

HIGH SCHOOL CAREER DUAL ENROLLMENT ADMISSIONS PACKET



ManateeTech.edu

Available High School Career Dual Enrollment Programs

Main Campus (State Road 70 East)

- Accounting Operations
- Advanced Manufacturing and Production Technology
- Applied Cybersecurity
- Automotive Collision Technology Technician
- Building Construction Technologies
- CNC Production Specialist (Computer Numerical Control)
- Computer-Aided Drawing & Modeling
- Computer Systems & Information Technology
- Diesel Systems Technician I
- Digital Video Technology
- Early Childhood Education
- Electrical and Instrumentation Technology I
- Fundamental Foodservice Skills (Culinary Arts)
- Global Logistics and Supply Chain Technology
- Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)
- Machining Technologies
- Master Automotive Service Technology
- Marine Service Technologies
- Mechatronics Technology

East Campus (Lakewood Ranch Blvd.)

- Dental Assisting Technology and Management - ATD
- Emergency Medical Technician - ATD (EMT)
- Medical Coder/Biller (Online Only)
- Patient Care Technician (PCT)
- Pharmacy Technician - ATD
- Practical Nursing

**Spring 2025
Enrollment!**



MANATEE TECHNICAL COLLEGE HIGH SCHOOL CAREER DUAL ENROLLMENT ADMISSIONS PROCESS - FAQ'S

What is Career Dual Enrollment?

Career Dual Enrollment is an option for high school students to enroll in MTC postsecondary career and technical education (CTE) programs creditable toward both high school graduation and a career certificate. Students may also earn an industry certification or licensure.

Where are Dual Enrollment programs offered?

Both the MTC East and Main campuses offer Career Dual Enrollment programs at their sites.

When can a student begin the Career Dual Enrollment process?

Eligible students aged 16 or over may enroll at the beginning of their junior year contingent upon program age requirements.

How do students apply?

Refer to Step by Step guide in this packet.

May a Career Dual Enrolled student still participate in events at their home high school?

Yes. However, this is dependent upon the MTC program attendance policies and the schedule of the extracurricular activity.

May a Career Dual Enrolled student still walk in their high school graduation?

Yes. If the student follows the high school policies and procedures and meets the State and District Graduation Requirements.

May a Home-Schooled student participate in Career Dual Enrollment?

Yes. They are given the same opportunities as public-school students.

Are there any fees for Career Dual Enrolled students?

All Manatee County School Dual Enrolled students are provided tuition, fees, and textbooks/instructional materials (on loan) free of charge.

Students are responsible for purchasing required program uniforms. Some programs have pre-admission fees and dual enrolled students are responsible for these.

What are the eligibility requirements to be Career Dual Enrolled?

Career Dual Enrollment eligibility requirements are met when:

- A student has met the minimum 2.0 unweighted grade point average (GPA), and
- Passed all state required assessments for graduation.
- Be on track for High School Graduation
- Some programs have additional program specific requirements; see an MTC Career Counselor for more information.

What are the expectations to maintain Career Dual Enrollment?

- Students must satisfy all program requirements.
- Students must comply with the SDMC Student Code of Conduct and MTC student code of conduct.
- Students can be dismissed from MTC and returned to their District high school for good cause.
- Please note, some programs have mandatory drug tests. If a student does not pass the drug test, the student is subject to disciplinary procedures, and they will be sent back to their home high school.

Do High School Career Dual Enrolled students earn high school credit?

Yes. Please see link below for more details.

<https://www.manateetech.edu/admissions/dual-enrollment-programs/>

What is the time frame to apply for Career Dual Enrollment?

Refer to the MTC website for start dates and deadlines for Dual Enrollment. There are deadlines for both Fall and Spring Semester.

<https://www.manateetech.edu/apply-now/>



Can students earn college credit?

Some programs and industry certifications allow the student to earn articulated college credit at State College of Florida (SCF) and other colleges. For more information, see an MTC Career Counselor.

What does an Applied Technology Diploma (ATD) mean?

An Applied Technology Diploma program is part of a technical degree program. The ATD allows the student to gain advanced standing toward an AS degree. When the ATD program articulates to an AS degree program, the credit awarded will be college credit. Upon successful completion of the ATD program and acceptance and enrollment into a college that honors the articulation, the college will award credit towards that AS degree. (Time limits apply.)

Are uniforms required in all programs?

Yes. Students are required to wear a uniform particular to their individual program. Program uniform requirements are provided upon acceptance in an MTC program.

Are IDs required in all programs?

Yes. The student ID must be always visible.

Is transportation available?

Neither MTC nor the district provides transportation to or from MTC.

Is there an attendance policy?

High school students are expected to follow all MTC attendance policies, including start and end times.

What are program completion requirements for Career Dual Enrolled students?

Students receive a Career Certificate when:

- A student has passed all coursework within the MTC Program Requirements and
- A student has met the State of Florida Department of Education mandated Basic Skills Assessment (BSA) exit scores or, if applicable, the appropriate industry certification or state licensure exam is passed.

What happens if the MTC Program is not completed prior to high school graduation?

A student who does not complete the program during high school may return as an adult student and complete the program. Once enrolled as an adult, all enrollment/financial criteria will apply.

What if the student has an active 504 or IEP plan?

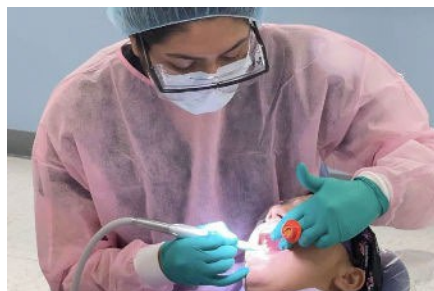
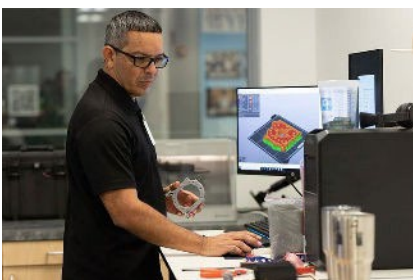
Students with a 504 plan or IEP need to make sure the appropriate box is checked on the application and a current copy of the 504 or IEP plan is provided to the MTC Disability Resource Center. Once the student has received the acceptance email from the MTC Career Counselor, the Coordinator of the Disability Resource Center will reach out to the high school case manager/school counselor to schedule a meeting.

What is the Basic Skills Assessment (BSA)?

Instruction and State Board of Education Rule 6A-10.040 Florida Administrative Code (F.A.C.) requires students who are enrolled in a career certificate or applied technology diploma program of 450 hours or more to complete an entry-level examination within the first six weeks after admission into the program. No assessment is required for programs less than 450 hours. Prior to testing, students with an active 504 plan or an IEP should disclose this information to the testing center and Disability Resource Center. BSA for CTE programs is an exit requirement, not an entry or placement requirement.

Does the college provide basic skills remediation to prepare students to meet the BSA exit scores for their program of study?

Yes – Students will have the opportunity to register for academic support to prepare them to meet the BSA program exit scores. This support will be required for students who must retest. Students need to retest only in the area or areas in which they did not meet (Math, Reading and/or Language) the required exit scores; the required remediation will be focused to support their success.



DUAL ENROLLMENT STEP BY STEP GUIDE

- Speak to high school counselor to determine eligibility requirements.
 - o Minimum 16 years of age, HS Junior/Senior (depending on program)
 - o Unweighted GPA (2.0 or higher)
 - o Met both State Assessments in ELA and Algebra I
 - o Be on track for High School Graduation
- Complete the Manatee Technical College (MTC) Career Dual Enrollment online application located here: <https://www.manateetech.edu/admissions/dual-enrollment-programs/>
- Obtain appropriate signatures and submit the application to current high school counselor.
- High School Counselor electronically sends the COMPLETED and VERIFIED application to Student Services email: MTcstudentservices@manateeschools.net
- Complete an MTC application at <https://www.manateetech.edu/> and click on **Apply Now**.
 - o Under the “Previous Education” category, be sure to select **Grades 9-12 without HS diploma and US Based Schooling**
 - o Choose the term to start, **Fall** (August start date) or **Spring** (January start date)
 - o **HS Full Time** (7:30 a.m. - 3:00 p.m.) or **HS Part Time** (8 a.m. - 11 a.m. or 12 p.m. - 3 p.m.)
 - o Choose **First Time Student in a Florida Post Secondary School** and choose **Dual Enrollment** in the Drop Down
 - o Select current High School

Access to MTC Student Portal is available within 1-2 business days after the application is submitted. Student will be notified of this through the email address provided when they completed the online application.

- Complete all required **To-Do List** items listed within the Student Portal for the student to be eligible for acceptance in the program. Admissions decisions are sent via email by MTC.

If accepted into the program, follow instructions in the acceptance letter. This includes filling out a textbook request form located at: <https://forms.office.com/r/9CM5gArSnV>

Questions regarding the online application, login issues, contact mtcstudentservices@manateeschools.net or 941.751.7900 x 46108.

For program specific questions, contact that program’s career counselor at MTC.



Current High School: Bayshore Braden River Lakewood Ranch FLVS MVS
 Charter/Private/ Home School Manatee Palmetto Parrish Community Southeast

Requested Admission Date: Fall Spring Birth Date: _____

Student Name: _____ Application Date: _____
 (First Name) (Last Name)

Address: _____ Student Cell: _____

City, State, Zip Code: _____ Parent Cell: _____

Parent Name: _____ Parent Signature: _____

Parent Email Address: _____ Home Phone: _____

Student Email Address: _____ Student Signature: _____

Grade level at time of entry at MTC: (check one) 11 12 Do you qualify for free or reduced lunch? Yes No

CHOOSE YOUR FIRST AND SECOND CHOICE

Full-Time (Students attend MTC all day)	Your Choice	Part Time (Students attend MTC half day) Monday-Friday AM: 8 - 11 a.m. or PM: Noon - 3 p.m.	Your Choice AM	Your Choice PM
Accounting Operations Main Campus		Accounting Operations (August Entry Only) Main Campus		
Advanced Manufacturing and Production Technology Main Campus		CNC Production Specialist (Computer Numerical Control) (August Entry Only) Main Campus		
Applied Cybersecurity Main Campus (August Only)		Computer-Aided Drawing and Modeling (August Only) Main Campus		
Automotive Collision Technology Technician Main Campus		Early Childhood Education Main Campus		
Building Construction Technologies Main Campus		Global Logistics and Supply Chain Technology Main Campus		
CNC Production Specialist (Computer Numerical Control) Main Campus		Machining Technologies Main Campus		
Computer-Aided Drawing and Modeling Main Campus		Master Automotive Service Technology (August Entry Only) Main Campus		
Computer Systems & Information Technology Main Campus				
Dental Assisting Technology and Management ATD East Campus				
Diesel Systems Technician 1 (August Entry Only) Main Campus				
Digital Video Technology Main Campus				
Electrical and Instrumentation Technology 1 Main Campus				
Emergency Medical Technician – ATD (EMT)* (Seniors Only) (January Entry Only) East Campus				
Fundamental Foodservice Skills (Culinary Arts) Main Campus				
Global Logistics and Supply Chain Technology Main Campus				
Heating, Ventilation, Air-Conditioning, Refrigeration (HVAC/R) (August Entry Only) Main Campus				
Marine Service Technologies Main Campus				
Master Automotive Service Technology Main Campus				
Mechatronics Technology Main Campus				
Machining Technologies Main Campus				
Medical Coder/Biller (Online Only) (Seniors Only) (August Entry Only) East Campus				
Patient Care Technician (Seniors Only) East Campus				
Pharmacy Technician ATD (Seniors Only) (August Entry Only) East Campus				
Practical Nursing (Juniors Only) (January Entry Only) East Campus				

Please note:
All programs are subject to availability.

Make sure to fill out the online application on ManateeTech.edu. Complete the “to do list” on your portal. Your counselor will notify you once you have been ACCEPTED. Once you have been accepted please click on the link here to fill out [Text Book Request Form](#). Students have up to six weeks from admittance to take the Basic Skill Assessment Test. The Basic Skills Assessment test is not a requirement for admittance, but it is a graduation requirement. *For the EMT program, information sessions are mandatory. Please speak to Mark Toler, Career Counselor at 941.752.8100 x 47134 prior to completing an online MTC application.

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

Student Alias ID _____ FLEID _____

(Required data for DOE. MTC is using a separate database system)

Student is classified: Regular Class Exceptional Student (ESE)/ 504 Plan (Include IEP/ 504) Preferred time: Part-time Full-time

Passed all state required assessments to graduate: Yes No (Please attach Reading and Math State Assessment Documentation)

I verify that the student has at least a 2.0 GPA for dual enrollment at MTC.

(Printed Name) _____ (Signature) _____ (Date) _____

MANATEE TECHNICAL COLLEGE USE ONLY Basic Skills Assessment results: Reading: _____ Math: _____ Language: _____		
Date: _____	Accepted for program: _____	Notes _____