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LINDSEY HOPKINS TECHNICAL COLLEGE
750 N. W. 20TH STREET
MIAMI, FLORIDA 33127
PHONE: (305) 324-6070
http://lindsey.dadeschools.net

ADMINISTRATION

Ms. Nyce Daniel, Principal
Ms. Octavia H. Williams, Vice-Principal
Mr. Jean Garry Florestal, Assistant Principal
Dr. Armando Gutierrez, Assistant Principal
Ms. Chely Rajoy-Tarpin, Assistant Principal
Ms. Tangela Morris, Business Manager
Mr. Dennis Caldwell, Administrative Assistant III

VISION STATEMENT

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

MISSION STATEMENT

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

CORE VALUES

We pursue high academic achievement for our students and high performance standards from our employees. We cultivate an environment that serves the whole student population and concentrates on closing the achievement gap.

PRINCIPAL’S MESSAGE

Please accept my warmest welcome to Lindsey Hopkins Technical College. Functioning in a rich and diverse South Florida community, Lindsey Hopkins Technical College sustains an accepting environment which continues to maintain singularly impressive results.

Lindsey Hopkins Technical College was the first career and technical education center built in Miami-Dade County. It has a rich history within the educational annals of the school district. It is governed by the School Board of Miami-Dade County through its Superintendent Alberto M. Carvalho. Lindsey Hopkins Technical College reports to the Office of Adult and Community Education/District School Operations.

The school serves more than 10,000 students enrolled each year in English for Speakers of Other Languages (ESOL), Adult General Education, and Career/Technical Education programs. In addition, a dual enrollment program provides technical and career training for high school students enrolled at ten local high schools.

As you browse through the catalog, you will find that a broad range of programs answers the needs of the community in a very supportive way. We appreciate your interest and hope to see you soon on our campus.

Educationally yours,

Nyce Daniel
Principal
ACCREDITATIONS

Lindsey Hopkins
Technical College
is accredited by the
Commission of the Council on
Occupational Education (COE)

7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: (800) 917-2081
Fax: (770) 396-3790

The school is approved by the following:

Florida Department of Veterans’ Affairs
Headquarters & Executive Offices
11351 Ulmerton Road, Suite 311-K
Largo, FL 33778-1630
Telephone: (727) 518-3202

The Health Science Programs
are approved by the following:

Practical Nursing
Florida Board of Nursing
Department of Health Board of Nursing
4052 Bald Cypress Way Bin C-02
Tallahassee, FL 32399-3252
Telephone: (850) 245-4125
Fax: (850) 617-6460

Surgical Technology
Accreditation Commission on
Accreditation of Allied Health Education
Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Telephone: (727) 210-2350
Fax: (727) 210-2354

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Suite 1900
Chicago, Illinois 60611
Telephone: (312) 440-4653

The Automotive Service Technology
Program is approved by the following:

The National Automotive Technicians
Education Foundation, Inc.
(NATEF)
101 Blue Seal Drive, S.E. Suite 101
Leesburg, VA 20175
Telephone: (703) 669-6650
Fax: (703) 669-6125

In order to review the documents describing
the approval, accreditation, or licensure of
this institution, provide a written request to
the principal.

MIAMI-DADE COUNTY
SCHOOL BOARD
ANTI-DISCRIMINATION POLICY

The School Board of Miami-Dade County,
Florida adheres to a policy of nondiscrimination in employment and
educational programs/activities and strives
affirmatively to provide equal opportunity
for all as required by:

Title VI of the Civil Rights Act of 1964 -
prohibits discrimination on the basis of
race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in
employment on the basis of race, color,
religion, or national origin.
Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student, or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom for discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) – prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07, (Florida Statutes), which stipulates categorical preferences for employment.

School Board Policies 1362, 3362, 4362, and 5517

Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identity, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: crc@dadeschools.net.
GENERAL INFORMATION

HISTORY

Lindsey Hopkins Technical College has grown out of a philosophy of service to the educational, cultural and career needs of the people of Miami-Dade County. Founded in 1937 as Northside Technical School, the center was the first technical school established in Miami, Florida. During World War II the school, renamed the Miami Technical High School, was utilized by the United States military for war production training programs.

In 1936 Mr. Lindsey Hopkins, who made a fortune while in Atlanta, Georgia through Coca-Cola, moved to Miami. He bought an unfinished fifteen-story boom-years hotel, The Roosevelt, for $38,000 across the street from the Technical High School. Mr. Hopkins paid off all the claims to the hotel and updated the outside of it before dying in 1937. Seven years later the School Board of Dade County bought the hotel for $225,000 and sold the existing technical school site for $50,000. Using $400,000 in federal money, the former hotel building was remodeled. The technical school and the school board administrative offices were relocated to this building which was renamed the Lindsey Hopkins Building.

Shortly after World War II ended, the school had its first open house as the Miami Technical High School with an initial enrollment of 400 students. Dr. James T. Wilson, Miami-Dade County’s Superintendent of Schools at the time, stated in the Skyscraper, the school’s 1950 yearbook that he wanted to “develop not only a technical high school, but also a comprehensive vocational program commensurate with the needs of this community.” Soon thereafter the school was renamed the Lindsey Hopkins Education Center. In 1968 it was designated as the county’s first area vocational school. In 1983 the school was relocated to its present site, 750 Northwest 20th Street and offered Hotel Front Desk Operation, including a hotel wing, as one of its career and technical programs. The school affiliated with the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools in the fall of 1970 and was initially accredited in 1972.

Since moving to its current site, Lindsey Hopkins Technical Education Center has had five principals. From 1969 to 1990, Dr. John T. Coursey served as the school’s principal. Dr. Coursey made key decisions related to the design of the building and oversaw its construction and relocation to its present site in 1983. Dr. Coursey initiated the quest for a multi-level parking garage.

From 1990 to 1997, Mr. John Leyva served as the school’s principal. During Mr. Leyva’s tenure, the hotel program was closed and the hotel was remodeled and converted into much-needed classroom space. Mr. Leyva was instrumental in obtaining the funds and zoning needed to begin the construction process for Lindsey Hopkins’ parking garage.

From 1997 to 2004, Mr. James V. Parker served as the principal. During Mr. Parker’s term, the long-awaited construction of the Lindsey Hopkins’ parking garage came to fruition.

From August 2004 to August, 2010, Rosa D. Borgen, Ph.D. served as Lindsey Hopkins Technical Education Center principal. She fully embraced Lindsey Hopkins’ commitment to the community it serves through the business partners on EESAC.

As of August, 2010, Ms. Nyce Daniel has enthusiastically taken hold of the reigns as the school’s principal. She feels fortunate to work with a dedicated team of professionals...
in order to continue to carry out Lindsey Hopkins’ mission “to empower students to achieve their career goals and to develop their ultimate potential”. During the course of last year, she worked with South Florida Workforce to place on campus a City of Miami Career Center. Ms. Daniel facilitates a dynamic educational program so that each student is a prepared, resilient, skillful and committed individual in the competitive global society.

**FACILITIES**

Lindsey Hopkins Technical College is a full-service career/technical school that offers adults applied technology and academic programs on a full-time and/or a part-time basis at the main campus and at a number of post-secondary auxiliary instructional sites including Miami-Dade County Department of Corrections and Rehabilitation, Miami Lighthouse for the Blind and Visually Impaired, Miami Rescue Mission, Greater Miami Service Corps, Miami-Dade County Public Schools’ Department of Plant Operations, Notre Dame D’Haiti Catholic Church, Lotus House, Better Way of Miami and Braman Automotive Training Center. Furthermore the school partners with Community Smiles, a non-profit dental clinic which annually serves about 7,400 patients based on financial need. On a rotating basis more than 110 dentists volunteer their expertise to help in this multi-cultural community uninsured patients which need dental care.

The 380,000 square foot campus houses a staff of almost 200: administrators, counselors, teachers, clerks, paraprofessionals, security and custodians. The school operates Monday through Thursday from 7:00 AM to 11:00 PM and Friday from 8:00 AM to 4:00 PM.

**PROGRAM OVERVIEW**

Career/technical post-secondary certificate programs are offered in eight different career clusters: Architecture and Construction, Arts, A/V Technology and Communications, Education and Training, Health Science, Hospitality and Tourism, Human Services, Information Technology, Transportation, Distribution and Logistics. The Adult General Education (AGE) curriculum covers English for Speakers of Other Languages (ESOL), Adult Basic Education (ABE) and General Educational Development (GED) test preparation to obtain a high school diploma and basic skills remediation. Guidance counselors assist all students. Case managers work on introducing new students to career pathways, providing support, and following-up to ensure their progress.

**OPEN-ENTRY/OPEN-EXIT PROGRAMS**

Many programs are open-entry/open-exit, which means that students may enroll at any time during the trimester. Some programs particularly in the health science area, require a specific entry date and may have an enrollment waiting list. Prospective students are encouraged to check with a counselor, and/or instructor to determine the specific admission requirements of their program of interest.

**DUAL ENROLLMENT**

The Dual Enrollment Program at Lindsey Hopkins Technical College was instituted in 2002 to provide career/technical training for 11th and 12th grade students in the following high schools:

- North Miami Beach Senior High School
- North Miami Senior High School
- Miami Beach Senior High School
- Miami Senior High School
- Coral Gables Senior High School
LHTC School Catalog 2015-2016

Adult General Education

- Miami Jackson Senior High School
- Westland-Hialeah Senior High School

Admission is by application only. Students are selected on an individual basis after a review of academic records and a personal interview. Requirements for admission include a minimum GPA of 2.0, excellent attendance and conduct records, motivation to pursue a career in a specific field and recommendations by teachers and counselors.

The students are eligible for free transportation from their home schools to Lindsey Hopkins Technical College for two class blocks in the morning, and are returned to their home schools by school bus for the remainder of the day. High school credits and Occupational Completion Points (OCPs) are awarded upon completion of any of the following courses:
- Automotive Service Technology
- Commercial Art Technology
- Commercial Foods and Culinary Arts
- Computer Systems Technology
- Early Childhood Education
- Facials Specialty
- Nails Specialty
- Fashion Design

**BOOKSTORE**

A currently enrolled student may purchase books and supplies in the bookstore. Valid student identification (ID) badge is required to make purchases. The bookstore is located in Room C-108. Hours of operation are Monday to Friday, 8:30 AM to 3:00 PM and Monday to Thursday, 4:30 PM to 8:30 PM.

**CHILD CARE SERVICES**

Childcare services are offered for staff and students with children age two to four. For application or eligibility information, contact the child-care center office in Room D-119, or at 305-324-6070 ext. 8010 Monday to Friday from 8:00 AM to 3:00 PM. Evening baby-sitting services are also available.

**CAFETERIA**

The cafeteria is located in Building F. Breakfast is served Monday through Thursday from 7:30 AM to 8:00 AM, and lunch Monday to Thursday from 11:00 AM to 12:00 PM. Vending machines are conveniently located throughout the campus.

**MEDIA CENTER**

The media center is located in Room F-211. The hours of operation are Monday to Thursday from 7:45 AM to 9:30 PM and Fridays from 7:45 AM to 4:00 PM. It allows students to research academic subjects, to access information on current events and to obtain visual/ancillary materials for school projects. Students using computers with internet access must adhere to the Miami-Dade County Public Schools’ Acceptable Use Policy for Internet Use according to Miami-Dade County School Board Policy #2531 regarding copyright laws and fair use guidelines.

**COPYRIGHT POLICY**

LHTC adheres to Miami-Dade County School Board Policy “2531 - Copyrighted Works” in compliance with copyright laws and fair use guidelines. Students are reminded that a copyright is the legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are...
not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multi-media works. Many people understand that printed works such as books and magazine articles are covered by copyright laws but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use. Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities. For more information regarding copyright expectations and penalties please visit the U. S. Copyright Office website at: www.copyright.gov

**CONSUMER INFORMATION**

Lindsey Hopkins Technical College’s website address to access Consumer Information is: http://lindsey.dadeschools.net/consumer_info.htm

A paper copy of the school’s Consumer Information is available upon written request to the principal.

**TECHNOLOGY SUPPORT**

There are various computer laboratories that facilitate learning. They are stationed in English for Speakers of Other Languages (ESOL) classrooms, Adult General Education (AGE) classrooms, health science classrooms, and the library media center.

**SECURITY**

Lindsey Hopkins Technical College has a security plan detailing procedures to follow in the event of both internal and external emergencies. Both security lockdowns and fire drills are held periodically throughout the year, as per school district mandates.

**STUDENT IDENTIFICATION**

A valid Lindsey Hopkins Technical College Identification Badge (ID) must be worn visibly at all time by all students. Student ID badges are obtained by paying a $5.00 fee at the time of registration. A replacement ID badge is $5.00 and may be obtained in the registration office.

**PARKING**

Parking is permitted in the parking garage in designated area. Students should make certain that their vehicles are parked properly as not to block the exit, other vehicles, driveways, gates or areas designed for handicap persons. All vehicles MUST be parked with tag visible. The school shall not be responsible for vandalism or damage to vehicles parked on school property.

**2015- 2016 SCHOOL CALENDAR ADULT/VOCAIONAL EDUCATION**

**ADULT/VOCATIONAL EDUCATION**

<table>
<thead>
<tr>
<th>2015 – 2016 (1) Fall Trimester</th>
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<tbody>
<tr>
<td>August 24, 2015</td>
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<td>September 7, 2015</td>
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<td>January 1, 2016</td>
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<table>
<thead>
<tr>
<th>2015 – 2016 (2) Winter Trimester</th>
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<tbody>
<tr>
<td>January 4, 2016</td>
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<td>February 15, 2016</td>
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<td>March 20, 2016</td>
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<td>March 21, 2016</td>
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</table>
March 25, 2016  Spring Break-Recess
April 8, 2016  Teacher Planning Day
April 21, 2016  Class Ends
April 22, 2016  Teacher Planning Day

**2015 – 2016 (3) Summer Trimester**
April 25, 2016  Class Begins
May 30, 2016  Holiday
July 4, 2016  Holiday
August 3, 2016  Class Ends
August 4, 2016  Teacher Planning Day

The adult academic year is divided into three trimesters of approximately 16 weeks. The first trimester usually begins in August and ends in December. The second trimester usually begins in January and ends in April. The third trimester usually begins the last week of April and ends in August.

**STUDENT SERVICES**

**ADMISSIONS**

Any person 16 years of age or older, officially withdrawn from the K-12 program in Miami-Dade County Public Schools, may enroll in the programs offered. For the Automotive Service Technology 1 and Automotive Service Technology 2, offered at Braman Automotive Training Center, a person must be between the ages of 17 to 25 years. Any individual with special needs applying for admission will be referred to Vocational Rehabilitation or other appropriate agencies which will work closely with the school in determining when the individual is ready to be accepted for admission to the adult program.

Career/technical students who wish to enter programs of 450 clock hours of instruction or more must complete a basic skills examination within the first six (6) calendar weeks after admission into the program, even if they hold a high school diploma. Exceptions from the basic skills testing requirements include students possessing an associate of applied science or arts, baccalaureate graduate-level degree; students who have passed or are exempt from the college level communication and computation examination; and/or students who are exempt from the college entry-level examination. Students with disabilities may request testing accommodations, if they provide written documentation verifying their disability.

Prospective students may register directly for many courses that do not have pre-entrance requirements by completing registration and paying a small registration fee plus career/technical tuition, if required. For certain adult career/technical programs, primarily in the field of health sciences, prospective students must meet with a counselor prior to enrollment because of additional admissions requirements including proof of high school or GED transcripts, minimum scores on an entrance test and orientation sessions. If counseling and/or testing indicate that students do not qualify for the original program choice, then an alternate program or remediation is recommended. Students enrolling in adult education programs are required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

**DUAL ENROLLMENT ADMISSIONS**

During the second high school semester of each school year, the dual enrollment facilitator visits the participating high schools for recruitment purposes. The dual enrollment facilitator interviews the applicants, and the high school counselors and teachers are consulted for the purpose of determining whether or not the student possesses adequate academic skills for the selected courses. If the course work appears to be academically too demanding, the student is encouraged to select a more appropriate program. A student may be accepted without conditions, accepted on a probationary basis, or encouraged to improve deficiencies and reapply in the
following school year. The courses offered are carefully screened and monitored by the dual enrollment facilitator to ensure appropriate academic and occupational content. The high school students are expected to fulfill the same requirements as adult students in order to earn occupational completion points (OCPs) available in each program.

**COUNSELING**

Lindsey Hopkins Technical College offers a comprehensive Student Services program to all students through individual, small and large group counseling to address personal/social, educational and career needs of all students. Counselors are available Monday through Thursday from 7:50 AM to 9:00 PM and on Friday from 7:50 AM to 3:10 PM in Room C-109.

**SERVICES FOR STUDENTS WITH DISABILITIES**

The student services program offers services for students with special needs. Students must see a guidance counselor for more information about available programs and services in Room C109.

**STUDENT HEALTH**

Lindsey Hopkins Technical College has no facilities or personnel to render medical assistance of any type. If a student has a medical problem that might result in an emergency situation, the student should inform the instructor of the condition when initially entering the class. If a student emergency occurs, school officials will call fire rescue, which personnel will make the decision as to the need for an ambulance. If an ambulance is dispatched, the student requiring medical attention is responsible for payment.

**ATTENDANCE POLICY**

All students are expected to attend class regularly. Attendance is maintained by the teacher on a daily basis through the electronic grade book. Students who fail to report to class during their first three (3) days of their initial registration will be withdrawn as a no-show. All students who accumulate six (6) consecutive absences are dropped automatically from the class. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

Attendance policies for veterans receiving benefits for attending school are covered in a brochure distributed to each veteran upon enrollment in school. These brochures are available in the registration office and may be obtained upon request.

**TRANSFER POLICY**

Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of counselors and instructors. Transferring students are assessed by instructors to determine the highest achieved competency in order to assist them in continuing their education at the appropriate level. Students beyond the compulsory school age and currently enrolled as full-time secondary students must follow Miami-Dade County Public Schools’ transfer policy to transfer to a career/technical post-secondary school.

**WITHDRAWAL POLICY**

Withdrawal of students occurs upon the sixth consecutive absence for adult general education classes and career/technical classes. Students who fail to report to class during their first three (3) days of their initial registration will be withdrawn as a no-show. Students may also officially
withdraw by notifying the registrar located in the Registration office in Room C-106.

**EDUCATIONAL BENEFITS FOR VETERAN’S AFFAIRS (VA)**

Lindsey Hopkins Technical College has been approved by the Florida Department of Veteran’s Affairs (VA) to provide educational benefits to eligible veterans. Veterans may obtain assistance or information concerning matters dealing with benefits for veterans from the registrar located in Room C-106. All veterans will be advised whether or not their program of study has been approved by the Department of Veteran’s Affairs. Veterans are permitted to receive educational benefits only for the length of time approved for the course.

**VETERAN’S ATTENDANCE POLICY**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as unearned hours.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

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

**STANDARDS OF ACADEMIC PROGRESS FOR VETERAN’S AFFAIR STUDENTS**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 3.0 each trimester.

A VA student whose CGPA falls below 3.0 grade point average at the end of any trimester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 3.0 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 3.0.

**VETERAN’S CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

**FINANCIAL INFORMATION**

**FINANCIAL AID**

Students enrolled in career/technical classes are encouraged to complete the Free Application for Federal Student Aid, (FAFSA) for the current year. The federal school code for LHTC is 005586, and the application can be accessed at www.fafsa.ed.gov. Students are required to complete a new FAFSA for each academic
year. For students to be eligible for federal financial aid, such as the Pell Grant, they must be enrolled in a career/technical program of 600 or more clock hours of instruction. To be eligible for Florida Student Assistance Grant (FSAG-CE), students must be enrolled in a career/technical program of 450 or more clock hours. District Financial Aid (DFAP) and Fee Waiver programs are also available on a limited basis. Eligibility for these funding sources requires completing the FAFSA application. Pell Grant recipients may receive textbooks as part of the award. Students must maintain a Satisfactory Academic Performance (SAP) in order to maintain all financial aid. Financial assistance is available in room D-106.

GENERAL ELIGIBILITY REQUIREMENTS

In order to participate in the Pell Grant financial aid program, a student must comply with the following eligibility requirements:
1. Hold United States citizenship or United States permanent resident status.
2. Be enrolled in a certificate program of at least 600 clock hours of instruction. Students enrolled in programs of less than 600 hours may be eligible for district financial aid and FSAG.
3. Make satisfactory progress in academics and attendance.
4. Not be in default or owe a refund for any aid previously received.
5. Sign a statement certifying non-participation in any drug related activity.
6. Register with the United States Selective Service, if required by federal law.

FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

Career/technical centers of Miami-Dade County Public Schools in conjunction with federal regulations have established the following standards of academic progress, which must be met to continue receiving financial assistance. These standards become effective when the student starts the program, not when the student applies for financial aid. For returning students the standards start the first day of class in the next trimester.

A. To make satisfactory progress a student must meet the following:

The Satisfactory Academic Progress form must be utilized by the Financial Aid Officers in order to document and monitor students’ progress at the completion of each payment period. The Satisfactory Academic Progress Report form (FM 5431) is completed by the career/technical teachers and returned to the Financial Aid Officers. The student’s current grades, derived from class/shop work assessment appear in the electronic gradebook and the district’s Vocational Tracking System. The school’s Registrar will confirm that the students have completed the scheduled number of hours enrolled.

The Satisfactory Academic Progress criteria that are expected from all students are as follows:

- Satisfactorily attain a minimum grade of “C” or better or GPA of 2.0 and above
- Satisfactorily complete outcomes within 150% of the length of the program.
- Successfully complete 67% of the maximum scheduled hours for which the student is enrolled.

If a student fails to make Satisfactory Academic Progress as reflected on their Satisfactory Academic Progress Report form, a meeting will be held with the student and the Financial Aid Officer. The student will be placed on “Financial Aid Warning” for one payment period. The Financial Aid Officer will closely monitor the student’s progress; and if the student
regains Satisfactory Academic Progress while they are on “Financial Aid Warning”, they will be considered as being in academic compliance.

If the student fails to achieve Satisfactory Academic Progress, while on “Financial Aid Warning”, they will be notified of the cancellation of their financial aid award. They will have the opportunity to appeal such action and can submit a Financial Aid Student Appeals form (FM 6863) obtained from the Financial Aid Officer in order to request an appeal. All requests for appeal will be heard by the school’s Financial Aid Appeals Committee which will be comprised of an administrator, financial aid officer, and counselor. The committee shall convene as needed and will carefully review all information and documentation related to the student’s appeal. The committee will render a written decision to the student within 48 hours of the appeal hearing using the Student Appeals form (FM 6863). The decisions of the Financial Aid Appeals Committee are final.

If the student’s appeal is approved, a meeting will be held with the student and the Financial Aid Officer and the student will then be placed on “Financial Aid Probation” status for one payment period. Reinstatement of a student’s financial aid after an appeal is denied can only be attained if the student attends a trimester without financial assistance and achieves Satisfactory Academic Progress for that payment period. Students will be entitled to one (1) appeal’s hearing during the entire length of their program.

The Financial Aid Officers and teachers will work together to closely monitor a student’s progress while on “Financial Aid Probation” and should the student regain Satisfactory Academic Progress during the next evaluation, they will be considered as being in academic compliance and their eligibility will be reinstated. If a student does not make Satisfactory Academic Progress while on “Financial Aid Warning” or “Financial Aid Probation”, a meeting will be held with the student and the Financial Aid Officer and the student will be informed that they will not be eligible for the payment period following their “unsatisfactory” academic progress report. Students will be financially responsible for their academic expenses until they have successfully reestablished Satisfactory Academic Progress.

Students who exceed their maximum hours of eligibility will be considered as not making Satisfactory Academic Progress and will no longer be eligible for financial aid. Financial Aid Officers will be able to effectively monitor all students’ hours and academic grades in order to make the necessary Satisfactory Academic Progress determinations.

Students are considered as ineligible when it becomes mathematically impossible for them to complete the program within 150% of the length of the program.

Students who transfer will have their hours and grades earned at the previous school counted towards their Satisfactory Academic Progress.

Any student who has received an Incomplete (“I”) in a course or has recycled hours or grades, will have these hours and grades counted towards their Satisfactory Academic Progress.

If a student withdraws, their existing hours and grades upon re-entering will be counted towards their Satisfactory Academic Progress.
B. The number of trimesters a student will be eligible to receive Pell Grant will be limited by the number of hours required to complete the program.

<table>
<thead>
<tr>
<th>Length of Program (Hrs.)</th>
<th>Maximum Trimesters of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>3</td>
</tr>
<tr>
<td>750</td>
<td>3</td>
</tr>
<tr>
<td>900</td>
<td>4</td>
</tr>
<tr>
<td>1080</td>
<td>5</td>
</tr>
<tr>
<td>1200</td>
<td>5</td>
</tr>
<tr>
<td>1440</td>
<td>6</td>
</tr>
<tr>
<td>1550</td>
<td>7</td>
</tr>
<tr>
<td>1800</td>
<td>8</td>
</tr>
</tbody>
</table>

If a student exceeds the maximum trimesters of eligibility as defined in the above chart, the student will be considered as not making satisfactory progress and will no longer be eligible for Pell Grant financial aid. Additionally, a student is allowed to transfer programs once. A student will lose financial aid eligibility if he transfers more than allowed.

C. Appeals Concerning Unsatisfactory Progress

If notified that financial aid is cancelled, the student may appeal such action. The appeal should be in writing and include the following documents:

1. A letter by the student describing mitigating circumstances.
2. A physician’s note and/or medical records, if the appeal is based on a medical reason.
3. Any additional documents.

The decision of the appeal committee is final. A student will receive written notification of the decision. After an appeal is denied, reinstatement is possible if a student attends one trimester without financial assistance and maintains satisfactory progress for that trimester. A student may be granted only one appeal during the entire program of study.

D. Verification

Federal regulations require that the school validates income and other information reported on the Pell Grant Student Aid Report (SAR) with the parent’s/student’s IRS Transcript and attached schedules. When discrepancies occur, the corrected SAR must be resubmitted to the federal processor. The financial aid office reserves the right to require other documentation when deemed necessary before the student becomes eligible for a Pell Grant.

E. Pell Grant Disbursements

Pell Grant aid will be disbursed each trimester based on the number of hours students complete in a trimester. After seven consecutive days of attendance, if necessary, students may request to receive a book voucher. This benefit is available to new students in the 2014-2015 or the 2015-2016 school years. Students who do not complete all of their hours within the enrollment period will not be eligible for a disbursement. Subsequent payments are contingent upon the students maintaining satisfactory academic progress. Students can only receive Pell Grants for a maximum of six years.
General Disbursement Times for Pell Grant Recipients

<table>
<thead>
<tr>
<th>Disbursement</th>
<th>Clock Hours Needed</th>
<th>Disbursement Amount</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>150</td>
<td>25%</td>
<td>1st</td>
</tr>
<tr>
<td>2</td>
<td>271 &amp; re-enrolled for next trimester</td>
<td>25%</td>
<td>1st</td>
</tr>
<tr>
<td>3</td>
<td>600 &amp; re-enrolled for next trimester</td>
<td>25%</td>
<td>1st</td>
</tr>
<tr>
<td>4</td>
<td>721 &amp; re-enrolled for next trimester</td>
<td>25%</td>
<td>1st</td>
</tr>
<tr>
<td>5</td>
<td>1050</td>
<td>25%</td>
<td>2nd</td>
</tr>
<tr>
<td>6</td>
<td>1171 &amp; re-enrolled for next trimester</td>
<td>25%</td>
<td>2nd</td>
</tr>
<tr>
<td>7</td>
<td>1500 &amp; re-enrolled for next trimester</td>
<td>25%</td>
<td>2nd</td>
</tr>
<tr>
<td>8</td>
<td>1620</td>
<td>25%</td>
<td>2nd</td>
</tr>
</tbody>
</table>

**Other Fees/Costs**

Other fees/costs such as laboratory, textbooks, tools and uniforms vary according to the program. A fee is charged for duplicate transcripts and certificates.

**TUITION FEE WAIVERS**

Tuition fee waivers may be granted to financially needy students. A FAFSA application must be on file. In order to qualify, the student cannot receive financial aid from any other source. A fee waiver application must be submitted each trimester. In addition, the applicant must provide documentation verifying financial need.

**PRO-RATED FEES**

A. A pro-rated fee on regular courses is charged to students enrolling in career/technical programs after the beginning of the trimester as follows:
1. Students registering on the first through the 21st calendar day of the trimester are charged full fees.
2. Students registering from 22 calendar days to 49 calendar days after the beginning of the trimester are charged 75 percent of the fee.
3. Students registering 50 or more days after the beginning of the trimester are charged 50 percent of the fee.
4. One lump-sum payment must be made if a student registers on or after the 22nd calendar day of the trimester.

B. Installment payments may be received under the following conditions:
1. A student is registered within the first 21 days of the trimester.

**TUITION FEES**

Each trimester, tuition and fees are collected at the time of registration for classes. The State of Florida determines the range of tuition per contact hour. Current fees are listed in the Class Schedule and are subject to change without notice.

Career/Technical Program:
Resident (In-State)… $ 2.56/hour
Non-Resident (Out-of-State)… 10.25/hour
First-time Career/Technical Student Application fee……………… $ 15.00
Student IDs…………… $5.00

Adult General Education:
Resident (In-State)……… $30.00
Resident (Out-of-State)……$30.00

When student fees are paid by credit card, the name and address of the registering student must match the credit card information.
2. One-third of the total fees must be paid at the time of registration.

3. All fees must be paid within the sixth week in the trimester. An interim payment may be required at the discretion of the principal.

4. Partial payments cannot be refunded.

5. Non-resident students are not eligible for partial payments because of federal immigration policies.

6. Special fees and liability insurance fees are not refundable.

**REFUND POLICY**

The refund policy of M-DCPS postsecondary educational centers follows this schedule:

- Before the first day of classes. (No show) – 100%
- Within fourteen calendar days after the start of class. – 50%
- After fourteen calendar days from the start of class. – No refund
- Only tuition fee is refunded and not special or material fees.

The financial aid refund policy for Title IV funds of M-DCPS postsecondary program conforms to the provisions established in federal regulation 34 CFR 668.22. These provisions are detailed in the Federal Student Aid Handbook http://ifap.ed.gov. Students who withdraw from an eligible program before completion must fill the relevant form. Students will be obligated for any difference in excess between the M-DCPS refund policy amount calculated in the R2T4.

**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NUMERIC VALUE</th>
<th>INTERPRETATION</th>
<th>GRADE POINT VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>Outstanding</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
<td>Minimal; improvement needed</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59%</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0%</td>
<td>Incomplete (secondary only)</td>
<td>0</td>
</tr>
</tbody>
</table>

The grading system used for dual enrollment students and selected technical programs, primarily those in the health science area, follows the MCDPS Grading System.

A majority of the career/technical programs are competency based and use a variety of means to assess students’ mastery of the program including competency checklists, written tests, performance tests and student portfolios. A final grade is given at the time an OCP is earned.

**UNSATISFACTORY PROGRESS**

The School Board of Miami-Dade County requires that all students be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or program. An acknowledgment of such notification is obtained. A conference must be called among the teacher, student, counselor, and administrator to create a contract to assist the student and avert a possible action leading to dismissal or failure.
PROBATION

All students ages 18 and under are admitted into all programs in the first trimester on a probationary basis. After the first trimester of study, depending on academic progress, the probationary status may be lifted. Adult students with an extensive disciplinary case management record from high school, who have been referred twice in one trimester or who have accumulated three referrals more than one trimester will be placed on probation. Referrals by instructors to counselors can include reasons such as tardiness, lack of attendance, poor performance and in-class disruption. This probation will extend for the remainder of the enrolled trimester. When the probation takes place within the last four weeks of the trimester, the probationary period will extend to the end of the next enrolled trimester.

TEST OF ADULT BASIC EDUCATION (TABE)

Students who want to enter career/technical programs, but have not met the minimum basic skills levels established by the State of Florida for completion of their career/technical program, may register for remediation in Adult Basic Education (ABE) classes and/or the Applied Academics for Adult Education (AAAE) laboratory concurrently with or prior to entering their career/technical program.

For students who enroll in a career/technical program, basic skills testing in mathematics, language and reading must be completed no later than six weeks from the time of entry. Lindsey Hopkins Technical College uses the Test of Adult Basic Education (TABE) for all basic skills testing. All students must be administered a basic skills test, with the following exceptions:

- students possessing an Associate of Arts or Associate in Science, Baccalaureate, or graduate-level degree, or those who have passed the College Level Academic Skills Test (CLAST) and/or have met the minimum requirements on college placement exams. Students must present an official copy of the degree, transcript and/or documentation of test scores, as evidence of the above.

- students enrolling in job preparatory programs of less than 450 clock hours of instruction.

Students who have passed a state, national or industry licensure exam are exempt from post-testing on the basic skills test, Test of Adult Basic Education (TABE), although they must take an initial test within six weeks of entering a career/technical program. Currently, every school year the State of Florida submits updates to the TABE exemption list based on industry licensure exams.

APPLIED ACADEMICS FOR ADULT EDUCATION (AAAE)

The Applied Academics for Adult Education (AAAE) Laboratory provides basic skills remediation in a career/technical education forum. A state-approved standardized examination is used to determine the students’ strengths and weaknesses in reading, language and mathematics. This type of remediation assists students in meeting the adult basic education Test of Adult Basic Education (TABE) requirements for the receipt of a career/technical education certificate. Students may enroll voluntarily. Students whose test scores fall one or two grade levels below the career/technical program’s basic skills requirement by completion of the program are required to remediate in the Applied Academics for Adult Education Laboratory.
Currently, the only program for which a passing score on a licensure examination is required to enter the workforce is Practical Nursing. This information is submitted to the Commission on Occupational Education (COE) as part of the institution’s annual report. Students are prepared to take a licensure examination as an integral part of the course of study.

A student who has a reasonable and good-faith belief of being the subject of discrimination, bullying or harassment because of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy or disability shall communicate in writing the allegation(s) to the school principal. If the student does not feel comfortable discussing the complaint at the school or region office, the student may file the complaint directly with the School Board’s Office of Civil Rights Compliance (CRC) 155 NE 15th Street, Suite P-104E Miami, Florida 33132 Telephone: 305-995-1580 Fax: 303.995.2047 Hours: Monday – Friday 8:00am – 4:30pm Email: crc@dadeschools.net

Miami-Dade County Public Schools maintains educational records in accordance with state and federal laws. Educational records are maintained to facilitate the instruction, guidance and educational progress of students in programs operated under the authority and direction of the School Board of Miami-Dade County. These records include the data necessary to facilitate the orderly educational progress of students as stated in School Board Policy 8330, Student Records. The document Student Educational Records, published by the Division of Student Services, contains the guidelines and district directives regarding student records, and outlines the rights accorded to eligible students.
Lindsey Hopkins Technical College complies with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school 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.” If it is determined that an individual is a qualified person with disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional programs.”

The primary objective of Lindsey Hopkins Technical College and Miami-Dade County Public Schools is to develop each student's potential for learning and to foster positive interpersonal relationships; thus, it is necessary that the school environment be free from disruptions that interfere with teaching and learning activities. A Post-Secondary Student Code of Conduct has been developed by the school district to ensure that students have an environment conducive to learning. Additional information regarding the Student Code of Conduct can be found at: [http://lindsey.dadeschools.net/forms](http://lindsey.dadeschools.net/forms)

No smoking, alcoholic beverages, illegal drugs/mood modifiers, or any gambling devices will be allowed in schools or on School Board property. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.

The primary purpose of the school is to prepare students for employment, students are required to be neat and clean in appearance. Items of dress that pose a risk to health and safety, cause classroom disturbances, or create objectionable noise are forbidden. Students must adhere to the following specific regulations concerning dress:

- No metal cleats on shoes, no clogs, thongs, sandals, bedroom slippers or other shoes without back straps. Safety shoes are recommended in industrial shop areas.
- No written messages or pictures or symbols on clothing which portray ideas which may be harmful to the health, safety and welfare of students such as messages related to drugs, smoking, alcohol, sex and profanity.
- Mini-shorts, micro-mini-skirts, cut-offs or oversized pants, tank tops, tube tops, see-through blouses without a camisole or whole slip, bare backs, bare midriffs or plunging neck lines; No hats or bandanas, except for religious purposes;
- Students enrolled in most programs are required to wear uniforms or apparel suitable to the training.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). It gives students who are 18 years or older who attends a postsecondary institution, including Lindsey Hopkins Technical College, that receive funding under any program administered by the U.S. Department of Education the rights to have
access and control over the disclosure of personally identifiable information from their educational records. The entire document is available on the school website.

**ADULT GENERAL EDUCATION (AGE)**

Adult General Education (AGE) courses provide students with the opportunity to improve the level of literacy skills required to lead productive lives. Students perform and progress at their own rate depending on ability, levels of achievement, and educational goals.

**ADMISSION REQUIREMENTS**

The Test of Adult Basic Education (TABE) is a required examination to ensure placement in the appropriate level in Adult Basic Education (ABE) and General Education Development (GED) preparation classes. The Comprehensive Adult Student Assessment System (CASAS) test is required for appropriate placement in the English for Speakers of Other Languages (ESOL) program and the English Literacy for Career and Technical Education (ELCATE) program. Students must be at least 16 years of age and not currently enrolled in another Miami-Dade County Public School in order to enroll in all Adult General Education classes.

**LENGTH OF COURSE**

- ABE - reading/writing/math – variable
- ESOL - one trimester minimum per level
- GED - one trimester minimum
- ELCATE - one to two trimesters

**COST**

Adult General Education courses will be assessed a block tuition fee as follows:
- In-State Tuition: $30.00 per term.
- Out-of-State Tuition: $30.00 per term.

Students must pay $5.00 for an ID badge and its renewal each trimester and must purchase textbooks and workbooks.

**ADULT BASIC EDUCATION (ABE)**

Adult Basic Education courses provide basic literacy, mathematics and writing skills to those students who are performing below ninth grade level. Instruction is delivered in the areas of reading, mathematics and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors and to improve employment opportunities.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

English for Speakers of Other Languages (ESOL) courses assist students in developing literacy skills to help students communicate in English, succeed in career/technical education programs, find and keep a job, and advance in chosen careers. There are five consecutive levels of language instruction in ESOL. These levels are configured logically and sequentially for language acquisition.

**GENERAL EDUCATIONAL DEVELOPMENT PROGRAM (GED)**

This course prepares students for the General Educational Development (GED) test, often referred to as the high school equivalency exam. It consists of reading comprehension, mathematics, writing, social studies and science and provides a review for students taking the GED test. Upon receiving a passing score on the GED
examination, the student is issued a State of Florida high school diploma. Test admission requirements may vary from state to state. The GED Office is in room F-328.

**ENGLISH LITERACY FOR CAREER AND TECHNICAL EDUCATION (ELCATE)**

The purpose of this course is to provide English language learners with skills to prepare them to be successful in career/technical programs in the workplace. They have access to a specialized computer laboratory.

The four program strands are the following: academic, technology, culture and test-taking. Each one is addressed within the competencies at each completion point.

**TECHNOLOGY SUPPORT FOR ADULT GENERAL EDUCATION (AGE)**

English for Speakers of Other Languages (ESOL) students are scheduled to attend on a weekly basis the ESOL computer language laboratory where they get additional practice in reading, listening and speaking English. Through the use of the English Language Learning and Instruction System (ELLIS), Rosetta Stone and All-Star software programs, students view mini-videos, listen, repeat, record words, phrases, and sentences and interact with the program to complete multiple-choice, true/false, matching and fill-in-the-blank exercises.

Adult Basic Education (ABE) classes are scheduled into the ABE labs on a weekly basis. Students get additional practice in reading, language and mathematics. Through the use of Read On, Instruction Targeted for TABE Success (ITTS), Skills Bank, and My Skills Tutor software programs, students complete exercises which prepare them for the Test of Adult Basic Education (TABE) and for the career/technical class of their choice.
CAREER/TECHNICAL EDUCATION PROGRAMS
PROGRAM OBJECTIVE
The objective of the Air Conditioning, Refrigeration and Heating Technology Program is to prepare students for employment or advanced training in the air conditioning, refrigeration, ventilation and heating industry.

PROGRAM STRUCTURE
The program focuses on broad, transferable skills and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues. Students will obtain Environmental Protection Agency (EPA) certification prior to leaving school in order to be employable in any job that requires work with refrigerants.

ENTRANCE DATES
This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LABORATORY ACTIVITIES
Classroom, shop and laboratory are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry. Equipment and supplies are provided to enhance hands-on experiences for students in the chosen occupation.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

LENGTH OF PROGRAM
1350 hours Full-time 1¼ years
Part-time 2¼ years

DAY/TIME PROGRAM OFFERED
M-F 8:00 AM - 2:00 PM
M-R 5:00 PM - 10:15 PM

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:
- Mathematics 10 Level A
- Language 9 Level D
- Reading 9 Level D
PROGRAM OBJECTIVE

The purpose of this program is to prepare students for employment in the cabinetmaking industry.

PROGRAM STRUCTURE

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

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCV0200</td>
<td>Cabinetmaker Helper (OCP A)</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>BCV02350</td>
<td>Cabinet Finisher (OCP B)</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>BCV0240</td>
<td>Cabinet Assembler (OCP C)</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>BCV0243</td>
<td>Cabinetmaker (OCP D)</td>
<td>450</td>
<td>450</td>
<td></td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Classroom, shop and laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials and processes found in the industry.

ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM

1200 hours  Full-time  1¼ years
Part-time  4 years

DAY/TIME PROGRAM OFFERED

M-F  8:00 AM - 2:00 PM
M-R  5:00 PM - 10:15 PM

BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>9 Level D</td>
</tr>
<tr>
<td>Language</td>
<td>9 Level D</td>
</tr>
<tr>
<td>Reading</td>
<td>9 Level D</td>
</tr>
</tbody>
</table>
PROGRAM OBJECTIVE
The objective of the Electricity Program is to prepare students for employment or advanced training in a variety of construction/electrical industries.

PROGRAM STRUCTURE
This program stresses understanding of all aspects of the electricity industry and demonstrates elements of the industry such as planning, technical and production skills, underlying principles of technology and health, safety and environmental issues.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCV0603</td>
<td>Electrician Helper (OCP A)</td>
<td>300</td>
<td>0</td>
<td>300</td>
</tr>
<tr>
<td>SOC 47-3013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCV0640</td>
<td>Residential Electrician (OCP B)</td>
<td>450</td>
<td>0</td>
<td>450</td>
</tr>
<tr>
<td>SOC 47-2111</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCV0652</td>
<td>Commercial Electrician (OCP C)</td>
<td>450</td>
<td>0</td>
<td>450</td>
</tr>
<tr>
<td>SOC 47-2111</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Classroom, shop and laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials and processes found in the industry.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES
This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM
1200 hours Full-time 1½ years
Part-time 4 years

DAY/TIME PROGRAM OFFERED
M-F 8:00 AM - 2:00 PM
M-R 5:00 PM - 10:15 PM

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:
- Mathematics 9 Level D
- Language 9 Level D
- Reading 9 Level D
ARTS, A/V TECHNOLOGY AND COMMUNICATION

COMMERCIAL ART TECHNOLOGY
1480203
CIP 0650040200

PROGRAM OBJECTIVE

The objective of the Commercial Art Technology Program is to prepare students for employment as artists and related workers and commercial designers.

PROGRAM STRUCTURE

The program focuses on the following: basic art skills, lettering skills, preparation of layouts and illustrations, preparation of camera ready paste-up and development of specialized skills.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA0036 SOC 43-9031</td>
<td>Desktop Publishing Assistant (OCP A)</td>
<td>450</td>
<td>0</td>
<td>450</td>
</tr>
<tr>
<td>GRA0037 SOC 27-1029</td>
<td>Design Technician (OCP B)</td>
<td>450</td>
<td>0</td>
<td>450</td>
</tr>
<tr>
<td>GRA0038 SOC 27-1024</td>
<td>Illustrator (OCP C)</td>
<td>300</td>
<td>0</td>
<td>300</td>
</tr>
<tr>
<td>GRA0039 SOC 27-1024</td>
<td>Print Media Artist (OCP D)</td>
<td>300</td>
<td>0</td>
<td>300</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. Students are also instructed in the following: lettering signs, layout and design for advertising art, airbrush for illustrations, photo retouching and custom work.

ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program any time during the school year.

LENGTH OF PROGRAM

1500 hours  Full-time  1½ year  
Part-time  2¾ years

DAY/TIME PROGRAM OFFERED

M-F  8:00 AM -  2:00 PM

BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

- Mathematics  9  Level D
- Language  9  Level D
- Reading  9  Level D
PROGRAM OBJECTIVE
The purpose of this program is to prepare students for careers in fashion technology and production services; these careers include occupations in alterations, tailoring, formalwear, costuming, accessories, embroidering and patternmaking.

PROGRAM STRUCTURE
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 Arts, A/V Technology and Communication 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 Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, industrial sewing, entrepreneurship, alterations, the design and construction of menswear, formalwear, costumes and accessories, embroidering and patternmaking.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE0000</td>
<td>Garment Fabrication Specialist</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>CTE0001</td>
<td>Industrial Seamstress</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>CTE0002</td>
<td>Introduction to Patternmaking and Entrepreneurship (OCP A)</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>CTE0003</td>
<td>Alterations Specialist AND Tailor for Menswear</td>
<td>300</td>
<td>0</td>
<td>300</td>
</tr>
<tr>
<td>CTE0004</td>
<td></td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Classroom and laboratory activities are an integral part of this program and include the use of safety procedures, tools, equipment, materials and processes used in the industry.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES
This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM
1050 hours Full-time 1 year

DAY/TIME PROGRAM OFFERED
M-F 8:00 AM - 2:00 P.M

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

- Mathematics: 10 Level D
- Language: 10 Level D
- Reading: 10 Level D
EDUCATION AND TRAINING

EARLY CHILDHOOD EDUCATION
E300100
CIP 0419070910

PROGRAM OBJECTIVE
The objective of the Early Childhood Education Program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the early childhood industry: safety, issues and developmentally appropriate practices for children through age eight.

PROGRAM STRUCTURE
The program is a planned sequence of instruction consisting of four credits/600 clock hours and four occupational completion points. The program is comprised of 120 hours of classroom instruction and 480 hours of direct work with children. Upon completion of this program and meeting all requirements, students are awarded the Early Childhood Professional Certificate (ECPC)

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEV0117 SOC 399011</td>
<td>Childcare Worker-1 (OCP A)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>HEV0101 SOC 110101</td>
<td>Childcare Worker 2 (OCP B)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>HEV0156 SOC 252011</td>
<td>Teacher Aide (Preschool) (OCP C)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>HEV0162 SOC 252011</td>
<td>Pre-school Teacher (OCP D)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Activities provide instruction in the use of manipulative equipment, language development, creative art, music, science, dramatic play, developmentally appropriate practices, brain research, classroom management and Child Development Associate (CDA) competencies.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with a counselor and instructor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 18 years old and officially withdrawn from high school.
- Submit a Level 2 background check.

ENTRANCE DATES
This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM
600 hours Full-time 8 months

DAY/TIME PROGRAM OFFERED
M-F 8:00 AM - 2:00 PM

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

- Mathematics 9 Level D
- Language 9 Level D
- Reading 9 Level D

- 31 -
**HEALTH SCIENCE**

**DENTAL ASSISTING**  
H170106  
CIP 0351060112

**PROGRAM OBJECTIVE**  
The objective of the Dental Assisting Program is to prepare students to become a dental assistant by taking the Dental Assisting National Board Examination. The program meets the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry.

**PROGRAM STRUCTURE**  
The Dental Assisting Program is a planned sequence of instruction consisting of three occupational completion points. When the sequence is followed, the program structure allows students to complete specified portions of the program for employment or remain for advanced training. The Dental Assisting Program focuses on, but is not limited to dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chair-side assisting and expanded functions, dental office emergencies, CPR, dental radiology, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry. Uniform required.

### INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA0725 SOC 31-9099</td>
<td>Introduction to Dental Assisting (OCP A)</td>
<td>90</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>DEA0726 SOC 31-9099</td>
<td>Dental Technician (OCP B)</td>
<td>210</td>
<td>0</td>
<td>210</td>
</tr>
<tr>
<td>DEA0727 SOC 31-9091</td>
<td>Dental Assisting 1</td>
<td>465</td>
<td>0</td>
<td>465</td>
</tr>
<tr>
<td>DEA0728 SOC 31-9091</td>
<td>Dental Assisting 2 (OCP C)</td>
<td>465</td>
<td>0</td>
<td>465</td>
</tr>
</tbody>
</table>

**LABORATORY ACTIVITIES**  
Clinical and laboratory experiences are integrated with the didactic portion of this program. Students assist in patient care.

**ENTRANCE REQUIREMENTS**
- Submit an application.
- Interview with the dept. head.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Provide a high school or GED transcript.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Attend a program orientation.

**ENTRANCE DATES**  
Students may enter this program at the beginning of each trimester.

**LENGTH OF PROGRAM**  
1230 hours  
Full-time  
13 months

**DAY/TIME PROGRAM OFFERED**  
M-F  
8:00 AM – 2:00 PM - Theory

**BASIC SKILLS REQUIREMENTS**  
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:
- Mathematics 10  
  Level A
- Language 10  
  Level A
- Reading 10  
  Level A
PROGRAM OBJECTIVE

The objective of the Patient Care Assistant Program is to prepare students for employment as patient care assistants and healthcare support workers. Students enrolled in this module must have previously completed or concurrently complete Articulated Nursing Assistant and Home Health Aide. These two components are incorporated within the Patient Care Assistant Program. At the completion of OCP B students are eligible to take the licensing examination for these two fields.

PROGRAM STRUCTURE

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. The content also includes, but is not limited to instruction in performing nursing assistant skills related to the hospital setting and providing nursing assistant care for the adult patient. Uniform required.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC0003</td>
<td>Basic Healthcare Worker (OCP A)</td>
<td>90</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>HCP0121</td>
<td>Nursing Aide/Orderly (Articulated) (OCP B)</td>
<td>75</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>HCP0332</td>
<td>Advanced Home Health Aide (OCP C)</td>
<td>50</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>HCP0020</td>
<td>Patient Care Assistant (OCP D)</td>
<td>75</td>
<td>0</td>
<td>75</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Clinical experiences where the student may practice, demonstrate and perform the procedures associated with acute hospital client care are an appropriate part of this program.

ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor and department head.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Submit a background check.

ENTRANCE DATES

Students may enter this program at the beginning of each trimester. The program does not operate on an open-entry/open-exit basis.

LENGTH OF PROGRAM

290 hours Full-time 6 weeks

DAY/TIME PROGRAM OFFERED

M-F 8:00 AM - 2:00 PM Theory/Clinical

BASIC SKILLS REQUIREMENTS

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.
PHLEBOTOMY
H170302
CIP 0351100901

PROGRAM OBJECTIVE
The objective of the Phlebotomy Program is to prepare students for employment as phlebotomists and healthcare support workers.

PROGRAM STRUCTURE
The content includes, but is not limited to, communication, leadership, human relations, and employability skills, performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonate, maintaining the integrity of the specimen in relation to the test to be performed, preparing blood smears, labeling specimens accurately and completely, collecting timed specimens, promoting the comfort and well-being of the patient while performing blood collecting duties, observing safety policies and procedures, emergency procedures including cardiopulmonary resuscitation (CPR) heart saver level, delivering a variety of clinical specimens to the clinical laboratory, sorting and recording specimens received in the laboratory, centrifuging specimens and preparing aliquots of samples according to the designated protocol, distributing samples to appropriate laboratory sections, and preparing collection trays for specimen procurement. Uniform required.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC0003</td>
<td>Basic Healthcare Worker (Core) (OCP A)</td>
<td>90</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>SOC 31-9099</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEA0520</td>
<td>Phlebotomy (OCP B)</td>
<td>75</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>SOC 31-9099</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Simulation and clinical laboratory experiences are integrated with the didactic portion of this program.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with a counselor and department head.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Submit a background check.

ENTRANCE DATES
Students may enter this program at the beginning of each trimester. The program does not operate on an open-entry/open-exit basis.

LENGTH OF PROGRAM
165 hours Full-time 6 weeks

DAY/TIME PROGRAM OFFERED
M-F 8:00 AM - 2:00 PM
M-R 5:00 PM - 10:15 PM

BASIC SKILLS REQUIREMENTS
Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.
PROGRAM OBJECTIVE
The objective of the Practical Nursing Program is to prepare students for employment as a licensed practical nurse (LPN). This program is licensed by the Florida State Board of Nursing (BON). Graduates are eligible to take the required examination to work as a Licensed Practical Nurse (LPN).

PROGRAM STRUCTURE
The content of the Practical Nursing Program includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric and geriatric nursing, theoretical instruction and clinical experience in both acute and long-term care situations, theoretical instruction and clinical application of a vocational role and function, personal, family and community health concepts, nutrition, human growth and development over the life span, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medications, legal aspects of practicing, Basic Life Support (BLS) Course C, cardiopulmonary resuscitation (CPR) for healthcare providers, and current issues in nursing. Simulated practice and clinical experiences are included as an integral part of this program. Uniform required.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC0003 SOC 31-9099</td>
<td>Basic Healthcare Worker (OCP A)</td>
<td>90</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>HCP0121 SOC 31-1012</td>
<td>Nursing Aide/Orderly (Articulated) (OCP B)</td>
<td>75</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>PRN0091 SOC 29-2061</td>
<td>Practical Nurse (1 of 3)</td>
<td>285</td>
<td>0</td>
<td>285</td>
</tr>
<tr>
<td>PRN0092 SOC 29-2061</td>
<td>Practical Nurse (2 of 3)</td>
<td>450</td>
<td>0</td>
<td>450</td>
</tr>
<tr>
<td>PRN0096 SOC 29-2061</td>
<td>Practical Nurse (3 of 3) (OCP C)</td>
<td>450</td>
<td>0</td>
<td>450</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Simulated practice and clinical experiences are included as an integral part of this program. Clinical experience makes up at least 50% of the total program.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with counselor/dept head.
- Provide high school or GED transcript.
- Take the initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.
- Pass the Test of Essential Academic Skills (TEAS), the required entrance test.
- Pass a physical assessment.
- Submit a Level 2 background check.
- Attend a program orientation.

ENTRANCE DATES
Students may enter this program every three months. The program does not operate on an open-entry/open-exit basis.

LENGTH OF PROGRAM
1350 hours Full-time approximately 14 1/2 months

DAY/TIME PROGRAM OFFERED
M-R 8:00 AM - 3:00 PM
M-R 5:00 PM - 10:15 PM

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:
- Mathematics 11 Level A
- Language 11 Level A
- Reading 11 Level A
PROGRAM OBJECTIVE
The objective of the Surgical Technology Program is to prepare students for employment as surgical technologists. This program provides students with the necessary knowledge, skills and attitudes to perform safely and efficiently in the operating room and related areas as a surgical technologist. The program includes the basic sciences, as well as related areas of study and clinical rotation.

PROGRAM STRUCTURE
The content in the Surgical Technology Program includes communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, cardiopulmonary resuscitation (CPR), heart saver level. In a simulated surgical environment students practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures and preparation of supplies and equipment for surgery and patient preparation. After completion of an approved program, students are eligible to take the National Certification Examination of the Association of Surgical Technologists. Uniform required.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC0003 SOC 31-9099</td>
<td>Basic Healthcare Worker (OCP A)</td>
<td>90</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>STS0015 SOC 31-9099</td>
<td>Central Supply Technician (OCP B)</td>
<td>210</td>
<td>0</td>
<td>210</td>
</tr>
<tr>
<td>STS0010 SOC 29-2055</td>
<td>Surgical Technologist (1 of 3)</td>
<td>343</td>
<td>0</td>
<td>343</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field, sterilization and disinfection procedures, preparation of supplies and equipment for surgery and patient preparation. Clinical learning experiences in an operating room and related areas are integral parts of this program.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with counselor /dept. head.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.
- Pass a physical assessment.
- Submit a Level 2 background check.
- Attend a program orientation.

ENTRANCE DATES
This program is usually offered twice a year for new students. The program does not operate on an open-entry/open-exit basis.

LENGTH OF PROGRAM
1330 hours Full-time - 14 months

DAY/TIME PROGRAM OFFERED
M-R 8:00 AM - 3:00 PM Theory/Clinical

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

- Mathematics 10 Level A
- Language 11 Level A
- Reading 11 Level A
COMMERCIAL FOODS AND CULINARY ARTS
N100500
CIP 0412050312

PROGRAM OBJECTIVE
The objective of the Commercial Foods and Culinary Arts Program is to prepare students for employment as in the area of commercial cooking as cooks, bakers and food preparation workers.

PROGRAM STRUCTURE
The program includes both instruction and hands-on performance in the following: food preparation and serving and identification, storage, selection and presentation of a wide variety of foods. The program also includes training in communication, leadership, human relations, employability skills and safe, efficient work practices. Uniform required.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMV0100 SOC 352021</td>
<td>Food Preparation (OCP A)</td>
<td>300</td>
<td>240</td>
<td>60</td>
</tr>
<tr>
<td>HMV0170 SOC 352014</td>
<td>Cook, Restaurant (OCP B)</td>
<td>300</td>
<td>240</td>
<td>60</td>
</tr>
<tr>
<td>HMV0171 SOC 351011</td>
<td>Chef, Head Cook (OCP C)</td>
<td>300</td>
<td>240</td>
<td>60</td>
</tr>
<tr>
<td>HMV0126 SOC 119051</td>
<td>Food Service Management (OCP D)</td>
<td>300</td>
<td>240</td>
<td>60</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES
This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM:
1200 hours  Full-time  1½ years

DAY/TIME PROGRAM OFFERED
M-F  7:00 AM - 1:00 PM (LHTC)
M-R  5:00 PM - 10:15 PM (at Notre Dame D’ Haiti Catholic School)

BASIC SKILLS REQUIREMENTS:
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

- Mathematics  9  Level D
- Language  9  Level D
- Reading  9  Level D
PROGRAM OBJECTIVE

The objective of the Nutrition and Dietetic Services Program is to prepare students for initial employment as diet clerks.

PROGRAM STRUCTURE

The program is designed to train students to assist in various functions of food service related to patient care. The curriculum includes a combination of theory, and laboratory and clinical experiences. The diet clerk works under the supervision of a registered dietitian in a hospital or nursing home, or may work under the direction of a dietetic technician or dietary manager who is certified. With experience, the dietetic aide may assume assistant responsibilities in various units of the dietary department. Uniform required.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEV0610 SOC 29-2051</td>
<td>Diet Clerk (OCP A)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>Internship Experience</td>
<td>150</td>
<td>0</td>
<td>150</td>
<td></td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Instruction and learning activities are provided in a laboratory setting and clinical setting using hands-on experiences with the tools and materials appropriate to the program content and in accordance with current practices in the field. Activities provide instruction in the use of diet kitchen equipment and supplies, trays, diet charts, utensils and table settings, dishwashers, storage and dietary office activities.

ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor and instructor.
- Be at least 16 years old and officially withdrawn from high school.
- Submit a background check.
- Pass a physical assessment.

ENTRANCE DATES

Students may enter this program every four months. The program does not operate on an open-entry/open-exit basis.

LENGTH OF PROGRAM

300 hours Full-time 4 months

DAY/TIME PROGRAM OFFERED

M-F 8:00 AM - 2:00 PM

BASIC SKILLS REQUIREMENTS

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.
PROGRAM OBJECTIVE
The objective of the Dietetic Management and Supervision Program is to prepare students for initial employment as dietetic manager.

PROGRAM STRUCTURE
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 Hospitality & Tourism 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 Hospitality & Tourism career cluster.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS0095</td>
<td>Dietary Manager (OCP A)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Internship Experience</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

ENTRANCE REQUIREMENTS
- Submit an application.
- Interview with a counselor and instructor.
- Be at least 16 years old and officially withdrawn from high school.
- Submit a background check.
- Pass a physical assessment.

ENTRANCE DATES
Students may enter this program every four months. The program does not operate on an open-entry/open-exit basis.

LENGTH OF PROGRAM
300 hours Full-time 4 months

DAY/TIME PROGRAM OFFERED
M-F 8:00 AM - 2:00 PM

BASIC SKILLS REQUIREMENTS
Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.
PROGRAM OBJECTIVE

The objective of the Facials Specialty Program is to prepare students for employment as a licensed facials/skin care specialist.

PROGRAM STRUCTURE

The content includes, but is not limited to the following: communication, leadership, human relations and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of the facials specialty and the related chemistry, bacteriology, anatomy and physiology, and development of skills in performing the techniques required in the practice of facials specialist occupations.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP0265</td>
<td>Facials/Skin Care Specialist</td>
<td>260</td>
<td>0</td>
<td>260</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM:

260 hours Full-time 3 months

DAY/TIME PROGRAM OFFERED

M-F 8:00 AM - 2:00 PM

BASIC SKILLS REQUIREMENTS:

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.
PROGRAM OBJECTIVE

The objective of the Nails Specialty Program is to prepare for employment as a licensed manicurist and pedicurist.

PROGRAM STRUCTURE

The content includes, but is not limited to the following: communication, leadership, human relations and employability skills, safe and efficient work practices, Florida cosmetology law and rules, acquisition of knowledge of the nails specialty and related chemistry, bacteriology, anatomy and physiology, and development of skills in performing the techniques required in the practice of nails specialist occupations.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP0015</td>
<td>Manicurist and Pedicurist (OCP A)</td>
<td>240</td>
<td>96</td>
<td>144</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM:

240 hours Full-time 3 months

DAY/TIME PROGRAM OFFERED

M-F 8:00 AM - 2:00 PM

BASIC SKILLS REQUIREMENTS:

Students are exempt from the basic skills requirements for courses of 450 clock hours of instruction or less.
INFORMATION TECHNOLOGY

PROGRAM OBJECTIVE

The objective of the Computer Systems and Information Technology Program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

PROGRAM STRUCTURE

The program includes instruction in communication, leadership skills, human relations, employability skills and safe, efficient work practices. Students are prepared to take the following three industry certification exams offered by the Computing Technology Industry Association: (Comp TIA): A+, Network+ and Security+. Coverage of advanced networking concepts and competencies may also lead to Cisco’s CCENT and CCNA industry certifications. A student who completes the applicable competencies at any occupational completion point may either continue with the training or become an occupational completer.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Lab</th>
<th>Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS0082 SOC15-1152</td>
<td>Computer Systems Technician (OCP A)</td>
<td>300</td>
<td>0</td>
<td>300</td>
</tr>
<tr>
<td>CTS0083 SOC15-1142</td>
<td>Computer Network Technician (OCP B)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>CTS0084 SOC 15-1142</td>
<td>Computer Networking Specialist (OCP C)</td>
<td>150</td>
<td>0</td>
<td>150</td>
</tr>
<tr>
<td>CTS0069 SOC 15-1122</td>
<td>Computer Security Technician (OCP D)</td>
<td>300</td>
<td>0</td>
<td>300</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Hands-on activities are an integral part of this program.

ENTRANCE REQUIREMENTS

- Submit an application.
- Interview with a counselor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM

900 hours Full-time 1 year
Part-time 2 years

DAY/TIME PROGRAM OFFERED

M-F 8:00 AM - 2:00 PM
M-R 5:00 PM - 10:15 PM

BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

- Mathematics 10 Level A
- Language 9 Level D
- Reading 9 Level D
TRANSPORTATION, DISTRIBUTION AND LOGISTICS

AUTOMOTIVE SERVICE TECHNOLOGY 1
T400700
CIP 0647060411

This program is offered only at Braman Automotive Training Center, 2060 N.E. 2nd Avenue Miami, FL 33127

PROGRAM OBJECTIVE
The objective of the Automotive Service Technology 1 Program is to prepare students for employment and/or specialized training in the automotive industry.

PROGRAM STRUCTURE
The program provides both instruction and hands-on performance of all the basic tasks for initial training for employment in the automotive service field or further training in any or all of the specialty areas. Competency in the tasks indicates to employers that the students are skilled in that area.

Competencies established by the automotive industries for industry training standards plus integration of academic requirements and training in communications, leadership, entrepreneurship, human relations, employability skills, and safe efficient, work practices account for 300 clock hours of instruction in the core curriculum.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 0014</td>
<td>Automobile Services Assistor (OCP A)</td>
<td>300</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>AER 0418</td>
<td>Automotive Brake System Technician (OCP B)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>AER 0453</td>
<td>Automotive Suspension and Steering Technician (OCP C)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Shop or laboratory activities are an integral part of the Advanced Automotive Services Technology 1 Program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

ENTRANCE REQUIREMENTS
- Application
- Interview by school/Braman staff
- Valid driver license
- Take initial assessment in reading, mathematics and language
- Students must be 17 to 25 years old
- Have a high school diploma or GED
- Local background check/Pass drug test

ENTRANCE DATES
Specific – no open-entry/open-exit

LENGTH OF PROGRAM
1050 hours Full-time 13 months
Part-time 24 months

DAY/TIME PROGRAM OFFERED
M-F 9:00 AM - 2:30 PM

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>10    Level A</td>
</tr>
<tr>
<td>Language</td>
<td>9     Level D</td>
</tr>
<tr>
<td>Reading</td>
<td>9     Level D</td>
</tr>
</tbody>
</table>
This program is offered only at Braman Automotive Training Center
2060 N.E. 2nd Avenue
Miami, FL 33127

PROGRAM OBJECTIVE
The objective of the Automotive Service Technology 2 Program is to prepare students for employment and/or specialized training in the automotive industry.

PROGRAM STRUCTURE
The program provides both instruction and hands-on performance of all the basic tasks for initial training for employment in the automotive service field or further training in any or all of the specialty areas. Competency in the tasks indicates to employers that the students are skilled in that area.

Competencies established by the automotive industries for industry training standards plus integration of academic requirements and training in communications, leadership, entrepreneurship, human relations, employability skills, and safe efficient, work practices account for 300 clock hours of instruction in the core curriculum.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Class Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 0503 SOC 49-3023</td>
<td>Automotive Engine Performance Technician (OCP A)</td>
<td>300</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>AER 0257 SOC 49-3023</td>
<td>Automatic Transmission and Transaxle Technician (OCP B)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>AER 0274 SOC 4903023</td>
<td>Manual Drivetrain and Axle Technician (OCP C)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>AER 0172 SOC 49-3023</td>
<td>Automotive Heating and Air Conditioning Technician (OCP D)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES
Shop or laboratory activities are an integral part of the Advanced Automotive Services Technology Program 2. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

ENTRANCE REQUIREMENTS
Students must have completed Automotive Service Technology 1 at the Braman Automotive Training Center.

ENTRANCE DATES
This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM
750 hours Full-time 10 months
Part-time 1 year 8 months

DAY/TIME PROGRAM OFFERED
M-F 8:00 AM - 2:00 PM

BASIC SKILLS REQUIREMENTS
The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

- Mathematics 10 Level A
- Language 9 Level D
- Reading 9 Level D

Students who successfully pass the Test of Adult Basic Education (TABE) or pass a related state, national or industry licensure exam will be considered a program completer.
PROGRAM OBJECTIVE

The objective of the Automotive Service Technology Program is to prepare students for employment and/or specialized training in the automotive industry.

PROGRAM STRUCTURE

The program provides both instruction and hands-on performance of all the basic tasks for initial training for employment in the automotive service field or further training in the specialty areas. Competency in the tasks indicates to employers that the students are skilled in that area. Competencies established by the automotive industries for industry training standards plus integration of academic requirements and training in communications, leadership, human relations, employability skills, entrepreneurship, and safe efficient, work practices account for 3000 clock hours of instruction in the core curriculum.

INSTRUCTION CONSISTS OF

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title and Occupational Completion Points (OCPs)</th>
<th>Total Hours</th>
<th>Shop</th>
<th>Theory and Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 0014 SOC 49-3023</td>
<td>Automobile Services Assistor (OCP A)</td>
<td>300</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>AER 0110 SOC 49-3023</td>
<td>Engine Repair Technician (OCP B)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>AER 0257 SOC 49-3023</td>
<td>Automatic Transmission and Transaxle Technician (OCP C)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>AER 0274 SOC 49-3023</td>
<td>Manual Drivetrain and Axle Technician (OCP D)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>AER 0453 SOC 15-1071</td>
<td>Automotive Suspension and Steering Technician (OCP E)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>AER 0418 SOC 49-3023</td>
<td>Automotive Brake System Technician (OCP F)</td>
<td>150</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

LABORATORY ACTIVITIES

Shop or laboratory activities are an integral part of the Automotive Services Technology Program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

ENTRANCE REQUIREMENTS

- Submit an application.
- Meet with counselor/instructor.
- Take initial assessment in reading, mathematics and language within six weeks of entering the program.
- Be at least 16 years old and officially withdrawn from high school.

ENTRANCE DATES

This program operates on an open-entry/open-exit basis. Students may enter the program anytime during the school year.

LENGTH OF PROGRAM

1800 hours Full-time 1¾ years
Part-time 3 years

DAY/TIME PROGRAM OFFERED

M-F 8:00 AM - 2:00 PM
M-R 5:00 PM - 10:15 PM

BASIC SKILLS REQUIREMENTS

The minimum basic skills grade levels required for adult career/technical students to complete this program are the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Level A</td>
</tr>
<tr>
<td>Language</td>
<td>Level D</td>
</tr>
<tr>
<td>Reading</td>
<td>Level D</td>
</tr>
<tr>
<td>EMPLOYEE NAME</td>
<td>CREDENTIALS</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>ALEXANDER, WALTER</td>
<td>B.S. EDUCATION, M.S. EDUCATION</td>
</tr>
<tr>
<td>ALGAZE, STUART</td>
<td>B.S. PROFESSIONAL STUDIES, M.S. EDUCATION</td>
</tr>
<tr>
<td>ANAYA, RAFAEL</td>
<td>B.S. SCIENCE, M.S. ED LEADERSHIP</td>
</tr>
<tr>
<td>AVIGNON-CHERY, MARIECHRISTI</td>
<td>B.S. NURSING</td>
</tr>
<tr>
<td>BENOIT, CLAUDETTE</td>
<td>A.A. FASHION DESIGN, DISTRICT CERTIFICATION HOME ECONOMICS OCCUP.</td>
</tr>
<tr>
<td>BLACKMON, SHERIA</td>
<td>B.S. NURSING, M.S. NURSING EDUCATION</td>
</tr>
<tr>
<td>BROWNLOW, CHRISTINA</td>
<td>B.S. BIOLOGY, M.S. SCIENCE EDUCATION</td>
</tr>
<tr>
<td>CHAKRAVARTY, VINITA</td>
<td>B.A. EARLY CHILDHOOD EDUCATION, M.S. HUMAN DEVELOPMENT</td>
</tr>
<tr>
<td>CORNELIUS, TONYA</td>
<td>DISTRICT CERTIFICATION MEDICAL ASST.</td>
</tr>
<tr>
<td>DAVIS, BARTO</td>
<td>B.A. AGRICULTURE EDUCATION, M.S. COMPUTER SCIENCE, ED. S. EDUCATIONAL LEADERSHIP</td>
</tr>
<tr>
<td>DEAN, BERTRAM</td>
<td>B.A. POLITICAL SCIENCE, M.A. FINANCIAL SERVICES, M.A. ADULT EDUCATION</td>
</tr>
<tr>
<td>DELIMA, NICE</td>
<td>B.S. EDUCATION, A.A. ARTS</td>
</tr>
<tr>
<td>DEPABLO, JOSE</td>
<td>B.S. ELECTRONIC ENGINEERING TECHNICIAN</td>
</tr>
<tr>
<td>DESCARTES, MARGARITA</td>
<td>B.A. PSYCHOLOGY EDUCATION, M.S. EDUCATION</td>
</tr>
<tr>
<td>DOUGLAS, SUZANNE</td>
<td>B.S. SOCIOLOGY, M.S. W. SOCIAL WORK</td>
</tr>
<tr>
<td>FERGUSON, VERA</td>
<td>DISTRICT CERTIFICATION-JOURNEYMAN</td>
</tr>
<tr>
<td>FLORESTAL, JEAN GARRY</td>
<td>M.S. OTHER PROGRAMS</td>
</tr>
<tr>
<td>FRANÇOIS, MARIETTE</td>
<td>B.A. BUSINESS EDUCATION</td>
</tr>
<tr>
<td>GONZALEZ, NURA</td>
<td>B.A. DIETETIC/NUTRITION, M.S. FAMILY/CONSUMER SCIENCES</td>
</tr>
<tr>
<td>GUTIERREZ, ARMANDO</td>
<td>PH.D. EDUCATIONAL LEADERSHIP, M.S. GIFTED K-12, B.A. PSYCHOLOGY</td>
</tr>
<tr>
<td>HACH, BRENDA</td>
<td>B.A. HOME ECONOMICS, M.S. GUIDANCE COUNSELING</td>
</tr>
<tr>
<td>HERNANDEZ, LEONEL</td>
<td>DISTRICT CERTIFICATION QUANTITY FOODS</td>
</tr>
<tr>
<td>HILL, DONNALEE</td>
<td>B.A. ENGLISH</td>
</tr>
<tr>
<td>KARAYAN, JOHN</td>
<td>B.S. MATHEMATICS</td>
</tr>
<tr>
<td>LEEDS, ELLEN</td>
<td>B.A. DRAMA/ESOL, M.S. ENGLISH AS A SECOND LANGUAGE</td>
</tr>
<tr>
<td>LOTTITO, RICHARD</td>
<td>DISTRICT CERTIFICATION AUTO MECHANIC</td>
</tr>
<tr>
<td>MACK, LOUISE</td>
<td>B.A. SOCIOLOGY, M.S. SPECIFIC LEARNING DISABILITIES</td>
</tr>
<tr>
<td>EMPLOYEE NAME</td>
<td>CREDENTIALS</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>ADAM, LAETITIA</td>
<td>B.S. ART / ART EDUCATION</td>
</tr>
<tr>
<td>AGUADO, ANGELICA</td>
<td>A.A. OTHER PROGRAMS</td>
</tr>
<tr>
<td>ALBURY, LADEMA</td>
<td>B.S. OTHER PROGRAMS</td>
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**FACULTY LISTING (PART-TIME)**
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<th>Name</th>
<th>Degree/Program</th>
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<tr>
<td>Cotiere, Robert</td>
<td>B.A. French Law, M.S. Education</td>
<td>The State University of Haiti</td>
<td>1974, 1984</td>
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<td>Dalis, Stephen</td>
<td>B.A. Commercial Arts</td>
<td>Syracuse University</td>
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<td>Davis Rodriguez, Melody</td>
<td>B.S. Marketing</td>
<td>Florida Internation University</td>
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<td>Dorvily, Nicole</td>
<td>B.S. Finance &amp; Marketing, M.S. Educational Leadership</td>
<td>University of Miami, Nova Southeastern University</td>
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<td>M.S. Nursing</td>
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<td>Erira Cobos, Diana</td>
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<td>Etienne, Eberne</td>
<td>B.S. Electrical Engineer, M.S. Education</td>
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<td>Etienne, Eberne</td>
<td>A.A. Other Programs, B.S. Religion/Theology</td>
<td>Miami-Dade College, Florida International University, Atlantic Union College</td>
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<td>Genna, Magalie</td>
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<td>M.S. Special Education, B.S. Mental Retardation/Handicapped</td>
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<td>Hall, Sophia</td>
<td>M.S. Physical Education, B.A. Physical Education</td>
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<td>NY CUNY Brooklyn College, NY CUNY Brooklyn College</td>
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<td>M.S. Business Administration, B.S. Electornic Engineering, A.A. Science</td>
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<td>Lawrence, Kevin</td>
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<td>WELCH SAMONE</td>
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<td>WUEST, ROBERT J.</td>
<td>B.S. RECREATION</td>
<td>METROPOLITAN ST. COLLEGE</td>
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