COURSE CATALOG
2013-2014

Community Technical & Adult Education

Live Your Dreams

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MarionCareerTraining.com • (352) 671-7200
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COMMUNITY TECHNICAL & ADULT EDUCATION

1014 SW 7TH ROAD
OCALA, FLORIDA 34471

ADMINISTERED BY THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

George Tomyn, Superintendent
Deborah A. Jenkins, Director
Daniel Davis, Assistant Principal

MARION COUNTY SCHOOL BOARD MEMBERS

Carol Ely, District I
Nancy Stacy, District II
Bobby James, District III
Angie Boynton, District IV
Ronald B. Crawford, District V

COMMUNITY TECHNICAL & ADULT EDUCATION ADMINISTRATIVE STAFF

Suzanne Bryant, Program Coordinator
Scott Carpenter, Program Manager
Jeanine Johnson, Program Manager
Gail McPadden, Program Coordinator
Cheryl Sirmons, Program Coordinator
Deborah Salerno, Program Coordinator
Donna Schafer, Program Manager
Earl Scott, Program Coordinator
Tracey Thornhill-Parker, Program Manager

The announcements, information, personnel, policies, rules, regulations, and procedures that are contained in this catalog are for informational purposes and are subject to continual review; therefore, changes and revisions may be made without notice.
Students in Marion County are entitled to certain rights, standards and protections including those of due process, equal opportunity protection, accurate and confidential record keeping, safeguards to health and safety, and access to suitable employment. The School Board is committed to affording students the benefits of these rights, standards and protections.

Students who feel that they have questions concerning this matter have the right and the responsibility of discussing such questions with the school's administration.

The Marion County Public School District does not discriminate on the basis of race, color, religion, sex, age, national origin, marital status or qualified disability in its employment practices and its access and admission to education programs or activities.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990, the Florida Educational Equity Act of 1985, Section 504 of the Rehabilitation Act of 1973, Title IX Amendments of 1972 and the Civil Rights Act of 1964. Questions or requests for additional information regarding the above mentioned acts may be forwarded to the designated compliance administrator.

Rose Cohen, Equity Assurance Director, ADA, Title IX and Equity Issues
Phone: (352) 671-7711

Contact for Section 504 Compliance:
Lorilynn Bowie, Program Specialist
Phone: (352) 671-6832
P O Box 670, Ocala, Florida 34478-0670

SCHOOL INSPECTION

In accordance with E.P.A. regulations, all Marion County Schools have been inspected for asbestos containing materials. The original inspection, along with a diagram of the location(s), and a copy of all re-inspections, has been made available for review in the administrative office at each school.
ACCREDITATION AND APPROVALS

Community Technical & Adult Education Is Accredited by the Commission of the Council on Occupational Education
7840 Roswell Road • Building 300, Suite #325
Atlanta, Georgia 30350 • (770) 396-3898

CTAE is approved for training by the following agencies:

- Florida Board of Cosmetology
- Florida Department of Business and Professional Regulations (FDBPR), Division of Professions
- Florida Bureau of Fire Standards and Training
- Florida Board of Barbering
- Florida Restaurant Commission
- Florida Department of Health, Board of Massage
- Florida Department of Health – Emergency Medical Technician
- Florida Board of Nursing – Approved Nursing Assistant Program
- Joint Review Committee on Education in Radiologic Technology (JCERT)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) – Medical Assisting Program
- Accrediting Bureau on Health Education Schools (ABHES) – Medical Clinical Laboratory Technician Program
- American Welding Society (AWS)

OTHER LEARNING SITES

**FLORIDA STATE FIRE COLLEGE**
11655 Northwest Gainesville Road
Ocala, Florida 34482
Telephone Number: (352) 369-2800
Distance from Main Campus: 26 miles

**MARION COUNTY JAIL**
700 Northwest 30th Avenue
Ocala, Florida 34475
Telephone Number: (352) 351-8077
Distance from Main Campus: 3 miles

**PHOENIX HOUSE**
15681 North Highway 301
Citra, Florida 32113
Telephone Number: (352) 595-5000
Distance from Main Campus: 23 miles
On behalf of the faculty and staff of Community Technical & Adult Education, I say welcome. The decision to continue the formal education process is one that has lifelong benefits. CTAE provides its students with a solid educational environment, and knowledge-based learning which is second to none. Many of our programs boast 90% or higher industry certification passing rates and high levels of job placement, as well. We strive to provide our students with the best training available which includes classroom theory and externship opportunities that provide real-world experience.

As our mission states, “CTAE...serves the citizens of Marion County by providing relevant, high quality educational opportunities, and positive personal interaction...” To us, this means that you are not a number or statistic, but an individual with specific needs and wants. Our instructors and staff relate with our students and work diligently to make sure your learning experience is as personalized as possible so that you are successful at CTAE and beyond.

Whether you are coming to CTAE to earn your high school diploma through our Adult Education program, to receive advanced career training through one of our 22 career and technical programs, or to learn more about a hobby or interest, your success is our goal. Everything we do as an institution is to provide our students with the skills and knowledge necessary to be successful.

Welcome to Community Technical & Adult Education; I know that you will truly enjoy this experience.

Sincerely,

Deborah A. Jenkins
Director
GRADUATION AND AWARDS PROGRAMS

December 12, 2013
June 12, 2014

MARION COUNTY SCHOOL SYSTEM
COMMUNITY TECHNICAL & ADULT EDUCATION SCHOOL CALENDAR

School year/Fall Term begins July 8, 2013
Spring Term begins January 6, 2014
School year ends June 12, 2014

NON-STUDENT CLASS DAYS
(Career & Technical programs schedules may differ)

August 12 – 16, 2013
September 2, 2013
October 21 – 22, 2013
November 27, 2013*
November 28 – 30, 2013
December 20, 2013 to January 5, 2014 (Winter Break)

January 16 - 20, 2014
February 17, 2014
March 21 - 30, 2014 (Spring Break)
April 18, 2014*
May 26, 2014
June 5 – 6, 2014*

* (November 27, April 18, June 5 and June 6 are emergency make-up days and could become class days if needed)
GED TEST CALENDAR • 2013-2014

2013 MANUAL (PAPER AND PENCIL) TESTING ONLY
** PLEASE NOTE ALL TEST DATES ARE SUBJECT TO CHANGE **

<table>
<thead>
<tr>
<th>REGISTRATION DATES (BY APPOINTMENT ONLY)</th>
<th>GED TEST DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Test Reg. 11:30 a.m. • Evening Test Reg. 6:00 p.m.</td>
<td>8:00 a.m. - 12:00 noon OR 4:30 p.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>REGISTRATION TAKES 1 HOUR</td>
<td></td>
</tr>
<tr>
<td>JULY 29, 2013</td>
<td>AUGUST 6 &amp; 7, 2013</td>
</tr>
<tr>
<td>AUGUST 26, 2013</td>
<td>SEPTEMBER 10 &amp; 11, 2013</td>
</tr>
<tr>
<td>SEPTEMBER 30, 2013</td>
<td>OCTOBER 8 &amp; 9, 2013</td>
</tr>
<tr>
<td>OCTOBER 28, 2013</td>
<td>NOVEMBER 5 &amp; 6, 2013</td>
</tr>
<tr>
<td>NOVEMBER 18, 2013</td>
<td>DECEMBER 3 &amp; 4, 2013</td>
</tr>
</tbody>
</table>

NOTE: The Student Services Department will handle all inquiries involving GED Testing.

1. Payment for the exam must be in Cash, Debit or Master Card/Visa.
2. ($70 entire test, $14 per test for retests) FEE IS SUBJECT TO CHANGE WITHOUT NOTICE
3. Persons who have previously taken the GED exam out-of-state (FLORIDA) must have an official transcript of their scores before they can register.
4. Any person 16 or 17 years of age, desiring to register for the GED examination, must be screened for eligibility; and prior to the GED test registration, must have on file all appropriate paperwork, including TABE and Practice GED scores that meet Marion County guidelines.
5. A $10 rescheduling fee will be charged to those who do not show for the scheduled test dates.
6. Anyone wishing for accommodations must make an appointment with Jeanine Johnson, GED Chief Examiner at 671-4134.

MUST HAVE A FLORIDA PHOTO ID/DRIVER’S LICENSE TO TAKE THE EXAM.
** Test date is subject to change based on district-wide testing schedule **
***Additional tests will be scheduled on an as needed basis***

SPECIAL NOTE: All GED Test Candidates must pass their entire exam by December 2013 or they will have to take the entire New 2014 Series Computer Based Test in January 2014. If you have ANY questions, please inquire at our Student Services Department.

SPECIAL NOTE: Beginning September administration, all candidates must have passing scores on an Official Practice GED exam AND bring that documentation to the registration in order to register for the exam on Paper and Pencil (450 or better per subject area).
WELCOME TO CTAE

COMMUNITY TECHNICAL & ADULT EDUCATION
1014 Southwest 7th Road
Ocala, Florida 34471
Telephone: (352) 671-7200
Fax: (352) 671-7297

Prospective adult students and high school students are welcome to visit Community Technical & Adult Education between 8:00 a.m. and 8:30 p.m. Monday through Thursday, and Friday from 8:00 a.m. until 3:30 p.m.

Our main campus is located at 1014 Southwest 7th Road, just off of Highway 200 (Southwest 10th Street) one-half mile east of Target, just west of the railroad overpass. Visitors should turn off Highway 200 onto Southwest 7th Road, continue past the staff entrance, and enter the campus at the student and visitor entrance on the south side of the main building.

For speech or hearing impaired:

FRS (voice) number is: 1-800-955-8770
FRS (TTY) number is: 1-800-955-8771

For electronic information, the student may log on to our website at: www.mcctae.com, www.ctae.edu, or www.marioncareertraining.com.
HISTORY AND DEVELOPMENT
Community Technical & Adult Education (CTAE) is an educational institution which began in Marion County in 1973 as Community Education. In 1974, Mr. Samuel Lauff, Jr. and the Marion County School Board established the Adult and Community Education Center, presenting an opportunity for persons in Marion County to continue their education, in order to improve themselves and their chances of earning a living. The first location of the Center was at the Roberts Building and served approximately 2,000 students. Today, the main campus is located near the heart of downtown Ocala at the site once occupied by the Manhattan Shirt Factory, at 1014 Southwest 7th Road. The building has been completely renovated and modernized, and now houses the varied programs and services offered for the citizens of Marion County. Additional CTAE learning sites include the Florida State Fire College, Marion County Jail, Phoenix House, and over fifteen other locations throughout Marion County. Annually, CTAE serves over 3,300 students.

Community Technical & Adult Education (CTAE) is a public, co-educational, and equal opportunity facility legally authorized by the School Board of Marion County and the Florida State Department of Education to provide post-secondary and adult education.

PHILOSOPHY
Learning is a life-long process and is the basic philosophy of a community education provider. We believe that this premise must underlie the mission of a community education program. This philosophy must reflect a commitment to provide a wide variety of educational opportunities for the learner throughout his or her lifetime. Community Technical & Adult Education must assist the student in obtaining knowledge and skills necessary to successfully function in a world in which change and new approaches to both new and old problems arise almost daily. The philosophy of community education reflects the belief that education must be viewed as a “People Business.” In all that we do, and in all that we plan, the need to keep Community Technical & Adult Education “People Oriented” is above all other considerations.

OUR MISSION STATEMENT
The mission of Community Technical & Adult Education is to serve the citizens of Marion County by providing relevant, high-quality educational opportunities and positive personal interaction with all who enter our doors.

GOALS AND OBJECTIVES
Community Technical & Adult Education seeks to serve a broad and diverse range of students, based on both individual and employer needs. It seeks to provide students with appropriate successes tailored to meet their individual goals while ensuring that all students and employers receive consistently high-quality services, programs, training, and instruction.
**SCOPE AND SERVICES**

Community Technical & Adult Education has over 35 years of experience in providing training and continuing education to adults throughout Marion County. As the Adult Education Division of the Marion County Public Schools, CTAE serves over 5,000 students and participants annually. It is also the sole provider of the General Education Development (GED) Diploma in Marion County, graduating over 700 students each year. Being the largest part of the Marion County school system in terms of participants, CTAE currently offers training and classes at more than 15 different sites throughout Marion County. Community Technical & Adult Education is in operation 12 months per year, from 8:00 a.m. until 10:00 p.m., Monday through Thursday, and on Friday from 8:00 a.m. until 3:30 p.m.

Community Technical & Adult Education provides a variety of career and technical programs in allied health, cosmetology, veterinary science, computer technology, industrial, and public service. It continues to be a major provider of workforce education to area businesses, industry, and governmental agencies. Community Technical & Adult Education currently offers over 20 programs of study with additional programs in various stages of development. Increased emphasis has been placed on customized training for business and industry as they face the constant need to keep pace with the ever-evolving technologies and the need to compete in the global marketplace.

Community Technical & Adult Education is the official GED testing center for Marion County and offers a variety of adult literacy programs including basic literacy and workplace literacy. Literacy classes are open entry/open exit with schedules and locations arranged to maximize student participation. English Language Learner (ELL) classes are also offered at a variety of sites throughout the county.

Community Technical & Adult Education is also a major provider of continuing education offerings throughout the county. These include classes in the arts, crafts, dance, health, fitness, languages, business, computer technology, recreation, and safety.

**CONSUMER INFORMATION AND CRIME STATISTICS**

The staff and faculty of Community Technical & Adult Education work diligently to ensure that every student has an opportunity to be successful in his/her educational endeavors. It is a priority to maintain a safe, stable, and academically enriching environment for all students enrolled in CTAE courses or programs. In accordance with federal and state guidelines, CTAE annually maintains statistics regarding school enrollment, career and technical program completion, career and technical program placement, and on-campus crime. This allows staff and faculty to regularly evaluate all services provided and improve the quality of services offered. This information is readily available in hard copy through the Student Services Center, and on the CTAE website, [www.mcctae.com](http://www.mcctae.com).
ACADEMIC SCHOOL YEAR

The 2013-2014 school year begins July 1, 2013 and ends June 30, 2014. An academic school year for Career and Technical programs is defined as a minimum of 900 clock hours and 30 weeks. An academic school year is the period of time it takes a full-time student to complete at least 900 clock hours. Many CTAE programs surpass both the 900 hours and 30 weeks and are still considered to be one academic school year. The maximum number of hours and weeks in a school year are 1,500 hours and 46 weeks of instruction.

Terms for the 2013-2014 year are as follows:

<table>
<thead>
<tr>
<th>TERM</th>
<th>START OF TERM</th>
<th>END OF TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>July 8, 2013</td>
<td>December 19, 2013</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>January 6, 2014</td>
<td>June 12, 2014</td>
</tr>
</tbody>
</table>

STUDENT STATUS

A full-time student is any student enrolled in classes for a minimum of 24 hours per week. Full-time status is important when considering financial aid eligibility or eligibility for other federal or state aid. Students, not attending school for at least 24 hours per week, may be eligible to receive financial aid. However, those students will receive a reduced amount in accordance with the number of scheduled class hours per week. For more information, please see the financial aid section of this catalog.

QUALIFICATIONS AND CERTIFICATION OF STAFF

All administrative personnel, coordinators, instructors, and support staff meet or exceed the required certification and hiring standards as required by state laws, state board policies, and local school district policies. Educational qualifications include not only basic requirements but also advanced degrees, including masters and doctoral degrees. A wide variety of backgrounds, coupled with highly specialized training, provide a staff that is well versed in handling the challenges of cultural and educational diversity.

INSTRUCTIONAL METHODOLOGIES

Our programs employ/utilize a variety of instructional methodologies including, but not limited to, the following:

- Individualized instruction
- Peer tutorial services
- Small/large group instruction
- Computer-assisted instruction
- Instructional television/audio-visual instructional modules
- Distance learning, including online courses and hybrid courses
- One-on-one tutorial
- Student mentoring
- Self-paced instructional modules
ADMISSIONS, RESIDENCY, AND TRANSFER INFORMATION

Community Technical & Adult Education is a public educational institution dedicated to providing educational opportunities for those who can profit from instruction. Admission to Community Technical & Adult Education is open to anyone who is at least 16 years of age and is no longer enrolled in a K-12 institution. Because of certain licensing or other program requirements, some programs have additional admission requirements. Inquiries regarding individual programs may be directed to the appropriate program manager/coordinator or the Student Services Center.

Students who are currently enrolled in local high schools and who are at the junior or senior level may be eligible to participate in the co-enrollment program in which high school credits and vocational occupational completion points may be earned. Interested high school students should consult with their high school counselors.

Students may transfer from one program to another within the school if it is evident that they are unsuited in a particular area of training. Transfers are allowed only after a consultation with the guidance counselor and program manager/coordinator. Outside agencies and/or the financial aid officer will be contacted when a transfer is being considered so that transfer requirements of these agencies and programs may be met. The guidance counselor and student may then consult with instructors involved to ensure a smooth transition.

Students may receive credit for skills mastered in another institution or program that follows the Florida Department of Education Curriculum Frameworks. Upon receipt of a transcript from another institution, credit will be applied to the course/program of enrollment, if comparable. Competency checks not included in the curriculum are also available for previously learned knowledge and skills.

HIGH SCHOOL CO-ENROLLMENT PROCEDURE

- Student makes an appointment with their high school guidance counselor.
- High school guidance counselor advises the student of the eligibility requirements.
- Student contacts CTAE Student Services Center to receive additional application requirements and TABE test scheduling.
- Student delivers completed Program Application to the CTAE Student Services Center.
- CTAE staff member notifies the high school of the beginning dates and times of the course for accepted students.
- Once the student starts the program, the length of the course and the competencies satisfactorily completed will determine credit(s) earned.
SCHOOL ADVISORY COUNCIL AND PROGRAM ADVISORY COMMITTEES
Community Technical & Adult Education is served by a School Advisory Council, which is composed of representatives from faculty, staff, community, and business leaders. The purpose of the Council is to provide input for the programming and services of CTAE, including the development and implementation of the School Improvement Plan.

Each career and technical program also has an advisory committee consisting of business and industry leaders who serve as consultants regarding quality of graduates and industry needs as they pertain to curriculum, job skills, and job placement. Many of the members are also employers of the graduates and former students of CTAE.

RESIDENCY STATUS
Students claiming Florida residency for tuition purposes must provide documents supporting the establishment of legal residence dated, issued, or filed 12 months immediately prior to the first day of classes of the term for which a Florida resident classification is sought. In accordance with state of Florida requirements, two forms of documentation must be provided to document Florida residency. Students must provide documentation meeting two of the following requirements:

- Residency in Florida for at least 12 months or longer prior to enrollment (Florida voter’s registration card, Florida driver’s license or ID card, vehicle registration)
- The purchase of a home in Florida, which is occupied as the applicant’s residence
- Filing a manifestation of domicile in Marion County, Florida
- Current active duty in the United States military
- Employment as a civilian employee in the Federal Service
- Employment as a migratory agricultural worker

The most common forms of documentation used to prove Florida residency are Florida voter’s registration card, Florida driver’s license or ID card, and Florida vehicle registration.

REGISTRATION
Unless otherwise stated, registration and the payment of fees will take place during the registration period. Students must furnish their date of birth, social security number, current address, telephone number, and pay the correct fees (cash, check, credit/debit card, or money order). Local checks (for payment of tuition and some fees) are to be made payable to the School Board of Marion County. Other fees may require payment to Community Technical & Adult Education. Classes without sufficient enrollment to cover expenses will be administratively cancelled.
### 2013-2014 Program / Course / Service Fee Schedule

**Student Category Funded Under Workforce Development:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Category</th>
<th>Fee Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Florida Resident Career Certificate Programs</td>
<td>$2.92 per student contact hour</td>
</tr>
<tr>
<td>2.</td>
<td>Non-Resident Career Certificate Programs</td>
<td>$11.69 per student contact hour</td>
</tr>
<tr>
<td>3.</td>
<td>Continuing Workforce Education</td>
<td>$5.41 per student contact hour</td>
</tr>
<tr>
<td>4.</td>
<td>Florida Resident Adult General Education Students</td>
<td>$45.00 per semester, Fall and/or Spring Terms</td>
</tr>
<tr>
<td>5.</td>
<td>Non-Resident Adult General Education Students</td>
<td>$180.00 per semester, Fall and/or Spring Terms</td>
</tr>
<tr>
<td>6.</td>
<td>Participants in recreational and leisure programs</td>
<td>$3.50 per student contact hour</td>
</tr>
<tr>
<td>7.</td>
<td>Participants in recreational and leisure programs requiring a certified instructor</td>
<td>$4.25 per contact hour</td>
</tr>
<tr>
<td>8.</td>
<td>After School Enrichment Program and Summer Enrichment Program school students</td>
<td>$3.50 per contact hour</td>
</tr>
<tr>
<td>9.</td>
<td>Post-Secondary Career and Technical program application fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>10.</td>
<td>Registration fee for first-time Adult Education students</td>
<td>$10.00</td>
</tr>
<tr>
<td>11.</td>
<td>Registration fee for returning Adult Education students who have been administratively withdrawn for disciplinary or attendance reasons or who do not remain continuously enrolled</td>
<td>$10.00</td>
</tr>
<tr>
<td>12.</td>
<td>Test of Adult Basic Education (TABE) fee for PSAV program applicants and newly enrolled students</td>
<td>$10.00</td>
</tr>
<tr>
<td>13.</td>
<td>Processing fee for CWE registration cancellation</td>
<td>$50.00</td>
</tr>
<tr>
<td>14.</td>
<td>Graduation fee for PSAV students</td>
<td>$30.00</td>
</tr>
<tr>
<td>15.</td>
<td>Service charge for tuition and fees paid in installments</td>
<td>$25.00</td>
</tr>
<tr>
<td>16.</td>
<td>Processing fee for PSAV program student tuition and fee refunds</td>
<td>$50.00</td>
</tr>
<tr>
<td>17.</td>
<td>Post-Secondary Career and Technical Program transcript request fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>18.</td>
<td>Post-Secondary Career and Technical Program late registration fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>19.</td>
<td>Test of Adult Basic Education (TABE) fee for Non-CTAE students</td>
<td>$14.00</td>
</tr>
<tr>
<td>20.</td>
<td>GED Practice Test fee for general public/non-CTAE students</td>
<td>$14.00</td>
</tr>
<tr>
<td>21.</td>
<td>Fee for courses taught by or for outside vendors, contractors and/or agencies</td>
<td>Varies (Fee will be calculated on an individual course basis to cover all costs of instruction, including fees for materials, technology, lab, administration, and any other specific costs to deliver the instruction.)</td>
</tr>
<tr>
<td>22.</td>
<td>CPR and CPR Skills Evaluation course fees</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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**General Information**

MarionCareerTraining.com • (352) 671-7200
2013-2014 PROGRAM / COURSE / SERVICE FEE SCHEDULE (CONTINUED)

GED TESTING FEES THROUGH DECEMBER 31, 2013:

- Complete battery ................................................................................................................................. $70.00
- Individual sections ............................................................................................................................... $14.00
- Rescheduling fee ............................................................................................................................... $10.00

Beginning January 2, 2014, all GED testing will be done through PearsonVUE Testing. Testing fees will be paid directly to PearsonVUE by the individual.

FEE ASSESSMENT

Fees are collected at the time of registration. Cash, local check, credit card, or money orders are accepted. Costs may include, but are not limited to, the following:

- Tuition
- Books
- Tools
- Supplies
- Laboratory fees
- Liability insurance fees
- Uniforms
- Licensure/certification testing

RETURN CHECK POLICY

There is a $5.00 service charge on all returned checks. Upon notification of a returned check, the student must clear the debt within two business days after receiving the notice. When the debt is paid in cash, certified check, or money order, the returned check may be redeemed from the business office. Non-compliance will result in action to have the student immediately withdrawn from the class and/or the program. A returned check will result in the student having to pay all future fees to CTAE in cash, certified check, or money order.

COURSE CANCELLATION AND REFUND POLICY 2013-2014

Community Technical & Adult Education has a fair and equitable refund policy for the refund of tuition, fees, and other charges, that is uniformly administered. This policy complies with the guidelines published by the Council on Occupational Education (COE) and Federal Title IV regulations.

Tuition refunds for CTAE students leaving prior to program completion are based on the following refund policy:

a) In the event of class cancellation, all tuition and fees will be refunded within 30 days of the scheduled class start date.

b) If a student formally withdraws before the first scheduled day of instruction, all tuition and fees, excluding the $10.00 application/registration fee and any fees paid for items already received by the student, will be refunded.

c) For Community Education Fee classes: No refund will be given after the first class meeting.

d) For Continuing Workforce (CWE) classes: If a student withdraws before completing two (2) days of a scheduled CWE class, a refund will be given within 30 days with or without a written request from the student. No refunds are made after the second class meeting or for fees of $10.00 or less. A $50.00 processing fee will be assessed for withdrawals occurring within the two (2) day period.
e) For Career and Technical programs:
   - If a student withdraws before completing five (5) days of the first scheduled career and technical course of that payment/enrollment term, a refund will be given within 30 days of a verbal/written request from the student. A processing fee of $50.00 will be retained on all PSAV refunds. No refunds are made after the 5th class meeting in a given term or for fees of $10.00 or less.
   - Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. The $10.00 application fee is non-refundable.

f) No refunds will be given for administratively withdrawn students.

g) Online Courses Refund Policy: All cancellations of class enrollment must occur prior to five (5) business days before the start of the scheduled class to receive a full refund. Individuals cancelling enrollment within the (5) day period preceding the start of a scheduled class will be assessed a $50.00 processing fee. The remainder of the class fee will be refunded to the individual via the same credit card used to pay for the class.

h) A student who is called or who enlists into active military service on behalf of our country shall not incur academic or financial penalties.

i) For students receiving Title IV financial aid, federal regulations also apply.

j) Fees for all classes in a respective term(s) are due at the time of registration.

**LOCAL AND STATE INVOLVEMENT**

On the local level, the Director, Deborah A. Jenkins, is the Superintendent’s designee to the Workforce (CLM) Connection, and CTAE is an active member of the Ocala/Marion County Chamber & Economic Partnership. These frequent contacts with members of the business and professional community provide Community Technical & Adult Education with information on current community efforts, projects, and goals, as well as receive important feedback on CTAE’s activities and programs.
TESTING
(All testing questions should be referred to the Student Services Center.)

Individuals enrolled in a post-secondary career and technical program must take a basic skills test, which has been approved by the State Department of Education, within the first six weeks of admission into a career and technical program. The test given is called the TABE (Test of Adult Basic Education, Level A) and measures basic skills in reading, mathematics, and language usage. (Exceptions: Students who possess an Associate Degree or higher college degree, have passed the CLAST test, or have achieved specific scores on the ACT, SAT, MAPS, PERT, ASSET or FCELPT tests may not have to take the TABE test.) For a TABE testing schedule, students should visit the CTAE website or contact the Student Services office.

All state-approved tests for the basic skills requirement are valid for a maximum of two years as mandated in state guidelines. Therefore, any valid test scores must be within two years of the program’s start date, and there must be continuous enrollment in the program for the test scores to remain valid. The two-year validation window begins at the re-enrollment dates, and may require the student to re-test if the original test is outside of date.

In accordance with Rule 6A-10.040, FAC, career and technical programs of 450 hours or greater in length have a grade-level exit requirement for the areas of mathematics, language usage, and reading, which should be met by students prior to starting the last term. The programs are a part of the Statewide Course Numbering System to ensure the content is transferable statewide among institutions. Students who have mastered competencies are, therefore, not required to repeat those competencies. If a student does not meet the basic skills level required for completion of the program, remediation is provided through the Adult Education Program, online tutorial program, or TABE workbooks.

PEARSON VUE

Community Technical & Adult Education's new Pearson VUE Test Center provides testing services to customers seeking licensure, certification, academic admissions, and regulatory credentials. This is one of only approximately 5,100 Pearson VUE centers in the world. Many students seeking information technology, health and medicine, financial services, and academic credentials are able to earn licensure/certification through Pearson VUE. Also, this center serves as CTAE’s new GED Test Center as the GED test is moving toward computerized-only testing beginning in January, 2014.

Pearson VUE provides more flexibility in testing, and drastically shortens the time between registration and testing. Test registration and scheduling takes place online through the Pearson VUE or its partners. Most Pearson VUE exams provide unofficial results instantly, reducing the stress and anxiety of waiting days or even weeks before receiving results.

For more information about Pearson VUE, please visit: www.pearsonvue.com. To view a complete up-to-date listing of test currently offered, please visit: http://pearsonvue.com/programs/
**PROGRAM STRUCTURE**

**POST-SECONDARY CAREER AND TECHNICAL PROGRAMS**
Career and Technical (also referred to as Vocational or Post-Secondary Career and Technical) programs follow a planned sequence of instruction consisting of one or more occupational completion points in accordance with the guidelines set forth by the Florida Department of Education. The structure allows a student to exit each program at various points for employment purposes, continue in the program until completion, or pursue advanced training opportunities. Program completion also includes meeting the basic skills requirements for the particular program as set forth by the Florida Department of Education and the state legislature. A career and technical program student is required to take a TABE test within six weeks of enrollment into a program. The test evaluates basic skills in reading, math, and language usage. If the test scores indicate that the student lacks the necessary skills, he/she may register to take, for a nominal fee, vocational preparatory classes in one of the advancement laboratories, or internet-based tutorial program which are designed to assist each student in reaching the basic skills exit requirements. Instructors maintain the official records containing the occupational benchmarks, as well as student performance standards for each student. Certificates are available upon request, if minimum standards are met.

**CONTINUING WORKFORCE EDUCATION**
Continuing Workforce Education (CWE) classes are designed to provide instruction for students who are in need of license or certificate renewal, occupational or job retraining, or who need to increase or upgrade work skills for employment. TABE testing is not required.

**TRAINING FOR BUSINESS AND INDUSTRY**
Community Technical & Adult Education continues to be a major provider of workforce education to area businesses, industry, social service, and governmental agencies. Teaching basic reading, writing and math skills, English for speakers of other languages, or highly technical skills are all within the framework of CTAE’s instruction and training capabilities.

Community Technical & Adult Education also participates in the Workforce Florida, Inc. Quick Response Training Grant Program, which is designed to lend training support to new or expanding businesses.

**CORPORATE TRAINING**
Community Technical & Adult Education’s Corporate Training program offers a wide variety of courses designed to meet the needs of business and industry. Flexibility is an important feature of Corporate Training, and these courses and workshops can range from a few hours to several days. Delivery methods can be online, classroom, or blended. Corporate Training offers a state-of-the-art training environment with the latest technology. Community Technical & Adult Education has classes open to the public or customized programs for organizations. Customized classes can be scheduled when and where needed; either on CTAE’s campus or at a place of business. For more information, contact Suzanne Bryant, Program Coordinator, at suzanne.bryant@marion.k12.fl.us or call 352-671-7200.

**FEE-BASED CLASSES**
Fee-based classes are typically short classes, often based on hobbies or general interest, such as arts, crafts, dance, health, fitness, languages, business, computer technology, and recreation.
POST-SECONDARY ACADEMIC POLICIES

GRADES
The following grading system is used schoolwide, unless otherwise specified by a particular program. Students must maintain a minimum “C” average or higher as established by the program in which the student is enrolled. A student not maintaining this minimum average will be put on academic probation for the following grading period or course. If by then the student does not improve to at least a “C” average, the student will be withdrawn the subsequent term.

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

CAREER AND TECHNICAL CERTIFICATE OF COMPLETION REQUIREMENTS
Community Technical & Adult Education has set forth certain requirements which must be met before a certificate of completion can be granted. These requirements are based upon state-established student performance objectives, program standards, basic skills requirements, and in some programs, the successful passing of certification examinations. Instructors, guidance counselors, program coordinators, and administrators are available to help students understand the specific requirements of the various programs offered at CTAE.

POST-SECONDARY CAREER AND TECHNICAL OCCUPATIONAL COMPLETION POINT CERTIFICATES
Certificates may be awarded in Career and Technical programs with multiple OCP points. An OCP certificate may not be awarded for a terminal occupational completion point.

POST-SECONDARY CAREER AND TECHNICAL CERTIFICATES OF ATTENDANCE
An attendance certificate is offered in some programs to students who have successfully completed a set of specific tasks, but who have not yet completed an occupational completion point.
POST-SECONDARY CAREER AND TECHNICAL STUDENT ATTENDANCE POLICY
Students are required to attend classes. Unless otherwise stated in the policy of a specific program, students can miss no more than 10% of their scheduled hours. Without prior administrative approval, students who have at least six consecutive absences may be administratively withdrawn (dropped) from a Career and Technical program. Financial aid recipients may lose eligibility because of unsatisfactory attendance.

POST-SECONDARY CAREER AND TECHNICAL STUDENT LEAVE OF ABSENCE POLICY
A student who knows he/she will be absent for six or more days for an excused reason may request a leave of absence for up to 30 calendar days. The written request should be submitted in advance, to the student’s instructor with the dates and reasons for the planned absence. If approved, the leave ensures the student’s placement back into the program if an opening exists. Upon returning from the leave of absence, the student must re-register for the program at the next regular registration. If an opening is not available, the student will be placed first on a waiting list. If a leave of absence is not approved, the instructor will notify the student of the reason. Students receiving federal financial aid are not eligible for educational funding while on leave of absence. They may take multiple leaves in 30-day increments up to 180 days in 12 months without incurring charges. However, they must have a leave form approved and signed by the financial aid officer in advance of leave time.

POST-SECONDARY CAREER AND TECHNICAL STUDENT BASIC SKILLS REQUIREMENTS
Basic skills requirements are determined by the Florida Department of Education and are identified for each career and technical program. Students who do not meet the literacy requirements necessary for program completion are enrolled in remediation courses until the required basic skills in reading, mathematics and language levels, as reflected by TABE test scores, are achieved. Attendance is required in the remedial program, and students are responsible for the costs of remediation.

POST-SECONDARY CAREER AND TECHNICAL STUDENT SATISFACTORY STANDARDS OF PROGRESS
Students must satisfy both the qualitative and quantitative requirements of the program to establish satisfactory progress. Students are required to maintain at least a minimum “C” average or higher as established by the program in which they are enrolled. A student not making satisfactory academic progress will be placed on academic probation.

A minimum of 90% of the membership hours must be completed each term (payment period). Students who do not maintain 90% attendance will not be eligible to receive federal financial aid. Federal financial aid recipients must complete the certificate of completion program in which they are enrolled within a maximum time frame of 110% of the designated program length. Quantitative requirements do not apply to fee-based, continuing workforce education, or remedial courses. Satisfactory Academic Progress checkpoints by program are available in the Financial Aid Office. A student not meeting the minimum acceptable attendance standard of 90% may be placed on probation until the attendance improves to that level.
POST-SECONDARY CAREER AND TECHNICAL PROBATION POLICY
Students, who at the end of a grading period or course, fail to achieve at least the minimum acceptable standard (attendance and/or grade performance) established by a program, will be placed on probation. Students will remain on probation until the end of the course, or grading period. At that time, if satisfactory progress has not been made, the student will be dismissed from the program and will not be permitted to re-enroll in the same program for a minimum of one calendar year. Students who have been dismissed for academic reasons may be re-admitted only after counseling and administrative approval, and on a space-available basis. Re-admitted students must meet the quantitative and qualitative requirements in order to re-establish satisfactory academic progress. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedures. All appeals are final.

STATEMENT ON POST-SECONDARY STUDENTS WITH DISABILITIES
Students with Disabilities: Adult or high school students with documented disabilities and who are completing a post-secondary career and technical program, but have been unsuccessful in obtaining the designated exit criteria on the TABE (Tests of Adult Basic Education), may have this requirement waived based on the following procedures:

- The student must test and remediate.
- Student must complete TABE Waiver Request Form.
- If scores have not reached the designated exit criteria after remediation, a meeting with the remediation teacher, the vocational teacher, the appropriate administrator, program coordinator, and the student will take place to review exemption of the exit criteria.
- If the committee agrees that the student possesses the skills and knowledge to be successful in the workplace, an appropriate certificate will be awarded.

TRANSCRIPT REQUEST
A student needing a copy of a transcript must submit a transcript request to the Student Services Center in person, by email, or by phone. Transcript requests may be emailed to Jeanine. Johnson@marion.k12.fl.us. There is a $5.00 charge per transcript copy. The charge must be paid before the transcript will be released or sent. Checks or money orders should be made payable to Marion County School Board.
### Program TABE Testing Requirements

#### Basic Skills Exit Exam Requirements 2013-2014

**Test of Adult Basic Education Exam (TABE)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>READING</th>
<th>MATH</th>
<th>LANGUAGE</th>
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<td>Applied Cybersecurity</td>
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<td>Applied Welding Technology</td>
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<td>Certified Nursing Assistant</td>
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<td>Commercial Foods &amp; Culinary Arts</td>
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<td>Facial Specialty</td>
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<td>Fire Fighting</td>
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<td>Legal Administrative Specialist</td>
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<td>Massage Therapy</td>
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<td>Medical Administrative Specialist</td>
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<td>Medical Laboratory Assisting</td>
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<td>Medical Laboratory Technician</td>
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<td>Medical Assisting</td>
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<td>Patient Care Assisting</td>
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<tr>
<td>Veterinary Assisting</td>
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STUDENT SERVICES

STUDENT SERVICES
Student Services at Community Technical & Adult Education (CTAE) is available to assist students in their academic and professional endeavors. Our motto is “Educating Our Community.” Student Services is located in the main building and is easily accessible to students and visitors. The Student Services Department provides the following services:

- Pre-admission information to potential students
- Distribution and collection office for Career and Technical Program applications
- Intake, testing, and assessment
- Counseling and support services for currently enrolled students
- Financial aid advisement and assistance with the federal aid process
- Assistance in choosing an appropriate educational program and/or career track
- Job placement assistance to completers

Students who work closely with a counselor while planning their educational goals are more likely to succeed at CTAE. Counselors are seen by appointment or during walk-in registration. The professional counseling staff stands ready to serve you in your endeavor. It is recommended that you schedule early!

Many of CTAE’s career and technical programs offer information sessions throughout the school year. It is strongly suggested (mandatory for several programs) that prospective students attend one of the sessions prior to applying to a career and technical program. Information sessions provide both overview and detailed information about the program.

Career Assessment using the Florida CHOICES PLANNER web-based program are available free of charge. This program is instrumental in the career decision-making process by providing a user-friendly source of up-to-date information. Our goal is to help students explore occupations, educational programs, and personal goals. Students may meet with a counselor to review their career assessments and develop career plans.

LET US HELP YOU REACH YOUR GOALS.
Visit the Student Services office in Room 45, Monday through Thursday between the hours of 8:00 a.m. and 6:00 p.m. and Friday 8:00 a.m. and 3:30 p.m., or call (352) 671-4134.

GUIDANCE/COUNSELING
The primary role of the post-secondary guidance counselor is to assist students in gaining information about themselves and their choices, which is necessary for making adequate decisions as to career and educational needs. Services include career, academic, and program counseling and referrals. The guidance counselor assists students with pre-admission information, pre-admission counseling and intake, testing and assessment.
EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS

To identify a standard set of criteria that validates or invalidates a high school completion as legitimate in order to establish a best practices model relative to general college/career and technical admission as well as in the context of 34 CFR 668.16 (p), Standards of administrative capability, requiring post-secondary institutions to develop and follow procedures...to evaluate the validity of a student’s high school completion if the institution or the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

This procedure explains the voluntarily-adopted role in developing best practices to validate the integrity of a student’s reported high school completion. The Florida College Registrars and Admission Officers (FCRAO) have established a process for validating high schools. They have developed and maintained a list of High School Acceptable Transcripts (HAT) and High School Invalid Transcripts (HIT). The list is hosted by Palm Beach State College, and may be located at the following link:

http://www.palmbeachstate.edu/admissions/fcrao/enrollment_and_data.htm

CRITERIA FOR VALIDATING HIGH SCHOOL COMPLETION

CTAE endorses the following list to be the most trustworthy criteria by which a high school credential is judged as valid. Level I lists criteria for determining that the credential is valid. If Level I is not met, then Level II consists of the elements by which the high school may be evaluated.

Level I
- All public high schools within the U.S. or U.S. territories
- Previously validated private high schools by FCRAO's list
- Regionally accredited high schools
- High Schools accredited through agencies approved by Council for Higher Education Accreditation (CHEA), such as the Distance Education and Training Council (DETC)
- All U.S., U.S. territory, and military-issued GED’s
- Foreign high school transcripts evaluated by a National Association of Credential Evaluation Services (NACES) affiliate as equivalent to a standard high school diploma
- International Baccalaureate diplomas

Level II
- Determine mode of delivery for education (on-line, face-to-face, hybrid, diploma-test only)*
- Determine whether or not credentialed teachers delivered education
- Determine if education is delivered over specified periods of time
- Determine if curriculum is consistent with a valid secondary education
- Determine if website is consistent with findings
- Other information/criteria as determined by the member institution if member institution has reason to believe the high school diploma is not valid.
CRITERIA FOR VALIDATING HIGH SCHOOL COMPLETION (CONTINUED)

Transcripts for which validation cannot be made through Level I or Level II assessment or for which the decision is challenged by the student should be referred to the local institution’s appeals process. If the institutional appeals process determines that the transcript has not met the criteria for an acceptable high school credential, the student will be directed to obtain a state issued GED. All institutional determinations are final.

*CTAE acknowledges that this procedure does not apply to home education students who apply for admission as having graduated from a home education program and present a valid home school affidavit according to Florida Statutes 1007.263.(2a).

SPECIAL SERVICES

Community Technical & Adult Education is dedicated to providing programs and services to assist students so that their chances for employment will be increased. Some of the services offered include the following:

- Interpreters for hearing impaired
- Special FRS (voice) and TTY (data) telephone lines/assistance
- Assistance with academic preparation for the TABE
- CTAE website

Adult students who wish to self-disclose a disability may request assistance for accommodations. Forms for documentation must be completed with the Guidance Counselor. Community Technical & Adult Education will provide reasonable accommodations to aid students.

Students needing more information should contact the Student Services Center.

NOTIFICATION OF RIGHTS UNDER FERPA

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

(1) The right to inspect and review a student’s education records within 45 days of the day the school received request for access.

Parent(s) or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of a student’s education records that the parent or eligible student believes is inaccurate. Parent(s) or eligible student may ask the school to amend a record that he/she believes is inaccurate. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s) or eligible student when notified of the right to a hearing.
NOTIFICATION OF RIGHTS UNDER FERPA (CONTINUED)

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ATTENDANCE
Good attendance is an important key to success in the workplace. Business and industry can function only when their employees are working. The same is true of the classroom. Good attendance habits promote a realistic experience and help students realize their goals. It is important that students arrive to classes on time and remain for the scheduled time. When life-altering events make absence inevitable, students must notify the instructor. Students should check with their program instructors and student syllabus to determine mandatory attendance policies for their particular program.

BUS TRANSPORTATION
Bus transportation is provided through the SunTran Transit System. A bus stop is located on the north side of Community Technical & Adult Education main campus. Bus schedules are available in the Student Services department. Students of CTAE may purchase bus passes at a special student rate.
STUDENT FINANCIAL AID

Financial aid at CTAE consists of grants and scholarships, and is available to eligible students to help them meet educational expenses. Financial aid is calculated by determining the Cost of Attendance (COA) for a specific period of time or academic year. Community Technical & Adult Education will use a 900 hr/30 week academic year for most programs. A complete list of academic year information by program is available in the Financial Aid Office. The Federal Pell grant payment and disbursement schedules provided by the U.S. Department of Education is used to determine annual award amounts. The COA, Expected Family Contribution (EFC) and enrollment status of the student are used in these calculations. Community Technical & Adult Education uses a Third Party Servicer-FAME to assist with these calculations. A complete Policies and Procedures manual is available for viewing in the Financial Aid Office.

TYPES OF FINANCIAL ASSISTANCE

SCHOOL PROGRAMS
  • CTAE Internal Scholarship

FEDERAL PROGRAMS
  • Federal Pell Grant
  • Federal Student Equal Opportunity Grant (FSEOG)
  • Veterans Education Assistance Program
  • Vocational Rehabilitation

STATE PROGRAMS
  • Bright Futures Scholarship
  • FSAG-CE Grant
  • Scholarships for Children/Spouses of Deceased/Disabled Veterans
  • Rosewood Family Scholarship
  • Florida Prepaid College Fund
  • FCB – Florida Council of the Blind
  • FCCLV – Florida Council Certified Low Vision
  • Florida Governor’s Council on Indian Affairs
  • Workforce Connection Funding
  • Other Third Party Financial Assistance

NATIONAL PROGRAMS
  • Americorps National Service Organization
HOURS OF OPERATION
The CTAE Financial Aid Office is open from 8:00 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 12 noon on Friday during the fall and spring semesters for general financial aid information. During the summer months, the Financial Aid Office has limited hours and is closed on Friday. Appointments are necessary to use computers in the Financial Aid Office to complete an online Free Application for Federal Student Aid application (FAFSA). To qualify for Title IV federal financial aid (Pell Grant) a student must complete the Free Application for Federal Student Aid application (FAFSA) www.fafsa.gov.

CTAE INTERNAL SCHOLARSHIP
This scholarship pays $1.00 per clock hour of the program. The 2013 - 2014 clock hour rate is $2.92. It is available for those programs that are not Pell-eligible. An error-free FAFSA using the CTAE school code of 031039 must be completed in order to be considered for this scholarship.

A pin number is required to access this website and can be obtained at www.pin.ed.gov. Criteria for establishing eligibility are listed below:

• Be a United States citizen or an eligible non-citizen.
• Provide a current driver's license or official photo identification card.
• Provide proof of a valid social security card.
• Have a standard diploma — high school or GED, with an official transcript.
• Enroll in a Federal Pell eligible career and technical/post-secondary career and technical program of at least 600 hours in length.
• Have no defaults of a Title IV student loan or owe a refund on a Title IV student grant.
• Have no convictions for the possession or sale of illegal drugs, or for a sexual offense that occurred while receiving aid.
• Provide the required financial documentation by the scheduled deadlines.
• Have a valid, error-free output document Institutional Student Information Record (ISIR) or Student Aid Report (SAR) with an EFC.
**FEDERAL PELL GRANT**
Federal Pell Grant does not require repayment, is based on established financial need, and is available only to students who have not received a bachelor's degree or its equivalent. Eligibility is determined by a formula developed by the United States Department of Education. Students must be enrolled in a Federal Pell eligible course of study of at least 600 clock hours to be eligible for Federal Pell Grant. Community Technical & Adult Education's school code is 031039. The 2013 - 2014 maximum Federal Pell Grant amount is $5,645 and is disbursed in segments referred to as payment periods of 450 clock hours or less as determined by the length of the program.

**NOTE:** Students receiving financial aid may still incur out-of-pocket expenses. Programs pending Title IV approval to receive financial assistance include Practical Nursing.

**FEDERAL STUDENT EQUAL OPPORTUNITY GRANT**
The FSEOG is a new federal grant for the 2013-2014 school year. Funds are very limited for this award. For more details concerning this grant, please contact the CTAE Financial Aid Office.

**POLICY FOR VERIFICATION 2013 - 2014**
Community Technical & Adult Education has developed the following policy for the verification of information provided by applicants for Federal Title IV financial aid. The following policy has been developed using the guidelines presented in the FSA handbook chapter 4 of the Application and Verification Guide (AVG), and per the 34 CFR 668.56 federal regulations.

This policy details the following:
- The time period in which students must submit verification and document
- The consequences for not submitting paperwork in time
- The method used to notify students if their EFC and Title IV amounts change
- The procedure for a student to follow to correct FAFSA data
- The procedure the school will follow to refer a student to the office of Inspector General as defined in chapter 5 of the AVG.

The CTAE Financial Aid Office will verify those students selected for verification by the Central Processing System (CPS). The Financial Aid Office also has the authority to select additional students for verification, if there is conflicting information in their record or believe that the information provided is inaccurate. In both cases, providing documentation will be required. All students selected for verification are required to complete the corresponding verification worksheet(s).

Students selected for verification will be notified by the Financial Aid Office in person, by phone, or by email, within 30 days of acceptance to a post-secondary vocational program, (PSAV) at Community Technical & Adult Education (CTAE).
Students eligible to receive a Pell Grant will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from the school. Title IV funding will not be disbursed to a student unless verification has been completed. After the passage of the aforementioned period, all financial aid that may have been due is forfeited.

If the Expected Family Contribution (EFC) and/or award amount changes due to corrections made during the verification process, the student will be notified by phone, email, or in person as to the result and the impact, if any, it will have on the student’s overall financial aid. Any non-dollar item or a single dollar item of $25.00 or more will require correction of the ISIR.

The marital status used at the time the FAFSA was signed will be the status used for the entire award year.

If a student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no federal financial aid will be disbursed to the student.

In reference to making corrections on the FAFSA the following information applies. Generally speaking, you cannot update information that was correct as of the date the application was signed because the FAFSA is considered to be a snapshot of you/your family financial situation on that date. Only dependency status changes, household size, or number in college should be updated as of the verification date. The marital status used at the time the FAFSA was signed cannot be updated after the ISIR has been verified. If there is suspicion that a student has misreported information or altered documentation to fraudulently obtain federal aid, the financial aid officer will email the OIG at oig.hotline@ed.gov or call the OIG at 1-800-647-8733.

The following information describes the verification items that will be required depending upon which verification flag(s) (V1-V5), as indicated on the student’s output document.

**Please be prepared to provide documentation for any of the following items:**

1. Adjusted gross income (AGI)
2. U.S. income tax paid
3. Education credits
4. Untaxed IRA distributions
5. Untaxed pensions
6. IRA deductions and payments
7. Tax-exempt interest
8. Income earned from work
9. Household size
10. Number in college
11. Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps)
12. Child support paid
13. High school completion status
14. Identity/statement of educational purpose
Verification tracking groups (V1-V5) The following information differentiates students as they relate to tax filing status within the various tracking groups and the corresponding documentation necessary:

**V1 Student and/or Parent tax filers in this group must verify the following:**
1. Adjusted gross income (AGI)
2. U.S. income tax paid
3. Untaxed portions of IRA distributions
4. Untaxed portions of pensions
5. IRA deductions and payments
6. Tax-exempt interest income
7. Education credits
8. Household size
9. Number in college
10. Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps)
11. Child support paid

**V1 Student and/or Parent non tax filers in this group must verify the following:**
1. Income earned from work
2. Household size
3. Number in college
4. SNAP benefits
5. Child support paid

**V2 Student and/or Parent in this group must verify the receipt of SNAP benefits.**

**V3 Student and/or Parent in this group must verify child support paid by them or their spouse, their parents, or both.**

**V4 Student and/or Parent in this group must verify the following:**
1. High school completion status
2. Identity/statement of educational purpose
3. Receipt of SNAP benefits
4. Payment of child support

**V5 Student and/or Parent in this group must verify the following:**
1. High school completion status
2. Identity/statement of educational purpose
3. All other documents as specified in V1 as they pertain to tax filers and non-tax filers
RETURN OF PELL GRANT TITLE IV FUNDS
According to the Department of Education, “Title IV funds are awarded to students based on the assumption that they will attend school for the entire period for which the assistance is awarded.”

Effective July 1, 2006, refunds will be calculated and any unused portion of the Pell Grant Award will be returned to the student and/or to the Title IV Office. The student’s unearned portion will be determined as follows per F.S. 668.22:

(a) Determine the hours scheduled to be completed at the time of withdrawal.

(b) Divide scheduled hours by the total clock hours in the payment period.

(c) If the percentage is greater than 60%, the student is entitled to 100% of the aid disbursed or aid that could have been disbursed.

(d) If the percentage of scheduled hours is 60% or less, that percentage will then be compared to the aid disbursed or aid that could have been disbursed to the student. If the aid earned is greater than the aid disbursed, the student can receive a post withdrawal disbursement minus outstanding balances on his/her account.

(e) Students must return unearned aid within 45 days or make arrangements to pay the aid to the school or to the Department of Education.

(f) The school will return unearned institutional charges to the Department of Education. After institutional costs, the amount the school must return, and the amount the student must return are all calculated; the remaining portion of the award amount is then returned to the student.

(g) If satisfactory arrangements to repay funds due are not made, the student will be reported to the National Student Loan Data System; and all aid will be immediately terminated.

UNEARNED TITLE IV FUNDS WILL BE RETURNED IN THE FOLLOWING ORDER:
#1 Pell/FSEOG
#2 Student
VETERANS EDUCATIONAL ASSISTANCE PROGRAM

Certain CTAE programs are approved by the state of Florida Approving Agency. Veterans and dependents of disabled or deceased veterans who plan to attend under any of the training laws should stop by the Office of Financial Aid for assistance and advisement. Veterans' information may also be obtained at www.gibill.va.gov. To obtain a list of approved programs at CTAE please contact the certifying official at 352-671-7203.

NOTE: The programs that are certifiable for Veteran's Assistance benefits are: Applied Welding, Cosmetology, Culinary, Applied Cybersecurity, Emergency Medical Technician, Fire Fighting, Facials Specialty, Nails Specialty, and Veterinary Assisting.

APPLICATION FOR VETERANS EDUCATION BENEFITS

Applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances. Veterans unsure of their eligibility status regarding VA educational benefits are encouraged to submit an application online at www.gibill.va.gov and let the VA determine eligibility or to call the Department of Veterans’ Affairs at 1-888-442-4551. This number will connect the veteran or dependent of a disabled or deceased veteran to the nearest VA regional office, where counselors should be able to provide additional information as to whether a particular veteran is entitled to benefits.

Community Technical & Adult Education may require a large number of forms to certify the student. The following is a partial list of forms that may be required to certify the individual.

A. 22-1990, Application for VA Educational Benefits for MGIB, 34/30 and MGIBSR
B. 22-1995, Request for Change of Program or Place of Training
C. 22-5490, Application for Survivors' and Dependents' Educational Assistance
D. 22-5495, Request for Change of Program or Place of Training (Chapter 35)
E. 21-686c, Declaration of Status of Dependents (Chapter 34/30 only)
F. DD form 2384, Notice of Basic Eligibility, NOBE (MGIB-SR)
   This form can be obtained from your Reserve or National Guard Unit
G. DD-214 (Certificate of Release or Discharge from active duty)
H. Certificate of eligibility

Additional forms may be required for special cases.
**VETERANS AWARD LETTER**

When payment of education benefits is authorized, VA will, without exception, mail an award letter to the student. Only one copy of this letter will be issued. The letter provides the student with the following:

- Notification that his or her enrollment has been processed for a specific period, with the inclusive dates for which payment will be issued.
- The monthly rate of payment the student can expect to receive.
- The student’s original net entitlement.
- Delimiting date.
- The amount of entitlement remaining at the end of the term, quarter, semester, or academic year, if the student continues to attend at the certified rate for the entire period. *(For a service person, the entitlement used is shown.)*
- A maximum 60-day deferment for CTAE tuition and fees can be granted for veterans awaiting payment from the VA by initiating a tuition installment plan.

Where applicable, a copy of the award letter is also provided to the claimant’s accredited service representative. The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress towards completion of his or her training objective. Benefits can be resumed if the student re-enrolls in the same educational institution and in the same program. In other cases, benefits cannot be resumed unless the VA finds that the cause of the unsatisfactory attendance, conduct or progress has been removed and the program of education or training to be pursued by the student is suitable to his or her aptitudes, interests, and abilities. For each student, CTAE is required to maintain an academic record that includes, for a veteran or eligible person, the credit allowed toward the student’s current program due to previous training and experience.

**VETERANS ATTENDANCE POLICY**

- VA students are required to attend all classes.
- Daily attendance records will be forwarded to the certifying official’s office.
- Satisfactory academic progress *(SAP)* is monitored each semester as per the course semester calendar. Students must maintain an overall 90% attendance and a minimum “C” average to remain in good standing unless otherwise specified.
- Veterans not meeting Satisfactory Academic Progress will have their benefits terminated.
- Veterans cannot receive benefits if on a leave of absence. *(Benefits must be terminated)*
- Veterans must complete program within the 100% of the specified program timeframe in clock hours.

**VOCATIONAL REHABILITATION**

Vocational Rehabilitation *(VR)* is a federal-state program that works with people who have physical or mental disabilities to prepare them to gain or retain employment. Vocational Rehabilitation is committed to helping people with disabilities find meaningful careers. [http://www.rehabworks.org](http://www.rehabworks.org)
PROGRAM DESCRIPTION
The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards:

- Florida Academic Scholars (FAS) award including Academic Top Scholars (ATS) award
- Florida Medallion Scholars (FMS) award
- Florida Gold Seal Vocational Scholars (GSV) award

A FAFSA using the CTAE school code of 031039 is required. The rate that Bright Futures Scholarship Program will pay is $1.30 per clock hour. The 2013 - 2014 term for this scholarship program is August 19, 2013 to June 14, 2014 for the Bright Futures Scholarship disbursement. Any hours outside of this time frame falls under the responsibility of the student. Visit www.FloridaStudentFinancialAid.org for more information.

A student must enter our school information in order to be recognized on the eligibility list. Office of Student Financial Aid (OFSA) is notifying students of this change. No funds will be disbursed to the school until the student fulfills this requirement. A FAFSA is not required by OSFA for the Bright Futures program for 2013 - 2014. However, CTAE strongly encourages Bright Futures recipients to complete a FAFSA. A student will be able to list more than one school on the OSFA website.

UPDATING INFORMATION
An applicant must notify OSFA of any change in name, address, or institution attended. A student may update information the following ways:

- By accessing and updating the student record on OSFA Web site at www.FloridaStudentFinancialAid.org, using the assigned User ID and PIN:
  1) Select State Grants, Scholarships & Applications.
  2) Select Application Status & Award History.
  3) Under Initial Student Update, select the appropriate option.

OR

- By calling OSFA toll-free at 1-888-827-2004
PROGRAM DESCRIPTION
Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating community colleges or public post-secondary career and technical schools operated by district school boards.

FSAG-CE is a decentralized, state-of-Florida program, which means that each participating institution determines application procedures, deadlines, student eligibility, and award amount. Information will be provided by the Financial Aid Office when funding becomes available. The CTAE Financial Aid Office will notify potential applicants via email and postings within the Financial Aid Office when applications are available each Fall and Spring term.

AWARD PROCEDURES
• The post-secondary institution will determine applicant eligibility and award amount.
• The annual minimum and maximum award amounts may vary each academic year. For the 2013 - 2014 academic year, the maximum award will be $500.

AWARD DISBURSEMENT
The Office of Student Financial Assistance (OSFA) allocates funds to eligible post-secondary institutions. Each post-secondary institution distributes awards to eligible students.

SCHOLARSHIPS FOR CHILDREN AND SPOUSES OF DECEASED OR DISABLED VETERANS AND SERVICE MEMBERS 2013 - 2014
Florida Statute 295.01

PROGRAM DESCRIPTION
The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service members (CSDDV) provides scholarships for dependent children or unmarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been certified by the Florida Department of Veterans Affairs as having service-connected 100% permanent and total disabilities. The CSDDV also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the Armed Forces of the United States or as civilian personnel captured while serving with the consent or authorization of the United States Government during wartime service. The CSDDV provides a fixed award amount at an eligible public or private post-secondary institution. Students receive the cost per credit hour award amount as specified in the 2013 - 2014 General Appropriations Act.

For more information, please visit the website: http://www.floridastudentfinancialaid.org
ROSEWOOD FAMILY SCHOLARSHIP PROGRAM 2013 - 2014

Florida Statute 1009.55

PROGRAM DESCRIPTION
The Rosewood Family Scholarship program was created to provide student financial assistance for a maximum of twenty-five eligible students who attend a state university, public community college, or public post-secondary career and technical school. Eligible students must be direct descendants of Rosewood families affected by the incidents of January 1923. Applicants are required to supply the descendant information on the Initial Student Florida Financial Aid Application for verification. Funds for the Rosewood Family Scholarship are contingent each year upon the appropriations made available to the Office of Student Financial Assistance (OSFA) by the Florida Legislature.

FLORIDA PREPAID COLLEGE FUND
As part of the Marion County Public School System, CTAE has been authorized to receive payment of Florida Prepaid College Funds. Florida prepaid covers the cost of tuition only at public post-secondary career and technical schools. Supplies, lab fees, and other miscellaneous fees are not covered. Students should present their Florida Prepaid College fund ID card at the time of registration. Information regarding the Florida Prepaid College Plan can be obtained by calling 1-800-552-4723 or visiting the webpage to enroll http://www.florida529plans.com/.

FCB – FLORIDA COUNCIL OF THE BLIND
The Florida Council of the Blind Scholarship program consists of awards which are offered to outstanding students who are enrolled in academic education or professional training beyond the high school level. The applicant must be legally blind. For more information about this scholarship program and eligibility requirements, applicants should contact Barbara Grill at 941-966-7056 or via email at grillbh@comcast.net.
**FCCLV – FLORIDA COUNCIL CERTIFIED LOW VISION**

The Florida Council of Citizens with Low Vision Scholarship is awarded to an outstanding student who is enrolled in academic, professional or technical training beyond the high school level. The $750 award will be given for either academic excellence or to an eligible applicant who is enrolled in a course of study which will increase advancement potential in his/her chosen field. This scholarship may be awarded to a full or part-time student. However, special preference will be given to low-vision applicants, as this is a Low Vision organization.

**ELIGIBILITY REQUIREMENTS:**

- Applicant must be legally blind. That is, the applicant must have vision in the eye of no more than 20/200 with corrective lenses or vision greater than 20/200 in the better eye but with a restricted field of vision of no more than 30 degrees.
- Applicant must be a resident of the state of Florida. However, the college or university doesn’t necessarily have to be in Florida.
- Applicant must have a high school diploma or a high school equivalency diploma. *(High school students are graduating this term may also apply.)*
- Applicant must either be enrolled or accepted for enrollment in a college, university or trade school.
- Applicant must have at least a 3.0 grade point average.

For more information about the FCCLV Scholarship, contact Barbara Grill at 941-966-7056 or via email at grillbh@comcast.net.

**FLORIDA GOVERNOR’S COUNCIL ON INDIAN AFFAIRS**

The Florida Governor’s Council on Indian Affairs, Inc., the “Council” is a private, non-profit corporation which was incorporated under the laws of Florida at the direction of Executive Order #74-23. This organization is responsible for the allocation and distribution of funding to economically disadvantaged, underemployed, or unemployed American Indians, Native Alaskans and Native Hawaiians who are seeking employment and training assistance. Community Technical & Adult Education accepts funding from this organization for students’ educational needs. [http://www.fgcia.com/](http://www.fgcia.com/).

**THIRD-PARTY FINANCIAL ASSISTANCE**

Third-party financial assistance from local agencies may be accepted on a per student basis. Documentation must be presented to the CTAE Financial Aid Office prior to registration.

**AMERICORPS — ELIGIBILITY AND BENEFITS**

This program provides full-time educational awards in return for community service work. Students can work before, during, or after their post-secondary education and can use the funds either to pay current educational expenses or to repay federal student loans. For more information contact the following organization:

Corporation for National Service
1201 New York Avenue, NW
Washington, DC 20525 • 1-800-942-2677
CTAE SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 2013 - 2014

The following satisfactory academic progress policy is pursuant to regulation 668.34 and will affect all students as of 07/01/2013.

The CTAE Satisfactory Academic Progress policy (SAP) is used to ensure that students are moving toward successfully completing the program of study for which they are receiving Title IV aid in a timely manner. The SAP policy is comprised of qualitative and quantitative measurements that must both be met to comply as disclosed in regulation 668.34. A full description of this regulation is available in the Financial Aid Policy and Procedure Manual.

The qualitative measure relates to the grade average that a student must maintain. A student must maintain a “C” average or higher as designated by the individual program in which they are enrolled.

The quantitative measure applies to attendance and completing the program of study on pace within a maximum timeframe. Attendance and pace will be measured at the end of each payment period. The maximum time frame to complete a program will be within 110% of the designated program length. A student must attend/complete at least 90% of the scheduled hours. The student’s cumulative clock hours over a calendar year will be evaluated. A chart that depicts each program’s maximum timeframe as well as the checkpoints by payment is shown on the following page.

The procedure for checking SAP will be as follows: At the point when the student successfully completes the scheduled clock hours for a specific payment period, a SAP form will be completed by the Financial Aid Office and signed by the instructor indicating the student’s grade, attendance and progression/pace in the program. If any of the stated requirements fall below what is expected, the student will automatically be placed on a “warning status” for next scheduled payment period. Failure to achieve satisfactory progress by the end of the next scheduled payment period will result in termination of Title IV aid. At this point in time, the student will be classified as “self-pay” and no additional Title IV aid will be offered. A probation period is not allowed.

There is no appeal process to re-establish eligibility. If a student that was terminated due to unsatisfactory academic progress wants to return to school at a later date, they would not be eligible for Title IV funding, and would return on a “self-pay” basis if re-admission to the program was granted. There is no provision in this SAP policy to allow for repeats, remedial, withdrawals or incomplete coursework. If a student withdraws after losing aid, the required R2T4 calculation will be performed to determine if any monies are owed to the federal government and subsequently billed to the student.

PROFESSIONAL JUDGMENT

Professional Judgment (HEA Sec. 479A(a)) may be granted by the financial aid administrator to address a student’s financial and family circumstances that may have changed from the base year information originally reported on the FAFSA. Professional judgment will only be used on a case-by-case basis to address special circumstances, which are conditions that differentiate an individual student from a class of students. A Professional Judgment decision may not be appealed. See the financial aid administrator for application procedures.

ADDITIONAL WEBSITES FOR FINANCIAL AID HELP AND SEARCHES:

www.college.gov    www.facts.org
<table>
<thead>
<tr>
<th>PROGRAM TITLE</th>
<th>CODE</th>
<th>SCHEDULE HOURS/WEEKS</th>
<th>CHECKPOINT AT END OF SUCCESSFUL COMPLETION OF PAYMENT PERIOD (HOURS/WEEKS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Welding AM</td>
<td>I480500</td>
<td>1170 hrs./42 wks. 1287 hrs./46 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1170 hrs. 16 weeks 16 weeks 10 weeks</td>
</tr>
<tr>
<td>Applied Welding PM</td>
<td>I480500</td>
<td>1170 hrs./58 wks. 1287 hrs./64 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1170 hrs. 22.5 weeks 22.5 weeks 13 weeks</td>
</tr>
<tr>
<td>Administrative Office Specialist</td>
<td>B070330</td>
<td>1050 hrs./42 wks. 1155 hrs./46 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1050 hrs. 18 weeks 18 weeks 6 weeks</td>
</tr>
<tr>
<td>Cosmetology AM</td>
<td>D500100</td>
<td>1200 hrs./40 wks. 1320 hrs./44 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1200 hrs. 15 weeks 15 weeks 10 weeks</td>
</tr>
<tr>
<td>Cosmetology PM</td>
<td>D500100</td>
<td>1200 hrs./60 wks. 1320 hrs./66 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1200 hrs. 22.5 weeks 22.5 weeks 15 weeks</td>
</tr>
<tr>
<td>Commercial Foods &amp; Culinary Arts</td>
<td>N100500</td>
<td>1200 hrs./43 wks. 1320 hrs./47 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1200 hrs. 16 weeks 16 weeks 11 weeks</td>
</tr>
<tr>
<td>Cybersecurity</td>
<td>Y100300</td>
<td>750 hrs./45 wks. 825 hrs./49 wks.</td>
<td>1-375 hrs. 376-750 hrs. 22.5 weeks 22.5 weeks</td>
</tr>
<tr>
<td>Legal Administrative Specialist</td>
<td>B072000</td>
<td>1050 hrs./42 wks. 1155 hrs./46 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1050 hrs. 18 weeks 18 weeks 6 weeks</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>H120405</td>
<td>750 hrs./38 wks. 825 hrs./42 wks.</td>
<td>1-375 hrs. 376-750 hrs. 19 weeks 19 weeks</td>
</tr>
<tr>
<td>Medical Administrative Specialist</td>
<td>B070300</td>
<td>1050 hrs./42 wks. 1155 hrs./46 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1050 hrs. 18 weeks 18 weeks 6 weeks</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>H170503</td>
<td>1300 hrs./43 wks. 1430 hrs./47 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1300 hrs. 15 weeks 15 weeks 13 weeks</td>
</tr>
<tr>
<td>Medical Clinical Laboratory Technician</td>
<td>H170600</td>
<td>1515 hrs./51 wks. 1667 hrs./56 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1207.50 hrs. 1207.60-1515 hrs. 15 weeks 15 weeks 10.5 weeks 10.5 weeks</td>
</tr>
<tr>
<td>Medical Coder / Biller</td>
<td>H170528</td>
<td>1000 hrs./50 wks. 1100 hrs./55 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1000 hrs. 22.5 weeks 22.5 weeks 5 weeks</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>H170605</td>
<td>1350 hrs./45 wks. 1485 hrs./50 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1350 hrs. 15 weeks 15 weeks 15 weeks</td>
</tr>
<tr>
<td>Radiology</td>
<td>W170209</td>
<td>2700 hrs./90 wks. 2970 hrs./99 wks.</td>
<td>1-450 hrs. 451-900 hrs. 901-1350 hrs. 1351-1800 hrs. 1801-2250 hrs. 2251-2700 hrs. 15 weeks 15 weeks 15 weeks 15 weeks 15 weeks 15 weeks</td>
</tr>
<tr>
<td>Veterinary Assisting</td>
<td>A010512</td>
<td>750 hrs./44 wks. 825 hrs./48 wks.</td>
<td>1-375 hrs. 376-750 hrs. 22 weeks 22 weeks</td>
</tr>
</tbody>
</table>
RULES FOR FOOD, DRINK, AND TOBACCO PRODUCTS
Food and drink are not allowed in classrooms or lab areas. All Marion County Public Schools properties, including CTAE, have banned the use of tobacco products. No one is allowed to smoke or use tobacco products while on Marion County Public Schools property.

ILLEGAL DRUG AND SUBSTANCE POLICY
In compliance with the Drug Free Schools and Campuses Act of 1989, Community Technical & Adult Education (CTAE) prohibits the illegal use, purchase, sale, distribution, manufacture, or possession of drugs and alcohol on its campuses, or at any school-related activities. This policy applies to all employees and students. Applicants for admission are required to sign a Drug Free Certification form at the time of submitting their application to CTAE. Specific requirements are outlined below:

Students:
• Will not possess, sell, purchase, use, manufacture or distribute illegal drugs or controlled substances while present on the CTAE campus or in attendance at any school-sponsored event.

• Any student receiving financial aid will notify CTAE within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.

• Will submit to drug testing if required, or requested by the stated program of interest.

Applicants:
• For admission to CTAE, the student will be required to sign this document to certify that he or she is in complete understanding of the Drug and Substance Policies of CTAE.

• An applicant who refuses to sign this form may be denied admission to CTAE. If an applicant cannot agree to accept the conditions for admission, he/she may be offered information and/or counseling as to where to obtain assistance.

Sanctions and Legal Information
• Any student who violates the Drug Free Schools and Campuses Policy as described above will be referred to the Assistant Principal or Director of CTAE for appropriate disciplinary action. CTAE will enforce sanctions that are consistent with state, local and federal laws. These sanctions may include, but are not limited to, expulsion, loss of financial aid and referral to an appropriate counseling program.

LOITERING/TRESPASSING
Loitering by students or visitors is prohibited. Students should be in class or in an authorized support area, such as a basic skills lab, when they are not in class. Individuals on campus without a legitimate purpose may be asked to leave the campus or facility. Failure to leave will result in a verbal trespass warning, followed by a call to local law enforcement, if necessary.
**WIRELESS COMMUNICATION DEVICES**

Cell phones and similar wireless devices may be in the possession of students on campus and on the school bus but cannot be visible or activated during regular school hours or while on the school bus. The exception to activation would be with administrative approval under the direct supervision of a teacher for instructional use as outlined in a lesson plan. Use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school and/or criminal penalties if the device is used in a criminal act. Using or possessing a wireless communications device to view or transfer or store material of a sexual nature is a violation of the Code of Student Conduct and may be a criminal act. The unauthorized recording and/or photographing of employees, volunteers, and/or students is prohibited.

**DRESS CODE AND GENERAL APPEARANCE**

The Marion County School Board believes that proper attire, etiquette, and good grooming are a definite part of the educational process. To this end, it is expected that students wear to school or school-related functions neat, clean, appropriate clothing that meets the standards of this educational environment. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt the normal operation of the school is not acceptable. In career and technical programs, students are expected to dress for safety and success. A uniform dress code which promotes safety and a “Business Like” attitude will be enforced.

- Students are expected to wear clothing and clothing accessories in keeping with their gender. Undergarments should not be visible at any time.

- Students are not to wear hats of any kind within the school building unless approved by the school administration for special occasions. “Hats” should be interpreted literally as “hats” or head-coverings and will include bandanas, caps, sweat bands, visors, and similar hat-like apparel.

- Men’s and women’s hair will be clean, neat, and well-groomed. Extreme hair styles and unnaturally–occurring hair colors will not be allowed in the Marion County Public Schools.

- Students are not to wear T-shirts, other garments or items with pictures, logos, phrases, decals, patches, emblems, or words printed on them that are obscene or disruptive in the judgment of the school administration. This will include, but not be limited to; nude/semi-nude figures; figures in sexually suggestive postures; pictures or logos of alcoholic beverages, tobacco products, or prohibited substances; satanic/occult references; or gang identification. A tattoo that is obscene or disruptive in the judgment of the school administration must be covered.

- Tops must be long enough to clearly overlap the belt line or remain tucked in during the course of normal movement throughout the day. Shirts falling below mid-thigh length will be tucked in. No bare-midriff shirts/blouses, sleep wear, muscle shirts, or tank tops will be worn.

- Garments will be secured at the waist. Shorts and skirts are permitted at all grade levels and will be mid-thigh length or longer.

- Students shall wear shoes for foot protection and for hygienic reasons while on school grounds or school transportation. Slippers are not permitted.
**DRESS CODE AND GENERAL APPEARANCE (CONTINUED)**

- Jewelry shall be worn in a way that does not present a safety or health hazard or causes a disruption to the education process.

- Sunglasses or other tinted glass eyewear may not be worn inside any building, unless prescriptive eyewear.

- Wallet chains or dog collars shall not be permitted.

Regulations in reference to grooming and dress within career and technical departments such as culinary, industrial or allied health professions … etc., will be governed by the program coordinator/manager responsible for that department, under the direction of the Director/Principal.

**STANDARDS OF CONDUCT**

All Community Technical & Adult Education students are expected to adhere to the following standards:

- Demonstrate courtesy when interacting with the faculty and staff
- Do not loiter in the parking lots, outside, or inside any of the campus buildings
- Park in designated areas only and lock vehicles
- Do not bring anyone to campus who does not have an official reason to be on campus
- Keep main walkways and hallways open and free of obstruction
- Turn off all beepers and cell phones while in class
- Respect all state and local school board policies regarding conduct

**UNACCEPTABLE ACTIONS**

Students and visitors are expected to conduct themselves as responsible adults at all times. The following behaviors are considered unacceptable and any student in violation will be administratively withdrawn:

- Any act, or attempted act of defacement or destruction of property
- Abusive or profane language toward a staff member, another student, or school visitor
- Use of any form of tobacco products except in designated areas
- Being under the influence/use of, or possession of illegal drugs, drug paraphernalia or alcohol
- Physical violence or threat thereof, not limited to fighting
- Possession of weapons or explosives or any materials that may be dangerous or harmful, including those defined by school board policy
- Insubordination or refusal to follow the orders or directions of any school staff member
- Stealing, cheating, or gambling
- Disorderly conduct or disruption of a school function
- Falsification of documents
- Sexual harassment/activity of any type
- Any other illegal behavior

Withdrawal for any of the above reasons shall not be subject to the student grievance procedure.
STUDENT WITHDRAWAL PROCEDURE
A student’s withdrawal from a course or program may be due to other reasons than those stated in the Unacceptable Actions section of this catalog. A student may voluntarily withdraw from a course or program. In this scenario, to ensure the integrity of a student’s academic records (transcripts), students must officially withdraw from courses or programs. The responsibility for initiating withdrawal rests solely with the student. The student should inform the program manager immediately of his/her decision to withdraw so appropriate paperwork can be filed and the date of withdrawal established.

A student may be automatically withdrawn due to the consecutive absence rule. In career and technical programs, a student who does not submit the required notification and is absent for six (6) consecutive days is considered to be officially withdrawn and the date of withdrawal will be the last date of recorded attendance. The withdrawal date will determine if there will be an adjustment to financial aid records. In Adult General Education programs, the withdrawal policy states that a student is automatically withdrawn from a program after five (5) consecutive absences, with the official date of withdrawal being the first absence in the sequence.

Lastly, a student may be withdrawn due to excessive absences or poor academic performance. In this case, the student will be counseled concerning the situation before dismissal will take place, unless the negative performance occurs too late in the course or term for counseling to take place. Upon withdrawal, the student will be notified in writing of the reason for dismissal, and the withdrawal date will be stated in the letter.

Financial aid recipients who withdraw should also consult with the Financial Aid Office to discuss the status of their aid eligibility. Federal policy dictates that the Financial Aid Office is required to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of the payment period. This review is to determine the amount of unearned funds that must be returned to the federal government under Title IV guidelines. If it is determined that a return to Title IV is necessary, the Financial Aid Office will process the corresponding paperwork and inform the student if any debt exists.

CONFIDENTIALITY OF STUDENT RECORDS
Student records are confidential and shall be accessible only to professional staff, the parents of students who are under the age of 18, eligible students 18 years of age or older, and other individuals and agencies as set forth by law, School Board Policy; or as authorized in writing by the adult students themselves or their legal parent or legal guardian, if the students are under the age of 18.

SPECIFIC PROHIBITION
It is sexual harassment for a student to subject another student to any unwelcome conduct of a sexual nature. Students who engage in such conduct shall be subject to actions as described on the following page.
**SEXUAL HARASSMENT**

The School Board Policies 2.71 forbids discrimination against any student on the basis of sex/gender. Sexual harassment is a form of discrimination which is against the law and is against Board Policy. The Board will not tolerate sexual harassment activity by any of its students.

The Board will not tolerate sexual harassment activity by any of its employees. This policy also applies to non-employee volunteers who work subject to the control of school authorities. The protections of this policy are afforded to any applicants for employment or employee of the Board, as well as to any student attending school in the Marion County School System and his or her parent(s) or guardian(s).

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when such conduct substantially interferes with an employee's work performance or a student's education program, or creates an intimidating, hostile, or offensive school environment.

Sexual harassment, as defined above, may include but is not limited to, the following:

A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact, unless it is welcomed.

B. Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for a sexual favor (*this includes unwelcome requests for dates*) whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequence of employment or academic status.

C. Verbal abuse or kidding that is sexually-oriented and considered unwelcome. This includes comments about one’s gender, body, or appearance, where such comments go beyond mere courtesy; telling “dirty jokes” that are unwanted and considered offensive; or any tasteless, sexually-oriented comments, innuendos, or actions that offend.

D. Any type of sexually-oriented conduct that would unreasonably interfere with work or academic performance. This includes extending unwanted sexual advances towards someone whether or not it reduces that person’s productivity or time available to work at assigned tasks.

E. Creating a work or school environment that is intimidating, hostile, abusive or offensive, because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions that are acceptable to both parties are not considered to be harassment.

**PROCEDURES**

Any student who alleges sexual harassment by another student may use the student grievance procedure or may report directly to the building Director/Principal. Filing of a complaint or otherwise reporting sexual harassment will not affect the student’s status, extracurricular activities, future grades or work assignments.
The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board’s legal obligations; and with the necessity to investigate allegations of misconduct, and take corrective action when this conduct has occurred. In determining whether alleged conduct, constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

A substantiated charge against a student shall subject that student to disciplinary action including, but not limited to, suspension or expulsion, consistent with the Code of Student Conduct.

**STUDENT GRIEVANCE PROCEDURE**

The following procedure is for the resolution of student complaints concerning school policies or possible violation of legislation against discrimination. This procedure is provided in an effort to comply with Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is recognized that complaints and grievances by students and employees may arise from actual or perceived situations and circumstances related to the prohibition of discrimination and/or harassment on the basis of race, color, sex, age, national or ethnic origin, political beliefs, marital status or qualified disability. It is the intent of this procedure to assure that complaints and grievances are resolved in an expeditious, orderly and equitable manner, that serves to fulfill the letter and intent of the regulations. All administrative heads and principals are required to make a conscientious effort to fully consider and understand the nature and basis of the complaint or grievance of a student or employee, and resolve it without delay; or refer it to the appropriate source for resolution without delay. The initiation of a complaint or grievance by a student will not be used as a basis for actions that adversely affect the student’s standing in school.

Grievances and complaints for discrimination and/or harassment will be handled in an informal manner and without extraneous administrative barriers, except that a record or log of each complaint and grievance including the final disposition of each will be maintained.

**B. Procedure for Complaints**

Step 1 - The plaintiff(s), student(s), shall communicate within sixty (60) school or working days of the alleged incident, to the principal or guidance counselor the desire to discuss a discrimination and/or harassment-related complaint.

If, through no fault of the plaintiff, the discussion is not scheduled and held within three (3) school days or working days following the initial communication, a grievance may be filed.

Step II - If the discussion is scheduled and held within three (3) working days following the initial communication and the complaint is not resolved, the plaintiff may file a grievance.
STUDENT GRIEVANCE PROCEDURES (CONTINUED)

C. Procedure for Grievance
Step I – The plaintiff, student(s), shall within sixty (60) school days or working days communicate in writing to the principal or guidance counselor that there has been a discriminatory or harassing action or inaction committed at the school, as appropriate, by factors specified. The principal or administrator will be responsible for scheduling a discussion of the grievance with the plaintiff within five (5) school days or working days following receipt of the communication or knowledge giving rise to the grievance.

Step II – If, as determined by the plaintiff, the grievance is not satisfactorily resolved in Step I, an appeal for a ruling may be made by the student five (5) days following receipt of Step I decision to the Executive Director of Student Services of the nature and substance of the grievance filed.

Step III – If after discussion of the grievance with the Executive Director of Student Services (student) in the opinion of the plaintiff, it is not resolved, or cannot be resolved at that level, the grievance may be forwarded by the plaintiff, within five (5) school or working days, to the Superintendent for a final ruling.

D. Special Provisions
Failure on the part of a student to observe the time limits for initiation and/or follow-up on a complaint or grievance will automatically result in the complaint or grievance being considered abandoned. Failure by a principal or administrator to respond to a complaint or grievance within the prescribed time limits will automatically move the complaint or grievance to the next step. Under the aforementioned circumstances, the plaintiff may submit the complaint to the next level of consideration.

Students are required to continue attendance at school and pursue their studies as directed while complaints or grievances are pending resolution.

Copies of all communications pertaining to a complaint or grievance may be provided to the student; and, if appropriate, copies will be furnished to the Section 504, Title IX or Education Equity Coordinator for input.

Step IV - If the grievance is not settled at the district level, the student may appeal to the accreditation agency (COE).

Council on Occupational Education
7840 Roswell Road
Building 300, Suite #325
Atlanta, Georgia 30350
(770) 396-3898
INSTRUCTIONAL STAFF

INSTRUCTIONAL STAFF

Adams, Bonnie ................................................................. ABE/GED
ABE/GED Instructor • B.S. University of Florida, FL

Allen-Rutledge, Farresa ............................................................... ABE/GED
ABE/GED Instructor • M.S., Saint Leo University, FL

Alexander, Stephen ........................................................................ Public Service
Certified Firefighting Instructor • Battalion Chief, Fire Officer • B.A., Barry University

Bowlin, James ................................................................................. Public Services - EMT
Lead Coordinator • FF/Paramedic/Law Enforcement Medic

Cannon, Susan ................................................................................. Student Services
Career Specialist • Vocational Certification

Cintron, Maritza, BS, MT (AMT), MPA........................................... Allied Health
Program Director/Medical Laboratory Programs • MPA, Troy State University, AL

Confalone, Phillip ................................................................. ABE/GED
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Connelly, Carice, RN, BSN .......................................................... Allied Health
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Cotton, Michael ................................................................................. ABE/GED
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Crandon, Gary .............................................................................. Industrial Arts
Electrical Apprenticeship Coordinator • Vocational Certification, State Certified Master Electrician

Dahl, Margaret, RN .......................................................................... Allied Health
Allied Health Instructor • A.S. College of Central Florida, FL

Dempsey, Bobby .............................................................................. Industrial Arts
Electrical Apprenticeship Instructor • Vocational Certification, Journeyman Electrician

Esposito, Joshua .............................................................................. Industrial Arts
Welding Instructor • Vocational Certification

Feole, Laurie ........................................................................... Grooming & Salon Services
Cosmetology Instructor • Vocational Certificate • New England Hair Academy, MA

Ford, Sophia .................................................................................. GED
GED Instructor • M.S., State University of New York, Binghamton, NY

Fraley, Donna, MT (ASCP) ........................................................................ Allied Health
Instructor, Medical Laboratory Programs • B.S., Towson State University
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</table>
INSTRUCTIONAL STAFF

DEPARTMENT

Miller, Donna, R.T. ................................................................. Radiology
Radiologic Science Clinical Instructor • Vocational Certification

Mullen, Brenda ................................................................. ABE/GED
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INSTRUCTIONAL STAFF

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Weber, Lynn RN ............................................................ Allied Health Program Director/Practical Nursing • B.S.N. University of Miami, FL

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Williams, Leila .............................................................. ABE/GED ABE/GED Instructor • B.S., Baruch College, NY
# Support Personnel

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<tr>
<td>Campetella, Yvette</td>
<td>Clerk</td>
<td>Public Service</td>
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<td>Castillo, Lidia</td>
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<td>Drew, Karen</td>
<td>Clerk</td>
<td>Student Fees</td>
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<td>Ulrich, Laura</td>
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<tr>
<td>Williams, Maria</td>
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<td>Warner-Presley, Stacye</td>
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</tr>
<tr>
<td>Woodward, Robin</td>
<td>Clerk</td>
<td>Student Services</td>
</tr>
</tbody>
</table>
ADMINISTRATION

Jenkins, Deborah A. ................................................................. Administration Director • M.S. Educational Leadership, St. Leo University, Florida, FL

Davis, Daniel ................................................................. Administration Assistant Principal • M.S., Educational Leadership University of Florida, FL

Damon, Anissa ................................................................. Administration Confidential Secretary

McPadden, Gail, RN ................................................................. Allied Health Program Coordinator • A.S., Nursing, Broward Community College, FL

Bryant, Suzanne ................................................................. Business and Technology Program Coordinator • M.S., Nova Southeastern University, FL

Salerno, Deborah ................................................................. Adult General Education Program Coordinator • M.S., Educational Leadership, National-Louis University, IL

Eubanks, Pamela ................................................................. Extended Day Program Program Specialist • M.S., Nova Southeastern University, FL

Schafer, Donna ................................................................. Financial Aid and Program Manager • M.S., Educational Leadership, Commercial Foods Florida State University, FL

Thornhill-Parker, Tracey ................................................................. Grooming and Salon Services, Program Manager • M.S., Educational Leadership, Under 18 GED programs, and Nova Southeastern University, FL Young Parent Program

Scott, Earl ................................................................. Industrial, Veterinary Assisting, Program Coordinator • B.S., Marketing, and Advertising Florida State University, FL

Carpenter, Scott ................................................................. Public Service Program Manager • M.S. Educational Leadership, Nova Southeastern University, FL

Sirmons, Cheryl R.T., (R) ................................................................. Radiology Program Director • B.S., East Tennessee State University, TN

Johnson, Jeanine ................................................................. Student Services Program Manager • Ed. S., Educational Leadership, Nova Southeastern University, FL
Marion County Public School's employees staff the Extended Day Program sites. Each location has a site manager. Group leaders are added to the staff as the enrollment at each site grows. The programs vary in size and maintain a group leader to student ratio of no more than 1 to 25. Students may only enroll in the Extended Day Program at their assigned school. Parents or guardians needing services should check with the school's site manager for availability.

The mission of the Marion County Public School's Extended Day Program is to support working parents by providing effective before- and after-school school care programs and activities for students in a safe and nurturing environment. The Extended Day staff, with the help of school administrators, parents, local businesses, and agencies, will provide for a wide range of activities for program participants. Activities may include arts and crafts, reading and math activities, dramatic play, outdoor play, table games, science and nature activities, music, dance, tutoring, computer lab activities and special interest clubs.

The Extended Day program is a flat rate, fee-based program. Parents/Guardians must pre-register their children. Fee information is available at Community Technical & Adult Education or from the Extended Day site manager at each school. Thirty-one Extended Day sites are approved as subsidized child care providers with The Early Learning Coalition of Marion County.

Interested parties should contact the Extended Day office at Community Technical & Adult Education, (352-671-4135) or the Extended Day site manager at the school site to find out more about this very reasonable and accessible childcare option.
The Young Parent Program (YPP) is a voluntary alternative placement program. This program serves pregnant or parenting youth that are no older than 22 years of age.

The Young Parent Program provides students an opportunity to continue their education and to receive pre-natal and parenting classes such as: Health for Expectant Parents; Parenting I; Parenting II; Nutrition and Wellness; Personal Health II; and Personal, Social, and Family Relations. Other required academic courses are offered to Young Parent Program students through the Florida Virtual School, PLATO, and through direct instruction. One-half credit in electives is earned for each of the core parenting courses that is completed. Credit from the academic coursework will also count towards the students’ graduation requirements.

Interested students may enroll in the Young Parent Program throughout the school year. The enrollment process begins with a call to the program manager and attendance at one of the regularly scheduled orientations. Once enrolled, students may participate in the YPP program for a maximum of 180 school days, which is equivalent to one full year of school. Most students are able to complete the required coursework within one semester and are encouraged to do so. Transportation and childcare services may be available to participating students.

The Young Parent Program nursery is available every day of school for the children of our participants. The nursery is staffed by qualified early childcare professionals. The nursery follows the guidelines of the Department of Children and Families and is monitored by Marion County Public Schools staff. The nursery is also used as a teaching lab for supervised observations and interactions with the children. Infants/toddlers can be enrolled in the nursery from the age of two weeks through three years.

Students who successfully complete the Young Parent Program are eligible to receive financial assistance with their childcare expenses for the remainder of their high school career.

The staff of the Young Parent Program strives to assist students in meeting their educational and parenting goals. We know that achieving these goals is not an easy task, but our team is prepared to help students develop their skills as responsible and caring parents as well as become productive and positive members of our community.

Interested parties should contact the Young Parent program manager at Community Technical & Adult Education to learn more about this exciting and innovative program.
As of July 1, 2011, all students participating in the ABE/GED/ELL programs are required to pay a $45 per semester (*July to December, or January to June*) tuition fee and a one-time $10 registration fee with the first registration, for students who are Florida residents. Non-Florida residents will pay a tuition fee of $180 per semester (*July to December, or January to June*) and a one-time $10 registration fee.

**NOTE:** Florida residency (*documentation required*) is defined as having lived in the state of Florida for the last 12 months / 1 year. Half-yearly semesters are July to December and January to June.

**IMPORTANT FACTS TO KNOW:**

- Students interested in ABE/GED/ELL courses offered at sites other than CTAE Campus will have open registration.
- The semester tuition fee (*$45 for Florida residents, $180 non-Florida residents*) is required whether the student begins in July or any time after that date. There is NO pro-rating of fees.
- Once a student has enrolled in a class, that student may also enroll in On-Line GED preparatory or Adult General Education programs for NO extra fee.

A student who enrolls in the On-Line ABE/GED/ELL program only, will be required to pay tuition and registration fees also (*$45 per semester (*July to December, or January to June*) and a one-time $10 registration fee with first registration, for students who are Florida residents; $180 per semester (*July to December, or January to June*) and a one-time $10 registration fee, for students who have not established Florida residency*).

- ALL registrations and payments will take place at the main campus at CTAE.
- To register, a student must perform the following:
  1. show proof of residency (*provide two documents for proof*) see document list below
  2. complete the registration forms
  3. pay fees
  4. complete entrance testing, if necessary

Two forms of documentation are required to prove Florida residency. Common forms for proof of Florida residency include but are not limited to the following:

- A valid Florida driver’s license issued at least 12 months ago
- A valid State of Florida identification card issued at least 12 months ago
- A Florida vehicle registration issued at least 12 months ago
- A State of Florida Voter’s Registration or proof of voter registration in Florida
- Utility Bills (*not including cell phone bill*)
- Membership in a Florida professional organization for one year (*current membership*)
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period
- Proof of permanent home in Florida which is occupied as a primary residence by the individual

Please contact the Adult General Education office for a complete list of acceptable forms of Florida residency documentation. For additional information, please contact the Adult General Education office at 352-671-4133.
ADULT BASIC EDUCATION (ABE)

PURPOSE: Adult basic education classes are designed for adults who are functioning below the ninth grade level. Its purpose is to provide life skills and basic literacy in all areas of knowledge and to prepare the adult for successful employment and citizenship.

COURSE CONTENT: The course includes instruction in reading, language arts, handwriting, arithmetic, spelling, social studies, general science, health, and consumer education. Students may continue on to receive instruction leading to the receipt of a high school diploma through the GED program.

LABORATORY ACTIVITIES: Computer-assisted instruction is available.

ADMISSION REQUIREMENTS: Reading, Math, Language scores on the Test of Adult Basic Education (TABE) below 9.0 grade level.

CLASS SCHEDULES:
- Days/Evenings: Monday - Thursday Mornings
  - Monday - Thursday Afternoons
  - Monday - Thursday Evenings

  Hours: Mornings 8:00 a.m. - 11:45 a.m.
  - Afternoon 12:15 p.m. - 4:00 p.m.
  - Evenings 6:00 p.m. - 9:00 p.m.

Class schedules may vary at off-campus sites. Flexible schedules are also available.

COST:
- Florida residents — $45 per semester
- Non-Florida residents — $180 per semester

($10 registration fee)
GENERAL EDUCATION DEVELOPMENT (GED)

PURPOSE: For adults functioning at or above the ninth grade level, this program is preparatory for academic and personal success. It prepares students to obtain the skills required to pass the official GED Test and to obtain a State of Florida High School Diploma. It also seeks to motivate students to utilize acquired skills in the work force and to achieve career and vocational training and job placement success.

COURSE CONTENT: The content includes interdisciplinary studies in language arts, reading, mathematics, science, social studies, and language arts, writing. Much emphasis is placed on activities that develop higher-order thinking and problem solving skills. The mathematics portion includes the use of scientific calculators. Materials with real-life applications are incorporated.

LABORATORY ACTIVITIES: Computer-assisted instruction, audio and video cassettes are used to enhance students’ learning.

ADMISSION REQUIREMENTS: Reading, Math, Language scores at or above 9.0 grade level as demonstrated on the Test of Adult Basic Education (TABE).

DIPLOMA: State of Florida High School diploma is issued to those passing GED examination.

CLASS SCHEDULES:

Days/Evenings: Monday - Thursday Mornings
Monday - Thursday Afternoons
Monday - Thursday Evenings

Hours: Mornings 8:00 a.m. - 11:45 a.m.
Afternoon 12:15 p.m. - 4:00 p.m.
Evenings 6:00 p.m. - 9:00 p.m.

Class schedules may vary at off-campus sites. Flexible schedules are also available.

COST:
Florida residents — $45 per semester
Non-Florida residents — $180 per semester
($10 registration fee)
ADULT ENGLISH LANGUAGE LEARNER (ELL)

PURPOSE: This course is designed to provide English Language instruction for limited English proficient adults, to increase their ability to communicate in English. Skills are useful for everyday survival, workplace, life, and academic applications.

COURSE CONTENT/DESCRIPTION: The content includes skills necessary to obtain and maintain employment, communication skills for accessing transportation, for effectively communicating on important topics such as health, nutrition, community resources, issues relative to the environment and the world, family, consumer education, understanding concepts of time and money. These skills are integrated into reading, writing, speaking and listening activities. There are four levels of ELL.

- Beginning ELL emphasizes listening and speaking, an introduction to literacy skills, reading, and writing.
- Intermediate ELL emphasizes reading and writing integrated with the ongoing development of listening and speaking proficiencies.
- Advanced ELL emphasizes language for specific purposes, grammatical structures, idioms, with reading and writing instructions integrated with listening and speaking.
- Academic ELL is designed to improve the advanced ELL student’s ability to communicate in English, and to enable his/her to acquire secondary level English language skills.

LABORATORY ACTIVITIES: Computer-assisted instruction is a part of the learning experience for ELL students.

ADMISSION REQUIREMENTS:

- ELL Basic: Reading or Listening scores below 245 on the *CASAS Test.
- ELL Advanced: Reading or Listening scores above 245 on the *CASAS Test.

CLASS SCHEDULES:

Days/Evenings: Monday – Thursday
Mornings
Monday – Thursday
Evenings

Hours: Morning classes are 8:00 a.m. – 11:45 a.m.
Evening classes are 6:00 p.m. – 9:00 p.m.
At other locations, days, and times may differ slightly.

COST: Florida residents - $45 per semester
Non-Florida residents - $180 per semester
($10 one-time, registration fee)

*CASAS – Comprehensive Adult Student Assessment System
LITERACY FOR ADULT ELL LEARNERS

PURPOSE: This course is designed to provide English language and literacy instruction for limited English proficient adults, who are non-literate or semi-literate in their native language so that they may increase their ability to communicate in English.

CONTENT: Content includes skills that are useful in the workplace and life. Skills are integrated into reading, writing, speaking, and listening.

LABORATORY ACTIVITIES: Simple language and computer-assisted activities.

ADMISSION REQUIREMENTS: Language skills at or below a 1.9 grade level.

CLASS SCHEDULES:

Days/Evenings: Monday – Thursday Mornings
               Monday – Thursday Evenings

Hours: Morning classes are 8:00 a.m. – 11:45 a.m.
       Evening classes are 6:00 p.m. – 9:00 p.m.

COST: Florida residents - $45 per semester
       Non-Florida residents - $180 per semester
       ($10 one-time, registration fee)

ELL CITIZENSHIP COURSE

PURPOSE: The purpose of this course is to help prepare for the Citizenship test, students who wish to obtain United States citizenship through the naturalization process.

CONTENT: The content includes studies in U.S. History, government, culture, and symbols; emphasizing, particularly, the rights and responsibilities of citizens under the U.S. Constitution.

LABORATORY ACTIVITIES: None

ADMISSION REQUIREMENTS: Enrollment in an advanced level ELL class.

CLASS SCHEDULE:

Days: Monday - Thursday mornings

Hours: 8:00 a.m. - 11:45 a.m.

Days: Thursday afternoon

Hours: 4:00 p.m. - 6:00 p.m.

COST: Florida residents - $45 per semester
       Non-Florida residents - $180 per semester
       ($10 one-time, registration fee)
BASIC SKILLS REQUIREMENT
Career and Technical programs have specific academic skill exit requirements in Reading, Math, and Language set by the State Department of Education.

- Up to the sixth week after enrollment, applicants must provide results of TABE, CPT, PERT, SAT, or ACT assessment taken with the past two years.
- Applicants needing to complete the TABE test are encouraged to do so as early as possible. Scoring below the minimum state exit requirement for the specific program will not prohibit acceptance, but assist staff in developing the best plan for each applicant to be successful in his/her training.
- TABE TESTING TIMES: Monday @ 9:00 am, Tuesday @ 1:00 pm, Thursday @ 1:00 pm & 6:00 pm.
- PLEASE CALL (352-671-4134) TO SCHEDULE YOUR TABE TEST APPOINTMENT.
- Applicants who can document that they have an AA degree or higher may be exempt from the basic skills test. Please provide copies of transcripts.

CHOICES
- CHOICES is an online career interest survey. Applicants may complete both the Interest Profiler and the Work Values Sorter at home or in Student Services.

Please go to the Florida Choices website, www.flchoices.org to complete the Interest Profiler and Work Values Sorter. Once completed, print those sections, and attach to your program application, or print in CTAE's Student Services office.

DRUG-FREE WORKPLACE
- Please read the TASSEL policies. Then sign the Drug-Free Workplace Letter of Understanding.

RESIDENCY AFFIDAVIT (FOR TUITION PURPOSES ONLY.)
- To be eligible for in-state tuition applicants will need two (2) forms of documentation which proves you were residing in Florida for the past 12 months. The documentation must have the applicant's name and Florida address on it. READ and COMPLETE the attached verification form.

Examples of documentation include:
- Florida driver's license or state ID, vehicle registration form indicating the year the plate was issued
- A Florida voter registration number and date it was issued
- Copy of lease or mortgage agreement, utility bills, bank statements, or court documents
- Previous year's tax return

SUPPLEMENTAL PACKET (IF REQUIRED.)
- Return completed application to the Student Services Department along with $10.00 application fee (cash only).

QUESTIONS: PLEASE CALL STUDENT SERVICES AT 352-671-4134.
MASSAGE THERAPY
Program Number: H120405

PURPOSE:
The program is designed to prepare students for employment as licensed massage therapists. The program is approved by the Florida Department of Health Board of Massage Therapy so that the graduates may take the board-approved national examination. Upon successfully passing the national examination offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), or the Massage & Bodywork Licensing Examination (MBLEx), students may apply for licensure through the Florida Department of Health, Board of Massage Therapy. This program includes classroom theory, laboratory practicum, and online coursework.

EMPLOYMENT OUTLOOK:
In states that regulate massage therapy, opportunities should be available to those who complete formal training programs and pass a professionally recognized examination. However, new massage therapists should expect to work only part time in spas, hotels, hospitals, physical therapy centers, and other businesses until they can build a client base of their own. Because referrals are a very important source of work for massage therapists, networking will increase the number of job opportunities. Joining a professional association also can help build strong contacts and further increase the likelihood of steady work.

COURSES:

HSC0003 BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare and includes communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

MSS0205 MASSAGE THERAPIST (1 OF 2)
This course includes theories and techniques of massage, hydrotherapy, safety, and hygiene in the practice of massage as well as clinical practicum.

MSS0206 MASSAGE THERAPIST (2 OF 2)
This course includes Florida laws and rules, anatomy and physiology, business practice, allied modalities, and clinical practicum.

PROGRAM LENGTH:
750 hours, 38 weeks

SALARY RANGE:
In the state of Florida, massage therapists may earn $17,600 to $60,100 per year.

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures apply (see page 60)
• High school diploma — standard or GED
• Participation in an information session
• Additional requirements, if applicable

CERTIFICATE OF COMPLETION:
Upon completion of course requirements, students will earn a Certificate of Completion in Massage Therapy.

CERTIFICATION COSTS:
• National Certificate Board for Therapeutic Massage and Bodywork Examination fee (NCBTMB) - $225.00 or the Massage & Bodywork Licensing Examination (MBLEx) - $195.00
• Initial FL license — FL Board of Massage - $205.00

PROGRAM COSTS:

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<th>Item</th>
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<td>Tuition:</td>
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<td>Text Books:</td>
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<td>Miscellaneous Fees:</td>
<td>$824.60*</td>
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* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

ALLIED HEALTH GRADING SCALE — A = 94-100  B = 87-93  C = 80-86  Failing = Below 80
MEDICAL ASSISTING
Program Number: H170503

PURPOSE:
The medical assistant program is designed to prepare students for employment as EKG aides, phlebotomists, and medical assistants in physician offices, clinics, or hospitals. This program follows the curriculum frameworks from the Florida Department of Education. This program meets the Standards and Guidelines of an Accredited Educational Program for the Medical Assistant adopted by the American Association of Medical Assistants and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

COURSES:

HSC003D BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare, basic anatomy and terminology, also including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

MEA0500 MEDICAL OFFICE RECEPTIONIST
This course includes basic clerical/medical office duties.

MEA0521 PHLEBOTOMIST, MA
This course includes the role of the phlebotomist including but not limited to communication, skills required to perform phlebotomy, infection control, processing specimens, and safety.

MEA0543 EKG AIDE, MA
This course includes anatomy and physiology of the cardiovascular system, the role of the EKG Aide, medical instrumentation, and skills required to perform an EKG.

MEA0550 MEDICAL ASSISTANT (1 OF 3)
This course includes communication skills for the medical assistant, legal and ethical responsibilities, anatomy and physiology, and aseptic techniques.

MEA0551 MEDICAL ASSISTANT (2 OF 3)
This course includes emergency preparedness, basis and diagnostic laboratory techniques, minor treatment, and basic diagnostic medical assisting procedures.

MEA0552 MEDICAL ASSISTANT (3 OF 3)
This course also includes pharmacology, administration of medications, basic x-ray procedures, administrative office duties and clinical externship (unpaid) in medical offices, employability skills/job seeking, and comprehensive review.

PROGRAM LENGTH:
1,300 hours, 43 weeks

SALARY RANGE:
In the state of Florida, medical assistants earn between $21,200 - $38,000 per year.***

EMPLOYMENT OUTLOOK:
The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Assistants will likely continue to be used in place of more expensive workers, such as nurses, to reduce costs.**

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures (see page 60)
• Participation in an information session
• Additional program requirements, if applicable
• High school diploma — standard or GED

CERTIFICATE OF COMPLETION:
Upon completion of course requirements, students earn a Certificate of Completion in Medical Assisting.

CERTIFICATIONS:
Successful completers of this accredited program are eligible to take either the Certified Medical Assistant (CMA) certification examination through the American Association of Medical Assistants (AAMA) or the Registered Medical Assistant (RMA) certification examination through American Medical Technologists.

PROGRAM COSTS:
Tuition: $3,796*
Text Books: $605*
Lab Fees: $430*
Miscellaneous Fees: $371.40*

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

ALLIED HEALTH GRADING SCALE — A = 94-100  B = 87-93  C = 80-86  Failing = Below 80
MEDICAL CODER/BILLER
(APPLIED TECHNOLOGY DIPLOMA)
Program Number: H170528

PURPOSE:
The program is designed to prepare students for employment in a variety of healthcare settings as entry level coders, medical records coders, coding technicians, coding clerks, or medical coder/billers.

COURSES:
HIM009  INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY
This course is designed as an introduction to Health Information Technology and includes basic concepts of health records, health information, and healthcare systems.

HIM0071  MEDICAL CODER/BILLER (1 OF 3)
This course includes anatomy and physiology, medical terminology, fundamentals of disease process, and pharmacology.

HIM0072  MEDICAL CODER/BILLER (2 OF 3)
This course includes proficiency in the use of ICD and CPT coding systems, medical references, and basics of health information services.

HIM0073  MEDICAL CODER/BILLER (3 OF 3)
This course includes ethical and legal principles, computer skills, safety and security in health information, and understanding of medical and insurance billing.

PROGRAM LENGTH:
1,000 hours, 50 weeks

EMPLOYMENT OUTLOOK:
The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will also mean more claims for reimbursement from private and public insurance. Additional records, coupled with widespread use of electronic health records by all types of healthcare providers, should lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

SALARY RANGE:
In the state of Florida, medical records and health information technicians earn between $20,600 - $53,900 per year.**

ADMISSION REQUIREMENTS:
- Standard career and technical program admission procedures (see page 60)
- Participation in an information session
- Additional program requirements, if applicable
- High school diploma — standard or GED

CERTIFICATE OF COMPLETION:
This is an Applied Technology Diploma program. Upon completion of required OCP (Occupational Completion Points) for this program, and meeting state basic skills requirements, students earn an Applied Technology Diploma. Program completers transferring to a community college will receive 26 credit hours towards an Associate of Science degree in one of the following programs: Health Information Management or Office Systems Technology or Office System Technology - Medical Office Systems Specialization.

CERTIFICATIONS:
Successful completers of this program may take the certification examination offered by the American Academy of Professional Coders (CPC) or the American Health Information Management Association (AHIMA).

PROGRAM COSTS:
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<td>Miscellaneous Fees</td>
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* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

** Source: FL Labor Market Statistics, Occupational Employment Statistics & Wages Program
MEDICAL CLINICAL LABORATORY TECHNICIAN (APPLIED TECHNOLOGY DIPLOMA PROGRAM)

Program Number: H170600

PURPOSE:
The purpose of this program is to prepare students for licensure and employment as medical lab technicians and medical/clinical laboratory technicians. This program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

COURSES:

HSC003C  BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

MEA0520  PHLEBOTOMIST
This course includes communication, phlebotomy in relation to the healthcare setting, anatomy and physiology in relation to the phlebotomist, collection and processing of specimens, infection control, quality assurance and safety, and the practical application of skills in CTAE’s clinical laboratory.

MLT009  INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY
This course is designed as an introduction to the medical laboratory profession including legal and ethical responsibilities, regulations for clinical laboratories, as well as an introduction to each laboratory specialty.

MLT0220  URINALYSIS AND BODY FLUIDS
This course includes routine and microscopic urinalysis and body fluid analysis procedures performed in the clinical laboratory in addition to didactic instruction.

MLT035  HEMATOLOGY AND HEMOSTASIS
This course includes routine hematology and coagulation procedures performed in the clinical laboratory as well as didactic instruction.

MLT055  IMMUNOLOGY
This course includes routine immunological procedures performed in the clinical laboratory as well as didactic instruction.

MLT064  CLINICAL CHEMISTRY
This course includes routine and special chemistry procedures performed in the clinical laboratory as well as didactic instruction.

MLT052  IMMUNOHEMATOLOGY
This course includes routine immunhematological procedures performed in the clinical laboratory as well as didactic instruction.

MLT045  MICROBIOLOGY AND PARASITOLOGY
This course includes bacteriology and parasitology procedures performed in the clinical laboratory as well as didactic instruction.

PROGRAM LENGTH:
1,515 hours, 51 weeks: Lecture - 665 hours
Laboratory - 420 hours
Uncompensated Externship - 430 hours

EMPLOYMENT OUTLOOK:
Employment of medical laboratory technologists and technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. An increase in the aging population will lead to a greater need to diagnose medical conditions, such as cancer and type 2 diabetes, through laboratory procedures.

SALARY RANGE:
In the state of Florida, medical laboratory technicians may earn $20,700 to $55,000 per year.

ADMISSION REQUIREMENTS:
- Standard career and technical program admission procedures (see page 60)
- Participation in an information session
- Additional program requirements, if applicable
- High school diploma — standard or GED

CERTIFICATE OF COMPLETION:
This is an Applied Technology Diploma program. Vocational credit will be converted to college credit upon transfer to an Associate of Science Degree at any Florida community college which offers an Associate of Science in Medical Laboratory Technology. There is currently an agreement in place with College of Central Florida. Completers will be qualified to take a National Certification examination at the Technician level. Successful completion of the AAB or the AMT examination allows students to receive their State of Florida Clinical Laboratory Technician license by endorsement.

CERTIFICATIONS:
- Board of Clinical Laboratory Initial Florida License
- American Medical Technologists (AMT)
- American Association of BioAnalyysts Technician (AAB)

PROGRAM COSTS:

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* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

ALLIED HEALTH GRADING SCALE — A = 94-100 B = 87-93 C = 80-86 Failing = Below 80
MEDICAL TRANSCRIPTION (CERTIFICATE)
PROGRAM NUMBER: H170506

PURPOSE:
The purpose of this program is to prepare students for employment as medical transcribers.

COURSES:
HSC0003  BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid and HIV/AIDS training.

HIM0074  MEDICAL TRANSCRIBER (1 OF 3)
This course includes introduction to medical transcription, medical and scientific terminology, grammar and punctuation, and medical references.

HIM0075  MEDICAL TRANSCRIBER (2 OF 3)
This course includes word processing and transcription equipment, and safety and security for the medical transcriber.

HIM0081  MEDICAL TRANSCRIBER (3 OF 3)
This course includes the role of health information services, and ethical and legal principles with regard to the use of medical records.

PROGRAM LENGTH:
1200 Hours, 60 weeks.

EMPLOYMENT OUTLOOK:
This field expects an increase in the annual average growth rate greater than the average rate of growth for all occupations in Florida.**

SALARY RANGE:
In the state of Florida, Medical Transcriptionists average $25,527.96 - $35,127.22 per year.**

ADMISSION REQUIREMENTS:
- Standard career and technical program admission procedures (see page 60)
- Participation in an information session
- Additional program requirements, if applicable
- High school diploma — standard or GED
- Must be able to keyboard at 45 correct words per minute

CERTIFICATE OF COMPLETION:
This is an Applied Technology Diploma program. Upon completion of required OCP (Occupational Completion Point) for this state identified job preparatory program and meeting state basic skills requirements, students will earn an Applied Technology Diploma. This program is part of the Health Information Management or Medical Office Systems Specialization Associate of Science Degree and guarantees transfer credit of 26 credit hours toward these degrees at a Community College that offers one of these programs of study.

PROGRAM COSTS (APPROXIMATE):
<table>
<thead>
<tr>
<th>Category</th>
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<tr>
<td>Miscellaneous Fees</td>
<td>$120*</td>
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</tbody>
</table>

* Prices subject to change. Please contact CTAE's Student Services office for current prices.

MEDICAL TRANSCRIPTION (APPLIED TECHNOLOGY DIPLOMA)
PROGRAM NUMBER: H170508

PURPOSE:
The purpose of this program is to prepare students for employment as medical transcribers.

COURSES:
HSC0003   BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid and HIV/AIDS training.

HIM0074   MEDICAL TRANSCRIBER (1 OF 3)
This course includes introduction to medical transcription, medical and scientific terminology, grammar and punctuation, and medical references.

HIM0075   MEDICAL TRANSCRIBER (2 OF 3)
This course includes word processing and transcription equipment, and safety and security for the medical transcriber.

HIM0081   MEDICAL TRANSCRIBER (3 OF 3)
This course includes the role of health information services, and ethical and legal principles with regard to the use of medical records.

PROGRAM LENGTH:
1200 Hours, 55 weeks.

EMPLOYMENT OUTLOOK:
This field expects an increase in the annual average growth rate greater than the average rate of growth for all occupations in Florida.**

SALARY RANGE:
In the state of Florida, Medical Transcriptionists average $25,527.96 - $35,127.22 per year.**

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures (see page 60)
• Participation in an information session
• Additional program requirements, if applicable
• High school diploma — standard or GED
• Must be able to keyboard at 45 correct words per minute

CERTIFICATE OF COMPLETION:
This is an Applied Technology Diploma program. Upon completion of required OCP (Occupational Completion Point) for this state identified job preparatory program and meeting state basic skills requirements, students will earn an Applied Technology Diploma. This program is part of the Health Information Management or Medical Office Systems Specialization Associate of Science Degree and guarantees transfer credit of 26 credit hours toward these degrees at a Community College that offers one of these programs of study.

PROGRAM COSTS (APPROXIMATE):
Tuition: $3,504*
Text Books: $ 325*
Lab Fees: $ 100*
Miscellaneous Fees: $ 120*

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

ALLIED HEALTH GRADING SCALE — A = 94-100   B = 87-93   C = 80-86  Failing = Below 80
**NURSING ASSISTANT (CNA)**

*Program Number: H170602*

**PURPOSE:**
The program is designed to prepare students for employment as nursing assistants, nursing aides, or orderlies in nursing homes. Successful completion of this program prepares students for certification for employment as nursing assistants in a nursing home. Students who satisfactorily complete this course are eligible to take the state nursing assistant examination. Upon successfully passing the state exam, students will become certified nursing assistants by the Department of Health, Florida Board of Nursing, CNA Board.

**COURSES:**

**PRN0090  NURSE AIDE AND ORDERLY**
This course includes, but is not limited to, basic math and science skills, communication, legal and ethical responsibilities, emergency care, anatomy and physiology, safety, personal patient care, principles of nutrition, care of the geriatric patient, infection control, social support, rehabilitative activities, employability, and blood borne diseases.

**LAB ACTIVITIES:**
Student will perform nursing skills in the clinical and simulated laboratory settings under the supervision of a qualified registered nurse instructor. For nursing assistant certification, a minimum of 40 hours clinical must be obtained. Twenty hours of this clinical experience must be in a licensed nursing home.

**PROGRAM LENGTH:**
120 hours, 10 weeks

**EMPLOYMENT OUTLOOK:**
Because of the growing elderly population, many nursing aides, orderlies, and attendants will be needed in long-term care facilities, such as nursing homes. Growth in the demand for healthcare services should lead to increased opportunities for nursing aides, orderlies, and attendants in other industries as well, such as hospitals and clinics.

**SALARY RANGE:**
In the state of Florida, nursing assistants may earn $20,058 to $26,169 per year.

**ADMISSION REQUIREMENTS:**
- Standard career and technical program admission procedures (see page 60)
- Participation in an information session
- Additional program requirements, if applicable
- High school diploma — standard or GED recommended

**CERTIFICATE OF COMPLETION:**
Upon completion of required OCP (Occupational Completion Point) for this state identified job preparatory program and meeting state basic skills requirements, students earn a Certificate of Completion in Nursing Assisting.

**CERTIFICATIONS:**
- Nursing Assistant Certification

**PROGRAM COSTS:**
- Tuition: $350.44*
- Text Books: $80*
- Lab Fees: $50*
- Miscellaneous Fees: $419.90*

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

**Source:** Occupational Outlook Handbook, 2012-2013 Edition

**Source:** FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

**ALLIED HEALTH GRADING SCALE**

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</table>

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PATIENT CARE ASSISTANT
Program Number: H170692

PURPOSE:
The program is designed to prepare students for employment as cross-trained nursing assistants, patient care assistants, nursing aides, or home health aides. Successful completion of this program prepares students for certification for employment as a nursing assistant in a nursing home. Students who successfully complete this course are eligible to take the state nursing assistant examination. Upon successfully passing the state examination, students will be certified by the Department of Health, Florida Board of Nursing, CNA Board.

COURSES:

HSC0003F BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

HCP0121 NURSE AIDE AND ORDERLY (ARTICULATED)
This course includes, but is not limited to: communication, legal and ethical responsibilities, safety, personal patient care, principles of nutrition, care of the geriatric patient, infection control, social support, and rehabilitative activities.

HCP0332 ADVANCED HOME HEALTH AIDE
This course includes communication specific to the home health aide, legal and ethical responsibilities, safety, nutrition, infection control, and skills required of the home health aide.

HCP0020 PATIENT CARE ASSISTANT
This course includes nursing assistant skills related to the hospital setting and care of the adult patient.

PROGRAM LENGTH:
290 hours, 19 weeks

SALARY RANGE:
In the state of Florida, patient care assistants may earn $18,400 - $30,000 per year.***

EMPLOYMENT OUTLOOK:
The Bureau of Labor Statistics (www.bls.gov) predicts that employment for patient care assistants will grow at a rate far exceeding the average growth of other occupations. As nurses and other healthcare professionals turn many routine tasks over to patient care assistants, there will be a great demand for certified professionals in this area of medical services.**

ADMISSION REQUIREMENTS:
* Standard career and technical program admission procedures (see page 60)
* Participation in an information session
* Additional program requirements, if applicable
* High school diploma — standard or GED recommended

CERTIFICATE OF COMPLETION:
There are four occupational completions points for this program. Upon completion of required OCP (Occupational Completion Point) for this state identified job preparatory program and meeting state basic skills requirements, students will earn a Certificate of Completion in Patient Care Assistant.

CERTIFICATIONS:
* Nursing Assistant Certification

PROGRAM COSTS:

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* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Source: www.diplomaguide.com

ALLIED HEALTH GRADING SCALE — A = 94-100  B = 87-93  C = 80-86  Failing = Below 80
PATIENT CARE TECHNICIAN
PROGRAM NUMBER: H170694

PURPOSE:
The purpose of this program is to prepare students for employment as advanced cross-trained nursing assistants, (patient care technicians, Industry Title) health care technicians, patient care assistants, nursing aides and orderlies, and home health aides, phlebotomists, electrocardiograph aides, or allied health assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Those students who satisfactorily complete an approved course are eligible to take the state nursing assistant examination. Upon successfully passing the state exam, students will become Certified Nursing Assistants by the Department of Health, Florida Board of Nursing, CNA Board. This program follows the curriculum frameworks from the Florida Department of Education.

COURSES:

HSC0003  BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare, and includes communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

HCP0121  NURSE AIDE AND ORDERLY
(ARTICULATED)
This course includes, but is not limited to, communication, legal and ethical responsibilities, safety, personal patient care, principles of nutrition, care of the geriatric patient, infection control, social support, and rehabilitative activities.

HCP0332  ADVANCED HOME HEALTH AIDE
This course includes communication specific to the home health aide, legal and ethical responsibilities, safety, nutrition, infection control, and other skills required of the home health aide.

HCP0020  PATIENT CARE ASSISTANT
This course includes nursing assistant skills related to the hospital setting and care of the adult patient.

HCP0016  ALLIED HEALTH ASSISTANT
This course includes skills representative of 1-3 major allied health areas as determined by labor market demand, and are at the aide level. This includes a clinical rotation in a selected area.

MEA00580  ADVANCED ALLIED HEALTH ASSISTANT
This course includes additional allied health skills and a clinical rotation.

PRN0094  PATIENT CARE TECHNICIAN
This course includes knowledge and practice of organizational and effective team member skills in a clinical setting.

PROGRAM LENGTH:
600 Hours, 30 Weeks

EMPLOYMENT OUTLOOK:
This field expects an increase in the annual average growth rate greater than the average rate of growth for all occupations in Florida.**

SALARY RANGE:
In the state of Florida, Patient Care Technicians average $18,053.82 - $33,629.53 per year.**

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures (see page 53)
• Participation in an information session
• Additional program requirements, if applicable
• High school diploma — standard or GED recommended

CERTIFICATE OF COMPLETION:
There are four occupational completions points for this program. Upon completion of required OCP (Occupational Completion Point) for this state identified job preparatory program and meeting state basic skills requirements, students will earn a Certificate of Completion for Patient Care Assistant.

PROGRAM COSTS (APPROXIMATE):

Tuition: $1,752*
Text Books: $ 100*
Lab Fees: $ 100*
Miscellaneous Fees: $ 120*

ADDITIONAL COSTS:
CNA Certification Examination Fee - Prometric - $127.00 - $153.00
Board of Nursing Initial Florida Certification - $25.00

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

ALLIED HEALTH GRADING SCALE — A = 94-100  B = 87-93  C = 80-86  Failing = Below 80
**PHLEBOTOMY**  
*Program Number: H170302*

**PURPOSE:**  
The purpose of this program is to prepare students for employment as phlebotomists in hospitals, reference laboratories, or physician offices.

**COURSES:**

**HSC0003A  BASIC HEALTHCARE WORKER**  
This course is designed as an introduction to healthcare including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

**MEA0520  PHLEBOTOMIST**  
This course includes communication, phlebotomy in relation to the healthcare setting, anatomy and physiology in relation to the phlebotomist, collection and processing of specimens, infection control, and quality assurance and safety. This course also includes the practical application of skills in our clinical laboratory. This is a prerequisite for the Medical Clinical Laboratory Technician (ATD) Program.

**EMPLOYMENT OUTLOOK:**  
Employment of phlebotomists is projected to grow 27 percent from 2012 to 2022, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform blood work.**

**PROGRAM LENGTH:**  
165 hours, 21 weeks

**SALARY RANGE:**  
In the state of Florida, a phlebotomist may earn $20,400 - $40,700 per year.**

**ADMISSION REQUIREMENTS:**  
* Standard career and technical program admission procedures (see page 60)  
* Participation in an information session  
* Additional program requirements, if applicable  
* High school diploma-standard or GED is required for national phlebotomy certification

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**CERTIFICATE OF COMPLETION:**  
Upon completion of the phlebotomy Florida state requirements, students will earn a certificate of completion in phlebotomy and National certification with NHA (*National Health Career Association*).

**PROGRAM COSTS:**

- Tuition: $478.88*  
- Text Books: $182*  
- Lab Fees: $180*  
- Miscellaneous Fees: $351.02*

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**ADVANCED PHLEBOTOMY FOR CERTIFICATION**  
*(Parts I and II)*  
*Program Number: E91010HE*

**PURPOSE:**  
This two-part course allows students who have completed a basic phlebotomy program, or who can provide documentation of occupational experience, to continue their training. Upon successful completion, students may take the ASPT National Certification Examination. Please call Student Services for costs and more information.

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* Prices subject to change. Please contact CTAE’s Student Services office for current prices.  

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**ALLIED HEALTH GRADING SCALE**  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tr>
<td>A</td>
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<td>C</td>
<td>80-86</td>
</tr>
<tr>
<td>Failing</td>
<td>Below 80</td>
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</tbody>
</table>
PRACTICAL NURSING
Program Number: H170605

PURPOSE:
The practical nursing program is designed to prepare students for employment as Licensed Practical Nurses in physician offices, clinics, nursing homes, or hospitals. This program follows the curriculum framework from the Florida Department of Education. This program meets the Standards and Guidelines of the Florida State Board of Nursing.

COURSES:
HSC003 BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare, basic anatomy and terminology, also including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

HCP0121 NURSE AIDE AND ORDERLY (ARTICULATED)
This course is designed to provide instruction specific to the nursing assistant in the areas of information technology, basic foundations of nursing care, physical comfort and safety functions, personal and patient care procedures, care of the aging adult and basic principles of nutrition based upon the needs of the patient in varying states of dependency.

PRN0091 PRACTICAL NURSE I
This course is designed to provide instruction on basic foundations of nursing, physical comfort and safety functions, personal patient care procedures, verbal and written communication skills, human growth and development over the life span, and the anatomy and physiology of the body. This course also includes principles of nutrition as it relates to human growth and development and fluid and electrolyte balance/imbalance. Also, legal and ethical responsibilities as a nurse.

PRN0092 PRACTICAL NURSE II
This course includes focuses on adult patients who are experiencing common diseases and disorders known to affect the human body. This course is designed to provide the knowledge for nursing procedures, administration of medication, and how to provide care to the medical, surgical, and oncology patient.

PRN0096 PRACTICAL NURSE III
This course includes inter-relationship of an individual's physical and psychological well-being, coping mechanisms, therapeutic interpersonal communication skills, genitourinary and reproductive disorders, maternal nursing, newborn nursing, pediatric nursing, clinical externship (unpaid), employability skills/job seeking, comprehensive review.

PROGRAM LENGTH:
1350 hours, 45 weeks

EMPLOYMENT OUTLOOK:
Employment of licensed practical and licensed vocational nurses is expected to grow 22 percent from 2010 to 2020, faster than the average for all occupations.**

SALARY RANGE:
The median annual wage of licensed practical and licensed vocational nurses was $40,580 in May 2010.***

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures (see page 60)
• Participation in an information session
• Must take the Test of Essential Academic Skills (TEAS)
• Additional program requirements, if applicable
• High school diploma — standard or GED

CERTIFICATE OF COMPLETION:
Upon completion of course requirements, students earn a Certificate of Completion in Practical Nursing.

CERTIFICATIONS:
Successful completers of this accredited program are eligible to take the National Council Licensure Examination (NCLEX) through the National Council of State Boards of Nursing, Inc.

PROGRAM COSTS:
Tuition: $5,942*
Text Books: $ 449*
Lab Fees: $ 140*
Miscellaneous Fees: $1,773.04*

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.

ALLIED HEALTH GRADING SCALE — A = 94-100 B = 87-93 C = 80-86 Failing = Below 80
RADIOGRAPHY
Program Number: W170209

PURPOSE:
The program is designed to prepare a person for a career as a radiologic technologist, or to provide supplemental training for a person previously or currently employed in this occupation. This full-time program combines an academic and a clinical practicum that leads to eligibility to apply for national certification and entrance-level professional skills in radiologic technology. This program follows the curriculum framework from the Florida Department of Education and the established curriculum published by the American Society of Radiologic Technologists (ASRT).

COURSES:
HSC0003H BASIC HEALTHCARE WORKER
The course is designed as an introduction to healthcare including communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.

RTE0070 X-RAY TECHNICIAN (1 OF 3)
This course includes Fundamentals of Radiologic Technology, Radiographic Procedures I, and Image Production I as well as Clinical Education I.

RTE0071 X-RAY TECHNICIAN (2 OF 3)
This course includes Radiographic Procedures II, Image Production II as well as Clinical Education II.

RTE0072 X-RAY TECHNICIAN (3 OF 3)
This course includes Directed Research, Radiographic Procedures III, and Clinical Education III.

RTE0073 RADIOLOGY TECHNICIAN (1 OF 4)
This course includes Advanced Clinical Education IV and V.

RTE0074 RADIOLOGY TECHNICIAN (2 OF 4)
This course includes Advanced Clinical Education VI, Radiation Physics I, and Radiographic Pathology.

RTE0075 RADIOLOGY TECHNICIAN (3 OF 4)
This course includes Radiation Physics II and Advanced Clinical Education VII.

RTE0076 RADIOLOGIC TECHNOLOGIST
This course includes Radiobiology, Radiography Seminar, and Advanced Clinical Education VII.

PROGRAM LENGTH:
2,700 hours, 90 weeks

SALARY RANGE:
In the state of Florida, a radiologic technologist may earn a salary between $40,719 and $59,909 per year.**

EMPLOYMENT OUTLOOK:
In addition to job growth, job openings also will arise from the need to replace technologists who leave the occupation. Those with knowledge of more than one diagnostic imaging procedure—such as CT, MR, and mammography—will have the best employment opportunities.**

APPLICATION REQUIREMENTS:
The following minimum requirements must be achieved in order to be considered for the radiography program.

1. Graduation from an accredited high school or equivalent.
2. Completion of the following prerequisite college-level courses with a minimum 2.5 GPA and no lower than a “C” in any given course:
   a. College Composition
   b. College Algebra
   c. Anatomy and Physiology I with Lab
   d. Anatomy and Physiology II with Lab
   e. Social/Behavioral Science
   f. Humanities/Fine Arts

Upon completion of the above college-level courses, an application must be submitted by April 15. Radiography has a competitive admissions process.

CERTIFICATE OF COMPLETION:
Graduates of this program are eligible for licensure in the state of Florida as Certified Radiologic Technologists. They are eligible to apply for admission to the certification examination administered by the American Registry of Radiologic Technologists (A.R.R.T.).

PROGRAM COSTS:
Tuition: $7,884*
Text Books: $987*
Lab Fees: $25*
Miscellaneous Fees: $605*

ADDITIONAL COSTS:
- The American Registry of Radiologic Technologist Examination (A.R.R.T.) - $200.00
- Initial Florida license from the Florida Department of Health/Medical Quality Assurance Board - $55.00

* Prices subject to change. Please contact CTAE's Student Services office for current prices.

** Source: Florida’s Labor Market Statistics Center

ALLIED HEALTH GRADING SCALE — A = 94-100 B = 87-93 C = 80-86 Failing = Below 80
ADMINISTRATIVE OFFICE SPECIALIST
Program Number: B070330

PURPOSE:
The administrative office specialist program prepares students for employment in general office environments. Skills include preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, handling information requests, conducting research, and preparing reports. Students will learn proper keyboarding skills and computer applications. The program will also prepare students for the following certifications: Ready to Work and Microsoft Office Specialist 2010 (Word, Excel, PowerPoint, and Outlook/Access). Students may earn their certifications by testing at the Certiport Testing Center on campus.

COURSES:

OTA0040 INFORMATION TECHNOLOGY ASSISTANT
This course is designed to prepare students for the keyboarding and computer fundamentals required in an office and introduces students to current business and office software.

OTA0041 FRONT DESK SPECIALIST
This course covers information systems, workplace communications, administrative office procedures, as well as human relations and job readiness skills. Students will also improve computer application skills.

OTA0030 ASSISTANT DIGITAL PRODUCTION DESIGNER
Employing digital publishing software, this course focuses on document-enhancing skills for use in the work environment.

OTA0043 ADMINISTRATIVE ASSISTANT
This course prepares students for industry certifications and provides opportunities for internships and externships.

PROGRAM LENGTH:
1,050 hours, 42 weeks

EMPLOYMENT OUTLOOK:
In addition to jobs created from growth in the industry, numerous job opportunities will arise from the need to replace secretaries and administrative assistants who transfer to other occupations. These may include exceptionally skilled executive secretaries and administrative assistants who often move into professional occupations. Job opportunities should be best for applicants with extensive knowledge of computer software applications, with experience as secretaries or administrative assistants, or with advanced communication and computer skills.

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures apply. (see page 60)
• High school diploma — standard or GED is recommended.
• Please see the General Information sheet for details.

CERTIFICATE OF COMPLETION:
Upon completion of all program requirements, the student earns a Certificate of Completion in Administrative Office Specialist.

CERTIFICATIONS:
Students may earn any or all of the following certifications: Ready to Work and Microsoft Office Specialist 2010 (Word, Excel, PowerPoint, and Outlook/Access).

PROGRAM COSTS:
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* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Industry Certification Tests Vouchers / Insurance
*** Source: Florida’s Labor Market Statistics Center

SALARY RANGE:
Nationally, an administrative assistant may earn between $23,160 and $62,010 annually.

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BUSINESS, MANAGEMENT, AND ADMINISTRATION PROGRAMS
LEGAL ADMINISTRATIVE SPECIALIST
Program Number: B072000

PURPOSE:
The legal administrative specialist program prepares students for employment in legal, government, or corporate environments. Duties are related to assisting lawyers and clients, including organizing meetings and appointments, preparing correspondence and legal documents, arranging conference calls and meetings, and handling information requests. Additional duties may include research and filing documents. Students will learn proper keyboarding skills, computer applications, and legal document formats. The program will also prepare students for the following certifications: Ready to Work and Microsoft Office Specialist 2010 (Word, Excel, PowerPoint, and Outlook/Access). Students may earn their certifications by testing at the Certiport Testing Center on campus.

COURSES:

OTA0040B INFORMATION TECHNOLOGY ASSISTANT
This course is designed to prepare students for the keyboarding and computer fundamentals required in an office and introduces students to current business and office software.

OTA0041B FRONT DESK SPECIALIST
This course covers information systems, workplace communications, administrative office procedures, as well as human relations and job readiness skills, while improving computer application skills.

OTA0042 ADMINISTRATIVE SUPPORT
Using current computer application software, this course focuses on legal workplace communications, management and supervision, and enhances technical reading, writing, and legal terminology and document production.

OTA0050 LEGAL ADMINISTRATIVE SPECIALIST
This course prepares students for legal office functions and responsibilities, and provides opportunities for externships in legal environments.

PROGRAM LENGTH:
1,050 hours, 42 weeks

SALARY RANGE:
Nationally, a legal secretary may earn between $26,340 and $64,380 annually.

EMPLOYMENT OUTLOOK:
Projected employment of secretaries will vary by occupational specialty. Employment growth in the health care, social assistance, and legal services industries should lead to average growth for legal secretaries. Rapidly growing industries—such as administrative and support services, health care and social assistance, educational services (private), and professional, scientific, and technical services—will continue to generate most new job opportunities. A decline in employment is expected for all other secretaries, except legal, medical, or executive. They account for almost half of all secretaries and administrative assistants.

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures apply. (see page 60)
• High school diploma — standard or GED is recommended.
• Please see the General Information sheet for details.

CERTIFICATE OF COMPLETION:
Upon completion of all program requirements, the student earns a Certificate of Completion for the Legal Administrative Specialist.

CERTIFICATIONS:
Students may earn any or all of the following certifications: Ready to Work and Microsoft Office Specialist 2010 (Word, Excel, PowerPoint, and Outlook/Access).

PROGRAM COSTS:

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* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Industry Certification Tests Vouchers / Insurance
*** Source: Florida’s Labor Market Statistics Center
MEDICAL ADMINISTRATIVE SPECIALIST
Program Number: B070300

PURPOSE:
A medical administrative specialist must be proficient with all of the communication technology common to a modern office. This includes all office equipment, telephone systems, mail services, internet and e-mail. A specialist also needs additional skills specific to the medical field, such as medical correspondence and terminology, familiarity with patient record systems, and appointment scheduling. This program prepares students for employment opportunities in a medical office, medical clinic, or hospital office settings and prepares students for the following certifications: Ready to Work and Microsoft Office Specialist 2010 (Word, Excel, PowerPoint, and Outlook/Access). Students may earn their certifications by testing at the Certiport Testing Center on campus.

COURSES:
OTA0040A INFORMATION TECHNOLOGY ASSISTANT
This course is designed to prepare students for the keyboarding and computer fundamentals required in an office, and to introduce students to current business and office software.

OTA0041A FRONT DESK SPECIALIST
This course covers information systems, workplace communications, administrative office procedures, as well as human relations and job readiness skills. Students will also improve computer application skills.

OTA0631 MEDICAL OFFICE TECHNOLOGIST
This course covers medical office procedures, medical terminology, specialized medical software, and documents used in medical offices.

OTA0651 MEDICAL ADMINISTRATIVE SPECIALIST
This course includes emergency management procedures, insurance fraud, OSHA regulations, and medical office documents, and provides opportunities for externships.

PROGRAM LENGTH:
1,050 hours, 42 weeks

SALARY RANGE:
Nationally, medical secretaries may earn between $20,870 and $42,660 annually.

EMPLOYMENT OUTLOOK:
Projected employment of secretaries will vary by occupational specialty. Employment growth in the healthcare, social assistance, and legal services industries should lead to average growth for medical secretaries. Rapidly growing industries—such as administrative and support services, healthcare and social assistance, educational services (private), and professional, scientific, and technical services—will continue to generate most new job opportunities. A decline in employment is expected for all other secretaries, except legal, medical, or executive. They account for almost half of all secretaries and administrative assistants.

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures apply. (see page 60)
• High school diploma — standard or GED is recommended.
• Please see the General Information sheet for details.

CERTIFICATE OF COMPLETION:
Upon completion of all required State and program requirements, the student earns a Certificate of Completion for Medical Administrative Specialist.

CERTIFICATIONS:
Students may earn any or all of the following certifications: Ready to Work and Microsoft Office Specialist 2010 (Word, Excel, PowerPoint, and Outlook/Access).

PROGRAM COSTS:
Tuition: $3,066*
Text Books: $723.48*
Lab Fees: $75*
Miscellaneous Fees: $707**

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Industry Certification Tests Vouchers / Insurance
**** Source: Florida’s Labor Market Statistics Center
COMMERCIAL FOODS AND CULINARY ARTS
Program Number: N100500

PURPOSE:
This program prepares students for employment in the food service/hospitality industry. The content includes food preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices.

COURSES:
HMV0100  FOOD PREPARATION
This course provides instruction in career and job opportunities, written and verbal skills, math and science skills, state-mandated guidelines for food service, workplace safety, personal productivity, employability and leadership skills, operational systems, commercial tools and equipment, food science, and recipe interpretation.

HMV0170  COOK, RESTAURANT
This course provides instruction in principles of nutrition, front and back of the house duties, preparation and presentation of food and beverages, safety and sanitation, nutrition in menu planning, cooking and baking, inventory, research, food identification, purchasing, advanced cooking and baking techniques, communication skills, and scientific principles in cooking and baking.

HMV0171  CHEF/HEAD COOK
This course provides instruction in fruit and vegetable preparation; buffet food preparation; dairy, egg, and starch products preparation; stock, soup, and sauce preparation; meat, poultry, fish, and other seafood preparation; and bakery goods and dessert preparation.

HMV0126  FOOD SERVICE MANAGEMENT
This course provides instruction in management skills, professional ethics and legal responsibilities, laws and regulations in relation to the food service and hospitality industry, business plans, organizational systems, information technology tools, preparation of menus for various nutritional needs, cost control and profitability, policies for food service establishments, and personal money management concepts, procedures, and strategies.

PROGRAM LENGTH:
1,200 hours, 43 weeks

SALARY RANGE:
Salary in the hospitality field will vary as to where graduates seek employment as well as the position they seek. In the state of Florida, salaries may range from $15,851 to $101,364.***

EMPLOYMENT OUTLOOK:
Job openings for chefs, head cooks, and food preparation and serving supervisors are expected to be good through 2018; however, competition should be keen for jobs at the more upscale restaurants that tend to pay more. Workers with a good business sense will have better job prospects, especially at restaurant chains where attention to costs is very important.**

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures apply. (page 60)
• High school diploma — standard or GED is recommended.

CERTIFICATE OF COMPLETION:
Students may earn a course certificate at the end of each course listed above upon successful completion of course requirements. Upon the completion of all program requirements, students earn a Certificate of Completion in Commercial Foods and Culinary Arts.

CERTIFICATIONS:
In addition to a certificate of completion, students may also earn the following:
• OSHA certification
• ServSafe Food Protection Manager’s certification
• CPR certification
• First aid and HIV awareness certificates
• Florida Ready to Work certificate
• Work Ethics certificate

PROGRAM COSTS:
Tuition: $3,504*
Text Books: $503.50*
Lab Fees: $1,620*
Miscellaneous Fees: $371.60*

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Source: Florida’s Labor Market Statistics Center
APPLIED CYBERSECURITY  
Program Number: Y100300

PURPOSE:  
The Applied Cybersecurity program is a 10-month classroom and hands-on program of study that will prepare students to take the CompTIA Security+ examination. The CompTIA Security+ examination leads to the Security+ certification, a nationally recognized security industry certification. Graduates of the Applied Cybersecurity program will be well prepared for entry-level employment as Information Security Technicians. The Applied Cybersecurity program will focus on providing a well-rounded and solid foundation for entry into this exciting and growing career field.

COURSES:  
CTS0018 CYBERSECURITY ASSOCIATE  
IT Fundamentals: Operating systems (Windows, Linux and Mac OS) and PC components. Networking Fundamentals: Common networking models, communication protocols, Network Operating Systems (Windows Server and Linux Server), networking tools and utilities. Security Fundamentals: The hacker culture, attack types, security vulnerabilities, malware, encryption and network security. All Security+ exam objectives will be covered in this course.

CTS0089 INFORMATION SECURITY ADMINISTRATOR  
Students will learn hands-on security assessment techniques by using various hacking tools and utilities. Once security vulnerabilities are identified, penetration tests are conducted and remediation strategies implemented in order to better guard against identified security weaknesses.

PROGRAM LENGTH:  
750 hours, 45 weeks

EMPLOYMENT OUTLOOK:  
The US Department of Labor lists Information Security Specialist as having a “faster than average” job outlook through the year 2020. A May 2012 article featured in Network World magazine lists the need for cybersecurity experts at an all-time high citing demand across all industries and governmental agencies.

ADMISSION REQUIREMENTS:  
• Standard career and technical program admission procedures apply. (see page 60)  
• High school diploma — standard or State of Florida is recommended  
• Drug screen and criminal background check  
• Computer Literacy Assessment (conducted by CTAE)

CERTIFICATE OF COMPLETION:  
Students may earn a course certificate at the end of each course listed above upon successful completion of course requirements. Upon completion of all program requirements, students earn a Certificate of Completion in Applied Cybersecurity.

CERTIFICATION:  
CompTIA Security+

PROGRAM COSTS:  
Tuition: $2,190*  
Text Books: $281.33*  
Lab Fees: $129*  
Miscellaneous Fees: $543.90*

*Prices subject to change. Please contact CTAE’s Student Services office for current prices e Student Services Department for current costs.

**Source: Florida’s Labor Market Statistics Center

SCHOOL AGE CHILD CARE
SITE MANAGEMENT
Program Number: V200206

PURPOSE:
This 45 hour program prepares students to manage a school age child care program. Students will acquire knowledge in the areas of organizational leadership, financial management, legal obligations and responsibilities, educational programming, marketing, assessment, monitoring, observation, referrals and collaboration of programs with families and community resources.

COURSES:
HEV0160 CHILD CARE CENTER DIRECTOR
This course is designed to train students to analyze leadership roles, develop effective organizational practices, personnel policies and procedures, marketing strategies; develop systems for staff recruitment, development, management and evaluation; implement and sustain a culturally sensitive and inclusive environment; develop a system to monitor health, safety and nutrition practices; maintain a system for ongoing assessment and documentation of children from the program; and create policies that promote alliances with families, other programs and community resources.

PROGRAM LENGTH:
45 Hours, 7 weeks

EMPLOYMENT OUTLOOK:
Child care worker field expects to experience an annual average growth rate almost twice the average rate of growth for all occupations in Florida.**

SALARY RANGE:
Salary will vary as to where graduates seek employment. In the state of Florida, Child Care Workers’ average annual salary range is $15,855.25 to $25,113.60.

ADMISSION REQUIREMENTS:
TABE test required. High School Diploma or GED recommended.

CERTIFICATE OF COMPLETION:
Upon completion of requirements, students earn a Certificate of Completion in Child Care Center Operations. This certificate meets the DCF requirement of an approved course in the curriculum content area Overview of Child Care Management.

PROGRAM COSTS:
Tuition: $120*
Text Books: None
Lab Fees: $ 10*
Miscellaneous Fees: None

* Price is subject to change and does not include any applicable sales tax
COSMETOLOGY
Program Number: D500100

PURPOSE:
The cosmetology program prepares students for employment as licensed cosmetologists. Instruction is designed to qualify students for employment upon successfully passing the Florida Cosmetologist License Examination.

COURSES:
CSP0009  GROOMING AND SALON SERVICE, FACIALS AND NAILS
This course is designed to provide instruction in: school, classroom/laboratory safety rules and procedures, and the employability, communication, and math and science skills required to succeed in the grooming and salon services industry. This course also covers State Board of Cosmetology requirements, cosmetology laws and regulations, entrepreneurship, manicuring and pedicuring supplies, equipment, sanitation and application procedures, facials, related massage and makeup supplies, equipment, sanitation and application procedures.

COS0002  COSMETOLOGIST AND HAIRDRESSER (1 OF 3)
This course is designed to provide instruction in: hair shampooing and scalp treatments, hair shaping, hair cutting, implements, and proper style selection.

COS0003  COSMETOLOGIST AND HAIRDRESSER (2 OF 3)
This course is designed to provide instruction in hairstyling and the preparation, design, and fitting of wigs and hairpieces.

COS0009  COSMETOLOGIST AND HAIRDRESSER (3 OF 3)
This course is designed to provide instruction in permanent waving/reconstruction, curl/chemical relaxing; the effect of chemicals on the hair shaft and scalp, and proper application of chemicals; hair coloring and bleaching, including hair and scalp analysis, selection, and application of proper supplies and proper use of equipment.

PROGRAM LENGTH:
1,200 hours:
• Days: Full-time 7.5 hours per day, 40 weeks
• Evenings: Part-time 5 hours per day, 60 weeks

EMPLOYMENT OUTLOOK:
Overall job opportunities for barbers, hairdressers, and cosmetologists are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupations for other reasons.**

SALARY RANGE:
In the state of Florida, cosmetologists may earn $16,300 - $40,900 per year.***

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures apply. (see page 60)
• Applicants are also required to complete a supplemental application packet which includes references.
• High school diploma — standard or GED is recommended.
• Interviews will be scheduled for applicants meeting criteria and deadline.

CERTIFICATE OF COMPLETION:
Upon completion of all course requirements, students earn a Certificate of Completion in Cosmetology.

CERTIFICATIONS:
Program completers are eligible to take the state cosmetology examination to become licensed cosmetologists.

PROGRAM COSTS:
Tuition: $3,564*
Text Books: $ 520* (Kit)
Lab Fees:  $ 240*
Miscellaneous Fees: $ 175.40*....

* Prices subject to change. Please contact CTAE's Student Services office for current prices.
FACIALS SPECIALTY
Program Number: I120424

PURPOSE:
The purpose of the facials specialty program is to prepare students for employment as registered facial/skin care specialists. Instruction is designed to qualify students for employment upon successfully obtaining a facials specialty registration from the State Board of Cosmetology.

COURSES:
CSP0265 FACIALS/SKIN CARE SPECIALIST
This course is designed to provide instruction in the following: school, classroom/laboratory safety rules and procedures, and the employability, communication, math, and science skills required to succeed in the facials/skin care industry. This course also covers State Board of Cosmetology requirements and regulations, entrepreneurship, facials, related massage and makeup supplies, equipment, sanitation and application procedures; facial hair removal, artificial lash applications, and the selection of proper supplies and implements to perform the services.

PROGRAM LENGTH:
260 hours:
- Full-time: 7.5 hours per day, 9 weeks
- Evenings: Part-time 5 hours per evening, 15 weeks

SALARY RANGE:
In the state of Florida, skin care specialists earn an average of $16,000 to $51,600 per year.**

EMPLOYMENT OUTLOOK:
The Bureau of Labor Statistics website, www.bls.gov, notes that job outlook for estheticians is expected to grow faster than the average job growth for all occupations. This is due to the continued growth and success of day-spas among other similar facilities.**

ADMISSION REQUIREMENTS:
- Standard career and technical program admission procedures apply. (page 60)
- Applicants are also required to complete a supplemental application packet which includes references.
- High school diploma — standard or GED is recommended.
- Interviews scheduled as needed.

CERTIFICATE OF COMPLETION:
Upon completion of all course requirements, students earn a Certificate of Completion in Facials Specialty.

CERTIFICATIONS:
Those who complete the course may apply to the state to register as a certified facial specialist.

PROGRAM COSTS:
Tuition: $759.20*
Text Books: Call for more information.
Lab Fees: Call for more information.
Miscellaneous Fees: Call for more information.

* Prices subject to change. Please contact CTAE's Student Services office for current prices.
** Source: Bureau of Labor Statistics, Occupational Employment Statistics Program
NAILS SPECIALTY
Program Number: I120414

PURPOSE:
The purpose of the nails specialty program is to prepare students for employment as registered nail specialists. Instruction is designed to qualify a student to obtain a registration for nails specialty from the State Board of Cosmetology.

COURSES:
CSP0015A MANICURIST AND PEDICURIST
This course is designed to provide instruction in the following: school, classroom/laboratory safety rules and procedures, and the employability, communication, math, and science skills required to succeed in the nails specialty industry. This course also covers State Board of Cosmetology requirements; manicuring and pedicuring and the application of artificial and nail wraps; selection of supplies, chemicals and equipment, and proper sanitation procedures.

PROGRAM LENGTH:
240 hours: 4.5 hours per evening, 14 weeks

EMPLOYMENT OUTLOOK:
Job opportunities should be very good overall. The growing number of nail salons and the need to replace workers who transfer to other occupations will result in many job openings. The desire among young women and a growing number of men to lead a more healthful lifestyle through better grooming and wellness should also result in higher employment.

SALARY RANGE:
In the state of Florida, manicurists/pedicurists earn an average of $15,800 - $30,800 per year.

ADMISSION REQUIREMENTS:
- Standard career and technical program admission procedures apply. (see page 60)
- Applicants are also required to complete a supplemental application packet which includes references.
- High school diploma — standard or GED is recommended.
- Interviews scheduled as needed.

CERTIFICATE OF COMPLETION:
Upon completion of all course requirements, students earn a Certificate of Completion in Nails Specialty.

CERTIFICATIONS:
Program completers may apply to the state to register as certified nail specialists.

PROGRAM COSTS:
- Tuition: $700.80*
- Text Books: $220* (Kit)
- Lab Fees: $195*
- Miscellaneous Fees: $63.20

BRAIDING
Program Number: E910101A

PURPOSE:
This course is designed to provide experienced braiders with a 16-hour certificate in Hair Braiding. Those with certificates may apply for a Florida braiding registration. This course includes the HIV education requirement.

Please call Student Services for more information and current program costs.

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Source: Bureau of Labor Statistics, Occupational Employment Statistics Program
APPLIED WELDING TECHNOLOGY
Program Number: I480500

PURPOSE:
The applied welding technology program teaches students four major welding processes, pipe welding, and blueprint reading through the use of welding theory and practical, hands-on learning. This program prepares students for employment in a variety of occupations in the manufacturing, industrial, or utility industries.

COURSES:
PMT0011 WELDER HELPER
This course introduces the field of welding and instructs on safe practices in welding. It also includes basic shielded metal arc welding (SMAW) theory and principles. Students will learn general industry safety and specific welding and welding equipment safety practices.

PMT0012 WELDER SHIELDED METAL ARC
This course provides theory and practices of shielded metal arc welding (SMAW). Students will be proficient in the theory, application, and proper usage of SMAW. This course also includes practicum in the uses and procedures of the process. Students will continue to learn welding symbols and welding safety.

PMT0013 WELDER GAS-METAL ARC
This course provides theory, principles, and practicum in the gas metal arc welding (GMAW) process. Students will learn the theory and proper techniques of the GMAW process. Students will learn flat, vertical up, and horizontal welding methods using this process. Students will also begin to learn blueprint reading skills and develop methods to interpret blueprints.

PMT0014 WELDER FLUX CORED ARC
This course provides theory, principles, and practicum in the flux cored arc welding (FCAW) process. Students will learn flat, vertical up, and horizontal welding methods using this process. Students will continue to learn how to properly read blueprints to create products.

PMT0015 WELDER GAS-TUNGSTEN ARC
This course provides theory, principles, and practicum in the gas tungsten arc welding (GTAW) process. Students will learn and practice flat, vertical up, and horizontal welding methods using this process, and may begin to earn welding certifications in the GTAW process.

PMT0016 WELDER, PIPE
This course provides theory, principles, and practicum in pipe welding. Students will be introduced to pipe welding employing all four processes.

PROGRAM LENGTH:
Daytime: 1,170 hours, 42 weeks
Nighttime: 1,170 hours, 58 weeks

EMPLOYMENT OUTLOOK:
Trained welders will have good job opportunities, as some welding employers report difficulty finding trained welders.

SALARY RANGE:
Nationally, welders earn an average wage of $23,900 to $53,700 per year.**

ADMISSION REQUIREMENTS:
• Standard career and technical program admission procedures apply. (see page 60)
• High school diploma — standard or GED recommended.
• Interviews will be scheduled for applicants meeting criteria and deadline.

CERTIFICATE OF COMPLETION:
Upon completion of all program requirements, students earn a Certificate of Completion in Applied Welding Technology.

CERTIFICATIONS:
Students will have the opportunity to earn two AWS welding certifications in any of four welding processes in 2G, 3G, 4G, or 6G welding positions. Students will also earn National Center for Construction Education and Research (NCCER) Welding credentials.

PROGRAM COSTS:
Tuition: $3,416.40*
Text Books: $260*
Lab Fees: $1,695*
Miscellaneous Fees: $713*

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Source: Bureau of Labor Statistics, Occupational Employment Statistics Program

APPLIED WELDING GRADING SCALE — A = 94-100  B = 87-93  C = 80-86  Failing = Below 80
**ELECTRICAL APPRENTICESHIP**
Program Number: I46032RA/B

**PURPOSE:**
The Electrical Apprenticeship program prepares students to become trained, licensed journeyman electricians, through four-year indentured apprenticeships. It includes residential, commercial, and industrial electricity; motor control; and project management.

**COURSES:**

*I46032RB-1ST YEAR  RESIDENTIAL ELECTRICITY*
This course introduces the basic principles of electricity and continues with electrical math concepts, principles of residential electricity, and residential electric code.

*I46032RB-2ND YEAR  COMMERCIAL ELECTRICITY*
This course introduces advanced theories and principles of electricity and continues with advanced electrical math concepts, principles of commercial electricity, and residential electric code. Students begin preparation for the Journeyman Electrician examination.

*I46032RB-3RD YEAR  INDUSTRIAL ELECTRICITY AND MOTOR CONTROL*
This course continues into more advanced theories and principles of electricity and expands into circuits, electrical motor control, and industrial electricity. Students continue to prepare for the Journeyman Electrician examination.

*I46032RB-4TH YEAR  ADVANCED MOTOR CONTROL AND PROJECT MANAGEMENT*
This course continues into more advanced motor control, and into concepts and principles of project management. Students learn the skills and knowledge needed to supervise small and large electrical projects, and to estimate electrical jobs leading to contract proposals.

*I46032RA (4 YEARS)  ELECTRICAL OJT*
This course provides on-the-job training opportunities for electrical apprenticeship students. Students will apply the theory and principles learned in the classroom to their employment in the field of electricity.

**PROGRAM LENGTH:**
8,640 hours, four years

**EMPLOYMENT OUTLOOK:**
Employment opportunities are excellent for those obtaining journeyman electrician designation.

**SALARY RANGE:**
The national salary range for a journeyman electrician is $29,000 to $80,900**

**ADMISSION REQUIREMENTS:**
Students must have a regular high school diploma or GED, a valid Florida Driver’s License, be at least 18 years of age, meet basic skills requirements, provide a resume of work experience, be drug free, and be hired by a local electrical contractor. Enrollment is competitive and limited. Prospective students must apply to this program by August 1 and contact Gary Crandon, apprenticeship coordinator, 873-8400, for application information.

**CERTIFICATE OF COMPLETION:**
Upon completion of all course requirements, students earn a certificate of completion in Electrical Apprenticeship.

**CERTIFICATIONS:**
Successful students will earn Journeyman Electrician licenses.

**PROGRAM COSTS:**
- Tuition: None
- Text Books: $392*
- Lab Fees: None
- Miscellaneous Fees: None

* Fees are subject to change. Please contact CTAE’s Student Services office for information regarding fees.

**Source:** Bureau of Labor Statistics, Occupational Employment Statistics Program
FIRE APPARATUS OPERATOR
PROGRAM NUMBER: P430203

PURPOSE:
The purpose of the Fire Apparatus program is to prepare students for employment as a Fire Apparatus Operator/Driver Engineer.

COURSES:
FFP0360 FIRE APPARATUS OPERATOR — HYDRAULICS
The fire apparatus program content includes, but is not limited to, an understanding of hydraulics and fluid dynamics, principles of fire department water supply, nomenclature and operations of fire apparatus, appliances, municipal and rural water systems, maintenance, and safety in operational procedures. The curriculum covers the laws, rules and, driving techniques for emergency vehicles, as well as a review of fire service hydraulics. The student should have a basic understanding of fire stream hydraulics prior to entering this course.

FFP0360 FIRE APPARATUS OPERATOR — APPARATUS
The fire apparatus program content includes, but is not limited to, an understanding of hydraulics and fluid dynamics, principles of fire department water supply, nomenclature and operations of fire apparatus, appliances, municipal and rural water systems, maintenance, and safety in operational procedures. The curriculum covers the laws, rules and, driving techniques for emergency vehicles, as well as a review of fire service hydraulics. The student should have a basic understanding of fire stream hydraulics prior to entering this course.

PROGRAM LENGTH:
80 hours, 2 weeks

EMPLOYMENT OUTLOOK:
Graduates of Florida State Fire College (FSFC)/CTAE program enjoy the highest employment rate in the state of Florida. The field of firefighting expects an increase in the annual growth rate.

SALARY RANGE:
Salary will vary as to where graduates seek employment. In the state of Florida firefighters earn $27,400 - $78,500 per year.**

ADMISSION REQUIREMENTS:
The Firefighter program requires all applicants to complete a TABE test, and complete a program application. This program requires students to be at least 18 years of age, possess a regular high school diploma or GED, no felony convictions relating to the position of fire fighter, having fingerprints on file, good moral character, excellent physical condition as determined by medical examination, able to participate in extremely strenuous physical activities in hostile environments without restrictions, successfully pass the physical qualification entrance evaluation, and meet the basic skills exit requirements set forth by the State of Florida. Florida Certification as an EMT or Paramedic highly recommended

CERTIFICATE OF COMPLETION:
Upon completion of required OCP (Occupational Completion Point) for this state identified job preparatory program and meeting state basic skills requirements, students earn a certificate of completion in Firefighting Apparatus Operator/Driver Engineer Operator.

PROGRAM COSTS (APPROXIMATE):
Tuition: $ 233.60*
Lab Fees: $ 66.93*

Optional Meal Plans:
Contact the Florida State Fire College for information

* Fees are subject to change. Please contact CTAE's Student Services office for information regarding fees.
** Source: Bureau of Labor Statistics, Occupational Employment Statistics Program
**FIREFIGHTING**

*Program Number: P430205*

**PURPOSE:**
The purpose of the Fire Fighter program is to prepare each student for employment as a Fire Fighter I or a Fire Fighter II upon successfully completing the program and passing the Minimum Standards Examination of the Florida Bureau of Fire Standards and Training (written and practical).

**COURSES:**

- **FFP0142 MEDICAL FIRST RESPONDER**
The first responder is the first to arrive at the scene of an illness or injury but does not have the primary responsibility for treating and transporting the sick or injured person(s). This instructional course prepares individuals to provide initial care to sick or injured person(s).

- **FFP0010 FIRE FIGHTER 1**
This course introduces students to basic activities and principles of fire fighting including history of fire service, firefighter safety and health, fire behavior, building construction, personal protective gear, portable extinguishers, ropes and knots, building search and victim removal, forcible entry, ladders, water supply, hoses, fire control, sprinkler systems, and protecting fire scene evidence.

- **FFP0020 FIRE FIGHTER 2**
This course allows students to develop basic skills in using fire fighting tools and equipment including building construction and structural collapse awareness, rescue and extrication, water supply, fire hose, fire streams, fire control, fire detection, alarm, and suppression systems, fire department communications, live fire burns, fire prevention and public education, flammable gas control, Florida Fire Chiefs Statewide Emergency Response Plan, engine company evolutions, and ladder company evolutions.

- **FFP0360A HYDRAULICS/APPARATUS (COMBINED)**
This course includes, but is not limited to, an understanding of hydraulics and fluid dynamics, principles of fire department water supply, nomenclature and operations of fire apparatus, appliances, municipal and rural water systems, maintenance, and safety in operational procedures.

- **FFP0363 EVOC**
This course was developed to teach the emergency vehicle operator proper driving techniques, the mental and physical aspects of the driving task, to identify physical forces, legal aspects, vehicle inspection, safe driving techniques, and the long-term impact of an accident on the operator, the emergency service organization, and the community when an emergency vehicle is involved in an accident.

**PROGRAM LENGTH:**
538 hours, 13 weeks

**EMPLOYMENT OUTLOOK:**
Graduates of FSFC/CTAE program enjoy the highest employment rate in the state of Florida. Graduates have ample opportunities to work in fire fighting service as volunteers or professional firefighters.

**SALARY RANGE:**
Salary will vary as to where graduates seek employment. In the state of Florida firefighters earn $27,400 - $78,500 per year.**

**CERTIFICATE OF COMPLETION:**
Upon completion of required OCP (Occupational Completion Point) for this state identified job preparatory program, meeting state basic skills requirements, and passing of state examination, students earn a Certificate of Completion in Firefighting.

**CERTIFICATIONS:**
State of Florida Certified Firefighter

**PROGRAM COSTS:**

- Tuition: $1,570.96*
- Text Books: Call for info.
- Lab Fees: $ 658*
- Miscellaneous Fees: $ 594.60*

Optional Dorm & Meal Plans: Contact the Florida State Fire College for information

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* Prices subject to change. Please call student services for current prices.

** Source: Florida Labor Market Statistics, Occupational Employment Statistics & Wages Program
EMERGENCY MEDICAL TECHNICIAN
Program Number: W170208

PURPOSE:
The emergency medical services program is designed to prepare students for employment as emergency medical technicians to function at the basic pre-hospital emergency medical technician level and treat various medical/trauma conditions using appropriate equipment and materials. The program is approved and accredited by state and national agencies. The program will prepare the student for State of Florida certification as an EMT. Skills will be developed for assuming the role as a basic life support provider through a comprehensive program of theory, skills training, and hospital and field experience. The National Registry for Emergency Medical Technicians examination must be successfully completed before any more advanced courses are taken.

COURSES:
HSC0031 BASIC HEALTHCARE WORKER
This course is designed as an introduction to healthcare and includes communication, legal and ethical responsibilities, safety, infection control, CPR, and HIV/AIDS training.

EMS0159 EMERGENCY MEDICAL TECHNICIAN
This course includes medical/legal/ethical issues, base-line vital signs, the lifting and moving of patients, basic and advanced airway management, the evaluation of a trauma or medical emergency scene, initial and ongoing assessments, and communication as an EMT-B. The course also teaches students to manage various trauma situations, manage emergency situations involving infants/children, record focused and detailed patient history, and conduct physical examinations.

PROGRAM LENGTH:
250 hours, 9 weeks

EMPLOYMENT OUTLOOK:
Job prospects should be favorable. In addition, full-time paid EMTs and paramedics will be needed to replace unpaid volunteers. Emergency medical service agencies find it increasingly difficult to recruit and retain unpaid volunteers because of the amount of training and the large time commitment these positions require. As a result, more paid EMTs and paramedics are needed.

SALARY RANGE:
Salary will vary as to where graduates seek employment. In the state of Florida, emergency medical technicians average from $20,900 – $46,700 per year.

ADMISSION REQUIREMENTS:
• High school diploma — standard or GED
• Additional requirements applicable to program

CERTIFICATE OF COMPLETION:
Upon completing required OCP (Occupational Completion Point) for this state-identified job preparatory program, and meeting state basic skills requirements, students earn a Certificate of Completion in Emergency Medical Technician.

CERTIFICATIONS:
State of Florida certification as an Emergency Medical Technician

PROGRAM COSTS:
Tuition: $ 730*
Text Books: Call for info.
Lab Fees: $ 690.83*
Miscellaneous Fees: $ 481.29*

Optional Dorm & Meal Plans:
Contact the Florida State Fire College for information

* Prices subject to change. Please contact CTAE’s Student Services office for current prices.
** Source: Florida’s Labor Market Statistics Center
VETERINARY ASSISTING
Program Number: A010512

PURPOSE:
The purpose of the veterinary assisting program is to prepare students for employment or advanced training in the veterinary assisting industry. The program also provides supplemental training for persons previously or currently employed as veterinary assistants.

COURSES:

ATE0006 VETERINARY ASSISTANTS & LABORATORY ANIMAL CARETAKERS 1

This course provides instructions to the student so he/she will be able to recognize, explain, describe, and/or demonstrate the following as they relate to veterinary science and the companion animal industry: socioeconomic roles, scientific and technological principles, animal science, and the role of animals in society, animal control, and humane societies.

This course also includes instruction for proper usage of tools, instruments, and equipment when caring for animals, animal and laboratory safety, parts and functions of various bodily systems, digestive systems, and nutritional requirements, and animal reproduction and breeding. Students will learn animal restraint and control, the proper use of veterinary science terminology, and basic first aid for companion animals. Students will also describe the problems, causes, and solutions of animal overpopulation.

ATE0070 VETERINARY ASSISTANTS & LABORATORY ANIMAL CARETAKERS 2

This course provides instruction to differentiate between animal welfare and animal rights, explain the role of animals in research, demonstrate knowledge of preventive medicine and disease control, and describe internal and external parasites and control methods. Students will demonstrate human-relations, communications, leadership, and employability skills, and maintain and analyze records.

ATE0072 VETERINARY ASSISTANT

In this course, students will learn to groom selected companion and livestock animals, and describe exotic animals and the effects of captivity on them. The students will describe the principles of genetics and biotechnology in reproduction. They will explain diagnostic and therapeutic testing, assess techniques used in surgical assisting and preparation, and demonstrate pharmacology. Students will solve problems using critical thinking skills, creativity, and innovation.

PROGRAM LENGTH:
750 hours, 44 weeks

EMPLOYMENT OUTLOOK:
Overall job opportunities for veterinary assistants and laboratory animal caretakers are expected to be excellent.

SALARY RANGE:
In the state of Florida, veterinary assistants earn between $16,400 to $28,500 per year.

ADMISSION REQUIREMENTS:
- Standard career and technical program admission procedures apply. (see page 60)
- High school diploma — standard or GED recommended.

CERTIFICATE OF COMPLETION:
Upon completion of program requirements, students earn a Certificate of Completion in Veterinary Assisting.

CERTIFICATIONS:
Students may earn the following certifications and/or certificates:
- CPR
- First Aid certificate
- Florida Ready to Work
- OSHA certification
- Work Ethics certificate

PROGRAM COSTS:

Tuition: $2,190*
Text Books: $125*
Lab Fees: $20*
Miscellaneous Fees: $422.30*

*Prices subject to change. Please contact CTAE’s Student Services office for current prices.
BUSINESS AND OFFICE TECHNOLOGY COURSES

The following Business and Office Technology Classes may be offered at various times throughout the year. Please see the Community Technical & Adult Education Course Schedule sheets for specific running times and costs.

ADOBE PHOTOSHOP
Enhance and change your photos using this powerful, professional editor. This class is taught by an Adobe certified instructor.

BEGINNING COMPUTERS I
This course is designed for beginning computer users. This hands-on course will teach you the basics of computer operations, filing documents, web searching and connecting with your family and friends. This course is taught by a certified business instructor.

COMPUTER HARDWARE AND SOFTWARE
Students will learn basic keyboarding, computer hardware and software (Microsoft Office 2010 Suite). Students will learn how to navigate through Word, Excel, Outlook and Powerpoint in order to build their confidence in utilizing their home computers. This class is taught by a certified Business and Microsoft instructor.

KEYBOARDING
This course focuses on touch-keyboarding skills and basic document processing. Students learn the computer keyboard, build speed, accuracy and endurance while reinforcing proper writing, grammar and punctuation skills. Class is taught by a certified business instructor.

MICROSOFT EXCEL 2010
Get the right foundation in this powerful spreadsheet application. Learn to create and format data using formulas, charts and graphics for home or work. This class is taught by a Microsoft certified instructor.

MICROSOFT POWERPOINT 2010
Students learn this fun, but powerful, slideshow software. Create slides, add visual effects, and modify text and graphics for a dynamic presentation. This class is taught by a Microsoft certified instructor.

MICROSOFT PUBLISHER 2010
This course teaches students to create professional-looking publications including newsletters, flyers, brochures and signs. Students learn to create your own, personalized documents to print, email or place online. This class is taught by a Microsoft certified instructor.

MICROSOFT WORD 2010
Learn solid foundation skills using this powerful word processing software for home and business and understand how it works with the Microsoft Office 2010 Suite of applications. This class is taught by a Microsoft certified instructor. Prior keyboarding skills are recommended for this class.

QUICKBOOKS 2011
Students learn this very popular program for home and small business bookkeeping. This program performs accounting functions and creates financial reports for you. This class is taught by a Certified QuickBooks instructor.
The following Firefighting/EMT courses may be offered at various times throughout the year. Please contact CTAE for more details.

12 LEAD ECG
This 8-hour program is designed for medical professionals requiring the ability to recognize acute coronary syndrome in the clinical setting. This program will review vessel anatomy ECG recognition and clinical decision-making based on the patient and ECG findings. The goal of this program is to give students the ability to recognize cardiac ischemia, injury and infarct on the ECG and to discover potential clinical presentations and management.

AERIAL OPERATIONS
The course curriculum can be designed around the requirements of the requesting fire department. Classroom lectures and practical exercises are conducted in the principles and uses of aerial and pumper apparatus, including the recognition of hazards which may be present during aerial operations. The curriculum also includes classroom lectures and exercises in the principles, uses and tactical and safe placement of platform apparatus. Exercises are also conducted in the use and principles of aerial and pumper apparatus, including the recognition of hazards which may be present during aerial operations. Students must bring gloves and proper attire for water pumping exercises.

APPARATUS OPERATIONS
The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fireground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of preconnected lines, tandem pumping, drafting, relays and master streams. The student should have a basic understanding of fire stream hydraulics prior to entering this course. Students must bring gloves and proper attire for water pumping exercises.

STREET SURVIVAL FOR FIRE AND EMS
This fast paced, hands on class will give the student an opportunity to learn basic urban survival skills through various stations including: cover and concealment, edged weapon defense, disarming techniques, hostage survival, crisis avoidance, basic self-defense and self-protection techniques, indicators of potential violence, basic restraint methods, basic recognition of potential booby traps and IED’s, basic recognition of illegal drugs, assisting law enforcement in an “officer down” situation, and surviving the active shooter and terrorist. This course will give the student a brief introduction of the various listed subjects, but also teach basic techniques that could save the first responder’s life or the lives of their co-workers and citizens.

FLUSAR OPERATIONS LEVEL FOR CONFINED SPACE
The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations Level for Confined Space, must have understanding of NFPA 1670 7-2 Confined Space Awareness level prior to starting the Operations level training. At a successful completion of the Operations level, the candidate will have an understanding of the functions and developments of NFPA 1670 7.3.
EMERGENCY MEDICAL TECHNICIAN EXAM PREP
This course will be for students who are ready to take the State EMT Exam. It will examine the structure of the state test, and give students a review of types of questions to expect, tips on test taking, and sample questions to better prepare them. It will be a comprehensive review so the student is properly prepared for the exam. This is an 8-hour course.

FLUSAR HEAVY EQUIPMENT AND RIGGING SPECIALIST
The Heavy Equipment and Rigging Specialist is responsible for performing various assessments and construction-related liaison for the task force during incident operations. The Heavy Equipment and Rigging Specialist are responsible for assessing the need for and capabilities of various construction related equipment to assist task force personnel, identifying various rigging techniques to assist in the rescue of victims or stabilization of collapsed buildings, including the development of rigging plans and procedures, interacting with and coordinating efforts between the task force personnel and heavy equipment and crane operators, knowledge of heavy rigging operations, to include use and application of rigging tools, knowledge of lift capacity assessment, knowledge of lift engineering applications, knowledge of equipment maintenance and inspection procedures, knowledge in the use of anchor systems, knowledge of shoring methods and materials, and knowledge of universal hand signals for heavy equipment.

FLUSAR LIGHT TECHNICAL RESCUE TEAM TYPE II LEADER
The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of resources. Students must have a working knowledge for this position. This course will prepare your team leadership for the upcoming standardization and methods of operations as directed by the Florida US&R system and Florida Association of Search and Rescue. This course is designed to prepare the students to perform in the role of US&R team or any strike team leader. Curriculum and exercises in this course have been adapted from the S-330 Wildland Fire Suppression leadership for use in the US&R environment. At the completion of the course, the student will have an understanding of how the LTRT II is deployable into the State Emergency Response, and development of proper search techniques for non-US&R personnel assigned to the Team. Proper completion of post event state reimbursements policies and team after action review process.

FLUSAR LOGISTICS SPECIALIST
This course is intended to provide a baseline understanding of the US&R Logistics Specialist Position. Understand the key points of cache resupply priorities, procedures and cache packaging options for operational efficiency. Cache protection from the elements while meeting the transportation and documentation requirements for hazardous and non-hazardous materials. Become familiar with proper site selection criteria and ongoing management of the Task Forces Base of Operation (BoO) with emphasis on related health, sanitation and safety issues. Learn required procedures and documentation for cache rehabilitation and demobilization process.

FLUSAR SAFETY OFFICER
The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel who are members of a Florida State sponsored US&R team who are to be trained, as US&R Safety Officer will be provided a baseline understanding of the US&R Safety Officer. The Safety Officer is responsible for monitoring and assessing the safety aspects of the task force during incident operations. The intent of these prerequisites is to select functional managers capable of effectively managing and supervising the safety function in the urban disaster environment.
FLUSAR TECHNICIAN LEVEL FOR STRUCTURAL COLLAPSE
The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Structural Collapse, must have understanding of NFPA 1670 5.3 Structural Collapse Operations Level prior to starting the Technician level training. At a successful completion of the Technician Level, the candidate will have an understanding of the functions and developments of NFPA 1670 5.4.

FLUSAR TASK FORCE LEADER
The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained as Task Force Leaders should demonstrate the ability to manage, direct, and oversee the overall operations of the Task Force. The student recognizes the legal and liability issues for his/her task force and determine the safety and security issues for a task force. The student manages logistics issues of concern before and during response operations, and organize the demobilization and return to readiness for their task force. Students will demonstrate through exercise the roles & responsibilities of task force leadership in the various response phases from activation through return to home base.

FIRE SERVICE HYDRAULICS
The course curriculum covers relationship between flow and pressure and mathematical hydraulic formulas. Course includes pump theory, pump rating, and pressure and vacuum gauges. Students must bring a simple calculator with square root function.

FIREFIGHTER I KNOWLEDGE AND OBJECTIVES ON LINE PROGRAM
The on-line course is for informational purposes for use by a volunteer agency. This class does not include any practical skills, first responder requirement, CPR, or forestry components. Students will need to work with their local fire department and a certified instructor to complete the practical skills and other components and objectives not covered in the on-line program.

FLUSAR TECHNICIAN LEVEL FOR CONFINED SPACE
The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Confined Space, must have understanding of NFPA 1670 7.3 Confined Space Operations Level prior to starting the Technician Level training. At a successful completion of the Technician Level, the candidate will have an understanding of the functions and developments of NFPA 1670 7.4.

FLUSAR TECHNICIAN LEVEL FOR VEHICLE & MACHINERY
The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Vehicle and Machinery, must have understanding of NFPA 1670 8.3 Vehicle and Machinery Operations Level prior to starting the Technician level training. At a successful completion of the Technician level, the candidate will have an understanding of the functions and developments of NFPA 1670 8.8.

LIVE FIRE TRAINING INSTRUCTOR PROGRAM
This curriculum is designed to deliver a comprehensive live fire training program, within a safe and controlled environment, in accordance with NFPA 1402, NFPA 1403, and NFPA 1500. Both lecture and practical will be used allowing participants to apply knowledge of the above standards to training activities.
**FLUSAR OPERATIONS LEVEL ROPE RESCUE**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Rope Rescue Operations Level, must have understanding of NFPA 1670 6-2 Rope Awareness level prior to starting operations level training. At a successful completion of the Operations level, the candidate will have an understanding of the functions and developments of NFPA 1670 6.3.

**FLUSAR TECHNICIAN LEVEL ROPE RESCUE**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Rope Rescue Operations Level, must have understanding of NFPA 1670 6.3 Rope Rescue Operations Level prior to starting the Technician Level Training. At a successful completion of the Technician Level, the candidate will have an understanding of the functions and developments of NFPA 1670 6.4.

**FLUSAR DISASTER SEARCH PLANNING & MANAGEMENT**

This course is intended to train personnel who may be assigned to organize, plan, and manage a search operation as a member of one of DHS/FEMA's 28 US&R Task Forces. The training will cover the duties of planning and managing search operations at a single site or over a wide area in the disaster environment.

**FLUSAR OPERATIONS LEVEL FOR STRUCTURAL COLLAPSE**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations Level for Structural Collapse, must have understanding of NFPA 1670 5-2 Structural Collapse Awareness level prior to starting the Operations level training. At a successful completion of the Operations level, the candidate will have an understanding of the functions and developments of NFPA 1670 5.3.

**FLUSAR TECHNICIAN LEVEL FOR STRUCTURAL COLLAPSE**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Structural Collapse must have understanding of NFPA 1670 5.3 Structural Collapse Operations Level prior to starting the Technician level training. At a successful completion of the Technician Level, the candidate will have an understanding of the functions and developments of NFPA 1670 5.4.

**FLUSAR TECHNICIAN LEVEL WATER SEARCH AND RESCUE**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Water Search and Rescue, must be capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who have authorization to take prompt corrective measures to eliminate them. At a successful completion of the course, the candidate will have an understanding of the functions and developments of NFPA 1670 9.3.1 through 9.3.5 and 9.4.1 through 9.4.6.
**FLUSAR OPERATIONS LEVEL TRENCH AND EXCAVATION**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Trench and Excavation Operations Level, must have understanding of NFPA 1670 11.2 Trench and Excavation Awareness Level prior to starting the Operations Level Training. At a successful completion of the Operations Level, the candidate will have an understanding of the functions and developments of NFPA 1670 11.3.

**FLUSAR TECHNICIAN LEVEL TRENCH AND EXCAVATION**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Trench and Excavation Technician Level, must have understanding of NFPA 1670 9-3 Trench and Excavation Operations Level prior to starting the technician level training. At a successful completion of the technician level, the candidate will have an understanding of the functions and developments of NFPA 1670 9-4.3, procedures (a) to (e).

**FLUSAR OPERATIONS LEVEL FOR VEHICLE & MACHINERY**

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations Level for Vehicle and Machinery, must have understanding of NFPA 1670 8-3 Vehicle and Machinery Awareness level prior to starting the Operations Level training. At a successful completion of the Operations Level, the candidate will have an understanding of the functions and developments of NFPA 1670 8.3.
The following Special Interest Classes may be offered at various times throughout the year. Please see the Community Technical & Adult Education Course Schedules for specific running times and costs.

A TASTE OF THE MEDITERRANEAN
Treat your taste buds to something out of the ordinary. Take a culinary journey to Spain, Italy, France, Greece, Morocco, North Africa, and the Middle East. The experience begins with hands-on preparation of several items representing each country in the region. Your culinary journey ends with desserts and sauces representing the region.

BALLROOM DANCING FOR BEGINNERS
Begin learning your dance skills with this sampler class. This beginner class is designed to teach you moves and the skills needed to maneuver on the dance floor.

BASIC COOKING SKILLS
Students will have the opportunity to participate and interact with a seasoned professional chef to learn basic culinary techniques. In this hands-on class, the novice cook learn their way around the kitchen and discover the joys of cooking.

BEGINNING PIANO
If you have ever wanted to learn how to play the piano in a fun group atmosphere, there is no better time than now for you to start. Learn basic piano performance techniques, music theory and how to play your favorite songs in just a few weeks.

BEGINNING SPANISH I
Beginning Spanish starts with the basics of vocabulary, sentence structure, and common phrases used in the Spanish-speaking world.

BEGINNING SPANISH II
Si usted puede leer esto, estás listo para esta clase. This class builds on what was learned in the Beginning Spanish I class and continues study of conversation and reading comprehension.

BELLY DANCING
Learn ancient movements to encourage poise and grace. Use and exercise every muscle in your body and in turn increase flexibility and suppleness. Classes will include body movements, accents and footwork to fundamental rhythms. A path to better health, a trimmer body, and stress relief!
CAKE DECORATING

Successful decorating begins with the basics of making and coloring icing, preparing cakes and fillings, and using decorating bags. You will learn the best ways to create cakes and icings that are ideal for decorating and the “tricks of the trade” so you can always get the results you want. Techniques are taught step-by-step.

COOKING AROUND THE WORLD

Treat your taste buds to something out of the ordinary and take a culinary journey around the world right in the kitchen on the CTAE campus. The experience begins with hands-on preparation of several items representing different countries from around the world, and ends with savory desserts from the same regions.

EVERYDAY GOURMET

In this class, you will learn to take inexpensive every day food items and turn them into exquisite taste tempting gourmet dishes.

FLORAL DESIGN

In this class, you will learn basic skills in floral design. You will also learn how to make beautiful silk arrangements.

GLASS FUSING

Layering of glass and melting in a kiln will be the process used in this six-week class. Students will learn the basics of glass fusing. Topics that will be discussed include glass compatibility, firing schedules, frit and stringer use, slumping in to molds, and decorative techniques. Five projects will be completed.

GOURMET DESSERTS

In this fun, hands-on class, you will discover your creative talents as you learn how to make classic gourmet desserts, such as crème brulée, soufflés, cheesecakes, and chocolate truffles, just to name a few.

HEALTHY COOKING

Get hands-on experience in this exciting class as you learn how to prepare delicious and nutritious meals.

HOLIDAY COOKING

Be prepared to offer your guests a “taste bud’s celebration” this holiday season with the dishes you create in this cooking course.

HOW TO BOIL WATER

Yes, this is a cooking class! Students will participate in basic culinary techniques and see specialized demonstrations. Learn the differences between flavoring and seasoning, the proper use of herbs and spices, and difference between “dry cookery” and “moist cookery.”
INTERMEDIATE SPANISH
This class builds on what was learned in the Beginning Spanish II class and continues study into advanced conversation and reading comprehension.

PHOTOGRAPHY (BEGINNING AND INTERMEDIATE)
The emphasis of the class is on the basics of photography when using a SLR camera. Topics include picture composition, background, foreground, lens speed, and lighting techniques. The intermediate class goes into greater detail and explores the basics of the darkroom and film development.

POTTERY (BEGINNING AND INTERMEDIATE)
Hands-on experience is the basis for this class in the techniques of pottery making. Topics include pinch pots, slabs, coils and press molds. The intermediate class will explore techniques of glazing and wheel throwing.

SALSA DANCING FOR BEGINNERS
Are you tired of sitting and watching while others are on the dance floor moving to the exciting rhythm of Salsa music? Join this class and learn the basics of Salsa Dancing including the Cha-cha-cha and merengue.

SEWING AND DESIGN
This class offers the student a chance to learn the basics of sewing using their personal sewing machine. Topics include the basics of sewing machines, selecting fabric, proper interfacing, and how to alter clothes.

STAINED GLASS
Participants will learn the copper foil method of Stained Glass. Skills taught include glass cutting, grinding, foiling, soldering, and glass and pattern selection. Four projects will be completed during this six-week class.

WELDING
This continuing workforce education course is for welders with documented work experience in the field. This course may cover any of four welding processes, shielded metal arc (SMAW), gas metal arc (GMAW) and flux cored arc welding (FCAW) and gas tungsten arc welding (GTAW) processes. The course may be repeated as needed to reach desired skill level. Students may earn welding certifications for an additional fee through this course.

YOGA
Another ancient art of the Orient is explored, offering stretching techniques for all muscle groups. Other topics include methods of breathing, postures to promote flexibility, stress reduction, and body toning.
Community Technical & Adult Education wishes to acknowledge the integral role the following education sites play in our students achieving the necessary skills to complete their goals.

1st Quality Title, LLC
Advanced Imaging Center, Inc
Airport Road Animal Clinic, Inc.
Allen Ridge Diagnostic Imaging Center
Allergy & Asthma Care of Florida, Inc.
American Heart Association
Apex Pediatrics
Associates of Urology Care of Ocala, PA
Azizullah, Abu MD, PA
Bare Chiropractic
Behringer, Frederick MD
Bellevue Chiropractic Clinic, P.A.
Bullard & Associates, P.A.
Central Florida Heart Group
Central Florida Urology Specialists, LLC
dba Advanced Urology Specialists
Childhood Development Services, Inc.
City of Ocala Fire Rescue
Citrus Memorial Hospital
Citrus Memorial Health Foundation, Inc.
dba Citrus Memorial Health System
Citrus Levy Marion
Regional Workforce Development Board
Clark, Lowell MD, PA
College of Central Florida
Community Health Care Service of Marion County, Inc.
Companion Animal Clinic
Cone Distributing, Inc.
Countryside Medical, PA
Cypress Health Systems Florida, Inc.
dba Tri County Hospital - Williston
Dixie Metal Products, Inc.
Downtown Chiropractic & Wellness Center, PA
Early Learning Coalition
Express Care of Belleview
Express Care of Leesburg
Express Care of Ocala, PA or Inc.
Family Care Specialists Inc. Ocala
Family Care Specialists Inc. of Belleview
Family Care Specialists Inc. West Ocala Office
Family Care Specialists Urgent Care
Florida Legal Advocacy Group of Ocala, P.A.
Florida Living Options, Inc.
dba Hawthorne Health & Rehab of Ocala
Florida State Fire College
Forest Family Health
Gynecology Specialists of Ocala Rosemary Obanye, MD
Joseph C. Hildner, M.D., P.A.
dba Family Doctors of Belleview
Heart of FL Health Center
Heart of FL Health Center Belleview
Heart Rhythm Associates Daniel Rieders, MD
Humane Society of Marion County, Inc.
Kairab, Himanshu, MD, PA
Lake Medical Imaging and Breast Center
Langley Health Services
Larry Popeil, M.D., P.A.
Leesburg Regional Medical Center, Inc.
Leesburg Regional
dba Alliance Lab at Lake Harris
Leesburg Regional dba The Villages Regional Lab East Campus
Leesburg Regional dba The Villages Regional Hospital Lab at Lake Sumter Landing
Leesburg Regional dba The Villages Regional Hospital Lab at Buffalo Ridge
LifeStyle Solutions Medspa, P.L.
<table>
<thead>
<tr>
<th>Training Affiliates</th>
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<tbody>
<tr>
<td>Marion Community Hospital, Inc. dba Ocala Regional Medical Center &amp; West Marion Community Hospital</td>
<td>Ocala West Family Medicine</td>
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<tr>
<td>Marion County Board of County Commissioners - Marion Animal Services</td>
<td>Oneblood, Inc. <em>(Florida Blood Center - Leesburg)</em></td>
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<td>Marion County Board of County Commissioners</td>
<td>Oneblood, Inc. <em>(Florida Blood Center - Ocala)</em></td>
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<td>Marion County Blood Bank d/b/a Florida’s Blood Centers</td>
<td>Oneblood, Inc. <em>(Florida Blood Center - The Villages)</em></td>
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<td>Marion County Fire Rescue</td>
<td>Paddock Park Animal Care Center</td>
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<td>Marion County Literacy Council, Inc</td>
<td>Phoenix House of Florida</td>
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<td>Marion County Public Library</td>
<td>Popeil, Larry MD, PA</td>
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<td>Marion County Sheriff’s Office</td>
<td>Premier Pediatrics, LLC</td>
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<td>Marion Heart Associates, PA</td>
<td>Project Health, Inc. d/b/a Thomas E. Langley Medical Center</td>
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<td>Marion House Nursing Home</td>
<td>Prompt Primary Care of Ocala, PA</td>
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<td>Marion County Senior Services, Inc.</td>
<td>Qamar, Asad, MD Institute of Cardiovascular Excellence</td>
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<td>Marion Pediatrics, PA <em>(Dr. Yves Lande Pierre, M.D.)</em></td>
<td>Radiology Associates of Ocala, Inc.</td>
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<td>Marion Veterinary Hospital</td>
<td>S.A. · PG - Ocala, LLC <em>(Palm Gardens)</em></td>
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<td>McFaddin, David MD, PA</td>
<td>Shands Teaching Hospital and Clinics, Inc. d/ba Shands at University of Florida “Shands”</td>
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<td>Med Lab Services, LLC</td>
<td>Shands Cancer Center</td>
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<td>Munroe Regional Medical Center</td>
<td>Siva, M.D., PA.</td>
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<td>North Florida Regional Medical Center, Inc.</td>
<td>Solanki Cardiology, LLC</td>
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<td>Oakhurst Nursing and Rehabilitation Center</td>
<td>Southeastern Integrated Medical, P.L., Ocala, Fl</td>
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<td>Ocala Family Physicians, PA</td>
<td>Starke HMA, LLC d/ba Shands Starke Regional Medical Center</td>
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<td>Ocala Derm &amp; Skin Cancer Center, PA</td>
<td>Stella’s Modern Pantry</td>
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<td>Ocala Dermatology &amp; Skin Surgery</td>
<td>Timber Ridge Imaging Center</td>
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<td>Ocala Eye Surgeons, PA</td>
<td>Ugarte, Julio MD Institute of Medical Excellence</td>
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<td>Ocala Family Medical Center</td>
<td>Villages Health System</td>
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<td>Ocala Fire Rescue</td>
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<td>The Villages Regional Hospital</td>
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<td>Ocala Health &amp; Rehabilitation</td>
<td>West Marion Community Hospital</td>
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<td>Ocala Lung &amp; Critical Care Assoc, Inc.</td>
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<td>Ocala Oncology Center, PL</td>
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<td>Ocala Orthopaedic Group, PA</td>
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<tr>
<td>Ocala Pediatrics, P.A.</td>
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<td>Ocala Pediatric Center</td>
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<td>Ocala Police Department</td>
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<td>Ocala Regional Medical Center</td>
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<tr>
<td>The Orthopaedic Institute, Ocala, FL</td>
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</table>
This catalog has been prepared so students or parent(s)/guardian(s) (if student is under the age of 18) can become familiar with the following:

1. Course or program availability, descriptions and costs related to CTAE programs.
2. Student academic performance and behavioral expectations.
3. Financial assistance opportunities.

I have read the 2013-2014 CTAE School Catalog and either have a printed hard copy or accessibility to the catalog online through CTAE’s website.

Parent/Guardian Signature

________________________________________

Printed Name

________________________________________

Date

Student Signature

________________________________________

Printed Name

________________________________________

Date

NOTE: You may receive a hard copy of this catalog upon request.