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The mission of TECO is to provide education, which prepares and inspires all to their highest career and academic potential by integrating technical and academic training.

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**MISSION STATEMENT**

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Technical Education Center Osceola

ADMINISTRATION

Jeanette Eddy..................................................Principal
Robert Noll........................................................Assistant Principal
Maria Alvarado .............................................Dean of Students at Poinciana
Shannon Melvin............................................Dean of Students at St Cloud
Paula Evans..................................................Principal of PATHS
Kelly Rodgers..............................................Assistant Principal of PATHS

DISTRICT MISSION STATEMENT

The mission of the School District of Osceola County Florida is education, which inspires all to their highest potential.

SCHOOL BOARD MEMBERS

Melba Luciano, Superintendent
               Jay Wheeler
               Clarence Thacker
               Ricky Booth
               Kelvin Soto - Vice Chair
               Tim Weisheyer - Chair

THE SCHOOL DISTRICT OF OSCEOLA COUNTY

817 Bill Beck Boulevard
Kissimmee, FL 34744-4495
Phone: (407) 870-4600
Fax: (407) 870-4010
School District Website: www.osceola.k12.fl.us

Technical Education Center Osceola is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350 Telephone (770) 396-3898 or 1-800-917-2081, Fax (770) 396-3790, web: www.council.org. Professional And Technical High School is accredited by the Southern Association of Colleges and Schools, Commission on Middle and Secondary Schools (SACS), 866 Southern Lane, Decatur, GA 30033-4097. Telephone 1-800-865-9068.

PUBLIC NOTICE

The School District of Osceola County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, gender, sex, age, color, disability, religion, marital status, national origin or other non-merit factor. This district has designated Ana D. Smith as the District’s Equity Coordinator and she may be contacted at 407-870-4096. Ms. Christina Welch is the District’s Section 504 Facilitator and she may be contacted at 407-870-4876.
General Information

School Profiles
Office Hours
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SCHOOL PROFILES

TECO

The Technical Education Center Osceola (TECO) opened its doors in April of 1994. TECO provides initial Workforce Development training for new careers, continuing education (CEU’s) in licensure programs and workplace training for local businesses and industries. Students seeking technical training are offered programs in business technology, health sciences, information technology, industrial technology, public safety, and human services.

TECO ST CLOUD

The Technical Education Center Osceola, St Cloud, will open its doors as of August 2014. TECO provides initial Workforce Development training for new careers, continuing education (CEU’s) in licensure programs and workplace training for local businesses and industries. Students seeking technical training are offered programs in health sciences and human services.

TECO POINCIANA

The Technical Education Center Osceola, Poinciana, will open its doors as of August 2014. TECO provides initial Workforce Development training for new careers, continuing education (CEU’s) in licensure programs and workplace training for local businesses and industries. Students seeking technical training are offered programs in health sciences.

PATHS

The Professional And Technical High School (PATHS) opened as a technical school of choice in August of 1999. Any Osceola County high school student may apply to attend PATHS. Students have the opportunity to earn a high school diploma from PATHS and certification or licensing in their career/technical program from TECO. No tuition fees are charged to high school students. Students may be responsible for expenses such as uniforms, lockers, insurance, supplies, and program specific materials.
OFFICE HOURS AT MAIN CAMPUS

STUDENT SERVICES / ADMINISTRATION
Monday, Tuesday, Thursday 7:00 a.m. – 8:30 p.m.
Wednesday & Friday 7:00 a.m. – 4:00 p.m.

BOOKSTORE
Monday, Tuesday, Thursday 7:00 a.m. – 7:30 p.m.
Wednesday & Friday 7:00 a.m. – 2:45 p.m.

FINANCIAL AID OFFICE
Monday, Tuesday, Thursday 7:00 a.m. – 6:00 p.m.
Wednesday & Friday 7:00 a.m. – 3:00 p.m.

PATHS
Monday – Friday 7:00 a.m. – 3:00 p.m.

OFFICE HOURS AT ST CLOUD CAMPUS

STUDENT SERVICES / ADMINISTRATION
Monday, Tuesday, Thursday 7:00 a.m. – 8:00 p.m.
Wednesday & Friday 7:00 a.m. – 4:00 p.m.
Financial Aid Office 8:00 a.m. – 12:00 p.m. (Tuesdays only by appointment)

OFFICE HOURS AT POINCIANA CAMPUS

STUDENT SERVICES / ADMINISTRATION
Monday, Tuesday, Thursday 7:30 a.m. – 8:00 p.m.
Wednesday & Friday 7:30 a.m. – 3:00 p.m.
Financial Aid Office 8:00 a.m. – 12:00 p.m. (Thursdays only by appointment)
VISION STATEMENT

TECO is an institution designed to train individuals for entry-level employment, to improve current job skills for our employed students, and to provide quality academic education for our high school students. The primary goal of TECO is to equip our clients with the best possible training in the Osceola County area. Partnerships with businesses and the community enable TECO to prepare students for the world of work. We are here to serve our community and to deliver the best possible workforce development training.

“Career In A Year”

Osceola County’s Best ~ Serving Osceola County’s Best
2014-2015 SCHOOL CALENDAR
CALENDAR TO FOLLOW FOR ALL SCHOOLS IN THE DISTRICT

AUGUST 11-15  MON-FRI  TEACHERS REPORT, PRE-PLANNING
          18  MON  FIRST DAY OF SCHOOL FOR STUDENTS/  
            FIRST DAY OF 1ST GRADING PERIOD

SEPTEMBER 1  MON  LABOR DAY-TEACHER/STUDENT HOLIDAY

OCTOBER 16  THUR  END OF 1ST GRADING PERIOD
          17  FRI  PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY
            OR 1ST EMERGENCY MAKE-UP DAY
          20  MON  TEACHER WORK DAY/STUDENT HOLIDAY
            OR 2ND EMERGENCY MAKE-UP DAY
          21  TUES  FIRST DAY OF 2ND GRADING PERIOD

NOVEMBER 11  TUES  VETERANS DAY-TEACHER/STUDENT HOLIDAY
          24  MON  TEACHER NON-WORK DAY/STUDENT HOLIDAY
            OR 3RD EMERGENCY MAKE-UP DAY
          25  TUES  TEACHER NON-WORK DAY/STUDENT HOLIDAY
            OR 4TH EMERGENCY MAKE-UP DAY
          26  WED  TEACHER NON-WORK DAY/STUDENT HOLIDAY
            OR 5TH EMERGENCY MAKE-UP DAY
          27  THUR  THANKSGIVING-TEACHER/STUDENT HOLIDAY
          28  FRI  TEACHER NON-WORK DAY/STUDENT HOLIDAY

DECEMBER 19  FRI  LAST DAY OF CLASSES
          22-31  MON-TUES  WINTER BREAK-TEACHER/STUDENT HOLIDAY

JANUARY  1-2  THURS-FRI  WINTER BREAK-TEACHER/STUDENT HOLIDAY
          5  MON  CLASSES RESUME
         15  THUR  END OF 2ND GRADING PERIOD
         16  FRI  TEACHER WORK DAY/STUDENT HOLIDAY
         19  MON  MARTIN LUTHER KING JR DAY-TEACHER/STUDENT HOLIDAY
         20  TUES  FIRST DAY OF 3RD GRADING PERIOD

FEBRUARY 20  FRI  RODEO DAY
            TEACHER NON-WORK DAY/STUDENT HOLIDAY

MARCH  20  FRI  END OF 3RD GRADING PERIOD
          23-27  MON-FRI  SPRING BREAK-TEACHER/STUDENT HOLIDAY
          30  MON  TEACHER WORK DAY/STUDENT HOLIDAY
          31  TUES  CLASSES RESUME/FIRST DAY OF 4TH GRADING PERIOD

MAY  25  MON  MEMORIAL DAY
            TEACHER NON WORK DAY/STUDENT HOLIDAY

JUNE  4  THURS  END OF 4TH GRADING PERIOD-LAST STUDENT DAY
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GENERAL ADMISSION PROCEDURES

1. Students must be 16 years of age or older to attend programs at TECO as an adult student.
2. Register for the Test of Adult Basic Education (TABE). After receiving TABE scores, the student must visit the Student Services Department and present valid Florida I.D. and social security card in order to register.
3. A semester registration fee of $25.00 (which includes a $10.00 parking fee) will be added to the tuition and lab fees. Tuition and lab fees are paid at the beginning of each semester.
4. Payment is made through the TECO bookstore. The bookstore accepts: cash, check (with valid ID), VISA, MasterCard, and money orders.

ADMISSION POLICY

POST-SECONDARY

All persons who are at least 16 years of age and are no longer enrolled in high school may apply for full-time or part-time admission. Currently enrolled high school students may enroll in the Professional and Technical High School (PATHS) full-time. Applicants must have the basic skills necessary for potential success in the workforce development program and the occupation they have chosen. Most programs have a suggested minimum Test of Adult Basic Education (TABE) entrance score of 6.0 in Reading, Language, and Math on a D level TABE. Programs are available to assist students in basic skills when necessary.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the AAAE instructor. Students who do not meet state mandated TABE scores will not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring TABE, PERT, SAT or ACT scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment.

A student who possesses a college degree at the applied science level or higher is exempt from the TABE requirement (s.1004.91). In addition, students taking the PERT may be exempt from the TABE provided the scores are at satisfactory levels and the test was taken within two years of enrollment in a Career and Technical Education program (6A-10315, 6A-10.040). Per s.1008.29, a student who achieves a score that meets or exceeds a minimum score on a nationally standardized examination (SAT or ACT) is also exempt from the TABE. The test must be taken within two years of enrollment in a Career and Technical Education program.
ADMISSION POLICY CONTINUED

In order to be exempt, a student must submit official documentation to a counselor/career advisor for verification of an exemption. Mandated TABE exit scores may be waived for documented special needs students as per Florida guidelines.

SECONDARY

Osceola County high school students may apply to attend the Professional and Technical High School (PATHS). Full-time high school students will enroll in both academic and technical courses. Students will earn both a high school diploma from PATHS and certification or licensing in their career/technical program. No tuition fees are charged. Students may be responsible for such expenses as uniforms, supplies, and program specific materials. Textbooks are provided, but must be returned at the end of each semester. Students will be held financially responsible for lost or damaged books/materials.

DUAL-ENROLLMENT (Non PATHS Students)

Eligible dual-enrolled high school students may attend adult Career and Technical Education programs and earn elective credits toward high school graduation as well as hours toward a postsecondary program certificate. In addition, all programs prepare the student for state licensure exams or specific industry certifications. The student must:

- Be a high school student at least 16 years of age or older.
- Have a viable career-technical goal.
- Have at least a 2.0 unweighted GPA. All high school students are strongly encouraged to have passed the FCAT prior to dual enrollment.
- Have minimum TABE scores of 6.0 in Reading, Language and total Math.
- Have good attendance and discipline records.

Tuition is waived for applicable programs. Textbooks are loaned to students enrolled in a public high school and must be returned to the TECO bookstore at the end of each semester or purchased by the student. As per state statute, home schooled and private school students are required to purchase textbooks and instructional materials. Students will be held financially responsible for lost or damaged books/materials.
FINANCIAL INFORMATION

METHODS OF PAYMENT

TECO makes tuition and fee payment convenient and easy for the public. Tuition may be paid by cash, major credit card or check. If the student is approved for Financial Aid, notification will be provided by the Financial Aid Office. A student is officially registered once tuition is paid or deferred.

PAST DUE ACCOUNTS

Students become responsible for tuition, fees, and related expenses upon registration for classes. Student who have outstanding financial obligations with TECO will not be able to register for classes or receive services until the debt is paid in full.

All financial obligations must be fulfilled. Failure to meet obligations may result in the withholding of transcripts and denial of registration and readmission. The services of a professional collections agency may also be invoked. The responsibility of attorney’s fees or collection fees fall on the debtor.

RETURNED CHECK POLICY

There will be a $25.00 charge to the student for each check returned for non-sufficient funds (NSF). NSF checks not cleared within 72 hours of notification shall constitute grounds for administrative withdrawal from school. Any person having a NSF check returned and who has not paid the $25.00 NSF fee shall not be eligible for registration into additional classes.
FINANCIAL INFORMATION CONTINUED

TUITION & EXPENSES

Tuition fees are charged for technical classes taken by students who already have a high school diploma/GED. The tuition and fee schedule is subject to change without notice. The following tuition and fee schedule reflects the 2013-2014 school year. Note: Some programs may have specialized fee schedules. See program pages (36-59) for more details.

Vocational Certificate Programs - Except Culinary, Health & Selected Public Service Programs

- Florida Residents $ 3.25 per hour
- Non-Florida Resident $11.79 per hour

Culinary & Health Certificate Programs

- Florida Residents $ 3.45 per hour
- Non-Florida Resident $11.99 per hour

Public Service Programs

- Florida Residents $ 4.35 per hour
- Non-Florida Resident $12.89 per hour

Other fees may include, but are not limited to:

- Application and registration fee
- Books and supplies for class
- Consumable supplies/laboratory fees
- Liability/accident insurance for some programs
- Parking Decal
FINANCIAL INFORMATION CONTINUED

REQUIRED FLORIDA RESIDENCY FOR TUITION PURPOSES

- Proof of residence for tuition purposes is the sole responsibility of the student.
- Under Florida law, there is a difference between being a Florida resident and being a Florida resident for tuition purposes.

To be considered a Florida resident you must have lived in the state of Florida for at least the previous 12 consecutive months; all documentation proving Florida residency must be at least 12 consecutive months old or older and must be current/valid.

REFUND POLICY

Tuition refund for TECO students leaving prior to program completion is based on the following:

- In the event of class cancellation, all tuition and lab fees shall be refunded.
- If a student formally withdraws on or before the student’s first scheduled day of instruction, 100% of the tuition and lab fees paid shall be refunded. No refunds will be given on application fees, registration fees, bookstore purchases, or insurance.
- For programs of more than 30 hours, if a student formally withdraws after the first day of class, but within the first five (5) class days of the student’s scheduled entry date, 75% of the tuition and lab fees paid shall be refunded. No refunds will be given on application fees, registration fees, bookstore purchases, or insurance.
- No refund will be issued after the first five (5) scheduled classes.
- For programs of 30 hours or less, no refunds will be given after the first day of class.
- Refunds will be issued within 30 days. Students are not required to request their refund. The Director or designee must approve all refunds prior to payment.

Effective July 1, 2002, any currently enrolled student at an area technical center who is called or enlists in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. No refunds will be given on application fees, registration fees, bookstore purchases, or insurance. If the student chooses to withdraw, the student’s record shall reflect that the withdrawal is due to active military service. The Title IV Fair and Equitable Refund policy applies to all Title IV (Federal Pell Grant) recipients. Detailed refund information can be found in the Bookkeeper’s office.
1098T FORM

IRS 1098T forms are available at the end of each year for the student and/or parent to receive the HOPE Tax Credit for Lifelong Learning Tax Credit. The forms are available for pickup from the Student Services Office after January 31st.

FEDERAL PELL GRANT

The criteria is as follows:
- Student must complete a Free Application for Federal Student Aid
- Program length must be 600 clock hours or more
- Student must demonstrate financial need
- Student must provide a copy of High School Diploma or GED
- Student must be a U.S. Citizen or an eligible non-citizen
- Student must maintain satisfactory academic progress
- Student must be working toward a job preparatory completion certificate
- Student cannot be in default or owe a refund on Federal Grants or Federal Educational Loans.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require the school to establish Standards of Satisfactory Academic Progress (SAP) as a general eligibility requirement for Pell Grant. A student must maintain satisfactory academic progress in a CTE program to remain Pell eligible. To meet the SAP qualitative and quantitative standards adopted by TECO, a student must:

• Maintain a minimum average grade of C* for each payment period. (Qualitative standard)

• Complete at least 85% of the program competencies for each payment period in order to progress at a rate to complete the program within the maximum timeframe which is 150% of scheduled program hours. (Quantitative Standard)

The qualitative and quantitative standards are cumulative and include all periods of a student’s enrollment. Please note that even periods in which the student did not receive any federal aid are also included in the evaluation of academic progress.

* Individual programs may have higher minimum standards as listed in the program Master Plan of Instruction. These higher standards must be met for Title IV eligibility.
FINANCIAL INFORMATION CONTINUED

EVALUATING SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Satisfactory Academic Progress is reviewed at the end of each payment period. If a student’s progress is determined to be unsatisfactory, the student will be ineligible for future Title IV aid.

REINSTATEMENT OF TITLE IV AID FOR FINANCIAL AID RECIPIENTS

A student’s Title IV funding that was discontinued due to unsatisfactory academic progress may be reinstated upon the student’s receiving a satisfactory academic progress report at the end of the next payment period. There is no appeal process to re-establish eligibility. If a student that was terminated due to unsatisfactory academic progress wants to return to school at a later date, the student would need to enroll as a “self pay” student for that term. After the student receives a satisfactory academic progress report at the end of that term which was “self pay”, the student would have re-established Title IV aid.

ABSENCES EXCEEDING 10% OF TOTAL PROGRAM HOURS FOR FINANCIAL AID RECIPIENTS

If a student is absent more than 10% of the total program hours, the student’s Pell Grant will be cancelled. The student may submit a written request for an appeal if extenuating circumstances resulted in absences exceeding 10% of total program hours. If a student withdraws from a program and re-enters in the same program after 365 calendar days, the student’s prior absent hours will not be counted as part of his/her cumulative program absences.
EMERGENCY LEAVE OF ABSENCE

TECO may grant a student a leave of absence for a legitimate unforeseen circumstance during which the student is not considered withdrawn. Students receiving Veterans’ benefits are not eligible for a leave of absence. The following conditions must be met:

• The student makes a written request in advance to the Dean of Enrollment Management for a leave of absence with a valid reason on the designated Leave of Absence form. Valid reasons may include: emergency health condition, family emergencies, death in the family, etc. and must include documentation. The Dean of Enrollment Management will review the request with the instructor and financial aid advisor before submitting to administration. The Director or her designee makes the final decision as to the leave of absence request.

• The leave of absence may not exceed 15 scheduled days except for mitigating circumstances (i.e., emergency health condition, family emergencies, or unforeseen circumstances that are well documented.

In most situations, the school will grant only one leave of absence to the student in any 12-month period. Any combination of leave or extension of a leave of absence will not exceed a total of 180 days in any twelve month period. Additional subsequent leaves may be granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act of 1993.

The student will not receive tuition reimbursements for an approved leave of absence. If a student’s leave of absence is approved, the student is considered enrolled at the school. For students receiving financial aid, the clock hours accrued during the approved Leave of Absence will not apply to his/her Pell Grant disbursement. If the leave is not approved or the student fails to return to the school at the end of an approved leave of absence, the student is considered to have withdrawn from school as of the last day of attendance.

TERMINATION OF FINANCIAL AID

Failure to achieve satisfactory progress by the end of the next scheduled payment period will result in termination of Title IV aid. At this point in time, the student will be classified as “self pay” and no additional Title IV aid will be offered. A probation period is not allowed.
FINANCIAL AID CONTINUED

REACHING THE MAXIMUM TIMEFRAME

When a student has reached the maximum timeframe for the program (150% of scheduled program hours) in which he/she is enrolled, financial aid eligibility will be cancelled. The student is expected to be aware of the maximum attempted clock hours. No warning notice will be provided to the student by the Financial Aid Office.

FEDERALLY FUNDED TITLE IV GRANTS

For details on eligibility and applications, ask for the financial aid brochure or call 407-518-5432

VOCATIONAL REHABILITATION

The Florida Department of Education Division of Vocational Rehabilitation sponsors eligible, disabled students who need training or retraining to secure suitable employment. For detailed information, please call 407-846-5260

WORKFORCE INVESTMENT ACT (WIA)

Persons residing within the Lake, Orange, Osceola, Seminole and Sumter county areas should call 1-800-757-4598 for the nearest center and contact person.

FLORIDA TRUST FUND

The criteria are as follows:

- Must have financial need
- Must be a Florida resident
- Must be accepted and registered in program
FINANCIAL AID CONTINUED

VETERAN EDUCATION BENEFITS

The Bureau of State Approving Agency for Veteran Training has approved some of the certificate training programs offered at TECO. Veterans should check with the VA Certifying Official in the Financial Aid Office to apply for or re-activate their VA educational entitlements. All required application forms are available in the Financial Aid Office. The student must present drivers license, social security card, DD-214, letter of eligibility, high school diploma, or GED, and transcripts from college if the student was enrolled in any college courses above their high school diploma. The documentation is then forwarded to the Department of Veterans’ Affairs (DVA) for processing. Upon completion of the first day of class, the enrollment certification is reported by the VA Certifying Official to the DVA for processing. It takes DVA a minimum of 4-8 weeks to activate benefits.

The student is eligible for educational benefits for the length of the program as approved by the State Approving Agency. The student must check with the school’s VA Certifying Official to verify the approval of his/her program length.

All veterans receiving educational benefits while attending TECO are subject to the policies and procedures of the school which include the following:

STANDARDS OF PROGRESS AND ATTENDANCE

All students receiving Veterans’ Educational Benefits must maintain satisfactory progress in accordance with regularly prescribed standards and policies of TECO. If the student is not making satisfactory progress according to the standards and policies, educational benefits will be discontinued for the student. Veteran and nonveteran students alike will be referred to Admissions for counseling of a program that may offer the possibility of success.

1. Satisfactory academic progress is defined as mastery of at least 85% of assigned program competencies and a minimum average grade of C for the nine-week grading period term. Academic progress will be reviewed by the VA Certifying Official at the end of each nine week grading period.

2. A VA student who does not maintain satisfactory academic progress for a nine week grading period will be placed on academic probation for the next nine week term. If the VA student’s academic progress is unsatisfactory at the end of the period of probation, the student’s VA educational benefits will be terminated.
FINANCIAL AID CONTINUED

3. The DVA will be notified by the school’s VA Certifying Official if the veteran is placed on academic probation.

4. The DVA will be notified by the school’s VA Certifying Office if the veteran does not maintain satisfactory academic progress during the period of probation.

5. Attendance reports must be submitted monthly to TECO VA Certifying Official.

6. Students must attend classes regularly, and attendance will be recorded and maintained by the school. Veterans must complete at least 85% of the scheduled program hours within a calendar month. The student may submit a written request for an appeal if extenuating circumstances result in absences exceeding 15% of program hours within a calendar month. Documentation supporting absences must be given to the VA Certifying Official located in the Financial Aid office immediately upon student returning to school. All absences are considered unexcused unless otherwise documented.

7. The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

8. DVA will be notified by the school’s VA Certifying Official when a student exceeds 15% in absences within a nine-week grading period for a student, and VA benefits will be terminated for the student’s unsatisfactory attendance. Satisfactory attendance is defined as compliance with existing school attendance policy and the VA attendance policy. Programs requiring state licensure for certification have higher minimum standards for satisfactory attendance, and those standards are listed in the program’s Master Plan for Instruction which is given to each student. Students must maintain the higher standard in such cases. It is the student’s responsibility to adhere to both attendance policies in order to continue the educational program and receive monetary VA benefits.

9. The DVA will be notified by the school’s VA Certifying Official if the veteran does not maintain satisfactory attendance.
Student Services

APPEAL PROCESS

If a student has reached termination status because of unsatisfactory academic progress or absences exceeding 15% of program hours within a calendar month, the student has the right to make a written request for appeal to the VA Certifying Official. The student’s appeal and all documentation must be submitted to the VA Certifying Official within 5 school days after notification of termination status.

CREDIT FOR REMEDIATION

A VA benefited student may receive additional hours toward a program length for basic remediation that is required for program completion. The student may receive up to an additional 300 hours credit if the student is attending a program of 750 hours or greater in length. The student may receive up to an additional 150 hours credit if the student is attending a program less than 750 hours in length.

CREDIT FOR PREVIOUS EDUCATION & TRAINING

The institution will evaluate prior credit, grant credit as appropriate and notify the student of the evaluation, and shorten the program certified accordingly.

DEFERMENT OF FEES

Any veteran or other eligible student who receives VA benefits may be granted a deferment, if warranted, once per academic year. If, however, there is a break in training or delay in the receipt of VA benefits, an additional deferment may be granted. The veteran is responsible for payment of any tuition/fees not covered under his/her VA education benefits. Deferments will not be granted when there are outstanding fees on a student’s account. Reference: Florida Statute Section 1009.27.

NOTIFICATION OF ACADEMIC PROGRESS

It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans’ Educational Benefits. At the end of each nine week grading period or term, the instructor submits a written report to the Financial Aid Office indicating the student’s academic progress.

NOTIFICATION OF ATTENDANCE

It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans’ Educational Benefits. At the end of each month, the instructor submits a written report to the Financial Aid Office indicating the student’s attendance for that month.
FINANCIAL AID CONTINUED

REACHING PROGRAM MAXIMUM TIMEFRAME

If a student has reached the maximum timeframe of the program in which he/she is enrolled, VA benefits will be terminated. The student is expected to be aware of the maximum attempted clock hours. No warning notice will be provided to the student by the VA Certifying Official.

REGAINING ELIGIBILITY AFTER INVOLUNTARY TERMINATION OF PROGRAM ENROLLMENT

A student withdrawn from a program due to unsatisfactory progress, attendance or behavior must receive administrative approval before reenrolling at TECO. A VA eligible student who is readmitted to a program must show satisfactory progress for one nine-week grading period before requesting that his/her VA benefits be reinstated.

REINSTATEMENT OF VETERANS’ EDUCATIONAL BENEFITS

VA Educational Benefits discontinued due to unsatisfactory academic progress may be reinstated upon completion of one nine week grading period of satisfactory academic progress.

VA Educational Benefits discontinued due to unsatisfactory attendance may be reinstated upon completion of one calendar month of satisfactory attendance. Documentation of VA form 22-8873 must be in the student’s file before VA benefits are reinstated.
ORIENTATION

TECO orientations take place on an individual basis or small group sessions depending upon the need. The orientations acquaint new students with our mission, policies, programs, functions, and personnel.

Orientations are offered for new students attending day and evening programs.

Orientations serve as information and enrollment sessions. Students have access to an online catalog and are provided with an orientation packet. Using these publications as a guide, counselors provide an overview of the school, its philosophy, practices, and programs. Student services, program descriptions, program costs, financial aid, grading methods, attendance requirements, and dress code requirements are among the topics discussed.

If the student has taken the TABE, the results are discussed and the student is either enrolled in remediation or enrolled in the appropriate program. If the student has not taken a TABE, the student is advised the next available test date. Prospective students are given as much time as needed to discuss individual concerns, to review the various programs, to discuss average starting salaries, and to discuss TABE scores. Adult students without high school diplomas are encouraged to enroll in GED classes.

Students are given the opportunity to talk to instructors before enrollment. The instructor is able to describe specific program skills and competencies that will be required. Upon entry into a program, the student receives additional information from the instructor regarding program specific policies, procedures, requirements, and safety. Orientation sessions are conducted at local middle schools and high schools to introduce potential students to TECO. All high schools are visited and tours are arranged for prospective students. All rules and policies are discussed.
Student Services

CAREER GUIDANCE & COUNSELING SERVICES

COUNSELING STAFF

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Ext.</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECO</td>
<td>Bart Roberts</td>
<td>15303</td>
<td>Guidance Counselor</td>
</tr>
<tr>
<td>TECO POINCIANA</td>
<td>Maria Alvarado</td>
<td>54101</td>
<td>Dean</td>
</tr>
<tr>
<td>TECO ST CLOUD</td>
<td>Shannon Melvin</td>
<td>53101</td>
<td>Dean</td>
</tr>
<tr>
<td>PATHS:</td>
<td>Cheryl Smith</td>
<td>15301</td>
<td>Guidance Counselor</td>
</tr>
<tr>
<td>PATHS:</td>
<td>Rob Merrill</td>
<td>15302</td>
<td>Guidance Counselor</td>
</tr>
</tbody>
</table>

TECO/PATHS Guidance Departments play an integral part in empowering students to achieve success by actively facilitating their course of action from admission to completion of their education goals.

Counselors also assist students with academic and personal counseling issues. All matters concerning registration, course selection, credits, records, graduation, testing, scheduling, and grading are processed through these offices.

RECORDS

All records are located in Student Services. The permanent record for each student enrolled lists personal data concerning the student. This information includes attendance, scholastic grades, activities, honors, test scores and a health record. Information in a student’s permanent record is confidential. Parents and students have access to a student’s records as outlined in School Board Rules of Osceola County and Federal law.

Once a student reaches the age of (18) or is enrolled in a postsecondary program, parents no longer have any rights under the Code unless (1) the student gives written consent to release the information to the student’s parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in section 152 of the Internal Revenue Code of 1954.

Students and/or graduates who need copies of complete transcripts for applying to colleges and universities should request this from their Student Services Office. Allow one week for transcript requests to be processed.

TRANSCRIPTS

Students needing an official copy of their TECO transcripts must complete a request form available in Student Services. Transcript requests will normally be processed within 3 – 5 business days of the request being received. You may request one unofficial transcript per program. Unofficial transcripts will be marked either UNOFFICIAL or with a note stating there are unpaid financial obligations to TECO. Requests may also be made in writing by faxing a letter, which includes the student’s name, social security number, date and signature, to 407-344-
5089. The cost of a transcript is $10.00 and needs to be paid at the time the request is submitted. OFFICIAL transcripts will be withheld for failure to pay tuition, for default on an education debt or failure to repay an education grant overpayment. Written exceptions are handled on a case by case basis.

**Student Services**

**STUDENT PLACEMENT / FOLLOW UP**

Job placement services are available to Workforce Development students who have completed a program or an Occupational Completion Point seeking employment. Vocational program instructors, in conjunction with advisory committee members and business community contacts, assist with job placement by referring students to potential employment opportunities and by encouraging students to participate in an occupation-related internship experience.

Students are interviewed by phone or mailed follow-up surveys to compile statistics. TECO utilizes the state documentation and follow up surveys from students to compile statistics regarding student placement.

**DIPLOMA REQUIREMENTS**

Completion of a high school diploma or GED is required for some of TECO’s programs. The following programs require a high school diploma from a recognized and accredited institution:

- **Practical Nursing**
- **Medical Assisting**
- **Medical Coder/Biller**
- **Pharmacy Technician**
- **Medical Laboratory Assisting**
- **Law Enforcement Officer**

An institution’s accreditation must be issued by an agency which is recognized by the U.S. Department of Education (USDE) or Council for Higher Education Accreditation (CHEA). If a student’s transcript/diploma is in a language other than English it is the responsibility of the student to have the documents translated and evaluated to show equivalency to a U.S. high school diploma.

TECO will also accept GED documentation from a recognized GED testing center. A GED is treated as equal to a high school diploma and will qualify students for the above listed programs. Private school graduates may need to submit additional documentation relating to the institution’s policies and procedures before the diploma is accepted.

A special diploma or certificate of completion is not a standard high school diploma and will not be accepted as proof of completing high school. Students with these documents will be advised how to earn acceptable documentation for program entry and their options for receiving funding assistance.

If proof of graduation is requested from the financial aid department the student must provide an official high school transcript listing courses completed for grades 9-12. The transcript needs to be consistent with the graduation requirements of the Florida Department of Education.
Applicants who hold a diploma from a non-accredited online institution will be encouraged to earn a GED.
TRANSFER POLICY

FROM ANOTHER INSTITUTION

The programs offered at TECO are primarily designed to prepare students for entry into the job market or to give students the opportunity to improve skills and prepare for advancement in their current employment. A student transferring to TECO who has previously attended another accredited institution is required to submit an official transcript for credit evaluation. The guidance counselor will work with the director of the receiving program, in order to determine what transfer credits/hours will be accepted.

Generally, the program director will review course descriptions from the transfer student’s school and determine how closely they match with the curriculum taught in TECO’s program. Students will then be provided with a list of courses that will transfer to TECO’s program within 5 business days from when the records are received.

BETWEEN PROGRAMS

If a current student in a TECO program decides he/she would like to transfer into another TECO program, the student must meet with his/her guidance counselor, financial aid officer and sponsoring agency (if applicable) to discuss the academic and financial requirements of the new program. The current instructor would then withdraw the student from this program and the counselor would then re-register the student into the other program.

SCHEDULE CHANGES

Schedule changes, such as reduction or addition of hours, must be made with the approval of a counselor/career advisor, instructor, and financial aid supervisor (if appropriate). Students are allowed one schedule change per semester. Students who withdraw prior to the completion of a program should notify the instructor and Student Services. Students receiving financial aid must also notify the Financial Aid Office.

COMMENCEMENT EXERCISES

Specific Workforce Development Programs conduct independent commencement exercises throughout the year. Family and friends are encouraged to attend the ceremonies.
ADULTS WITH DISABILITIES

Adults and high school students with disabilities are eligible for enrollment into all of TECO’s programs/courses. Reasonable accommodations will be made to address the needs of individual students. Services offered include: basic skills, accommodations, adaptive equipment, guidance and counseling, job placement, and internships. Special assistance is available to help students in testing and registration. Students may request more information from their counselor.
ARTICULATION WITH VALENCIA COMMUNITY COLLEGE

TECO has an articulation agreement with Valencia Community College (VCC). Policies vary from program to program. Arrangements need to be made in advance to articulate credit from level to level. Below are the programs that link to VCC for college credit.

<table>
<thead>
<tr>
<th>TECO Program</th>
<th>TECO Contact Person</th>
<th>Linked VCC Degree Program</th>
<th>Potential Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Foods &amp; Culinary Arts</td>
<td>Jeff Graham</td>
<td>Culinary Management</td>
<td>15</td>
</tr>
<tr>
<td>Digital Design</td>
<td>Thomas Smalling</td>
<td>Graphic &amp; Interactive Design</td>
<td>9</td>
</tr>
<tr>
<td>Automotive</td>
<td>Tom Klem</td>
<td>Industrial Management Technology</td>
<td>24-27</td>
</tr>
<tr>
<td>Electricity</td>
<td>Ben Summers</td>
<td>Industrial Management Technology</td>
<td>24-27</td>
</tr>
<tr>
<td>Air Conditioning, Refrigeration &amp; Heating Technology</td>
<td>Sam Nazario, Jose Gonzalez</td>
<td>Industrial Management Technology</td>
<td>24-27</td>
</tr>
<tr>
<td>Law Enforcement Officer</td>
<td>Dawn Gereau</td>
<td>Criminal Justice Technology</td>
<td>15</td>
</tr>
<tr>
<td>Legal Administrative Specialist</td>
<td>Dona Powell</td>
<td>Office Administration</td>
<td>18</td>
</tr>
<tr>
<td>Medical Administrative Specialist</td>
<td>Dona Powell</td>
<td>Medical Office Administration</td>
<td>18</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Kerri Cooper</td>
<td>Medical Office Administration</td>
<td>6</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Jemma Small</td>
<td>Nursing Advanced Standing Track</td>
<td>12</td>
</tr>
<tr>
<td>Web Development</td>
<td>Paul Parisi</td>
<td>Computer Information Technology/Computer Programming &amp; Analysis</td>
<td>5</td>
</tr>
<tr>
<td>Network Support Services</td>
<td>Greg Hobbs, Scott Thomas</td>
<td>Network Engineering Technology</td>
<td>9</td>
</tr>
</tbody>
</table>
STUDENT INSURANCE

Some licensure programs require students to have accident and/or liability insurance due to the nature of the program. Students who do not have private health care insurance may opt to purchase school accident insurance; this accident insurance is made available by a private vendor and offered at a reasonable cost to students. Information regarding the purchase of school accident insurance will be provided during student orientation and is available in the Admissions Office, upon request.

The cost of liability insurance, if required, is part of the program cost and due prior to program entry. This information is available upon request, in Student Services.

BOOKSTORE

The Bookstore stocks textbooks and supplies required by the Workforce Development Programs and Continuing Workforce Education, plus a selection of regular school supplies. TECO shirts, coffee mugs, pens, pencils and notebooks are also available. The Bookstore maintains both day and evening hours.

RICK’S CAFE

The cafeteria provides outstanding cuisine. Students may purchase snacks, drinks or full meals. Soft drinks and snack machines are also available.

MEDIA CENTER

The media center is an integral part of the school. The mission of the media/technology department is to insure that students are effective users of ideas and information so that they may achieve both academic and technical excellence. The media center collection consists of books, periodicals, audiocassettes, portable computers, videos, digital video discs, and many other audiovisual materials and equipment. The media center enhances its on-site collection by adding a wealth of online resources via the media center computer lab.
Grading Policy
Grading System
Progress Reports
Attendance Policy
Student Conduct
Dress Code Policy
Identification Badges
Internships
Certificates of Completion
Academic Policies & Procedures

The policies and procedures contained with the School District of Osceola County, Code of Student Conduct apply to all TECO students unless specified in the following sections. Programs that follow the special requirements of certain occupations – i.e. Criminal Justice and Health Occupations – will present specific Policies and Procedures in their respective Student Handbook. These “enhanced” policies and procedures are in full effect and are an extension of those presented in TECO Code of Student Conduct and the TECO Student Handbook.

**GRADING POLICY**

Students must maintain satisfactory progress. Students who are not making satisfactory progress are referred to Student Services for counseling. The lack of satisfactory attendance and academic progress may affect opportunities to enroll the following semester.

**GRADING SYSTEM**

The following grading scale is used at TECO:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DESCRIPTIVE TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100 Outstanding progress: Can perform this skill without supervision and with initiative and adaptability to problem situations. Exceeds minimum industry standard for entry into this occupation.</td>
</tr>
<tr>
<td>B</td>
<td>80-89 Above average progress: Can perform this skill satisfactorily without assistance or supervision. Exceeds minimum industry standard.</td>
</tr>
<tr>
<td>C</td>
<td>70-79 Adequate progress: Can perform this skill satisfactorily, but requires some assistance and/or supervision. Meets minimum industry needs.</td>
</tr>
<tr>
<td>D</td>
<td>60-69 Not maintaining acceptable progress: Has difficulty in performing skills satisfactorily and requires maximum assistance and/or supervision.</td>
</tr>
<tr>
<td>F</td>
<td>0-59 Failure: Does not meet requirements.</td>
</tr>
<tr>
<td>I</td>
<td>N/A Incomplete: Has not performed this skill or cannot perform this skill in a satisfactory manner.</td>
</tr>
</tbody>
</table>

Law Enforcement Officer Students must achieve 80% or higher on every block examination. Practical Nursing students must achieve 80% or higher on every block examination.

Medical Assisting students must achieve 70% or higher grade in each course block.
PROGRESS REPORTS

Progress Reports are completed each term and a copy is given to each student. Progress Reports emphasize achievement as well as attendance, behaviors, habits, and skills. Instructors in each occupational program document this progress. Copies are forwarded to the student’s counselors. The counselor reviews the report, meets with the student if necessary and then places the copy in the student’s permanent record kept in Student Services. The progress report card provides feedback to the student on their progress in the technical program and/or academic courses.

Any change of address, phone numbers or other pertinent information must be reported to the Student Services Office immediately.

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, TECO students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards. A student withdrawn for absenteeism must petition administration to return (students allowed to return may be subject to a re-enrollment fee). Students exhibiting a pattern of consecutive absences will be subject to probation or dismissal as determined by the attendance committee.

Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each semester. Students not having met this requirement will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. Attendance committee meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register unless the student’s appeal to the Director has been approved. Only regularly scheduled class hours will be reported for attendance (TECO does not allow make up hours).
ATTENDANCE POLICY CONTINUED

These are the minimum requirements for attendance. Some programs may have a more rigid attendance policy which will supersede this general policy. It is the responsibility of each student to know, understand, and follow their programs attendance policy.

- 2-4 Absences within a nine-week grading period = Corrective Action Form completed with the Instructor
- 5-7 Absences within a nine-week grading period = Attendance Probation
- Greater than 7 absences within a nine-week grading period = Withdrawal from the program
- Five(5) consecutive absences without contact = Withdrawal from the program
- Any student with less than 80% attendance for a semester = Withdrawal from program

Any student who is withdrawn from their program as a result of attendance violations will not be allowed to return to TECO for a full semester (not to include summer terms). If a student is withdrawn for attendance reasons they can appeal with the attendance committee.

Veterans are allowed three (3) unexcused absences within a calendar month. VA will be notified when four (4) unexcused absences have been recorded and benefits will be terminated.

Attendance requirements for specific programs or financial aid may differ from those outlined above. It is the responsibility of the students to know the attendance policies for the program.

For Emergency Leave of Absence information, see page 15
Upon admission to the school, the student has an obligation to adhere to the standards established by TECO. Specific instances of misconduct include but are not limited to, cheating, plagiarism, and knowingly giving false information to the institution.

TECO reserves the right to withdrawal a student at any time for misconduct. TECO may also enforce probation or suspension on a student for misconduct.

Students attending TECO are treated as mature individuals. TECO programs are not compulsory; therefore, few disciplinary problems are expected. Appropriate disciplinary action will be taken in accordance with school policy if a student chooses not to follow the established school rules and regulations. These include situations in which:

- A student’s conduct seriously affects TECO’s program(s) and students in a negative way.
- A student’s conduct has a negative effect from a safety standpoint.
- A student does not make proper adjustment in response to attempts at correction.
- Cheating/plagiarism (see “Academic Integrity”).

The Code of Student Conduct applies to all students enrolled in TECO and is in effect on TECO property and whenever students are under the official supervision of TECO employees, such as during field trips or clinical experiences. Failure to abide by the Code of Student Conduct guidelines may lead to program dismissal not in good standing.

A student withdrawn in “good standing” is defined as a student who is eligible to re-enroll at TECO without any special considerations. Students dismissed “not in good standing” will need to request special consideration from the Director of TECO or designee and may be excluded from enrollment in most licensure programs.
TECO STUDENT CONDUCT CONTINUED

The following behaviors and all illegal actions are prohibited on school grounds and at school sponsored activities:

1. The use of abusive, profane, obscene language/materials, either oral or written language (including racial comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable.
2. Cheating or plagiarism in any form (see Academic Integrity’ statement).
3. Giving false information for the purpose of deception, including forgery, alteration or misuse of records.
4. Possession of weapons or explosives of any kind.
5. The verbal or non-verbal refusal to comply with school rules or directions from school staff, refusal to identify one’s self or disrespectful behavior toward school personnel on or off campus.
6. The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
7. Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others.
8. Using, possessing, being under the influence of or having a positive drug test for any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
9. Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs.
10. Placing another person in fear of bodily harm through verbal threats with or without displaying a weapon or subjecting the person to actual physical attack. Hazing and extortion are considered under this heading. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.
11. The use of tobacco products at any TECO location.
12. Inappropriate use of electronic communication devices on campus. This included the possession and/or use of cell phones or other electronic devices during a test or assessment.
ACADEMIC INTEGRITY

It is essential that students earning credit for their academic achievements are able to do so in an environment in which such achievement is known to be honorably earned. Because it is vital for the well-being of all students that certificates earned at TECO are valued for their high standards, a zero-tolerance attitude is taken in regard to academic dishonesty.

Cheating/Plagiarism is defined as willful or deliberate unauthorized use of the work of another person for academic purposes, copying work from another, or inappropriate use of notes or other material in the completion of an assignment or test. Both asking for and giving such information considered academic dishonesty. In addition to disciplinary interventions, credit may not be granted for the assignment(s) in question. When grade reduction is determined to be the appropriate disciplinary measure, the student shall be notified. Depending on the severity of the offense or individual program requirements, students guilty of academic dishonesty may also be withdrawn from their program not in good standing (see TECO Student Code of Conduct). Further information for individual programs may be found in their program policies.

In an effort to develop appropriate work ethics, TECO students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards. A student withdrawn for absenteeism must petition administration to return (students allowed to return may be subject to a re-enrollment fee). Students exhibiting a pattern of consecutive absences will be subject to probation or dismissal as determined by the attendance committee.

Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each semester. Students not having met this requirement will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. Attendance committee meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register unless the student’s appeal to the Director has been approved. Only regularly scheduled class hours will be reported for attendance (TECO does not allow make up hours).

These are the minimum requirements for attendance. Some programs may have a more rigid attendance policy which will supersede this general policy. It is the responsibility of each student to know, understand, and follow their programs attendance policy.
**DRESS CODE POLICY**

TECO is a technical institution that prepares its students for a career. All students must dress and groom themselves in a manner that conforms to standards set by business and industry. Certain programs require students to wear safety apparel while in the program classroom, in which instructor will provide specific information. The uniform by program is listed below:

<table>
<thead>
<tr>
<th>Health Sciences</th>
<th>Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA &amp; HHA</td>
<td>Royal Blue Scrubs</td>
</tr>
<tr>
<td>LPN</td>
<td>Navy Blue Scrubs</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Wine or Khaki Scrubs (HS Red Scrubs)</td>
</tr>
<tr>
<td>Med. Coder &amp; Biller</td>
<td>Seal blue/Light Blue Scrubs</td>
</tr>
<tr>
<td>Med. Lab Assisting</td>
<td>Gray Scrubs</td>
</tr>
<tr>
<td>Pharmacy Tech</td>
<td>Teal Scrubs</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Gray Scrubs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Tech</th>
<th>Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>.NET &amp; Database App Development &amp; Program</td>
<td>Hunter Green TECO shirt or Green polo shirt &amp; khaki pants</td>
</tr>
<tr>
<td>Digital Design</td>
<td>Red Polo shirt &amp; Khaki pants</td>
</tr>
<tr>
<td>Legal Admin. Specialist</td>
<td>Polo shirt (Pink for women, white for men) &amp; Black pants</td>
</tr>
<tr>
<td>Med. Admin. Specialist</td>
<td>Women: pink Scrubs/Men: Black Scrubs</td>
</tr>
<tr>
<td>Web Development</td>
<td>Red polo shirt &amp; Khaki pants</td>
</tr>
<tr>
<td>Network Support/Wireless</td>
<td>Maroon polo shirt &amp; work pants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industrial</th>
<th>Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Tech</td>
<td>Black polo shirt / work pants</td>
</tr>
<tr>
<td>Electricity</td>
<td>Gray polo shirt/work pants</td>
</tr>
<tr>
<td>HVAC</td>
<td>Navy Blue TECO shirt or Dark Blue polo shirt/ Blue work pants</td>
</tr>
</tbody>
</table>
The school dress code policy also includes:

- **Identification Badge** - must be worn at all times, be current, visible, and facing out on a lanyard or clipped to the collar.
- **Coats & Sweaters** –
  - As determined appropriate & professional by the instructor and/or administrator.
  - NO long overcoats
- **Jewelry, Footwear, and Headgear**
  - Jewelry must not interfere with the program of choice.
  - NO flip-flops
  - NO headgear, hats, caps, etc.
  - Shoes must conform to industry standards.

*No clothing associated with gangs, discrimination, or that encourages the use of alcohol, drugs, smoking, or violence.*

Those who will not adhere to the school’s uniform code should reconsider enrollment. Any student inappropriately dressed may be removed from campus until the violation is corrected. A student repeatedly in violation of this uniform code may be withdrawn.

*The Administration determination as to whether or not clothing is appropriate shall be determinative and final.*

**IDENTIFICATION BADGES**

School issued ID badges must be displayed on a lanyard by each student while on campus. A replacement ID will cost the student $5.00. Failure to wear proper ID will result in disciplinary action. The first replacement ID will cost the student $5.00 (plus $1.00 for the plastic ID holder and lanyard). Each subsequent replacement will result in a $5.00 additional charge.
INTERNSHIPS

TECO Internship Program incorporates the advantages of concentrated and structured workplace experience to link and strengthen school-based learning. Students will master basic competencies in class and then continue to complete their programs through on-the-job work experiences. Internships create an opportunity for the student to interact with professionals and prospective employers in business and industry, gain experience in the actual career setting, work daily with adult mentors, and learn about career options.

CERTIFICATES OF COMPLETION

TECO offers certificates for completion of a program of study. Occupational completion points are also earned. In order to receive a certificate of program completion, a student must meet the program requirements and pass the minimum basic skill levels in reading, language and math required for that program, on the Test of Adult Basic Education (TABE).
General Policies & Procedures

Lost & Found
Student Parking
Campus Safety & Security
Care of School Property
Authorized Areas
Visitors
Emergency Procedure Plan
Federal Drug-Free School Act
Smoke-Free Campus
Weapons
Warrantless Searches
Money, Property, etc.
Transportation
Internet Policy
Accident Report/Notice to Students
LOST & FOUND

Lost and Found is located in Student Services. Students who find lost articles are asked to take them to either the Student Services Reception Desk in PATHS or Student Services in TECO.

STUDENT PARKING

A current parking permit must be displayed on all motorized vehicles parked on campus. Parking permits may be purchased in the bookstore for $10.00. Students are required to pay a fee for each parking permit.

Students must follow all parking and driving rules. Restricted and handicapped parking spaces are identified with appropriate signs. Persons violating parking or traffic policies are subject to loss of parking privileges and towing of their vehicles. No effort will be made to locate and inform the vehicle owner/operator of the impending towing. Recovery of a towed vehicle will be at the owner’s expense.

CAMPUS SAFETY & SECURITY

Members of the Sheriff’s Department or Kissimmee Police Department will be called when a violation of the law or a serious breach of security is suspected. The cooperation and involvement of every member of staff, student body, and all visitors on campus are absolutely necessary to ensure maximum safety and security. If you feel your safety or the safety of someone else is in jeopardy at any time, contact an administrator and appropriate measures will be taken to correct the situation.

CARE OF SCHOOL PROPERTY

Take pride in your school and at all times help keep all parts of the building, equipment, books, and grounds at their best appearance. Food and drink is prohibited in all classrooms. Willful acts of damage or destruction to property will result in strong disciplinary action.

AUTHORIZED AREAS

Students are not authorized to be in classrooms, labs or offices without a teacher or staff member present. Also, do not loiter in the parking lot.

VISITORS

All visitors to the campus must obtain administrative approval and register in TECO Student Services. There are no exceptions. A visitor’s badge will be issued and must be worn while on campus. This rule is strictly enforced to preserve the safety of our students, administration and staff.
EMERGENCY PROCEDURE PLAN

In the event of an extreme emergency or dangerous situation a comprehensive plan of action is in place to deal with such matters. In case of emergency, you are advised to notify your instructor or staff member immediately.

FEDERAL DRUG-FREE SCHOOL ACT

Possession, sale, distribution or use of any controlled substance or being under the influence at school, on the bus, or at any school-sponsored event is strictly prohibited. The possession or use of alcohol, drugs, or paraphernalia is a severe offense for which we hold zero tolerance. When there is evidence to believe that a student is in violation of the Alcohol and Drug Use policy, he/she may be suspended from school and recommended for expulsion. Law Enforcement intervention may be required.

TOBACCO-FREE CAMPUS

Smoking or the use of any tobacco product by students, visitor, or the staff is not permitted. All worksites, including buildings and grounds shall be tobacco free.

All uses of tobacco products in any form are prohibited in any District-owned facility or property, vehicle, or at District-sponsored or regulated events. School Board Rule 2.90

WEAPONS

Safety of our students and staff is our first concern. Expulsion is probable when a student is in possession of, uses, or transfers a knife, gun, firearm (as defined by Florida Law), brass knuckles, or other weapon or facsimile thereof.

WARRANTLESS SEARCHES

School officials may conduct a warrantless search of a student’s person, book bag, locker, motor vehicle or any other storage area on School Board property, with only a reasonable suspicion that illegal, prohibited, stolen or harmful substances may be concealed on the student or hidden therein. Contraband will be removed from the student’s possession.
**MONEY, PROPERTY, ETC.**

Each student is responsible for his/her personal items. The school cannot assume the responsibility for money and valuable property brought to school by students.

- Never bring a large amount of money or extremely valuable objects to school.
- Be sure to take your purse, valuables, etc., with you when you leave the room.
- Secure your personal belongings in your vehicle or in lockers provided.

Report to the Administrative Office any theft you may witness personally or any information you might have concerning a theft.

**TRANSPORTATION**

Staff is prohibited from transporting any student in their personal vehicle. Post-secondary students are prohibited from transporting any high school student in a personal vehicle.

**INTERNET POLICY**

Students using the school computer network or Internet access must adhere to the Osceola County School Board Policies and the District School Board of Osceola County Code of Student Conduct. Students will use the system only for instructional purposes, which relate to classroom and co-curricular assignments and activities. Students will not access information for which they are not authorized. Students may not act inappropriately while using a computer including, but not limited to; breaking into restricted accounts or networks, modifying or destroying files without permission, illegally copying or distribution of software, entering or distributing or printing unauthorized files, visiting inappropriate websites, downloading inappropriate materials, participating in chat rooms, instant messages, sending/receiving Email, or playing games. District Internet Policy is posted on the Osceola County District web site.

**ACCIDENT REPORT/NOTICE TO STUDENTS**

Every accident in the school building, on the school grounds, or during a school function must be reported immediately to the person in charge and to the administrative office. **NOTICE:** In the school setting, if any possible infectious, contagious, or transmittable condition is suspected by the Administration, the student shall be removed from school immediately.
Student Rights

Students-Right-to-Know
Identification & Notification of Equity Coordinator(s)
School Board Governance & Organization
Procedures for Reporting Alleged Cases of Discrimination and/or Sexual, Racial, Religious or National Origin Harassment
Family Educational Rights & Privacy Act
Student Records Disclosure
Grievance Procedure
Americans with Disabilities Act


STUDENT RIGHTS

Students attending TECO have the right to equal educational opportunities without regard to race, national origin, sex, handicap, or marital status. Students are also vested with other fundamental rights. Among these is the right:

1. To be informed of the rules of the TECO Code of Student Conduct
2. To a safe and orderly environment in which to learn
3. To know about and use school guidance services
4. To be treated with dignity and respect
5. To reasonable and fair treatment
6. To be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without student consent

STUDENT RIGHT-TO-KNOW & JEANNE CLERY DISCLOSURE OF-campus security & campus crime statistics act

The Student Right-To-Know Act requires institutions to disclose specific information on the general student population. The Jeanne Clery Disclosure of Campus Security & Campus Crime Statistics Act requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics. The Campus Security Brochure is available in Student Services. TECO publishes these reports to the faculty, staff, and students to comply with the provisions of the law.

IDENTIFICATION AND NOTIFICATION OF EQUITY COORDINATOR(S)

A required by Rule 6A-19.010(1)(g), FAC; Title IX: 106.8(1); Section 504:104.8(a); ADA: 35.107(a) and Age: 110.25(b) the following individuals are equity coordinators:

Equity Coordinator: Ana D. Smith, Employee Relations Manager and Equity Coordinator
817 Bill Beck Blvd.  Kissimmee, Florida 34744  (407) 870-4800

ADA and Age Discrimination Coordinator: Tammy Cope-Otterson, Chief of Human Resources Officer
817 Bill Beck Blvd.  Kissimmee, Florida 34744  (407) 870-4093

Students 504 Coordinator: Cynthia Franklin – Trecia Weiner-Long
801 Bill Beck Blvd.  Kissimmee, Florida 34744  (407) 870-4897
I. Policy Against Discrimination

A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights or applicants, employees, and/or students, or other persons protected by applicable law.

C. The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap.
II. Policy Against Sexual Harassment or Other Forms of Harassment are Prohibited

A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board’s commitment to equal opportunities and the prohibition of discriminatory practices. The board’s prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person’s membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

For more in-depth information regarding this policy please refer to the District web site: www.osceola.k12.fl.us.

- Once on the School Districts main web page, click on the “School Board Rules” link under the School Board heading at the left of the screen.
- Click the link “School Board Rules” in the School Board Policy Documents listing.
- Scroll to Chapter 2.00 – School Board Governance and Organization. School Board Rule 2.70, pages 43 through 57.
STUDENT PROCEDURES FOR REPORTING ALLEGED CASES OF DISCRIMINATION AND/OR SEXUAL, RACIAL, RELIGIOUS OR NATIONAL ORIGIN HARASSMENT

Any student who believes he or she has been the subject of discrimination and/or sexual, racial, religious, or national origin harassment should proceed with the following steps:
The complaint must be presented, in writing, to the director and will include the precise nature of the complaint. These statements must be signed and identified in such a way that proper replies will be possible. In the event the allegations are against the director, the complaint shall be presented to the district’s equal opportunity officer.

All complaints will be handled confidentially. In no event will information concerning a complaint be released to anyone who is not involved with the investigation. Those involved shall be directed not to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the individual, who files a complaint, to encourage the reporting of incidents of discrimination and/or sexual harassment, and to protect the reputation of an individual wrongfully charged with discrimination and/or sexual harassment.

Upon receipt, a preliminary investigation shall commence. The parties involved will be notified of the results of the investigation.

For those complaints presented to the director, the complainant may request that an additional review be conducted by the district’s equal opportunity officer, Ana Smith, Employee Relations Manager & Equity Coordinator, and School District of Osceola County, Florida at 817 Bill Beck Blvd., Kissimmee, FL 34744 at (407) 870-4096. After receiving this request for additional review, the equal opportunity office will conduct an investigation. The parties involved will be notified of the results of the investigation.

The School District of Osceola County is an Equal Opportunity Agency.

BULLYING AND OTHER FORMS OF AGGRESSION

TECO’s Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The procedures for protecting the confidentiality of student records are based on state regulations and the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. School District of Osceola County policies regarding student records are in accordance with these regulations.
STUDENT RECORDS DISCLOSURE

- The School District of Osceola County maintains educational records in accordance with state and federal laws. Copies of School District of Osceola County Records Policy 5127 are available for public use during school hours at each school or at 817 Bill Beck Blvd., Kissimmee, FL 34744. Parent(s), legal guardian(s) or eligible students have the right to:
  - Inspect and review the students educational records
  - Challenge or request amendment of the student’s educational records that they believe are inaccurate or misleading
  - A hearing if the District decides not to amend the record as requested by the parent(s), legal guardian(s), or eligible student. The District will notify the parent(s), legal guardian(s), or eligible student of the decision and advise them of their right to a hearing regarding the request of amendment.
  - Consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
  - File complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

A parent, legal guardian or eligible student who wishes to review, obtain a copy, or to challenge education records should make an appointment with the principal or guidance counselor. All such requests will be honored by school officials as soon as possible but no later than (30) days after the written request is made.

Natural parents have access to student records regardless of whether or not they have legal custody of the child. The school will release information to natural parents upon written request, signed by the natural parent, unless the school has a copy of a court order to the contrary on file.

The School District of Osceola County reserves the right to the following “directory information” without prior permission of the parent unless the parent has notified the principal in writing within ten (10) calendar days of the beginning of school that directory information is not to be released. Lists of students will not be released without School Board action.

Directory information includes: Student’s name, address, telephone number, date and place of birth, participation in school sponsored activities and sports, weight and height of members of athletic teams, dates of attendance, graduation date, and awards received.

Personally identifiable information can be disclosed, transferred or released without prior consent of a student of the eligible student in connection with enrollment in another school, application for financial aid, research, a state statute, and an accrediting organization. Personally identifiable information will be released without parent consent to school officials with a legitimate educational interest, to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.
GRIEVANCE PROCEDURE

A student is encouraged to resolve an issue at the classroom level. If there is no resolution there, the student may present the concern to the department chairman and/or guidance counselor. If a satisfactory solution is not reached, then the issue is regarded as a grievance.

Steps to be followed regarding a student grievance are the following:

1. The student must state the grievance in written form to the appropriate school administrator.
2. Within five school days, the appropriate administrator and/or committee will meet with the student. The student will be afforded the opportunity to state his/her view and to present evidence or witnesses. A decision will be made.
3. Within five school days of the initial meeting, a student may appeal the outcome of that meeting to the center director who will schedule a meeting with the student within two weeks. A decision will be made.
4. If the student is not satisfied with the decisions, he/she may further appeal to the associate superintendent or the designee who will convene an impartial board to review the grievance and render a final decision.
5. If the grievance is not settled to the student’s satisfaction at the local level the student may contact: The Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350, Telephone (770) 396-3898 or 1-800-917-2081, web: www.council.org.

AMERICANS WITH DISABILITIES ACT

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

- .NET Application Development & Programming
- Database Application Development & Programming
- Digital Design
- Legal Administrative Specialist
- Medical Administrative Specialist
- Web Development
- Network Support Services
- Commercial Foods & Culinary Arts
- Nursing Assistant (Articulated)
- Home Health Aide
- Medical Assisting
- Medical Coder/Biller
- Medical Laboratory Assisting
- Pharmacy Technician
- Phlebotomy
- Practical Nursing
- Air Conditioning, Refrigeration & Heating Technology
- Automotive Service Technology
- Electricity
- Advanced Esthetics
- Cosmetology
- Facials
- Nails Speciality
- Law Enforcement Officer
BUSINESS/INFORMATION TECHNOLOGY

.NET APPLICATION DEVELOPMENT & PROGRAMMING (MAIN CAMPUS)

Mission: The mission of this program is to provide students with the positive life habits and business skills they need to succeed in a competitive work environment. Students gain the confidence and technical expertise to create computer applications.

Description: This program offers a wide array of knowledge and skills to prepare students for employment in .NET Programmer positions. The content includes VB.NET, ASP.net, C#, SQL Server and other related .NET framework technologies. This program is competency based.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

- OCP A: Information Technology Assistant 150 Hours
- OCP B: Computer Programmer Assistant 300 Hours
- OCP C: Computer Programmer 150 Hours
- OCP D: .NET Programmer 450 Hours

Length: 1050 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: A program completer may be eligible for potential credits towards a Valencia Community College’s Degree Program. Refer to the Articulation Agreement. Industry Certification: Microsoft Office Specialist 2013.

COST:
Tuition and Lab: $3,412.50
Additional estimated costs for fees, books and other expenses: $500.00
BUSINESS/INFORMATION TECHNOLOGY

ADMINISTRATIVE OFFICE SPECIALIST (POINCIANA CAMPUS)

**Mission:** The mission of this program is to prepare the student with the necessary knowledge and skills to obtain employment and to provide supplemental training for persons previously or currently employed.

**Description:** This program offers a broad foundation of knowledge and skills expanding the traditional role of the Administrative Assistant. The content includes the use of technology to develop communication skills, high level thinking skills and decision-making skills, the performance of office procedures tasks, the production of quality work in an efficient manner using advanced features of business software applications, research of job opportunities, and the production of high-quality employment portfolios and job-seeking documents.

**Job Training Includes:** Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

- **OCP A:** Information Technology Assistant 150 Hours
- **OCP B:** Front Desk Specialist 300 Hours
- **OCP C:** Assistant Digital Production Designer 150 Hours
- **OCP D:** Administrative Office Specialist 450 Hours

**Length:** 1050 Hours

**Unique Requirements:** The State of Florida requires students to meet the minimum basic skill level prior to program completion.

**Licensure/Certification/Other:** A program completer may be eligible for potential credits towards a Valencia Community College’s Degree Program. Refer to the Articulation Agreement. Industry Certification: Microsoft Office Specialist 2007 and 2010.

**COST:**

Tuition and Lab: $3,360.00
Additional estimated costs for fees, books and other expenses: $930.00
PROGRAMS OF STUDY

BUSINESS/INFORMATION TECHNOLOGY

DATABASE APPLICATION DEVELOPMENT & PROGRAMMING (MAIN CAMPUS)

Mission: The mission of this program is to provide students with the positive life habits and business skills they need to succeed in a competitive work environment. Students gain the confidence and technical expertise to create computer applications.

Description: This program offers a wide array of knowledge and skills to prepare students for employment in .NET & Database Programmer positions. The content includes VB.NET, ASP.net, C#, SQL Server and other related .NET framework technologies. This program is competency based.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

<table>
<thead>
<tr>
<th>OCP</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCP A</td>
<td>Information Technology Assistant</td>
<td>150 Hours</td>
</tr>
<tr>
<td>OCP B</td>
<td>Computer Programmer Assistant</td>
<td>300 Hours</td>
</tr>
<tr>
<td>OCP C</td>
<td>Computer Programmer</td>
<td>150 Hours</td>
</tr>
<tr>
<td>OCP D</td>
<td>Database Programmer</td>
<td>300 Hours</td>
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</tbody>
</table>

Length: 1200 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: A program completer may be eligible for potential credits towards a Valencia Community College’s Degree Program. Refer to the Articulation Agreement.

COST:
Tuition and Lab: $3,900.00
Additional estimated costs for fees, books and other expenses: $500.00
BUSINESS/INFORMATION TECHNOLOGY

DIGITAL DESIGN  (MAIN CAMPUS)

Mission: The mission of this program is to provide students with the positive life habits and business skills needed to succeed in the digital desktop publishing and graphic design industry. Students will gain the technical expertise to create a wide variety of graphic and publishing materials.

Description: This program offers a broad foundation of knowledge and skills to prepare students for employment in digital publishing positions. The content includes enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning and development of skills in multimedia presentation. The program stresses understanding and demonstration of the following elements of the digital publishing industry: planning, management, finance, technical and production skills; underlying principles of technology and design.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Information Technology Assistant 150 Hours
OCP B: Production Assistant 150 Hours
OCP C: Digital Assistant Designer 300 Hours
OCP D: Graphic Designer 300 Hours
OCP E: Media Designer 300 Hours

Length: Digital Design – 1200 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.


COST:
Tuition and Lab: $3,900.00
Additional estimated costs for fees, books and other expenses: $900.00
Mission: The mission of this program is to prepare the student with the necessary knowledge, training and skills to obtain employment in the legal system in an entry level position.

Description: This program offers a broad foundation of knowledge and skills expanding the role of the legal secretary. The content includes the use of computer technology to develop communication skills, high level thinking skills and decision-making skills, legal terminology, the performance of office procedures specific to the legal office environment, transcription of legal documents from machine dictation, and the production of high-quality employment portfolios and job-seeking documents.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Information Technology Assistant 150 Hours
OCP B: Front Desk Specialist 300 Hours
OCP C: Administrative Support 150 Hours
OCP D: Legal Administrative Specialist 450 Hours

Length: 1050 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: A program completer may be eligible for potential credits towards a Valencia College’s Degree Program. Refer to the Articulation Agreement.

COST:
Tuition and Lab: $3,412.50
Additional estimated costs for fees, books and other expenses: $1,255.00
BUSINESS TECHNOLOGY

MEDICAL ADMINISTRATIVE SPECIALIST  (MAIN CAMPUS)

**Mission:** The mission of this program is to prepare the student with the necessary knowledge and skills to obtain employment in the healthcare industry in an entry level position.

**Description:** This program offers a broad foundation of knowledge and skills expanding the role of the medical secretary. The content includes the use of computer technology to develop communication skills, higher-level thinking skills and decision-making skills, the performance of office procedures specific to the medical office environment, medical terminology, transcription of medical documents from machine dictation, and the production of high-quality employment portfolios and job-seeking documents.

**Job Training Includes:** Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

- **OCP A:** Information Technology Assistant 150 Hours
- **OCP B:** Front Desk Specialist 300 Hours
- **OCP C:** Medical Office Technologist 300 Hours
- **OCP D:** Medical Administrative Specialist 300 Hours

**Length:** 1050 Hours

**Unique Requirements:** The State of Florida requires students to meet the minimum basic skill level prior to program completion.

**Licensure/Certification/Other:** A program completer may be eligible for potential credits towards a Valencia College’s Degree Program. Refer to the Articulation Agreement.

**COST:**

Tuition and Lab: $3,412.50
Additional estimated costs for fees, books and other expenses: $1,255.00
Mission: The mission of this program is to provide students with the positive life habits and business skills they need to succeed in a competitive work environment. Students gain the confidence and technical expertise to create a wide array of graphic materials used for web design.

Description: This program is designed to prepare the student for employment or advanced studies. The program focuses on the skills, understandings and performance necessary to succeed in the web design services industry. This program is competency based and consists of 4 occupational completion points; each of which requires the student to meet state standards. The content includes web site design using Adobe Photoshop, Dreamweaver, Flash and HTML as well as office productivity and presentation skills in Word, Excel, Access and PowerPoint. It also offers an introduction to computers, the effective use of the Internet and the impact of technology on society.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

- **OCP A:** Information Technology Assistant 150 Hours
- **OCP B:** Web Design Fnd / Web Interface Design 300 Hours
- **OCP C:** Web Scripting / Web Media Integration 300 Hours
- **OCP D:** Web E-commerce / Web Interactivity 300 Hours

Length: 1050 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: Microsoft Office Specialist, Photoshop/Visual Communication Using Photoshop, Dreamweaver, Flash Professional.

COST:
Tuition and Lab: $3,412.50
Additional estimated costs for fees, books and other expenses: $2,800.00
BUSINESS/INFORMATION TECHNOLOGY

NETWORK SUPPORT SERVICES  (MAIN CAMPUS)

**Mission:** The mission of this program is to provide students with the training needed to become industry certified as computer network administrators.

**Description:** The Wireless Technology program has been designed for both entry level and experienced students interested in gaining skills necessary for employment in the field of information Technology. Certified instructors provide training in the Computer, Networking, and Wireless Networking fields through a combination of hands-on lab work and state-of-the-art instruction. As a student of this program, you will learn Computer Fundamentals and prepare for the following industry certifications.

**Job Training Includes:** Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Information Technology Assistant 150 Hours
OCP B: Computer Support Specialist 300 Hours
OCP C: Network Support Help Desk Assistant 150 Hours
OCP D: Network Support Administrator 150 Hours
OCP E: Senior Network Administrator 150 Hours
OCP F: Wireless Network Administrator 150 Hours
OCP G: Data Communications 150 Hours

**Length:** 1050 Hours

**Unique Requirements:** The State of Florida requires students to meet the minimum basic skill level prior to program completion.

**Licensure/Certification/Other:** Microsoft Office Specialist, A+, Network+, MCP, MCITP, CCNA, Certified Wireless Network Administrator

**COST:**
Tuition and Lab: $5,318.50
Additional estimated costs for fees, books and other expenses: $1,500.00
Programs of Study

HOSPITALITY & TOURISM

COMMERCIAL FOODS & CULINARY ARTS (MAIN CAMPUS)

Mission: The mission of this program is to prepare students for entry-level positions in the Commercial Foods and Culinary Arts fields.

Description: This program offers training that includes preparation, serving, storage, identification, selection and presentation of a wide variety of foods, communication and leadership skills, mathematical skills, human relations, employability skills and safe and efficient work practices.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Food Preparation 300 Hours
OCP B: Cook, Restaurant 300 Hours
OCP C: Chef/Head Cook 300 Hours
OCP D: Food Service Management 300 Hours

Length: 1200 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: None

COST:
Tuition and Lab: $4,140.00
Additional estimated costs for fees, books and other expenses: $500.00
HEALTH SCIENCES

NURSING ASSISTANT (ARTICULATED) (MAIN CAMPUS/POINCIANA/ST CLOUD)

Mission: The mission of the Health Science Education Department is to provide high quality education and training that empowers students to successfully pass the state of Florida licensure/certification examinations, to provide safe, quality care to patients/residents in a diverse cultural community, and to pursue a life enhancing career in healthcare.

Description: Nursing Assistants perform a variety of duties to help care for patients in hospitals, nursing homes, clinics, rehabilitation centers, and psychiatric facilities, all under the supervision of nurses and other medical staff. Training includes instruction in anatomy as well as personal care skills. The Nursing Assistant class at TECO is approved by the Florida Board of Nursing.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Basic Healthcare Worker 90 Hours
OCP B: Nurse Aide and Orderly (Articulated) 75 Hours

Length: 165 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: Program completers are eligible to sit for the Certified Nursing Assistant Examination, given by Prometric.

COST:
Tuition and Lab: $569.25
Additional estimated costs for fees, books and other expenses: $465.00
Programs of Study

HEALTH SCIENCES

HOME HEALTH AIDE  (MAIN CAMPUS/POINCIANA/ST CLOUD)

Mission: The mission of the Health Science Education Department is to provide high quality education and training that empowers student to successfully pass the state of Florida licensure/certification examinations, to provide safe, quality care to patients/residents in a diverse cultural community, and to pursue a life enhancing career in healthcare.

Description: TECO’s Home Health Aide program instructs student to help elderly, convalescent, or disable persons live in their own homes instead of in a health facility. Under direction of nursing or other medical staff, they provide health-related services, such as administering oral medications. Like CNA’s, home health aides may check patients’ vital signs, help with simple prescribed exercises, keep patients rooms neat, help patients move from bed, bathe, dress and groom. Occasionally they change non-sterile dressings, give massages and alcohol rubs, or assist with braces and artificial limbs. Experienced home health aide also may assist with medical equipment such as ventilators.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP B: Home Health Aide 75 Hours
** Student must have completed Basic Healthcare Worker OCP prior to taking this class**

Length: 75 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: Upon completion of the program students may use their Certified Nursing Certificate and their Home Health Aide certificate to obtain employment in a variety of hospital-run and private agencies specializing in home care.

COST:
Tuition and Lab: $258.75
Additional estimated costs for fees, books and other expenses: **See Nursing Assistant Program
HEALTH SCIENCES

MEDICAL ASSISTING  (MAIN CAMPUS/POINCIANA/ST CLOUD)

Mission:  The mission of this program is to prepare students for employment as certified or registered medical assistants in doctor’s offices, outpatient centers and ambulatory clinics.

Description:  As a Medical Assistant, you will assist physicians in treating a variety of patients. Our program prepares the students for employment as Medical Assistants, working both in the front and back office. The curriculum includes extensive training in the following areas:

- Clinical Skills and Phlebotomy
- Basic Radiography and Anatomy & Physiology
- Injections, Vitals and EKGs
- Medical Terminology and Medical Office Administration
- Medical Lab Procedures and HIPAA
- First Aid/CPR and OSHA/Blood Borne Pathogens

Job Training Includes:  Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:  Basic Healthcare Worker/Core  90 Hours
OCP B:  Medical Office Receptionist  100 Hours
OCP C:  Phlebotomist  75 Hours
OCP D:  EKG Aide  75 Hours
OCP E:  Medical Assistant  960 Hours

Length:  1300 hours

Unique Requirements:  The state of Florida requires students to meet the minimum basic skill level prior to program completion. A TABE score of 10 is required. Students must have a H.S. Diploma or GED.

Licensure/Certification/Other:  Upon completion of the program you can gain certification as a Medical Assistant, Phlebotomist, EKG Technician and Basic X-Ray Machine Operator.

COST:
Tuition and Lab:  $4,485.00
Additional estimated costs for fees, books and other expenses:  $800.00
HEALTH SCIENCES

MEDICAL CODER/BILLER (MAIN CAMPUS/POINCIANA)

Mission: The mission of this program is to prepare students for employment as certified medical coders and billers in doctor’s offices, outpatient centers and ambulatory clinics.

Description: As a Medical Coder/Biller, you will assist with medical office administrative tasks which includes filing of insurance claims and counseling patients regarding third party reimbursement and plan benefits. The curriculum includes extensive training in the following areas:

- Technology Communication Skills
- Anatomy and Physiology
- Medical Terminology
- ICD and CPT Coding Systems
- Legality of Medical Records
- Use of Medical Billing Software

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Introduction to Health Information 90 Hours
OCP B: Medical Coder/Biller 1 300 Hours
Medical Coder/Biller 2 300 Hours
Medical Coder/Biller 3 310 Hours

Length: 1000 hours

Unique Requirements: The state of Florida requires students to meet the minimum basic skill level prior to program completion. A TABE score of 9 in Math and 11 in both Language and Reading is required. Students must have a H.S. Diploma or GED.

Licensure/Certification/Other: Upon completion of the program you can gain certification as a Certified Coding Associate (CCA).

COST:
Tuition and Lab: $3,450.00
Additional estimated costs for fees, books and other expenses: $800.00
HEALTH SCIENCES

MEDICAL LABORATORY ASSISTING (MAIN CAMPUS)

Mission: The mission of this program is to prepare students for employment as certified or registered medical lab assistants and phlebotomists in doctor’s offices, outpatient centers and ambulatory clinics.

Description: The Medical Lab Assisting program prepares students for entry-level positions in clinical laboratory settings such as hospitals, outpatient laboratory facilities and research laboratories. Skills include phlebotomy, specimen preparation and processing, quality control and laboratory orientation and regulation. Students are trained to operate various lab equipment used in hospitals, labs and physician offices. Upon completion of the program you can gain certification as a Medical Lab Assistant and Phlebotomist.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

| OCP A: Basic Healthcare Worker/Core | 90 Hours |
| OCP B: Phlebotomist | 75 Hours |
| OCP C: Medical Lab Assistant | 300 Hours |

Length: 465 hours

Unique Requirements: The state of Florida requires students to meet the minimum basic skill level prior to program completion. A TABE score of 11 is required for language and reading and a 9 for math. Students must have a H.S. Diploma or GED.

Licensure/Certification/Other: Upon completion of the program you can gain certification as a Phlebotomist and Medical Lab Assistant.

COST:
Tuition and Lab: $1,604.25
Additional estimated costs for fees, books and other expenses: $300.00
Programs of Study

HEALTH SCIENCES

PHARMACY TECHNICIAN (MAIN CAMPUS/POINCIANA/ST CLOUD)

Mission: The mission of this program is to enhance patient care, reduce medication errors, and promote wellness and to provide quality patient care.

Description: This program is designed to prepare students for employment as pharmacy technicians. The content of this program includes the metric system, medical terminology, medicinal drugs, pharmaceutical compounding, sterile techniques, maintenance and inventory, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medication, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing, computer application, employability skills, leadership and human relations skills, health and safety, including CPR. All students entering the Pharmacy Technician program, students must take the Health Science Core.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Basic Healthcare Worker 90 Hours
OCP B: Pharmacy Technician Part 1 360 Hours
       Pharmacy Technician Part 2 300 Hours
       Pharmacy Technician Part 3 300 Hours

Length: 1050 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: The Pharmacy Technician Certification Board (PTCB), certifies Pharmacy Technicians. Graduates of the Pharmacy Technician program are eligible to take this exam. Pharmacy Technicians are required to register with the State of Florida to be eligible to work in the field of Pharmacy.

COST:
Tuition and Lab: $3,622.50
Additional estimated costs for fees, books and other expenses: $600.00
Programs of Study

HEALTH SCIENCES

PHLEBOTOMY  (MAIN CAMPUS/POINCIANA/ST CLOUD)

Mission: The mission of the Health Science Education Department is to provide high quality education and training that empowers students to successfully pass the State of Florida licensure/certification examinations, to provide safe, quality care to patients/residents in a diverse cultural community, and to pursue a life enhancing career in healthcare.

Description: The purpose of this program is to prepare students for employment as phlebotomists. Content includes, but is not limited to: communication, leadership, employability skills; performance of obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children, and neonates; safety and security procedures; CPR/first aid, infection control; blood borne diseases; transporting, accessing and processing specimens; quality assurance.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Basic Healthcare Worker/Core 90 Hours
OCP B: Phlebotomist 75 Hours

Length: 165 hours

Unique Requirements: The state of Florida requires students to meet the minimum basic skill level prior to program completion. A TABE score of 10 is required.

Licensure/Certification/Other: Upon completion of the course, students may obtain certifications in: Basic Healthcare Worker, and Phlebotomy.

COST:
Tuition and Lab: $569.25
Additional estimated costs for fees, books and other expenses: $210.00
HEALTH SCIENCES

PRACTICAL NURSING  (MAIN CAMPUS/ST CLOUD)

Mission: The mission of this program is to prepare students for employment as Licensed Practical Nurses. This training will empower the participant to develop health, safety and wellness consciousness.

Description: This program is approved by the Florida State Board of Nursing, which makes the graduate eligible to take the LPN licensing examination. The content of the program includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing, personal, family and community health concepts, nutrition, human growth and development over the life span, mental health concepts, pharmacology and administration of medications, legal aspects of practice, basic life support (BLS), First Aid, computer skills and employability skills.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

- OCP A: Basic Healthcare Worker 90 Hours
- OCP B: Nursing Assistant 75 Hours
- OCP C: Licensed Practical Nurse 1185 Hours

Length: 1350 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion. A TABE score of 12.0 is required. A HESI exam is also required. Students must have a H.S. Diploma or GED.

Licensure/Certification/Other: Graduates are eligible to take the NCLEX-PN State Licensing examination.

COST:
Tuition and Lab: $4,657.50
Additional estimated costs for fees, books and other expenses: $1,159.00
**HUMAN SERVICES**

**ADVANCED ESTHETICS** (ST CLOUD)

**Mission:** This program is designed for registered Facials/Skin Care Specialist within the State of Florida who wish to enhance their skillset in order to be employable by the spa industry, medical offices including dermatology and plastic surgery, and the new medi spa industry.

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

**Job Training Includes:** Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

- **OCP A:**
  - Advanced Skin Care I: 150 Hours
  - Advanced Skin Care II: 150 Hours
  - Facial Treatments: 150 Hours
  - Specialty Topics: 60 Hours
  - Ethical Business Practices: 30 Hours
  - Internship: 60 Hours

**Length:** 600 Hours

**Unique Requirements:** The State of Florida requires students to meet the minimum basic skill level prior to program completion.

**Licensure/Certification/Other:**

**COST:**

- Tuition and Lab:
- Additional estimated costs for fees, books and other expenses:
HUMAN SERVICES

COSMETOLOGY (ST CLOUD)

Mission: The mission of this program is to ensure all learners acquire the skills, knowledge and attitudes necessary to succeed in the cosmetology field.

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

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:  
Grooming and Salon Services Core, Facials and Nails  225 Hours  
Cosmetologist and Hairdresser 1  300 Hours  
Cosmetologist and Hairdresser 2  300 Hours  
Cosmetologist and Hairdresser 3  375 Hours

Length: 1200 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other:

COST:  
Tuition and Lab: $1522.80/Tuition $529.20/Lab  
Additional estimated costs for fees, books and other expenses: $478.00
HUMAN SERVICES

FACIALS  (ST CLOUD)

Mission:  The mission of this program is to ensure all learners acquire the skills, knowledge and attitudes necessary to succeed in the cosmetology field.

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

Job Training Includes:  Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:  Facials/Skin Care Specialists  260 Hours

Length:  260 Hours

Unique Requirements:  The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other:

COST:
Tuition and Lab:
Additional estimated costs for fees, books and other expenses:
HUMAN SERVICES

NAILS SPECIALITY (ST CLOUD)

Mission: The mission of this program is to ensure all learners acquire the skills, knowledge and attitudes necessary to succeed in the cosmetology field.

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

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Manicurists & Pedicurists 240 Hours

Length: 240 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other:

COST:
Tuition and Lab:
Additional estimated costs for fees, books and other expenses:
Programs of Study

INDUSTRIAL TECHNOLOGY

AIR CONDITIONING, REFRIGERATION & HEATING TECHNOLOGY (MAIN CAMPUS)

Mission: The mission of this program is to prepare students for employment as Heating, Ventilation, Air Conditioning and Refrigeration Technicians and to provide advanced training to the heating, air conditioning, ventilation and refrigeration industry.

Description: This program focuses on all aspects of the industry including planning, management, technical and production skills, underlying principles of technology, labor and community issues, and health, safety and environmental issues.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: A/C, Refrigeration and Heating Helper 250 Hours
OCP B: A/C, Refrigeration and Heating Mechanic Assistant 250 Hours
OCP C: A/C, Refrigeration and Heating Mechanic 1 250 Hours
OCP C: A/C, Refrigeration and Heating Mechanic 2 250 Hours
OCP D: A/C, Refrigeration and Heating Technician 350 Hours

Length: HVAC Technology – 1350 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: A program completer will be eligible to take national certification exams for EPA and NATE.

COST:
Tuition and Lab: $4,320.00
Additional estimated costs for fees, books and other expenses: $546.00
INDUSTRIAL TECHNOLOGY

AUTOMOTIVE SERVICE TECHNOLOGY (MAIN CAMPUS)

**Mission:** The mission of this program is to prepare students for employment and/or specialized training in the automotive industry.

**Description:** This program offers a broad foundation of knowledge, transferable skills, along with academic and occupational requirements. The instruction, course of study, facilities and equipment of the institution, have been evaluated by the National Automotive Technicians Education Foundation (NATEF) and meet the National Institute for Automotive Service Excellence Standards of Quality (ASE) for the training of Automobile Technicians in the following areas: Engine Repair, Electrical Systems, Automatic Transmission/Transaxle, Heating and Air Conditioning, Manual Drive Train and Axles, Front End, Brakes and Engine Performance.

**Job Training Includes:** Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

- **OCP A:** Automotive Services Assistor 300 Hours
- **OCP B:** Engine Repair Technician 150 Hours
- **OCP C:** Automatic Transmission & Transaxle Technician 150 Hours
- **OCP D:** Manual Drivetrain & Axle Technician 150 Hours
- **OCP E:** Automobile Suspension/Steering Technician 150 Hours
- **OCP F:** Automotive Brake Technician 150 Hours
- **OCP G:** Automotive Electrical/Electronic System Technician 300 Hours
- **OCP H:** Automotive Heating & Air Conditioning Technician 150 Hours
- **OCP I:** Automotive Engine Performance Technician 300 Hours

**Length:** Automotive Service Tech. – 1800 Hours

**Unique Requirements:** The State of Florida requires students to meet the minimum basic skill level prior to program completion.

**Licensure/Certification/Other:** Training is available for ASE certifications.

**COST:**
Tuition and Lab: $5,850.00
Additional estimated costs for fees, books and other expenses: $350.00
INDUSTRIAL TECHNOLOGY

ELECTRICITY (MAIN CAMPUS)

Mission: The mission of this program is to ensure all learners acquire the skills, knowledge and attitudes necessary to succeed in the electrical field.

Description: This program allows students to progress at their own pace. Instructors are trained electricians who utilize a “hands-on” approach to learning. Training is designed to meet the needs of entry-level students as well as to provide supplemental training for those students currently employed in the trade. The training includes assembly, installation, operation, maintenance and repair of electrical equipment used in residential, commercial and industrial applications.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Electrician Helper 300 Hours
OCP B: Residential Electrician 450 Hours
OCP C: Commercial Electrician 450 Hours

Length: 1200 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion.

Licensure/Certification/Other: Program completers may receive two semesters (first year) of credit entering the Florida Electrical Apprenticeship and Training Program (FEAT).

COST:
Tuition and Lab: $3,900.00
Additional estimated costs for fees, books and other expenses: $850.00
Programs of Study

PUBLIC SERVICE

LAW ENFORCEMENT OFFICER (MAIN CAMPUS)

Mission: The mission of this program is to provide law enforcement officer recruits with the most extensive, relevant, and comprehensive training in order to prepare them for a challenging and rewarding career in criminal justice.

Description: This program offers a broad foundation of knowledge and skills expanding the traditional role of the Law Enforcement Officer. It is designed and updated constantly to provide employers with critical thinking criminal justice professionals. The content includes: Introduction and Law, Human Issues, Communications, Vehicle Operations, First Aid, Firearms, Defensive Tactics, Patrol I and II, Criminal Investigations, Crime Scene Investigations, Traffic Stops, Traffic Crash Investigations, Traffic Stops, DUI Traffic Stops, Dart-Firing Stun Gun, Human Issues and Physical Fitness.

Job Training Includes: Occupational Completion Points (OCP)

OCP’s are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A: Law Enforcement Officer 770 Hours

Length: 770 Hours

Unique Requirements: The State of Florida requires students to meet the minimum basic skill level prior to program completion. Students must be at least 19 years of age and cannot have a disqualifying criminal history. A Criminal Justice Basic Abilities Test must be passed before entering the program. A complete physical, EKG, drug test, polygraph, fingerprinting/background check, and physical fitness test must be conducted prior to program enrollment. A high school diploma or GED is required for admittance. Uniforms are required for training.

Licensure/Certification/Other: The FDLE State Law Enforcement Officer’s Certification Exam must be passed prior to employment with a law enforcement agency.

COST:
Tuition and Lab: $3,349.50
Additional estimated costs for fees, books and other expenses: $680.00
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