial areas and require special equipment or clothing. Your instructor will inform you of any special clothing 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.

Drug & Smoke-Free School Zone

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.

Drug, Smoke and Alcohol Policy

MTI maintains a drug, smoke, and alcohol-free campus. The following code of student and employee conduct will be enforced:

Knowingly possessing, using, transmitting, or being under the influence of anarcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind at MTI or at any of MTI’s activities or work sites will be subject to disciplinary action by the administration of MTI up to and including a recommendation of expulsion from MTI. This covers possession and sale of legal and illegal drugs including alcohol. Also included are other drugs, such as over-the-counter medications, when represented as a legal or illegal drug. Recommendation for expulsion will be considered in all offenses.

What To Do If…

There are tobacco products on Campus or there is someone cheating in class: Quietly notify the nearest faculty or staff member.

First Student Offense:

Mandatory ten-day (10) suspension. If the student submits to a drug evaluation by a designated licensed agency and completes the recommended treatment plan, the ten (10) day suspension may be reduced to five (5) days.

Second Student Offense:

Mandatory ten-day (10) suspension. Mandatory drug evaluation by designated licensed agency. Mandatory follow through and completion of recommended treatment. Refusal to either submit to evaluation and
follow-through or complete a treatment program may result in a recommendation for expulsion.

**MTI Tobacco-Free Campus Rule**

To provide a safe and healthful environment for employees, students, and visitors, and to minimize costs associated with health issues related to tobacco use, the use of tobacco products is prohibited on any and all property, including land, buildings, or vehicles, owned or operated by Manatee Technical Institute (MTI), whether indoors or outdoors, all day, every day, whether school is in or out of session. For purposes of this rule, “Use of Tobacco Products” means smoking, burning, chewing, snuffing, dipping, or otherwise ingesting or deriving the effects of tobacco and shall include the use of tobacco-like substances or products intended to provide or simulate the effects of tobacco including, but not limited to, electronic cigarettes or similar devices. Student violators shall be disciplined as set forth in the Code of Student Conduct. Employees who violate this rule shall be addressed as with any violation of MTI work rule or policy. Visitors who fail to comply with this rule shall be asked to immediately comply and in the event of continued non-compliance shall be required to leave MTI property.

**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 follow 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:

- 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.

- 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 students of the decision and advise them 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.

- 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.

- 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 exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted to required under State law
  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 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

Grievance Policy

In the case of a grievance, the student should first make every reasonable effort to resolve the issue with the instructor concerned. If the situation cannot be resolved, or if the instructor is not available, the student should see his or her counselor. If the grievance cannot be resolved, the student should see the director of the student’s program. If resolution still cannot be reached, the student should see the assistant director in charge of the student’s program. If resolution could not be reached at the school level, the student may seek resolution at the district level from the following individuals in the following order: director of adult, career and technical education; assistant superintendent of academics; superintendent of schools; and finally, the School Board of Manatee County. If the issue cannot be resolved at the district level, the student may contact the school’s accrediting agency, the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 460, Atlanta, GA 30346, telephone 800-917-2081 or 770-396-3898. Website: www.council.org.

School Closure Policy for MTI

Manatee Technical Institute (MTI) has been in continuous operation since 1963. However, in the unlikely event that the institute is closed permanently, closed temporarily for a period of more than 90 days, or a specific program is closed, the institute 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 credits/hours to this location. MTI will facilitate the smooth transition to the receiving institution. If the receiving institution has a tuition fee higher than MTI’s, MTI shall make up the difference.

Student Organizations

MTI Ambassadors
An Ambassador program was started at MTI 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 MTI Ambassadors are nominated by MTI staff and selected based on their customer service skills, their willingness to participate, and their outgoing personality. Nominations for this group are ongoing.

Health Occupations Students of America
Health Occupations Students of America (HOSA) is a national career and technical student organization 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. MTI has the largest post-secondary chapter in the United States. In 2010 and 2011, the HOSA chapter led the nation in the number of events at the
Multicultural Club
Students of many nationalities make up the Multicultural Club; membership is open to any MTI student interested in celebrating other cultures and supporting the club’s cause. The club’s primary objective is to give scholarships to members who want to further their education at MTI when they don’t qualify for other help.

The members support each other by sharing information about educational opportunities; they give back to the MTI community through campus service projects; and they raise scholarship money through various multicultural celebrations and events throughout the year.

National Adult Education Honor Society
The Lee Carter Brown National Adult Education Honor Society at Manatee Technical Institute is, at the present time, one of only nine NAEHS Charters in the state of Florida. Twenty-two charter members were inducted into NAEHS at MTI on October 21, 2003.

Founded in 1991 by an adult education director to recognize the sacrifices and efforts of adult students in English Literacy, ABE, 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 provide 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 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 vocational-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/or 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 Institute, students are nominated by their instructors and a ceremony is held annually to induct new members.

SkillsUSA
SkillsUSA (formerly VICA) is a national organization that serves trade, industrial, and technical 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 Institute support and encourage participation in this student organization.

MTI students annually win regional, state and national awards.
2004 to 2013, MTI won more medals than any other high school, tech center or community college in Florida and in the United States.

**Special Services**

**Adult Education Computer Lab**
The adult education computer lab, known as the Louise Newman Learning Lab, provides computer-based instruction in basic skills remediation, EL (English Literacy), and FCAT and GED (General Education Development) test preparation. Students may also come here for help to improve their TABE scores. A special program is also available to help students with learning disabilities.

**Bookstore**
The MTI Main Campus BookStore is located on the first floor across from the reception area. Please contact MTI (941) 751-7900 ext. 1053 for Bookstore hours of operation.

**Business and Industry Services**
The assistant directors act as liaisons between education and industry and assist industries in getting their training needs met. Companies are encouraged to call the assistant directors 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 MTI.
- would like MTI to design a course for them.
- would like to participate in an advisory role to ensure that MTI meets industry needs and standards.
- would like to become an MTI business partner.

**Café Mirabilis**
The school’s Main Campus cafeteria serves delicious breakfast and lunch daily, prepared by MTI’s high school culinary students. Soft drinks and snacks are also available in snack machines throughout campus. Open to the public and all are welcome!

**Whetstone**
The Whetstone is a fine dining option classically prepared and served by the student chefs at MTI’s Main Campus. Lunch includes soup or salad, choice of entrée, dessert and beverage and is open Tuesdays, Wednesdays, and Thursdays from 11:30-1:00pm.

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

**Cosmetology**
Cosmetology is open to the public 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 MTI are happy to meet with the student for initial counseling, assisting with decision-making for class selection, and enrolling in class. The counselors are also available to help students with special needs.

**Media Center**
The media center is centrally located on the Main campus and has reference materials and various software programs available for student use. The media center library is open Monday through Friday. A reference library is open for student use on the East campus, as well.

**Placement**
Placement services are available to all students at MTI. Instructors and staff help students find employment as they prepare to complete their programs. Job listings are posted in classrooms and on bulletin boards on campus. Employability skills are part of every curriculum. Note: MTI’s placement services cannot guarantee employment.
**Students with Special Needs**
Self-identification and documentation of disabilities help us serve you better. While MTI makes no pre-admission inquiry about an applicant’s disability, such knowledge can often be helpful in the admission process. We recognize the decision to disclose a disability is a personal choice that every applicant may exercise. We respect that choice; however, we encourage applicants with hidden disabilities, such as learning disabilities, emotional disabilities or chronic medical conditions, to disclose such conditions and provide us with all necessary data. It is only through self-disclosure that informed and fair decisions can be made by both the students and the school regarding the suitability of MTI’s programs. This information is also useful after the student is enrolled in helping the faculty and staff provide the needed services or in referring students for appropriate services. Accommodations can be made only after the student provides the appropriate documentation to his/her counselor.

Access to and opportunity for programs, services, and activities are provided for individuals with disabilities. Counselors are able to assist students with disabilities in selecting occupational training programs compatible with interests and abilities. Modifications to work areas and curriculum are provided when necessary. Designated parking spaces are identified and ramps provided for accessibility. Students are requested to contact vocational rehabilitation for possible funding assistance. Manatee Technical Institute provides accommodations for students with special needs; however, we do not provide course substitution and/or modification.

**System for Applied Individualized Learning (SAIL)**
SAIL is the primary academic support system for students enrolled in technical programs. The program is highly individualized. Students may enter any time, 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. Flexible schedules can be arranged, as both day and evening classes are available. The program is available to all students currently enrolled in a technical program at MTI. State-of-the-art computer equipment is available to assist in achieving these skills.

**Transportation**
School district buses transport high school students to Manatee Technical Institute. Adult students may use the county bus system. Students who drive their personal vehicles must abide by campus rules and park in designated areas. Parking directly in front of the administration building is for short-term visitor parking. The parking fee is $20 annually.

**Volunteer Tutors**
Volunteers are provided as tutors for any student at MTI 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.

**Financial Information**

**Tuition and Fees**
Adults pay tuition and lab fees, as well as purchase books, uniforms, safety gear and tools as required. Students pay on a per term basis for most Career Preparation programs. Manatee County high school students are exempt from paying tuition and lab fees. The Florida Legislature establishes the tuition for postsecondary centers on an annual basis. Resident tuition $2.92 per clock hour for career prep. Nonresident tuition is $11.69 per hour for career prep. All tuition and fees are estimates subject to legislative and board approval. All new students will be charged a one-time application fee. The main campus application fee for career prep is $15 and the east campus application fee is $30. Other fees may apply. For a full description, visit the MTI catalog online. School year registration and parking fees range from $20 to $30. Health and Safety fee is $14 or current premium cost. Students who are here for courses of fewer than 30 hours will not need to purchase a parking decal. Listed costs for each program are approximate and include uniforms, books, tools, etc. A $50 late fee is assessed for late registration.
Note: “Clock Hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

*Tuition will be revised July 1 of each academic school year.

**Fee Breakdown**

<table>
<thead>
<tr>
<th>Per Hour</th>
<th>Standard</th>
<th>Financial Aid</th>
<th>Capital Improvement</th>
<th>Technology Fee</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Prep</td>
<td>$2.44</td>
<td>$0.24</td>
<td>$0.12</td>
<td>$0.12</td>
<td>$2.92</td>
</tr>
<tr>
<td>Resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Prep</td>
<td>$9.76</td>
<td>$0.97</td>
<td>$0.48</td>
<td>$0.48</td>
<td>$11.69</td>
</tr>
<tr>
<td>Non-Resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Ed</td>
<td>$30 per term or $45 per half year ($90 is the maximum cost that can be charged)</td>
<td></td>
<td></td>
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<tr>
<td>Resident</td>
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<tr>
<td>Non-Resident</td>
<td></td>
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</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 Restest cost - $12 each for reading, math, science, or social Studies
- 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 $10 to $1,550 per quarter depending on program.
- Registrations Fees - $20 Vocational Program Main Campus, $30 East Campus Yearly
- Program General Application Fees Vocational $15, Adult General Education $20
- Public Service and Health Programs - $30
- Uniforms - $11.98 and up-based on individual program - standard sizes plus tax.
- Parking $20 annually
- ID Card - $10 annually, replacement card $20, includes tax
- Non-Sufficient Funds Fee for returned checks - based on amount collected and administered by automatic recovery solutions
- Copying - $0.60 per page (for student records, Financial Aid, billing, etc.)
- 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

**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 the Florida courts. Evidence of Florida residency may include must include at least two from the lists below:

- 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

**Deferrals**

MTI is approved for Veterans Education training. Federal, State and local financial aid is available to students who qualify. Students who are participants of the Farmworkers Program 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 MTI for payment through the Bookkeeping Office.

**Refund Policy**

Manatee Technical Institute 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 MTI 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...
Refunds for tuition and fees are printed below:

1. If before the first class meeting, MTI cancels a class, denies a student’s enrollment, or a student withdraws:
   a. TUITION – 100 percent refund
   b. FEES – All fees refunded except registration/application fee/parking fees (if issued)

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

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

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.

NOTES:
MTI breaks down the total tuition and fees due during the school year into four payments. Payments are due before the beginning of each quarter or payment period. The tuition/fee schedule below is based on 1080 hours (standard program hours available during school year for students attending Quarters 1-4:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Hours or Percentage</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>258 hours or 25%</td>
<td>is due in August</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>540 hours or 50%</td>
<td>is due in October</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>798 hours or 75%</td>
<td>is due in January</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>1080 hours or 100%</td>
<td>is due in April</td>
</tr>
</tbody>
</table>

New students are allowed entry at the beginning of each quarter or payment period. All students are enrolled until fiscal year end. There is no refund for Application Fees. There is no refund for Parking Fees (if issued). There is no refund for personal enrichment classes if the student attends one class. There is no refund for the TABE test.

Students may request a refund through a counselor at the time they complete their withdrawal form. However, MTI 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 student’s 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 MTI does not require up front payment for an entire program. MTI does not bill for terms that have not begun. Actual refunds will be made based on actual payments received at the time a refund is deemed necessary.

Leave of Absence
If a student needs an extended absence, administration must pre-approve a Leave of Absence (LOA). A leave of absence shall not extend longer than ten days. 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 picked up from the student’s guidance counselor.
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.

Financial Aid Office
The Financial Aid Offices, located at both Man and East Campuses, are open to all students to help provide financial assistance for their education at MTI. 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 MTI are not eligible for Title IV funding until these requirements are met.

Federal Financial Aid
MTI offers the Pell Grant, the 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.

Satisfactory Progress
Manatee Technical Institute 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 eligibility. 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 then 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)
This 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
MTI Scholarships are available to Florida residents with need. Students must apply for these scholarships. Awards are based on funds available. The Florida Student Assistance Grant is awarded to students that are Florida residents with need. Priority is given to students that do not have enough Pell Grant to cover tuition costs.

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 MTI 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 students’ senior year and can be used at MTI. Award amounts are determined each by the state and
are based on 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**
MTI, 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. Ste 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.

**Veterans**

**Veterans’ Educational Assistance Information**
MTI’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 MTI. 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 MTI 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. MTI 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.

MTI 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.
- Early departures, class cuts, tardies, 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 quarter.
- When a student has failed to maintain prescribed standards of progress, 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 quarter of satisfactory attendance. The school may re-certify the veteran student only if it has been determined that the veteran’s attendance-related problems have been resolved. Recertification will begin the quarter following satisfactory attendance.

**Veteran’s Standards of Progress**
The educational programs at MTI are based on clock hours and the school year is divided into Occupation Completion Points (OCP’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 student’s 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, tardies, etc., for any portion of an hour will be recorded. Six of these are counted as one absence and will be counted as an absence in a month. 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 determine that the veterans’ attendance-related problems have been resolved. Recertification will begin the month following satisfactory attendance.

**Satisfactory Academic Progress Policy:**
The educational programs at MTI 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. Recertification 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 MTI activities or work sites will be subject to disciplinary action by the administration of MTI up to and including a recommendation of expulsion from MTI.

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 MTI & 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 MTI, the following steps are to be taken:

• Complete an Application for Admissions.
• Sign up to take the TABE (Test of Adult Basic Education). This is required for all incoming students not holding an Associates Degree or higher.
• See a counselor regarding the program you wish to take. The counselor will go over any 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, MTI's VA Certifying Official will prepare a file for you and enter your Enrollment Certification on the computer through V.A. Once. Students must certify their enrollment at the end of each month through WAVE: www.gibill.va.gov/resources/verify-attendance/ or by calling 1-888-442-4551. Certifying hours after withdraw will result 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.

**Instructional Policies and Procedures**

**Types of Programs**

Training programs at MTI 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 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.

**Grading System**

Adult and high school students are graded under the same standards used in the Manatee County school system:

- A: 90 - 100
- B: 80 - 89
- C: 70 - 79
- D: 60 - 69
- F: 0 - 59

Adult and high school students receive grades quarterly.

**Attendance/Withdrawal Policy**

**Postsecondary Policy:**

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. If a student is unable to attend a scheduled class or field trip, the student shall contact the instructor to self-report the absence. Any student with five absences during a nine-week grading period may be withdrawn based on the instructor’s recommendation. Three partial attendance days (student is late or leaves early) count as one absence. In compliance with Florida statute, any adult student with six consecutive absences shall be withdrawn. The withdrawal date shall be the first of the six days the student was absent.

**A. First Withdrawal for Poor Attendance:**

A student withdrawn due to poor attendance may apply for readmission for the next term. The student will be readmitted with an Attendance Contract.

**B. Second Withdrawal for Poor Attendance:**

A student withdrawn for poor attendance a second time, must be out of school for a full term 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.

**C. Third Withdrawal for Poor Attendance:**

Any student withdrawn for poor attendance a third time may apply for readmission after one school year.

**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 MTI 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 MTI 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 fifteen 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.

**Student Conduct**

**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 MTI. Unacceptable behavior includes, but is not limited to unsafe shop procedures, disruptive behavior, horseplay, profanity, loud talking, sleeping, and improper or unsafe driving.

**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.

**Academic Honesty**
MTI 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 MTI.

Active Learners
Students are active learners in meeting MTI’s goals of excellence. The following outlines the expectations students should have of their school and its staff. It also lists the responsibilities students should display towards their school and its staff.

Students’ Expectations:
The best possible educational opportunities, a staff that is sensitive and responsive to their individual needs, and 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; and 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).

Drills
Regulations require that a fire drill be held periodically during the school year. MTI 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.

Universal Precautions:
Always consider blood and body fluids as contaminated; these should NOT touch bare hands. Germs can live in almost any environment. Do not pick up broken glass. If there is broken glass or overflowing trash cans, ask the instructor or a school employee to notify maintenance personnel. Do not share cosmetics or remove contact lenses while in the work area. Never eat or drink in the classroom or lab. Hand washing is the single best way to stop the spread of infection. Most contaminants can be removed from the skin with 15 seconds of vigorous lathering and scrubbing with plain soap. Remember, if an accident occurs, report it to the instructor and complete an accident form.

ID Badges
All students wear the school’s identification badge. ID must be worn and be visible at all times while on the campus. IDs are purchased upon initial enrollment for $10. It is to be worn below the shoulder and above the waist. If lost or misplaced, a new ID must be purchased in the Book Store for $20.

Dress Code
Whether you are attending MTI to earn a diploma or gain job skills, this is your workplace. You should conduct yourself as though you are already in the workforce. All students are required to wear the appropriate uniform when attending classes. Your instructor will inform you if you need other program-specific clothing or safety equipment.

The following is from the School Board approved Dress Code: All students are expected to maintain a healthy, natural look: to have clean hair; it should be combed. No hats, scarves, bandannas, etc., are to be worn. Students are to dress in good taste for the school environment and be neither a distraction nor a safety hazard to yourself or others. For a comprehensive list of what may and may not be worn, refer to the Student Handbook.

Uniforms
MTI has a program-specific uniform policy. The counselor will be able to provide information regarding color, styles, and price. All students are
required to wear their program's uniform shirts (and pants, and specific shoes, if required) and follow the School Board Policy listed.

**MTI School Rules**
- Wear visible ID badge.
- Dress in program uniform and according to Board policy.
- Be in class on time and be ready to learn!

**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.

**Procedures to Open a New Program**

In order to stay current with offerings that meet the local need, Manatee Technical Institute continually reviews its current offerings and actively seeks new program opportunities. The first step in adding a new program is to identify a need for a new program. New program possibilities could be developed by a new business that moves into the area, a local business that plans an expansion or other significant change or growth, requests from the public for programs not currently offered, and/or data in the Florida Industry and Occupational Employment Projections compiled by the Office of Workforce Informational Services of the Labor Market Statistics.

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 timeline if there is justification for further development of the new program.
4. The timeline would have 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 timeline would have recommendations about the most appropriate location (campus) and time of day (day or evening) for the new program.
6. The timeline 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 timeline 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 timeline is presented to the Board of Governors for their approval. The Director of Career, Technical, and Adult Education should be notified of the timeline.

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 timeline 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 list 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.

**Florida Education & Training Placement Information**

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<tr>
<td>Sarasota</td>
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</tr>
</tbody>
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East Campus Programs

Public Service

Law, Public Safety & Security
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. Programs offered are Law Enforcement Officer, Crossover from Correctional Officer to Law Enforcement Officer, Career Development for present officers, and other specialized classes.

Law Enforcement Officer - P430105 - 770 hours

Occupational Completion Points:
A - Law Enforcement Officer - 770 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).

Length of Program
The Law Enforcement Officer Course is 770 hours. Specialty may be given in such areas as advanced police procedures and techniques, criminal tests for intoxication, etc. Classes are held 8 hours per day Monday through Friday for 5 months or 5 hours per evening Monday through Friday for approximately 7 months.

Successful completion of the program makes one eligible to take the State Certified Examination for Law Enforcement, the required test to become a certified police officer in the State of Florida.

Crossover from Correctional Officer to Law Enforcement Officer - P430125 - 515 hours
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.

Fire Science Technology
Fire fighting courses are offered to individuals requiring certification by the Florida State Fire College for fire fighting, fire apparatus operator/hydraulics, fire officer 1, fire safety inspector, arson investigator, and fire instructor. Licensure for this program may be obtained by completing state legal requirements.
Firefighter 600 hours

Occupational Completion Points:
A - Firefighter I - 300 hours
B - Firefighter II - 300 hours

The following courses are offered to meet state certification requirements:

Fire Apparatus Operator 88 hours
Prerequisite: Fire Fighter I

Fire Inspector 240 hours
Occupational Completion Points:
A - Fire Inspector I - 200 hours

Fire Officer 336 hours
Occupational Completion Points:
A - Firefighter I - 225 hours
B - Fire Lieutenent - 328 hours

Fire Investigator 192 hours
Occupational Completion Points:
A - Fire Investigator I - 192 hours

Fire Instructor 96 hours
Occupational Completion Points:
A - Fire Instructor I - 48 hours
B - Fire Instructor II - 48 hours

Special Firesafety Inspector 240 hours
Occupational Completion Points:
A - Special Firesafety Inspector - 40 hours

Program Content
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.

Admissions
1. Attend a program information session; applications are only available at these sessions.
2. Submit a completed program application that includes the following:
   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

Articulation
Fire Science Technology courses are articulated with Manatee Community College towards an A.AS, AS or AA. degree.
The curriculum includes:

- FFP 1505 Fire Prevention Practices
- FFP 2540 Private Fire Protection Systems I
- FFP 2120 Building Construction for the Fire Service
- FFP 2326 Construction Documents and Plans Review
- FFP 1300 Codes and Standards
- FFP 2010 Fire Chemistry
- FFP 2541 Private Fire Protection Systems II
- FFP 2610 Origin and Cause
- FFP 1530 Fire & Life Safety Educator I
- FFP 1791 Public Information Officer
- FFP 1720 Company Officer
- FFP 2810 Firefighting Tactics and Strategy I
FFP 2811 Firefighting Tactics and Strategy II
FFP 2740 Fire Service Course Delivery
FFP 2100 Fire Department Administration
FFP 2151 Fire Service Course Design
FFP 1770 Ethical & Legal Issues for the Fire Service

This program also offers non-credit courses in the Incident Command System (I-100, I-200, I-300, and I-400): Hydraulics, Driver-Operator, Aerial Operations, Marine Firefighting, Rope Rescue, Hazardous Materials, Awareness and Operations, and Basic Concepts of Terrorism Awareness.

Health Occupations

**Basic Healthcare Worker (90 hours)** is an integral component of all Health Occupations programs. Basic Healthcare Worker should be taken first or concurrently with the first course in the program. Students may be exempt from taking Basic Healthcare Worker if previously completed in another Health Occupations program.

Dental Programs

**Dental Assisting Technology & Management** 1230 hours

The program is designed to prepare students for employment as dental assistants. Students graduate with entry-level skills for general chairside, dental laboratory and business office administration. Graduates receive a state certificate in dental radiography and dental assisting expanded functions. Students are prepared to take the Dental Assisting National Board exam, which earns them the credential of Certified Dental Assistant. The program is accredited by the Commission on Dental Accreditation and the Florida State Board of Dentistry. Students must be 18 years of age with a high school diploma or the equivalent. Students completing the ATD program will be awarded guaranteed college credit upon enrollment in the A.S. Degree Program for Dental Assisting Technology & Management at the Community College.

Limit 20 students/class. Application deadline 30 days prior to program start date.

**Occupational Completion Points:**
- A - Basic Healthcare Worker - 90 hours
- B - Dental Sterile Technician - 160 hours
- C - Dental Assistant - 980 hours

**Program Content**

The Dental Assisting program covers chair side assisting, laboratory procedures, and business operations. These areas include, but are not limited to knowledge of dental anatomy, pharmacology, physiology, microbiology, radiology, and oral histology. Professionals in the field are guest lecturers and preceptors. During the last 350 hours of the program, students do on-the-job training in internships at local dental offices. Students are required to have a working computer and high speed internet access for assignments using various technologies developed for use in the program.

**Certification**

The Dental Assistant program prepares students for certification and employment as a Certified Dental Assistant. Certification carries with it the prestige of a broad general knowledge and the ability to apply it properly. 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 a state certificate in Dental Radiography in Dental Assisting Expanded Functions.

**Accreditation and Faculty**

MTI is accredited by the Council on Occupational Education. Faculty are qualified dental educators and certified dental assistants.

**Governing Agencies**

Florida State Department of Education and the Florida State Board of Dentistry.

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

Length of Program
The Daytime Dental Assisting Program is offered two times each year: One daytime program runs from August – June and another program runs January – December.
The daytime programs meet Monday - Friday from 8:00 a.m. - 2:30 p.m. Daytime students must complete a required internship in the final 350 hours of the program. Internship hours are based on a regular work day in an assigned dental office. Students should be prepared to extend their daily hours during that portion of the program. There will also be an occasional class meeting on Fridays during the clinical practice internship phase of the program.
An evening dental assisting program is offered and one will be scheduled to begin once the previous program ends. Evening dental assisting students attend class Monday through Thursday from 5:30 p.m.- 9:30 p.m. Evening dental assisting students must be prepared to complete a required internship during the daytime hours for the final 350 hours of the program. There will also be an occasional class meeting on Wednesday evenings during the clinical practice internship phase of the program.

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

TABE
The TABE test is offered at MTI (all campus locations) several days a week, both mornings and evenings. You must pre-register for the exam at the front desk at the campus where taking the test and pay a $25.00 registration fee. Space is limited, so register early. The test is waived for those with at least an Associate’s Degree or higher from a U.S. institution. If the test was taken previously, it is acceptable for two years. If the test was taken at another institution you must get copies of the test results and include it in your application packet. MTI only accepts the Level A version of the TABE. If scores on the TABE are below the required levels, students are allowed to re-test after three months of the first test date. Remediation courses are also taught through Adult Education, and students can re-test when they complete remediation (may be sooner than three months).

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)

FDLE background check
Cleared Florida Law Enforcement Background (4) 24 is required. The Dental Assisting National Board (DANB) may disqualify candidates from taking the CDA exam if a prior or pending felony conviction exists. The DANB CDA exam is an exit requirement for all students in the dental assisting program. Program applicants with a felony conviction (or pending charge) will be referred to the Dental Assisting Advisory Council for consideration and recommendation for program entry. The applicant will be required to write a letter of explanation and intent, and may be asked to appear before the council. Neither the Dental Assisting Advisory Council...
nor MTI can guarantee to any student with a felony history that they will be accepted as an exam candidate by the Dental Assisting National Board. Applicants with a misdemeanor conviction (or pending charge) must undergo a formal interview with the dental assisting program director prior to acceptance.

**Drug Screening**

All dental students are given random drug screenings during the school year. Positive results on the drug test will result in immediate dismissal from the program. Any payment of lab fees, books, or materials are not refundable. Applicants with positive drug test results must wait a minimum of six months to re-apply to the program with evidence of successful participation in a substance abuse rehabilitation program.

**Emergency Medical Programs**

**Emergency Medical Programs**

Emergency Medical programs prepare students to secure an entry-level position with a life support team and to take the state certification examination to work as an EMT or paramedic. Supplemental training keeps certificates upgraded.

**Emergency Medical Technician (EMT) - Basic — ATD 250 hours**

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 National Registry certification. Certified by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

**Occupational Completion Points:**

A - Basic Healthcare Worker - 40 hours  
B - Emergency Medical Technician - 250 hours

**Program Content**

Patient assessment for illness/ injuries, Airway management, Cardiopulmonary resuscitation, Treatment modalities for Bleeding and Shock, Soft tissue injuries, Musculoskeletal injuries, Spinal injuries, Medical emergencies, Emergency childbirth, Pediatric emergencies, Emergency operations, i.e., hazardous materials, multi-casualty incidents, Emergency extrication, Transportation of patients to receiving facility

**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.

**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:

- Measle-Mumps-Rubella (MMR)  
  - doses required with the 2nd dose at least one month after the first  
  - 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.

**Length of Program**

**Daytime schedule: Full-time status**
- Monday through Friday - 8:30am - 3:00pm.

**Evening schedule: Part-time status**
- Mon-Thurs 6:00pm-10:00pm and 3-4 Saturdays total. Approx 5 1/2 months.

**Emergency Vehicle Operator Course**
- 16 hours
EVOC is a 16-hour course consisting of 8 hours classroom and 8 hours ambulance driving section. Qualifies an individual to operate an emergency vehicle for medical providers.

**EMT Refresher**
- 32 Hours
(Sufficient enrollment required for class to be held.) Requires valid Florida EMT certification. Groups greater than 12 may request classes at our facility be scheduled to meet training needs.

**Paramedic**
- 1100 Hours
This program prepares students for employment as paramedics. 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. Program articulates up to 39 hours to SCF towards an A.A.S. in Emergency Medical Services. Certified by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

**Program Content**
Paramedic 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.

MTI’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.

**Occupational Completion Points:**
- A - Basic Healthcare Worker - 90 hours
- B - 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.
- An interview after completion of your application.
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:
- Measle-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

Length of Program
The program is 1100 hours and will take approx. 11 months to complete. Classes are from 10:00am - 6:00pm and run on a shift-friendly schedule. No weekends.

Massage Therapy
The Massage Therapy program is designed to prepare students for employment as licensed massage therapists. The program is in accordance with the Florida Statutes for Massage Therapy and the Board of Massage Therapy. The Massage Therapy Certificate Program, located on the MTI 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
202-895-1518

At the completion of the program, students must sit for the state licensing examination 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 superficial 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 941-751-8479 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. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma or GED
3. Interview

Length of Program
Day program is six hours per day, 4 days per week for 8 months. The second half of the program requires at least 10 Saturdays for the student massage clinical from 8am-2:30pm.

Medical Assisting
1300 hours

Mission Statement
The mission of the MTI Medical Assisting Program is to inspire aca-
demic, professional, and ethical excellence in order to attain a quality education which meets the standards of care for a diverse population. In addition, focus is placed on teaching broad, transferable skills which will assist students in pursuing their dreams in many areas of the medical profession.

The Medical Assistant program is designed to prepare students for employment as medical assistants in a variety of healthcare settings. Students will be equipped to function as administrative assistants with clerical and managerial skills, as well as clinical assistants competent in ECG, phlebotomy, laboratory skills, patient care and education. The program is in accordance with the Florida Statutes for Medical Assistants. The Medical Assisting Certificate Program, located on the MTI East campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727/210-2350

Program Content
The content 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 completes with a 230 hour internship at a local physician's office or clinic.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Medical Office Receptionist - 100 hours
C - Phlebotomist - 75 hours
D - EKG Aide - 75 hours
E - Medical Assistant - 960 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941-751-8479 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 / DET (Diagnostic Entrance Exam) required for some programs.
   b. Proof of Florida residence (ex. Florida Driver's License)
   c. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma of or GED
3. Interview

Length of Program
Medical Assisting is a 1300-clock hour program. The program will take approx. one year to complete.

Nursing Programs

Nursing Assistant (Articulated) 165 hours
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. Successful completion of this 11-week program
prepares the student to take and pass the examination for state certification (CNA) and 165 hours is transferrable into the Practical Nursing Program. Limit 12 students.

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

**Program Content**
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)

**Nursing Assistant (Long Term Care)**  
120 hours  
The purpose of this program is to prepare students for employment for 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. Successful completion of this 4 week program prepares the student to take and pass the examination for state certification (CNA) and 75 hours is transferrable into the Practical Nursing Program. This program enhances desirability as a candidate for admission to the Registered Nursing Program at SCF. Limit 12 students.

**Occupational Completion Points:**
A - Nurse Aide and Orderly - 120 hours

**Practical Nursing**  
1350 hours  
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. Half of the program hours are in clinical settings such as Manatee Memorial Hospital, Manatee County Health Dept. (DOH), and long-term care facilities. Successful completion of this class prepares students to take the examination for licensure in the state of Florida.

**Occupational Completion Points:**
A - Basic Healthcare Worker - 90 hours  
B - Nurse Aide and Orderly (Articulated) - 75 hours  
C - Practical Nurse - 1185 hours

**Program Content**
The program 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, III, and IV.

The nursing department at MTI is affiliated with the following clinical sites:
- Blake Medical Center  
- 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  
- Braden River Health Care  
- Freedom Village Complex  
- Pines of Sarasota  
- Manatee County Schools

**Admissions**
1. Confirmation of attendance at a Practical Nursing information session. Call 941-752-8100 to hear a list of information session dates and times and current program offerings  
2. Completion of application request form, proof of residency, TABE test or College transcript, and consultation with Career Counselor.  
3. Submit a completed Practical Nursing application (and $30 fee) that includes the following:
A. Stamped self addressed #10 envelope with 2 forever stamps
B. 250 word essay
C. Documentation of physical examination, required immunizations 2 MMR's or positive titer, Tdap, within 10 years, 2 negative TB tests results, 2 Chicken Pox vaccinations or positive titer.
D. Completed application for background check and appropriate fee, ($55 and up)
E. Proof of High School Diploma or GED
F. TEAS Test - $45.00

Length of Program
The full-time Practical Nursing program is 1350 hours, approximately 11 ½ months. The program is approved by the Florida State Board of Nursing and the Department of Education. Graduates are eligible to take the licensure examination (Licensed Practical Nurse). Manatee Technical Institute has two day classes; one starting in July and one in January. MTI also offers a part-time program meeting from 6-10 pm on two evenings per week and alternating weekends (Saturday and Sunday) from 7 a.m. to 3:30 p.m. The part-time program is 1350 hours and takes up to 27 months to complete.

Optometric Assisting

Optometric Assisting
1080 hours
This program is designed to prepare students for employment in the eye care profession. Optometric assistants work with optometrists and other eye-care professionals. Course work includes ocular anatomy and physiology, eye diseases, refractive errors, vision testing, special diagnostic testing, fitting eyeglasses and contact lenses, and business management of the eyecare office. Optometric Assisting students are eligible to sit for the Certified Paraoptometric Assistant Examination upon program completion. Program approved by the American Optometric Association.

Program Content
The content includes, but is not limited to, 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.

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 941-751-8479 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. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma or GED
3. Interview

Length of Program
The program length is 1080 hours and approx. 10 mos. to complete.

Orthopedic Technology

Orthopedic Technology
800 hours
The Orthopedic Technology program prepares students to work with orthopedic physicians or surgeons to treat patients in a variety of health care environments. The program provides the skills and knowledge needed to become a competent orthopedic technologist performing routine office and departmental procedures and the ability to perform certain
basic functions such as applying and removing casts, splints, and braces; fitting patients with prosthetics; assisting with the care of acutely injured patients; and assisting the physician in the reduction and/or manipulation of orthopedic injuries. Surgical assisting may include office minor surgery and manipulation of fractures. Completers may be employed in hospitals, clinics, and private practice offices.

**Occupational Completion Points**
A - Basic Healthcare Worker - 90 hours  
B - Orthopedic Technologist - 710 hours

**Admissions**
1. Attend a program information session; applications are only available at these sessions. Call 941-751-8479 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. Documentation of physical examination & immunizations  
   d. Completed application for background check  
   e. Proof of High School Diploma or GED
3. Interview

**Length of Program**
The program length is 800 hours and will take approx. 8 months to complete.

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**Pharmacy Technician**

**Mission Statement**
The mission of the Pharmacy Technician Program is to prepare students to meet the health care needs of the community by providing premier training that ensures that graduates acquire the essential skills and knowledge that enable them to enter and succeed in the field of pharmacy.

**1050 Hours**

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. Upon successful completion of the program the student is eligible to register as a Registered Pharmacy Technician (RPT) in the state of Florida and to sit for the Pharmacy Technician Certification Examination offered by the Pharmacy Technician Certification Board (PTCB) in order to become a Certified Pharmacy Technician (CPhT).

**Program Content**
The content includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, pharmacy terminology, pharmacology, medication processing, 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 941-751-8479 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. Documentation of physical examination & immunizations  
   d. Completed application for background check  
   e. Proof of High School Diploma or GED
3. Interview
Length of Program
The program length is 1050 hours and will take approx. 10 months to complete.

Surgical Technology

Surgical Technology 1330 hrs
The Surgical Technology program is designed to prepare students for employment as surgical technologists. The program is in accordance with the Florida Statutes for Surgical Technology. The Surgical Technology Certificate Program, located on the MTI East campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org).
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354

Program Content
The content 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. Clinical learning experiences in an operating room and related areas are an integral part of this program.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Central Supply Assistant - 210 hours
C - Surgical Technologist - 1030 hours

Admissions
1. Attend a program information session; applications are only available at these sessions. Call 941-751-8479 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. Documentation of physical examination & immunizations
   d. Completed application for background check
   e. Proof of High School Diploma or GED
3. Interview

Length of Program
The program is 1330 hours and will take approx. one year to complete.

Continuing Education

Criminal Justice
Career Development
Fire Science
Fire Officer II Certification
Legal and Ethical Issues for Fire Service
Manatee Technical Institute 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
MTI is also designated as a Community Training Center by the American Heart Association. A schedule of current courses is published semi-annually. 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
  - ACLS Renewal
  - BLS Healthcare Provider
  - BLS Healthcare Provider Renewal
  - Heartsaver AED
  - PALS Provider
  - PALS Renewal

- **Instructor Classes**
  - ACLS Instructor

Main Campus Programs

Architecture & Construction Technology

Air Conditioning, Refrigeration and Heating Technology
I470203 1350 hours

The purpose of this program is to prepare students for employment or ad-
Advanced training in the heating, air-conditioning (A/C), and refrigeration and ventilation industry. Classroom, shop, and laboratory activities are an integral part of this program. The students prepare to obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. Prepares students for HVAC Excellence Certification.

Individuals completing this program will be qualified to work in the industry under the supervision of a master craftsman. In partnership with Home Builders Institute and the Workforce Development Arm of The National Association of Home Builders.

**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

**Program Content**

Concepts of refrigeration, air conditioning and heating, functions of fluids, pressures, and refrigerants, safety procedures, tool care and use. Use of testing equipment, Piping, tubing, and fittings, Basic electricity as applied to the trade, Control systems for residential heating/cooling systems, Compressors, evaporators, condensers, and metering devices, Mechanical/electronic and air handling fans, Heating, air conditioning start-up, and service analysis, Transport refrigeration-Applications, Maintenance & Troubleshooting, Knowledge of industry codes and standards, Employability skills/internship.

**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, instructor interview, registration, and orientation.

**Length of Program**

Adult students attend five days per week, six (6) hours per day for one and a half years.

**Building Construction Technology**

1050 hours

The purpose of this program is to prepare students for employment or advanced training in the building construction industry. Classroom, shop, and laboratory activities are an integral part of this program. This curriculum is nationally recognized by the NCCER. After completion, national NCCER certification and assistance with job placement are available for adults.

**Program Content**

Instruction focuses on broad, transferable skills, stresses the understanding of all aspects of the building construction 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, basic carpentry, installation of dry wall, plumbing fixtures, electrical components, concrete and masonry. Training in construction OSHA, fork truck and first aide are available through this program. Students can earn national certification through the National Center for Construction Education and Research (NCCER).

**Occupational Completion Points:**
- A - Building Construction Helper - 450 hours
- B - Building Construction Technician - 600 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, instructor interview, registration and orientation.

**Carpentry**

1200 hours
The purpose of this program is to prepare students for employment in the carpentry industry. Students learn the use of hand and power tools, selection and use of materials, estimating, blueprint reading, and interpretation of building codes. This curriculum is nationally recognized by the NCCER. After completion, national NCCER certification and assistance with job placement are available for adults.

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

Night Part I - 600 hours
Night Part II - 600 hours

**Program Content**
Shop and tool safety, floor & wall framing, handling and storage of materials, roof systems, applied math, stair preparation, blueprint reading, exterior finishes, site preparation and layout, interior, finishes. Communication, employability, cabinetmaking, entrepreneurship skills door & window installation.

**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, instructor interview, registration, and orientation.

**Drafting**
The purpose of the Drafting Program is to prepare students for employment in the diverse field of drafting. Students will learn manual drafting and CAD procedures in the aforementioned disciplines incorporating theory and practice. The CAD programs include AutoCAD, Revit Architecture, and Solidworks. Students will have extensive training in 2D and 3D modeling applications preparing real world drawings. Once the students complete Manatee Technical Institute's drafting program they will have national certifications in AutoCAD and Solidworks.

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

**Program Content**
Drafting skills, manual and computerized, Technical math, CAD Modeling Technician, Drawing - multi-view, sectional, auxiliary, surface, Principles of dimensioning, Communication, employability and entrepreneurship skills

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

**Length of Program**
Adults may attend five days a week either full-time for six hours a day for one and a half years or part-time for three hours a day for three years. High school students attend part-time on alternating days in conjunction with their high school’s block scheduling.

**Electricity**
The purpose of this program is to prepare students for employment or advanced training in a variety of electrical industries. Classroom, shop, and laboratory activities are an integral part of this program. Prepares students for NCCER Certification.

**Occupational completion points:**
A - Electrician Helper – 300 hours
B - Residential Electrician – 450 hours
Manatee Technical Institute

C - Commercial Electrician – 450 hours
D - Industrial Electrician - (optional 300 hours = 1500 hours course)

Program Content
This program has a planned sequence of instruction consisting of a core and a total of three occupational completion points (OCP), with an option of one additional OCP to become an industrial electrician. The recommended sequence allows students to complete specific portions of the program for employment or to remain for advanced training. A student who completes the applicable competencies at any OCP may either continue with the training program or terminate as a completer. Industrial Electrician is a combination program which includes Residential, Commercial, and a portion of the Industrial Electricity program. Accredited by the National Association of Home Builders.

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

Length of Program
Adults may attend five days a week either full-time for six hours a day for one year or part-time for three hours a day for two years. High school students attend part-time on alternating days in conjunction with their high schools’ block scheduling.

Plumbing Technology
The purpose of this program is to prepare students for employment or advanced training in a variety of pipe occupations. This hands-on program includes safety, plumbing-related math, blueprint and job specifications, building codes, pipe-cutting-and-joining skills, rough and trim plumbing, water heaters, and storm drains. Prepares students for NCCER Certification.

Occupational completion points:
A – Plumber/ Pipefitter Helper – 360 hours
B – Residential Plumber – 240 hours

C – Commercial Plumber – 240 hours
D – Plumber – 120 hours

Program Content
Use of hand and power tools, selection of materials, estimating, blueprints, and interpretation of plumbing codes. Emphasis on installation, repair and construction practices. Small and large construction projects are an integral part of the program.

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, instructor interview, registration, and orientation.

Length of Program
High school and adult students attend five days per week, 3 hours per day for 20 months on a part-time basis, or 6 hours per day for 10 months on a full-time basis.

Arts, A/V Technology & Communication

Digital Design
This program focuses on broad transferable skills and stresses understanding and demonstration of elements of the digital publishing industry. This course is focused on building a solid foundation of visual communications using Adobe Photoshop, Adobe InDesign, and Adobe
LightRoom. Course includes Digital Graphic Design and Digital Photography, Image Editing and Retouching, and Camera and Lighting Knowledge. 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

Program Content
This course will build a solid foundation of computer technology and its relationship to the Communication Design industry concentrating on the introductory of computer technology, word processing, layout and introductory digital editing. The class is a hands-on, real work environment utilizing current technologies used in industry. It will also introduce basic knowledge of computer skills required to proceed with further professional growth in this field.

Length of Program
Adults may attend five days a week either full-time for six hours a day for one year or part-time for three hours a day for two years. High school students attend part-time on alternating days in conjunction with their high schools’ block scheduling.

Digital Video Production 1500 hours
This program is designed to prepare students for initial employment as production assistants, audio/video equipment technicians, video/TV camera operators, video editors, multi-media 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
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.

Length of Program
Adults may attend five days a week either full-time for six hours a day for one year or part-time for three hours a day for two years. High school students attend part-time on alternating days in conjunction with their high schools’ block scheduling.

Business, Management & Administration

Mission Statement
The mission of the School of Business Technology is to enable students, whose career objective is in office occupations, to develop job entry-level performance skills and employability skills.

Accounting Operations 900 hours
Accounting Operations is designed to prepare a person for employment as an Information Technology Assistant, an Accounting Clerk, an Accounting Associate, and/or an Accounting Assistant and to provide supplemental training for persons previously or currently employed in any of these occupations.

The program is designed to prepare students for employment in the busi-
ness and information technology industry. It teaches students the skills needed in high-tech accounting offices: Microsoft Office 2013 (Word, Excel, PowerPoint, and Outlook), manual and automated beginning and advanced accounting (double-entry accounting, methods of recording business transactions, preparation and analysis of financial statements, payroll and tax forms, and accounting control systems, QuickBooks Pro, business communications, business ethics, internship, etc.

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

**Program Content**
Manual and automated beginning and advanced accounting including methods of recording business transactions, principles of double-entry accounting, preparation and analysis of financial statements, payroll and tax forms, and accounting control systems is included in the accounting curriculum. In addition to the accounting curriculum, Microsoft Office 2013 (Word, Excel, PowerPoint, and Outlook), QuickBooks Pro, business communications, business ethics, and computer literacy are taught. Also, internships are encouraged.

**Admissions**
Student must take the TABE test and score at 10th grade level in Reading, Math, and Language.

**Length of Program**
Approximately 9 months full-time to complete the program.

**Administrative Office Specialist**
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 2010 (Word, Excel, PowerPoint, Access, Outlook and Publisher), QuickBooks, accounting, keyboarding, business communications, letter writing, etc. 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 Assistant - 450 hours

**Certifications**
Microsoft Office Specialist and QuickBooks

**Program Content**
Skills necessary to enter or advance in high demand support occupations. Keyboarding, computer literacy, communication skills, office procedures, Microsoft XP, and introduction to accounting software.

**Admissions**
Students must take the TABE test and score at 10th grade level in Reading, Math and Language.

**Length of Program**
Approximately one year full-time to complete the program.

**Legal Administrative Specialist**
This program is designed to prepare students for employment as a Legal Administrative Specialist and to provide supplemental training for persons previously or currently employed in this occupation. This program offers a broad foundation of knowledge and skills expanding the traditional role of the Legal Secretary. The content includes performance of office procedures specific to the legal environment, legal terminology, and transcription of legal documents from machine dictation, usage of specialized legal software, the production of quality work in an efficient manner using advanced features of business software applications, research of job opportunities, and the production of high quality employment portfolios and job-seeking documents.
Occupational completion points:
Information Technology Assistant - 150 hours
Front Desk Specialist - 300 hours
Administrative Support - 150 hours
Legal Administrative Specialist - 450 hours

Certification
Microsoft Office Programs

Program Content
Skills necessary to enter or advance in high demand support occupations. Keyboarding, computer literacy, communication skills, office procedures, Microsoft XP or higher, and introduction to accounting software.

Admissions
Students must take the TABE test and score at 10th grade level in Reading, Math and Language.

Length of Program
Approximately one year full-time to complete the program.

Medical Administrative Specialist 1050 hours
This program is designed to prepare students for employment in the business and information technology industry, specific to the medical environment. It teaches students the skills needed in high-tech medical offices: Microsoft Office 2010 (Word, Excel, Power-Point), medical software (MediSoft), intro to medical billing and insurance, medical terminology, medical transcription, accounting basics, keyboarding, administrative medical assisting. Prepares students for Microsoft Office Specialist (MOS) Certification and Certified Medical Administrative Assistant (CMAA) examination.

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

Program Content
Skills necessary to enter or advance in high demand support occupations. Keyboarding, computer literacy, communication skills, office procedures, Microsoft Office applications, Windows, introduction to accounting software, and medical office training as applicable.

Admissions
Students must take the TABE test and score at 10th grade level in Reading, Math and Language.

Length of Program
Approximately one year full-time to complete the program.

Education and Training

Early Childhood Education 288 hours
Program Content
A CDA/Equivalency program that provides the advanced credentials necessary to meet DCF licensing standards. A two-year program with 288 class hours and 4000 hours of on-the-job training. Requirements: Must be a full-time employee at a licensed, participating child care facility, be 18 years of age or older and have a high school diploma or GED.

Classes begin at two entry points, August and January. Application is processed through employer. Tuition is free.

Health Science

Medical Coder/Biller ATD 1000 hours
Program Content
The program is designed to prepare students for employment in a variety
of health care settings as entry level coder, medical record coder, coding technician, or coding clerks, 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. Prepares students for the AHIMA Certified Coding Associate (CCA) credential exam. Students who receive a Medical Coder/Biller Applied Technology Diploma from MTI will receive 28 college credits towards an A.S. in Health Information Management upon acceptance into the HIM program at St. Petersburg College. Admission Requirements: High school diploma or GED.

Occupational Completion Points:
A - Health Information Technology - 90 hours
B - Medical Coder/Biller - 910 hours

Admissions
High School Diploma or GED required. TABE scores of 9 in Mathematics, 11 in Reading, and 11 in Language are recommended.

Length of Program
Program takes approximately 2 semesters to complete full-time.

Patient Care Technician 600 hours
Designed as a dual-enrollment program for high school seniors. Students will attend class for the full year and cover nursing assistant skills as well as patient care assistant skills. Students may apply to take the state certification for Nursing Assistants (CNA) upon course completion.

Occupational Completion Points:
A - Basic Healthcare Worker - 90 hours
B - Nurse Aide and Orderly - 75 hours
C - Advanced Home Health Aides - 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 - 9.0, Math - 9.0, and Language 9.0 and must be met prior to program completion.

Length of Program
Program takes approximately 6 months to complete full-time.

Hospitality

Hospitality & Tourism 600 hours
The purpose of this program is to prepare students for employment in the travel and tourism industry as reservation and transportation agents, travel destination specialists and attendants, cruise ship consultants, or to provide supplemental training for those persons previously or currently employed in the industry. Students will gain an understanding of key elements of the travel and tourism industry such as airlines, cruise lines, hotels, car rental companies, and GDS (global distribution system) training. Professionalism and customer service skills, as well as the study of destination geography, are also major components of the course. Internship or OJT is required. After successful completion of the course curriculum, students are eligible to take the nationally recognized TAP (Travel Agent Proficiency) exam.

Program Content
The program focuses on broad, transferable skills and stresses an understanding of key elements of the travel and tourism industry such as airlines, cruise lines, hotels, car rental companies and GDS (global distribution system) training. Professionalism and customer service skills as well as the study of destination geography are also major components of the course. Career opportunities in this exciting and fast-paced industry include: reservation and transportation agent for major airlines and cruise
lines, meeting planner, tourist boards representative, travel agent, car rental company sales agent, hotel front desk clerk, tour operators, destination specialist, and home-based/ outside sales independent contractors.

Internship or OJT is available. After successful completion of the course curriculum, students are eligible to take the nationally recognized TAP (Travel Agent Proficiency) exam.

**Occupational completion points:**
A - Guest Service Agent - 150 hours
B - Reservation and Transportation Ticket Agent - 300 hours
C - Travel Consultant - 150 hours

**Admissions**
Basic math and language skills, proficiency in English with second languages preferred in this industry. 9th grade level.

**Length of Program**
Program takes approximately 6 months to complete full-time.

**Baking and Pastry Arts** 600 hours
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. Please note that most class sessions begin at 6:00 AM to mimic the hours worked by professionals in the baking industry.

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

**Program Content**
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.

**Commercial Foods and Culinary Arts** 1300 hours
The Commercial Foods/Culinary Arts program is accredited by the American Culinary Federation and will recognize students as a Certified Culinarian upon completion. 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. Articulation agreements award up to 20 credits for students who transfer to State College of Florida, University of South Florida, or Johnson & Wales University upon completion at MTI. 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

**Program Content**
Basic soups, stocks, and sauces, Fruit and vegetable preparation, Meat, fish, and poultry operations, Desserts and bread baking, Menu planning, food costs, and catering, Dining room operations, sanitation and equipment safety operation Customer relations, employability and entrepreneurship skills.

**Admissions**
Basic skills in math and reading are required before completion of the course. Admission process includes evaluation, counseling, instructor
Length of Program
Program takes approximately one year and three months to complete full-time.

The MTI Culinary Arts program is accredited by the Accrediting Commission of the American Culinary Federation Foundation, plus professional memberships with the National Restaurant Association, (NRA), Florida Restaurant and Lodging Association (FRLA) James Beard Foundation. Culinary Arts @ MTI has also articulation agreements with State College of Florida (SCF), University of South Florida.

Mission Statement
Provide the fundamental knowledge and practical skills for successful careers in the I.T. industry.

Occupational completion points:
A - Information Technology Assistant - 150 hours
B - Computer Support Assistant - 150 hours
C - Network Support 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

Program Content
This program trains students for employment in the computer and network support services profession. The content includes instruction in software application support; basic hardware configuration; networking technologies, security, wireless and the associated troubleshooting. Hands-on and simulation software labs are a key portion of the program which include the use of routers, switches, servers, computers and other devices. Students use resources such as Cisco's online interactive networking modules, videos, books, internet, instructor led lesson plans, and lab activities. Training consists of installing, configuring, troubleshooting/repair of computers and networks. The course prepares students for the Comptia A+ certification (A+ exam fee is included in the tuition) and the Cisco CCENT certification. During the course students will be given a thorough summary of other industry certifications such as Comptia Net+, Cisco CCNA, and Windows 7 configuration and a discounted price for each associated exam fee.

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

Length of Program
Program takes approximately 11 months to complete full-time.
**Prerequisites**

Students should have basic computer skills before enrolling in the class.

**New Media Technology** 600 hours

This program is designed to prepare students for employment in entry-level positions in New Media, Multimedia, and Digital Media as a Presentation Specialist or Multimedia Production Assistant. Program content includes web design, video audio editing and presentation development. The program also covers fundamentals such as graphics, animation, audio, planning, and teamwork. This program prepares students for the Adobe Certified Associate (ACA) certification.

**Occupational completion points:**
- A - Information Technology Assistant - 150 hours
- B - Presentation Specialist - 150 hours
- C - Presentation Graphic Artist - 150 hours
- D - Web Production/Design Assistant - 150 hours

**Program Content**

This program offers a broad foundation of knowledge and skills to prepare students for employment in digital media, new media, and multimedia positions. The content includes an overview of the skills needed for entry-level positions in these career fields through practical experiences in digital photography, Web page design, digital video editing, and presentation development. Specialized skills in multimedia presentations and production such as video editing, audio input, and simple animation are used to produce a variety of multimedia projects.

**Length of Program**

This program is full-time for 6 months.

**Admissions/Prerequisites**

An understanding of the Windows environment, word processing skills and a passion for computer technology.

**Web Development** 1050 hours

This program offers a sequence of courses that prepare students for further education and careers such as Assistant Web Designer, a 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 systems, 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 (SEO), and more.

**Occupational completion points:**
- A - Information Technology Assistant - 150 hours
- B - Web Design Foundations - 150 hours
- C - Web Interface Design - 150 hours
- D - Web Scripting - 150 hours
- E - Web Media Integration - 150 hours
- F - Web E-commerce - 150 hours
- G - Web Interactivity - 150 hours

**Program Content**

Internet Business Fundamentals, HTML/XHTML, JavaScript, Cascading Style Sheet, Multimedia on the Web, Web Design Methodology and Technology, Web Graphic Design, Adobe Dreamweaver, Adobe Flash, Search Engine Optimization, and introduction to advanced web technologies. Basic skills scores for course completion are level 9 in math, language and reading. Instructor is CIW Certified Master Designer and Adobe Associate Certified (Dreamweaver, Flash, Photoshop).

**.NET Application Development & Programming** 1050 hours

The program is designed to prepare students for employment as an Information Technology Assistant or Computer Programmer. The program includes the fundamentals of programming and software development; procedural and object-oriented programing; creating .NET based application and maintaining .NET applications. Explore areas of Information Technology Assistant, Computer Programmer Assistant, Computer Programmer, and .NET Programmer. The content
includes but is not limited to the fundamentals of programming and software development; procedural and object-oriented programming; creating .NET-based applications, including testing, monitoring, debugging, documenting, and maintaining .NET applications.

Manufacturing

Electronic Technology 1400 hours
The purpose of this program is to prepare students for employment in the electronics industry. Electronic laboratory activities are an integral part of these programs. Students use precision test equipment for analyzing, troubleshooting and repairing electronic circuitry. Graduates pursue rewarding careers, working with entertainment, commercial, industrial, and medical diagnostic equipment. Prepares student for Electronics Technicians Association certifications. MTI is an official international ETA test site.

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

Night Part I - 650 hours
Night Part II - 750 hours

Program Content
Basic DC circuits and soldering (250 hours) Advanced DC circuits and AC circuits (400 hours)Digital devices and micro-processors (375 hours) Analog circuits (375 hours)Employability skills and laboratory practices.

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

Length of Program
Adults may attend five days a week either full-time for six hours a day for one year and a quarter or part-time for three hours a day for two and a half years. High school students attend part-time on alternating days in conjunction with their high schools’ block scheduling.

Industrial Technology (Automated Manufacturing Technology & Robotics) 1600 hours
The purpose of this program is to prepare students for employment as industrial engineering technicians. 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 Machining - 300 hours
B - Cost Control Assistant - 300 hours
C - Industrial Technician Assistant - 500 hours
D - Industrial Engineering Technician - 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.

Length of Program
Adults may attend five days a week either full-time for six hours a day for one year and a quarter or part-time for three hours a day for two and a half years. High school students attend part-time on alternating days in conjunction with their high schools’ block scheduling.

Machining 1500 hours
The purpose of the program is to prepare students for employment or advanced training in the machining technology industry. One of the
highest-paying skilled occupations in America is a machinist. Students learn the use of lathes, CNC machines, mills, grinders and milling machines. Prepares student for MSSC and NIMS Certifications.

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

**Program Content**
Precision measurement, Operating tool and cutter grinders, Operating CNC mills and lathes, Blueprint interpretation, Operating power saws, Heat treat operating, Bench work, Operating engine lathes, Employability skills, Operating drill presses, Operating horizontal and vertical milling machines, Electrical discharge machine

For the last 300 hours, students specialize in one of the following: basic tool and die, tool and cutter grinding, quality control, and programming and operation of CNC.

**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.

**Length of Program**
Adults may attend five days a week either full-time for six hours a day for one year and a quarter or part-time for three hours a day for two and a half years. High school students attend part-time on alternating days in conjunction with their high schools’ block scheduling.

**Major Appliance and Refrigeration Repair** 1500 hours
The purpose of this program is to prepare students for employment as electric home appliance technicians, electrical appliance servicers, or appliance service representatives. Students learn how to diagnose and repair washers, dryers, dishwashers, trash compactors, ranges, refrigerators, freezers, microwave ovens and window air conditioners. The content also includes communication skills, leadership skills, employability skills and safe and efficient work practices. Prepares students for the PSA Certified Appliance Professional exams.

**Occupational Completion Points:**
A - Appliance Helper - 300 hours
B - Laundry Technician - 300 hours
C - Kitchen Technician - 450 hours
D - Refrigeration Technician - 450 hours

Night Part I - 600 hours
Night Part II - 900 hours

**Program Content**
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, interpretation of electrical symbol found in home appliances, and concepts of refrigeration and electrical circuits.

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

**Length of Program**
Takes approximately one and a half years full-time to complete the program.

**Applied Welding Technologies** 1170 hours
The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the welding industry. Tailored training with flexible hours may be arranged if a company needs current employees updated in a specific skill or set of skills. Students receive specialized training in applied welding technology: selection/use
of proper torch and filler rods, adjustment of gas pressure and flame, selection of proper electrodes, adjustment of voltage and current for metal type, flame cutting, brazing and MIGTIG. Prepares students for American Welding Society SENSE Level I certification.

Occupational completion points:
A - Welder, Helper – 250 hours
B - Welder, Shielded Metal Arc – 250 hours
C - Welder, Gas Metal Arc – 125 hours
D - Welder, Flux Cored Arc – 100 hours
E - Welder, Gas Tungsten Arc – 175 hours
F - Welder, Pipe – 170 hours

Program Content
Basic shop skills and safety, Fabricate and weld pipe joints, Blue- print reading, Plasma arc, Metal identification, Gas metal arc welding (GMAW), Gas welding Shielded metal arc welding (SMAW), Gas tungsten arc welding (GTAW), Flux cored arc welding (FCAW), Pipe welding, Core skills in communication, math, basic science, employability, and entrepreneurship.

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, instructor interview, registration, and orientation.

Length of Program
Instruction is available on a full-time basis six hours per day five days per week for one year. Adult and high school students may attend on a half-day basis three hours per day for two years.

Industrial Technology 1600 hours
The purpose of this program is to prepare students for employment as industrial engineering technicians. 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 Machining - 300 hours
B - Cost Control Assistant - 300 hours
C - Industrial Technician Assistant - 500 hours
E - Industrial Engineering Technical - 500 hours

Marketing & Sales
Sport, Recreation, and Entertainment Marketing 600 hours
The purpose of this program is to prepare students for employment or advanced training in the sport, recreation, and entertainment marketing and sales industry. The content includes selling techniques, public relations and publicity; event planning and execution; and licensing, sponsorship, and endorsements. The student will learn to identify economic principles, marketing and business fundamentals, and effective selling techniques and procedures. Knowledge of computer applications, licensing, endorsements and sponsorships are also covered in this course, as well as media impact, publicity, and public relations.

Occupational completion points:
Sales Person, Retail Entertainment, Sports and Related Workers - 300 hours
Marketing Managers Management - 300 hours

Program Content
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 Marketing, Sales & Service 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, techni-
cultural skills, and occupation-specific skills, and knowledge of all aspects of the Marketing, Sales & Service career cluster.

Admissions
Basic math, language and reading skills are required for this program. 9th grade level.

Length of Program
Full time students will require 4 months to complete program.

Salon Services

Advanced Esthetics
This program is a continuation of the Facials/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 dermatologic 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 or hands-on classes, demonstrations from outside personnel and field trips to doctors' offices are all included. Certificate awarded upon passing examination.

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

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

Length of Program
There are two starting dates per year - August and February. Hours are 7:45 a.m. to 2:15 p.m., Monday through Friday.

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.

Barbering
This course covers all aspects of barbering, skin diseases and disorders. Instruction includes theory and practical experiences with guest artists and an active clinic. Must purchase kit containing equipment and textbooks in addition to payment of tuition and lab fees.

Upon completion of barbering, students may complete an additional 300 hour training session in cosmetology to obtain certification in cosmetology as well. This 1500 hour combination class gives students the opportunity to be licensed in both barbering and cosmetology in a shorter amount of time were they to take each program separately.

Occupational Completion Points:
A - Barber - 1200 hours

Program Content
Safety, Anatomy and Massage, Salon Management, Relaxers, Hair Shaping and Styling, Hair and Disorders, Electricity, State Board Requirements, Skin and Disorders, Orientation, Bacteriology, Scalp and hair
treatments, Lash and Brow Tint, Hair Removal, Decontamination, Florida Law, Facials and Make-up, Permanent Waves, SkillsUSA, Hair coloring and lightening, Wigs and Hair Treatments.

**Length of Program**
There are two starting dates per year - August and January. Hours are 7:45 a.m. to 10:45 a.m., or 7:45 a.m. to 2:20 p.m., Monday through Friday.

**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.

**Cosmetology**
This course encompasses all aspects of cosmetology: hair, skin and nails, with emphasis placed on the beautification of the individual. Instruction includes both theory (textbook, lecture and demonstration) and practical (hands on) experience through live clinical situations. The clinical situation simulates a busy salon atmosphere.

The cosmetology student upon completing the course and passing the Florida State Board of Cosmetology examination is prepared for entry level employment to perform mechanical and or chemical treatments to the head, scalp, face and for esthetic purposes.

Upon completion of cosmetology, students may complete an additional 300 hour training session in barbering to obtain certification in barbering as well. This 1500 hour combination class gives students the opportunity to be licensed in both cosmetology and barbering in a shorter amount of time were they to take each program seperately.

**Occupational completion points:**
A - Salon Services, Facials & Nails - 225 hours
Hairdresser and Cosmetologist - 975 hours

**Program Content**
Safety, Anatomy and Massage, Salon Management, Relaxers, Hair Shaping and Styling, Hair and Disorders, Electricity, State Board Requirements, Skin and Disorders, Orientation, Manicuring and Pedicuring, Nails and Disorders, Bacteriology, Scalp and hair treatments, Lash and Brow Tint, Hair Removal, Hair coloring and lightening, Artificial Nails, Decontamination, Wigs and Hair Treatments, Florida Law, Facials and Make-up, Permanent Waves, Skills USA

**Facials Specialty**
260 hours
The purpose of this program is to prepare students for employment as a licensed facials/skin care specialist. The course covers total skin care for the preservation of the health and beauty of the skin. Includes both theory and practical (hands-on) activities. Clinical consists of machine, chemical and manual applications for facial cleansing. Skin toning, hair removal, lash and brow tint are also taught.

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

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.

Length of Program
There are four starting dates per year - August, October, January, and April. Hours are 7:45 a.m. to 2:20 p.m., Monday through Friday. An evening program is offered Tuesday and Thursday from 5:30 p.m. to 9:30 p.m. and the 1st and 3rd Saturday from 8 a.m. to 4 p.m.

Transportation, Distribution & Logistics

Automotive Service Technology
1800 hours
The Automotive Technology Program is an 1800 hour, comprehensive day program that will take you through all phases of automotive service. The instruction is classroom combined with State-of-the-Art technical training in our labs and shops.

Shop or laboratory activities are an integral part of this training. Lab activities provide 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. The program has ASE (Automotive Service Excellence) and NATEF (National Automotive Technicians Education Foundation) accreditation. High school Juniors may elect to enroll in Automotive Youth Educational Systems (AYES). AYES applied the principles of school-to-career to attract and prepare students for a successful and satisfying career in the field of Automotive Service Technology.

Nails Specialty 240 hours
The purpose of this 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

Program Content
Safety, Orientation, Nails and Disorders, Massage, Anatomy, Bacteriology, Skin and Disorders, Nail Art, Pedicuring, Decontamination, Artificial Nails, SkillsUSA, Manicuring, Salon Management, Florida Law.

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.
G - Automotive Electricity & Electronics Technician - 300 hours
H - Automotive Heating & A/C Technician - 150 hours
I - Automotive Engine Performance Technician - 300 hours

Program Content

Admissions
Open to high school & post-secondary 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.

Length of Program
Adults attend five days a week full-time for six hours a day for one and a half years. High school students attend part-time on alternating days in conjunction with their high schools' block scheduling for approximately three years.

Marine Service Technology 1350 hours
The purpose of this program is to prepare students for employment in the Marine Service industry. They cover the use of tools, equipment, engines, fuel and cooling systems. With a main focus on outboard engines, the program also covers inboard gas and inboard diesel as well as 2-stroke and 4-stroke theory. Students learn how to troubleshoot and repair boats and engines, rig boats with the proper wiring, and install engines and accessories. Member of the American Boat and Yacht Council and the Association of Marine Technicians. The course prepares students for Mercury Marine certifications and provides introduction to Yamaha.

Occupational completion points:
A - Marine Rigger – 300 hours
B - Outboard Engine Technician 1 & 2 - 600 hours
C - Stern Drive Technician - 150 hours
D - Inboard Gas Technician - 150 hours
E - Inboard Diesel Technician - 150 hours

Program Content
Two and four cycle engines, Adjustment, disassembly, inspection, repair or replacement of parts, Fuel, electrical, hydraulic and mechanical engine control systems, and accessories, Safety and other regulations governing marine craft, Control of corrosion, electrolysis, and other problems pertinent to marine mechanics. Repair and maintenance of outboard charging systems, Maintain and repair gas systems, cooling systems, and lubrication systems, Stern drives and transmission repair. Communication, math, basic science, employability and entrepreneurship skills.

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.

Length of Program
Adults attend five days a week full-time for six hours a day for one and a half years. High school students attend part-time on alternating days in conjunction with their high schools’ block scheduling for approximately three years.

Automotive Collision Repair & Refinishing 1400 hours
The course content includes basic trade skills; refinishing skills, sheetmetal 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.
Occupational completion points:
A - Paint and Body Helper - 250 hours
B - Paint and Body Assistant - 250 hours
C - Auto Collision Estimator - 100 hours
D - Frame and Body Repairman - 150 hours
E - Automotive Refinishing - 325 hours
F - Automobile Body Repairer - 325 hours

Night Part I - 750 hours
Night Part II - 650 hours

Length of Program
Program takes approximately 1 year and 2 months to complete full-time.

Apprenticeships

Child Care Apprenticeship
4000 hours
On-The-Job Training & 288 hours class work
Child Care prepares students through a cooperative apprenticeship program with Manatee Technical Institute and the Department of Education to prepare students for employment in the local child care industry. Individual classes address specific needs of the industry. The Child Care Apprenticeship program is approved by the 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
Classroom training is 288 hours and 4,000 hours (two years) of on-site supervised work experiences.

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 MTI.

Continuing Workforce Education
Continuing Workforce 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.
4. Individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

Schedules are published in the “Tech Times” showing courses available, beginning times, dates, and registration procedures. Schedules are also available in the administration office or by telephone 751-7900. 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 MTI’s Assistant Directors.

Main Campus Continuing Education

AC Technician
Air Conditioning & Refrigeration
EPA Refrigerant Recovery Certification
Universal R-410A Safety and Training Class
Blueprint Reading
- Blueprint Reading--Architectural
- Blueprint Reading--Mechanical

Business Courses
- Business Keyboarding
- MOS and IC3 Testing for Certification

Child Care
- Renewal Classes CDA, CDS, and ECS

Commercial Foods
- Food Manager Certification
- Safe Staff Training

Drafting
- CAD Drafting

Electrician
- Electrical Exam Prep Course

Health & Safety
- Industrial Lift Truck Certification
- 10 Hour OSHA Construction
- 10 Hour OSHA General Industry

Plumbing
- Backflow Recertification Class

Salon Services
- Braiding Class
- Deep Pore Cleansing

Articulation

Postsecondary Adult Vocational to A.A.S / A.S. Degree

On February 22, 2006, the Department of Education Articulation Coordinating Committee approved eleven (11) statewide articulation agreements between Postsecondary Adult Vocational certificate programs and related Associate in Applied Science and Associate in Science Degrees. This supports efforts to improve student opportunities for success and advancement as stated in the Department’s Strategic Imperative 8. For more information about selecting a college, please visit www.college.gov.

PSVA Program: Admin. Assistant; Medical Admin. Specialist; Legal Admin. Specialist Associate Degree: Office Administration Credit Transfer: 18-21 (with industry certification/portfolio)

PSVA Program: Architectural Drafting Associate Degree: Drafting and Design Credit Transfer: 12 (Held in Escrow)

PSVA Program: Mechanical Drafting Associate Degree: Drafting and Design Credit Transfer: 12 (Held in Escrow)

PSVA Program: Structural Drafting Associate Degree: Drafting and Design Credit Transfer: 12 (Held in Escrow)

PSVA Program: Law Enforcement Officer Associate Degree: Criminal Justice Credit Transfer: 15 (AS) 30(AAS) (with state exam)

PSVA Program: Correctional Officer Associate Degree: Criminal Justice Credit Transfer: 12(AS) 22(AAS) (with state exam)

PSVA Program: Culinary Arts-Commercial Foods Associate Degree: Culinary Management Credit Transfer: 24 (ACFF Accredited)

PSVA Program: CDAE (Early Childhood) Associate Degree: Early Childhood Degree Credit Transfer: 9 (With CDAE)

PSVA Program: Automotive Service Tech Associate Degree: Automotive Service Management Credit Transfer: 19 (NATEF Certified; ASE Exams)

PSVA Program: Practical Nursing Associate Degree: Registered Nursing Credit Transfer: 10 (with LPN Licensure)
Cooperative Education - On-The-Job Training
Cooperative Education (CE) provides an on-the-job component for students who are prepared to enter the work world.

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.

Admissions
Admission into the CE program is determined by 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.

Length of Program
The average length of the CE program is six months. In some cases, the CE student-trainee will continue in the program for an additional six months beyond his/her occupational training completion date. In this manner, Manatee Technical Institute can monitor the student-trainee's needs and tailor his/her training program to fit the requirements of the job.

Adult General Education
Adult General Education offers day and evening classes at MTI and throughout the county at convenient locations. State resident and non-resident tuition is set by the Florida Legislature. Adult General Education offers the following services to adults 18 years of age and older who are not enrolled in a secondary school.

Adult Basic Education (ABE): A state- and federally-funded course designed to help adult students increase their literacy and numeracy skills in mathematics, reading and language 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.

Adult English Literacy/English for Speakers of Other Languages (ESOL): A state and federally-funded course to designed to help adult students 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.

Citizenship: A state-funded course designed to prepare adult students for the U.S. Bureau of Citizenship and Immigration Services (BCIS) naturalization examination required for all who have a goal of attaining U.S. citizenship. These students must be administered a pre-test using the CASAS Life and Work/Life Skills test during the enrollment period for placement into this course. It is recommended that students score at the Low Intermediate ESL level (BEST Plus 439 - 472 or CASAS 201 - 210) for placement. Progression in this course must be demonstrated by successful completion of curriculum frameworks and course performance standards.

Education for Senior Adult Learners: A state-funded course designed to provide specialized adult education for adults at least 55 years of age and older who may have been unemployed for a long period, may need retraining, or are just entering the workforce. This course is designed to explore psychological and physiological changes that take place over time, to learn about community resources available to them, and to be trained in job readiness skills. Progression in this course must be demonstrated by successful completion of curriculum frameworks and course perfor-
English Literacy Academic Skills: A state-funded course designed to prepare adult students for further education by providing concentrated instruction in ESOL Academic Skills competencies. These students must be administered a pre-test during the enrollment period for placement into this course. It is recommended that students score above the Advanced ESL level for placement.

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 4) age-appropriate supplemental education to prepare children for success in school and life experiences.

GED: a state and federally-funded set of courses to prepare adults 18 years of age and older to take and pass the General Educational Development tests and earn a State of Florida High School Diploma. 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. 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 and Technical Distance Education Consortium (FATDEC): provides online learning opportunities for those students seeking a GED or becoming proficient in the English language. A pre-test must be administered during the enrollment period for both GED and ESOL students in order to be placed into the 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.
**Farmworker Education**

The Farmworker Education and Services Program is a federally funded program that serves economically disadvantaged adults and youth who are migrant or seasonal farm workers 16 years of age or older. This includes non-English speaking persons who are U.S. citizens or legal resident aliens. The program assists in upgrading basic education, learning English, obtaining a GED, entering technical training, work experience, on-the-job training, finding full-time, year-round permanent employment, and all supportive services. All eligible participants receive an hourly stipend, as well as other educational related expenses while in training.

El Programa para Trabajadores Agrícolas migrantes y de temporada del Instituto Técnico de Manatee ofrece diversos servicios a través de un personal bilingüe dedicado a mejorar la educación de nuestra comunidad. Este programa cuenta con clases con para aprender Inglés y clases vocacionales que permiten aprender diferentes profesiones como secretariado, carpintería, computación, mecánica y muchas otras más carreras. Otros servicios disponibles en nuestro instituto para los trabajadores agrícolas que califican son: ayuda financiera, entrenamiento de trabajo, ayuda para encontrar trabajo, experiencia laboral, consejería para toda la familia y servicios de salud.

**Full Time Faculty**

**Agresta, Linda - Assistant Director**
AA, Manatee Junior College, BS, FSU, MS, Nova Southeastern

**Arb, Timothy - Media Specialist**
BA, University of Wisconsin/Oshkosh, English, Teaching Cert. Media/English

**Ayers, Brenda J. - Cosmetology**
AA, BS, N, Adams State College Licensed 38 years in Cosmetology; Salon owner; MTI instructor for 21 years

**Barrese, Joan - Practical Nursing**
Washington Hospital School of Nursing, BS, Nursing, St. Pete College

**Bishop, Ernest - Guidance Counselor**
BA, MA, FAMU, USF

**Bland, Kimberly - Dental Assisting**
CDA, Dental Assisting Natl. Board, BS, M.Ed., USF

**Bourenina, Vera -Web Design**
MS/BS, MGIAI Moscow, Russia; AS Computer Programming and Analysis, State College of Florida; Certified Internet Webmaster (CIW) Master Designer; Adobe Certified Associate (Photoshop, Dreamweaver, Flash)

**Collins, Barbara - Practical Nursing**
BNS, University of Phoenix, Certified Case Manager

**DeNeve, Becky - Practical Nursing**
BS, NE Missouri State

**DeNoon, Gary - Automotive Technology**
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

**Elek, Dan - Automotive Collision Repair & Refinish**
Ewing, Kelly S. - Marine Mechanics
Graduate MTI’s Marine Technology, 20 years of experience

Ferraro, John - AC/Heating
17 years experience in AC in Technical/Vocational trade

Ferreira, Jan - Technology Specialist
BS, University of Pretoria, South Africa, CNE computer network certification, Novell USA

Gamboa, Esperanza - Adult Migrant Program Coordinator
BA, MA, Volgograd Univ., Russia, Oriente Univ., Cuba

Golub, Anna - Cosmetology
Paramedical clinical certificate, Canadian Aesthetician certificate, Makeup Artist Certificate, Nursing Diploma, 30 years of experience
Licensed Esthetician 39 years license; BA Medical Studies, Russia; MTI instructor for 16 years

Gregorich, Jamie - Culinary Arts
MTI Culinary, CSC-certified sous chef, 10+ years industry experience

Dr. Priscilla Haflich, Assistant Director / East Campus Administrator
BA, Coker College; MA, Columbia U.; MEd, West Chester U.; DEd, Temple Univ.

Hangartner, Judy - Accounting Operations
MA Adult Education - University of South Florida; BS Accounting - Virginia Commonwealth University; Certified Public Accountant; Certified QuickBooks Pro User

Herbst, Teresa - Health and Safety Coordinator
AS, Sinclair Community College; Certificates from Miami Valley CTC

Howl, Maura - Grant Writer and PR/ Marketing Specialist
MA, University of Illinois; BA, Illinois State University

Johnson, Dana - Baking & Pastry Arts
CEPC Certified Executive Pastry Chef, AS Hospitality Management Penn Foster College, 15 years experience

Kanai, Kazuki - Adult Education
BA, Liberal Arts, Lewis University, MA, Applied Linguistics/TESOL, USF

Kenney, John - Plumbing
AA, Manatee Community College; PHCC Apprenticeship Program: Journeyman Plumbers License Licensed Master Plumber- State of Florida; Business Degree-Hodges University, BA, Business. 18 years Plumbing experience; 11 years Plumbing instructor; 5 years PHCC Apprenticeship Instructor

Kerns, Virginia - Nursing
RN, Saint Anthony School of Nursing; BSN, Ohio Univ., MS, Ohio State

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

Langston, Yvonne - Practical Nursing
BSN, Univ. of Phoenix, Tampa, Florida

Lucas, Helen - Practical Nursing
BSN, MSN, Univ. of Oregon, Univ. of Washington

Mathe, Diane - Practical Nursing
Matthews, Kathleen - Career Counselor  
CDA, Dental Assisting National Board; BS, USF

McCarthy, Padraic (Paddy) - Major Appliance & Refrigeration Repair  
Independent Appliance Service Contractor, Professional Teaching Certificate, Master Certified Appliance Technician with the Professional Service Association INC. Certified trainer with +20 years experience in all aspects of Major Appliance industry. U.S. Navy Master Training Certificate and is RSES EPA Certified.

McCarthy, Sandra - Child Care Program Coordinator  
BS/MS School Psychology/Clinical Child Psychology Ohio University; 40 years experience in Early Childhood

McDuffie, Merrilee Tolhurst - Nursing

McManigle, Kelly - Practical Nursing

McPherson, Dorri - Medical Coder Biller  
MS Nova Southeastern University; B.A. University of West Florida; CCS Certified Coding Specialist thru AHIMA; ESOL/Reading Endorsement FLDOE

Meluch, Michelle - CTSO Coordinator  
Technical/Vocational Certificate, State of Florida

Meyer, Elizabeth - Nursing  
BSN, University of Florida; MAEd, Argosy University

Meyers, Martha - Career Counselor  
BS, University of South Florida

Miller, Patrick - Agriculture

Miller, Vickie - Guidance Counselor  
BA, MA, College of St.Francis, Univ. So. Fla

Nanney, James P. - Automotive Service Technology  
Certified Master Automobile Technician, Certified Advanced Level Engine Performance Specialist & Certified Maintenance & Light Repair Technician - CMAT, L1, G1

Owens, Linda - Travel and Tourism  
BA, Hodges University – Business Management; CTC, ACC Travel Industry Certifications; 35 years experience in Tourism industry; Certified Travel Counselor - The Travel Institute, A.A. in Psychology, MCC, Accredited Cruise Counselor - Cruise Lines International Association;

Parrish, Maria - Case Manager  
15 years of experience

Ricci, Connie - Practical Nursing  
AS, Manatee Community College

Ruggiero, Robert - Diesel Mechanics

Romine, Jay - Criminal Justice Academy Director  
BA, Criminology, USF; Certified Police Officer, Fl. State AA, Manatee Community College

Scott, Theresa - Nursing  
Certificate, Manatee Technical Institute; AS, Manatee Community College; BSN, MSN, USF

Sheehan, Wendy - Electronics  
BS, Occupational Therapy, Wayland Baptist Univ. AAMI Certified in Biomedical Equipment Repair; 21 years Teaching experience; International Society of Electronic Technicians, Electronic Technicians Association

Staffiles, Jim - Welding  
Technical/Vocational Certificate, State of FL
Stephenson, Bettie - VE Teacher
AA, AAS in Mass Communication; Jefferson State Jr. College, BA in Education; University of South Florida

Swanson-Baldauf, Kathryn - Practical Nursing
RN, Western Pennsylvania Hospital School of Nursing, BSN, Pennsylvania State University

Swartz, Lawrence - Fire Science
Technical/Vocational Certificate, State of FL; AS Manatee Community College

Tamayo, Frances - MTI Business Manager
MBA, Forensic Accounting, Argosy University, BS, Accounting, University of South Florida, AA, Accounting, Manatee Community College

Vincent, Ralph - Drafting
MTI Drafting, AA State College of Florida in Education, Senior USF, over 10 years drafting and construction experience. AutoCAD and Solidworks certified professional and certified Revit Architect Associate.

Wagner, Lawrence - Criminal Justice
Ware, Brenda J. Dental Assistant
CDA, Dental Assisting National Board, BS, Hodges University

Whitehead, Vaughn - EMT/Paramedic

Williams, Robert - Machining and Industrial Technology
MBA, Webster University; BS, Central Missouri State University; Federally Certified Tool & Diemaker, Waterloo Industries; AutoCAD Certified Professional; SolidWorks Certified Associate; Over 40 years Experience in Manufacturing

Winfrey, Laura - Childcare Program Manager
BA, Child Development, New College, 20 years with the Florida Department of Children & families.
# MTI Academic Calendar 2014-2015

## July 2014

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