

2025-2026



VA CATALOG

Office of
Postsecondary Career
and Technical Education



FREV 7/24/25

VA CATALOG

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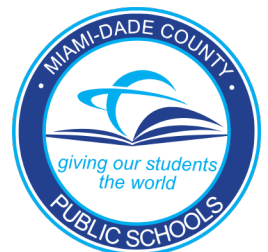




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INTRODUCTION

The primary objective of the **Miami-Dade County Public Post-Secondary/ Career Technical Educational programs** is to develop each student's potential for learning and to foster positive interpersonal relationships. These programs are designed to prepare a student to enter the career of his or her choice through technical training.

Post-secondary/Career Technical Education programs are one of the most affordable in Miami-Dade County, offering over 65 training programs which are designed to support the local workforce. The **Adult & Career Technical Education programs** provides students with a pathways in the areas of Business Administration; Commercial Arts & 3 D Animation; Construction & Apprenticeship; Commercial Foods, Culinary Arts & Baking; Health Occupations; Information Technology; Licensed Childcare; Personal Services; Manufacturing; Public Safety & Security; and Transportation.



GEORGE T. BAKER AVIATION TECHNICAL COLLEGE

3275 N.W. 42nd Avenue, Miami, FL 33142

Office: (305) 871-3143



D.A. DORSEY TECHNICAL COLLEGE

7100 NW 17th Ave, Miami, FL 33147

Office: (305) 693-2490



LINDSEY HOPKINS TECHNICAL COLLEGE

750 NW 20th St, Miami, FL 33127

Office: (305) 324-6070



MIAMI LAKES EDUCATIONAL CENTER TECHNICAL COLLEGE

Main Campus

5780 NW 158th Street, Miami Lakes, FL 33014

Office: (305) 557-1100

Parkway Educational Complex

2349 NW 175th St, Miami Gardens, FL 33056

Office: (305) 624-9613



ROBERT MORGAN EDUCATIONAL CENTER TECHNICAL COLLEGE

18180 SW 122 Avenue – Miami, FL 33177

Office: (305) 253-9920



SOUTH DADE TECHNICAL COLLEGE

Homestead Campus

109 N.E. 8 Street, Homestead, FL 33030

Office: (305) 248-5723

South Dade Skills Center Campus

28300 S.W. 152nd. Ave., Leisure City, FL 33033

Office: (305) 247-7839



WILLIAM H. TURNER TECHNICAL ADULT EDUCATION CENTER

10151 NW 19th Avenue, Miami, FL 33147

Office: (305) 691-8324



CONTACTS

District	
Mr. Rene Mantilla	Assistant Superintendent
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D.A. Dorsey Technical College	
Mr. Jacoby Watkins	Director
Mr. Gino S. Kennedy	Associate Director
Ms. Patsy Bowers	Financial Aid Officer/School Certifying Official

George T. Baker Technical College	
Mr. Ciro R. Hidalgo	Director
Ms. Cassandra Whitehead	Office Manager/School Certifying Official

Lindsey Hopkins Technical College	
Mr. Chantal G. Osborne	Director
Ms. Felicia P. Green	Registrar, School Certifying Official

Miami Lakes Educational Center Technical College	
Dr. Starsheema G. Greene	Director
Ms. Nelmay Silva	Associate Director
Ms. Tatiana M. Gomez	Financial Aid Officer/School Certifying Official
Mr. Robart A. Whiting	Financial Aid Officer

Robert Morgan Educational Center Technical College	
Dr. Ericka Caldwell-Clinch	Director
Mr. Barto G. Davis	School Certifying Official

South Dade Technical College - South Dade Skills Center Campus	
Mr. Scott Parker	Director
Ms. Jacqueline E. Chavarria	Financial Aid Officer/School Certifying Official

William H. Turner Adult and Continuing Education Center	
Mr. Uwezo B. Frazier	Principal
Ms. Tania M. De Castro	School Certifying Official
Ms. Kimberly L. Mccullough	School Certifying Official



ACCREDITATIONS

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Education Foundation

Professional Service Association
1526 Howard Ave, Marengo, IA 52301
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National Center for Construction
Education & Research (NCCER)
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Commission on Dental Accreditations
(CODA)
American Dental Association Commission
on Dental Accreditation
211 Ease Chicago Avenue, Suite 1900
Chicago, Illinois 60611
Phone: 312-440-4653

Pharmacy Technician Certification Board
Suite 101
2215 Constitution Avenue NW
Washington, DC 20037





POLICIES AND TUITION/REFUND INFORMATION

Admission Standards

Any person 16 years of age or older, who is officially withdrawn from the K-12 program, is eligible to enroll. Any individual with special needs applying for admission is referred to Vocational Rehabilitation or other appropriate agencies. These agencies work closely determine when an individual is ready to be accepted for admission into an adult program.

A prospective student may register directly for courses that do not have pre-entrance requirements by completing registration forms and paying required fees and tuition.

A student enrolling in adult education programs is required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

A student who enters a Career and Technical Educational (CTE) program, with 450 plus instructional clock hours, is required to complete a basic skills examination within the first six (6) calendar weeks after admission into a CTE program.

Exceptions from the basic skills testing requirements are given to students who have one of the following:

- A Florida Standard High School Diploma issued after 2007 or
- An Associate of Applied Science or Arts or higher

Entrance into CTE programs may have additional requirements and require counselor approval.

Program requirements may include:

- High school graduation or GED transcripts
- Orientation
- Minimum scores on entrance test

If counseling and/or test scores indicate that the student does not qualify for the original program choice, then an alternate program or remediation is recommended.

Standards of Progress

Each VA student is expected to complete his/her program within the number of training hours approved by the Bureau of State Approving for Veterans Training, Florida Department of Veteran Affairs.

Complete attendance and progress records are maintained on each veteran who is certified as eligible for veterans' educational benefits. VA students will be provided a written progress or grade report at the end of each trimester. A copy of the report will be placed in the student's permanent file maintained by the school.

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term. Students will be provided a written progress or grade report at the end of each trimester.



Grade	Numeric Value	Interpretation	Grade Point Values
A	90 -100%	Outstanding	4
B	80 -89%	Good	3
C	70 -79%	Satisfactory	2
D	60 -69%	Minimal; improvement needed	1
F	0 -59%	Unsatisfactory	0

A VA student whose CGPA falls below 2.0 at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

Policies relative to standards of progress and conduct required of its students are enforced. These include, but are not limited to, placing students on probation for a period of one month when their reported progress is less than satisfactory in any program they are pursuing. These students are referred to the Guidance Department. If satisfactory progress is not reported, the student is notified that he/she cannot complete the program within the approved number of training hours and then terminated from VA educational benefits and the Veterans Administration will be notified of unsatisfactory progress.

Reinstatement after dismissal will be granted only if mitigating circumstances exist. Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training



PROGRAM OFFERINGS

Overall Matrix by Programs

Program Name	Hours	D.A. Dorsey Technical College	George T. Baker Aviation Technical College	Lindsey Hopkins Technical College	Miami Lakes Educational Center Technical College	Robert Morgan Educational Center Technical College	South Dade Technical College - South Dade Skills Center Campus	William H. Turner Technical Arts Adult Ed. Center
3-D Animation Technology	1050					×		
Automotive Collision Technology Technician	1400			×	×	×		
Aviation Airframe Mechanics	1350		×					
Aviation Powerplant Mechanics	1350		×					
Avionics Systems Technician	1200		×					
Baking & Pastry Arts	600					×		
Barbering	900						×	×
Biomedical Equipment Repair Technology	1140			×				
Building Trades and Construction Design Technology	900							×
Central Sterile Processing Technology	650			×				
Commercial Art Technology	1500			×		×		
Commercial Vehicle Driving	320				×			
Computer Systems & Information Technology (CSIT)	900	×		×	×	×		
Cosmetology	1200				×	×	×	
Dental Assisting	1230			×	×	×		
Diesel Systems Technician	1800				×	×		
Dietetic Management and Supervision	300			×				
Early Childhood Education	600			×		×		
Electricity	1200			×				×
Electricity 1	750							
Electronic Systems Technician	900				×			
Master Automotive Service Technology	1800			×	×	×		
Master Automotive Service Technology 1	1050	×		×			×	
Master Automotive Service Technology 2	750	×		×			×	
Manufacturer Specific Automotive Service Technology	2400				×	×		



PROGRAM OFFERINGS

Overall Matrix by Programs

Program Name	Hours	D.A. Dorsey Technical College	George T. Baker Aviation Technical College	Lindsey Hopkins Technical College	Miami Lakes Educational Center Technical College	Robert Morgan Educational Center Technical College	South Dade Technical College - South Dade Skills Center Campus	William H. Turner Technical Arts Adult Ed. Center
Facials Specialty	220			×		×	×	
Fashion Technology and Production Services	1050			×				
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)	1350			×				
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1	750				×	×	×	×
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 2	600					×	×	×
Heavy Equipment Operations Technician	1200				×			
Hemodialysis Technician	600						×	
Major Appliance and Refrigeration Technician	1200				×	×		
Marine Services Technologies	1350			×				
Medical Assisting	1300	×			×	×	×	
Medial Coder/Biller	1110	×						
Nails Specialty	180			×		×	×	
Network Support Services	1050					×		
Nutrition and Dietetic Clerk	300			×				
Patient Care Assistant	290	×		×				
Patient Care Technician	600					×		
Pharmacy Technician	1050	×			×		×	
Phlebotomy	165			×			×	
Plumbing	1080					×		×
Practical Nursing	1350			×	×	×		
Professional Culinary Arts & Hospitality	1200			×	×	×		
Surgical Technology	1330			×				
Welding Technology	1050				×	×		×
Welding Technology - Advanced	750				×	×		×



PROGRAM OFFERINGS

Overall Matrix by Programs

D.A. Dorsey Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Computer Systems & Information Technology (CSIT)	Y100200	110901	900	Yes
Master Automotive Service Technology 1	T400700	470604	1050	Yes
Master Automotive Service Technology 2	T400800	470604	750	Yes
Medical Assisting	H170515	510801	1300	Yes
Medical Coder/Biller	H170529	510707	1110	Yes
Patient Care Assistant	H170692	513902	290	Yes
Pharmacy Technician	H170500	510805	1050	Yes

George T. Baker Aviation Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Aviation Airframe Mechanics	T640300	470607	1350	Yes
Aviation Powerplant Mechanics	T640400	470608	1350	Yes
Avionics Systems Technician	T400310	470609	1350	Yes



PROGRAM OFFERINGS

Overall Matrix by Programs

Lindsey Hopkins Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Automotive Collision Technology	T401300	470603	1400	Yes
Biomedical Equipment Repair Technology	J400100	150401	1140	Yes
Central Sterile Processing Technology	H170222	510899	650	Yes
Commercial Art Technology	I480203	500402	1500	Yes
Computer Systems & Information Technology (CSIT)	Y100200	110901	900	Yes
Dental Assisting	H170106	510601	1230	Yes
Dietetic Management and Supervision	N900100	513040	300	Yes
Early Childhood Education	E300100	190709	600	Yes
Electricity	I460312	460302	1200	Yes
Facials Specialty	I120425	120408	220	Yes
Fashion Technology and Production Services	K500100	500407	1050	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	C400400	150501	1350	Yes
Marine Service Technologies	T400210	470616	1350	Yes
Master Automotive Service Technology	I470608	470604	1800	Yes
Master Automotive Service Technology 1	T400700	470604	1050	Yes
Master Automotive Service Technology 2	T400800	470604	750	Yes
Nails Specialty	I120415	120410	180	Yes
Nutrition and Dietetic Clerk	N300100	513103	300	Yes
Patient Care Assistant	H170692	513902	290	Yes
Phlebotomy	H170302	511009	165	Yes
Practical Nursing	H170607	513901	1350	Yes
Professional Culinary Arts and Hospitality	N100500	120503	1200	Yes
Surgical Technology	H170211	510909	1330	Yes



PROGRAM OFFERINGS

Overall Matrix by Programs

Miami Lakes Educational Center and Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Automotive Collision Technology	T401300	470603	1400	Yes
Commercial Vehicle Technology	I470608	490205	320	Yes
Computer Systems & Information Technology (CSIT)	Y100200	110901	900	Yes
Cosmetology	D500100	120401	1200	Yes
Dental Assisting	H170106	510601	1230	Yes
Diesel Systems Technician	I470605	470605	1800	Yes
Electronic Systems Technician	J540300	150303	900	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	C400410	150501	750	Yes
Heavy Equipment Operations Technician	T440200	490202	1200	Yes
Manufacturer Specific Automotive Service Technology	I470604	470604	2400	Yes
Master Automotive Service Technology	I470608	470604	1800	Yes
Major Appliance and Refrigeration Technician	J620300	470106	1200	Yes
Medical Assisting	H170515	510801	1300	Yes
Pharmacy Technician	H170500	510805	1050	Yes
Practical Nursing	H170607	513901	1350	Yes
Professional Culinary Arts and Hospitality	N100500	120503	1200	Yes
Welding Technology	J400400	480508	1050	Yes
Welding Technology - Advanced	J400410	480508	750	Yes

Miami Lakes Educational Center and Technical College @ Parkway Educational Complex

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Medical Assisting	H170515	510801	1300	Yes
Practical Nursing	H170607	513901	1350	Yes

Miami Lakes Educational Center and Technical College @ Robert Morgan Educational Center and Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Manufacturer Specific Automotive Service Technology	I470604	470604	2400	Yes



PROGRAM OFFERINGS

Overall Matrix by Programs

Robert Morgan Educational Center and Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
3-D Animation Technology	I480200	100304	1050	Yes
Automotive Collision Technology Technician	T401300	470603	1400	Yes
Baking and Pastry Arts	N100600	120501	600	Yes
Commercial Arts Technology	I480203	500402	1500	Yes
Computer Systems and Information Technology (CSIT)	Y100200	110901	900	Yes
Cosmetology	D500100	120401	1200	Yes
Dental Assisting	H170106	510601	1230	Yes
Diesel Systems Technician	I470605	470605	1800	Yes
Early Childhood Education	E300100	190709	600	Yes
Facials Specialty	I120425	120408	220	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	C400410	150501	750	Yes
Major Appliance and Refrigeration Technician	J620300	470106	1200	Yes
Manufacturer Specific Automotive Service Technology	I470604	470604	2400	Yes
Master Automotive Service Technology	I470608	470604	1800	Yes
Medical Assisting	H170515	510801	1300	Yes
Nails Specialty	I120415	120410	180	Yes
Network Support Services	B078000	110901	1050	Yes
Plumbing	C500500	460503	1080	Yes
Practical Nursing	H170607	513901	1350	Yes
Professional Culinary Arts & Hospitality	N100500	120503	1200	Yes
Welding Technology	J400400	480508	1050	Yes
Welding Technology - Advanced	J400410	480508	750	Yes



PROGRAM OFFERINGS

Overall Matrix by Programs

South Dade Technical College - South Dade Skills Center Campus

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Cosmetology	D500100	120401	1200	Yes
Facials Specialty	I120425	120408	220	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	C400410	150501	750	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2	C400420	150501	600	Yes
Hemodialysis Technician	H170207	0351101100	600	Yes
Manufacturer Specific Automotive Service Technology	T400700	470604	1050	Yes
Master Automotive Service Technology	T400800	470604	750	Yes
Medical Assisting	H170515	510801	1300	Yes
Nails Specialty	I120415	120410	180	Yes
Pharmacy Technician	H170500	510805	1050	Yes

William H. Turner Technical Arts Adult Ed Ctr.

(The programs listed below are non-accredited for this location.)

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Barbering	I120403	120402	900	Yes
Building Trades and Construction Design Technology	C100100	460415	900	Yes
Electricity	I460312	460302	1200	Yes
Electricity 1	C400500	460302	750	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	C400100	150501	750	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2	C400420	150501	600	Yes
Plumbing	C500500	460503	1080	Yes
Welding Technology	J400400	480508	1050	Yes
Welding Technology - Advanced	J400410	480508	750	Yes



PROBATION

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

Unsatisfactory Progress

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

Student Code of Conduct

The primary objective of the Miami-Dade County Public Post-Secondary/ Career Technical Educational programs is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school's environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

[https://www.adulteducationworks.com/wp-content/uploads/2023/09/](https://www.adulteducationworks.com/wp-content/uploads/2023/09/Postsecondary-Code-of-Student-2023-2024.pdf)

Postsecondary-Code-of-Student-2023-2024.pdf

*Attendance Policy

Attendance records are recorded by the teacher daily through the FOCUS platform. Career and technical program students absent from class for six (6) consecutive meetings and adult general education students absent from class for six (6) consecutive meetings are dropped automatically from the class roll. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

*Satisfactory Academic Progress (SAP)

SAP is a required measurement of a student's academic progress towards their academic goal. Progress must be measured by both grade-based (qualitative) and time/pace of completion (quantitative) standards. For programs lasting one year or less, SAP must be assessed at the end of each payment period (FA) and for VA students, at the end of each trimester. For programs lasting more than one year, SAP must be assessed annually corresponding with the end of a payment period (FA) and for VA at end of each trimester. SAP must be measured cumulatively. The Code of Federal Regulations, CFR 668.34 requires that schools establish satisfactory progress standards and policy for students applying for and receiving federal aid. This regulation requires that the Financial Aid Office and the School Certifying Officer review all periods of a student's enrollment history to determine if a student is making SAP towards an educational objective.



ATTENDANCE

SCO's will monitor student's current attendance data as reflected in the district's FOCUS platform and their pace towards program completion, as well as the student's current grade based on weekly academic assessments derived from class/shop work, externships, and other practicum which appear in the district's FOCUS platform. (The school official will confirm a student's attendance to ensure they have successfully completed the 67% of the maximum scheduled hours for which they are enrolled).

The student's attendance record (grade and transcripts) will be retained in the veteran's file for USDVA and SAA audit purposes, for a minimum of 3 years.

We are required by law to drop veterans from their program because of poor attendance or unsatisfactory progress. The final decision whether to allow a student to re-enter belongs to the school, not the Veterans Administration.

It is the responsibility of the veteran to notify the Financial Aid Officer of any change of programs, course hours, instructors, etc., to avoid any loss of benefits.

A veteran is not permitted to re-enter a program on veteran status for one month after being dropped from veteran status. The only exceptions to this policy are: proof of medical attention, mandatory court appearance before a judge, jury duty, active military service or death in immediate family. To be re-entered for these reasons, or to have an absence considered satisfactory, proof of such absence must be presented as it occurs to the Financial Aid Office the day the veteran returns to school. If a veteran brings in a medical excuse signed by the doctor, it must specifically list each day the veteran was absent due to medical reasons. An excuse stating a veteran was under the doctor's care from the 10th of the month to the 17th will not suffice. These medical excuses will be kept in the veteran's permanent file in the Financial Aid Office.

Veterans should be careful in observing the attendance policies as any temporary interruption of attendance during the month will cause a delay in VA checks.

Attendance Policy for George T. Baker Aviation Technical College

An important factor for success at George T. Baker Aviation is regular school attendance. Students who are tardy and/or excessively absent from the instructional program will not achieve the desired results in vocational or academic achievement.

Adult students absent from class for six consecutive class sessions are automatically withdrawn from the class roll due to unsatisfactory attendance. Students must report to the registrar's office before returning to class.

The Federal Aviation Administration requires 85% attendance of the maximum scheduled hours for Airframe and Power Plant programs.

Attendance in both the Airframe and Powerplant Technician program and the Avionics program is calculated in 15-minute intervals.

Federal financial aid students have specific attendance requirements. The policy is distributed to each student by the financial aid officer.



RE-ENTRANCE POLICY AFTER DISMISSAL FOR VIOLATION THE ATTENDANCE POLICY

Reinstatement after dismissal will be granted only if mitigating circumstances exist. Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

Veterans Administration Requirements

New Students

Veterans who have never used their VA benefits should apply by mail, in person, or online at <https://www.va.gov/education/how-to-apply/>. You will get a Certificate of Eligibility (COE), or award letter, in the mail if the VA approved your application for educational benefits. Bring your COE, DD214, and all prior training transcripts to the VA certifying official at your school.

Previously Enrolled Students

Veterans who have previously received benefits at another school must complete VA Form 22-1995 (Change of Program or Place of Training) and submit the form to the Financial Aid Office along with any changes in marital/family status that may have occurred since originally applying previously. A transcript of your prior training must be submitted. (Related or Non-related)

Transfers

Veteran students must report all program changes to the VA. A copy of VA Form 22-1995 must be filed with the school certifying official and retained in the veteran's file.

Continuing Students

Veterans who have attended an institution in the past and are returning to that same institution and continuing in the same program must notify the Financial Aid Office so that they can be certified for the remaining length of course for which they may be still allowed to receive VA benefits. The Financial Aid Office does not automatically re-certify a veteran when he/she re-enters a program.

Credit for Previous Education and Training

A VA student who previously attended another post-secondary institution or higher learning institute (college or university) must put in a request in writing institution to have their official transcripts(s) forwarded to the School Certifying Official in the Financial Aid Office. All transcripts of previous training should be submitted at time of initial registration. The SCO will not submit a VA certification until all previous training transcripts are provided.

The VA student's previous training and/or experience will be evaluated by the program instructor at the institution. Should credit(s) be accepted and/or granted, the VA student's tuition and training will be reduced proportionally. A written notice of transferrable credits will be sent to the VA and the student.

**Limitation of Hours for Each Program**

Each course is approved for a certain number of hours of training. The VA does not grant extensions for additional hours of training if the veteran has not completed the program within that length of time. The veteran will be billed with an overpayment if he/she accepts money from the VA for more hours than the allotted time for the program. When the school reports the beginning date of the veteran's attendance, the date the veteran is expected to complete the program is also reported at the same time. The veteran's check will automatically be stopped on that date. A veteran can check the number of hours he/she has accumulated in his/her program by seeing a counselor or a registration clerk in Financial Aid Office.

Change of Program

A veteran may make an optional change of program if his previous program was not interrupted or discontinued due to his/her own misconduct, neglect, or lack of application. Where a veteran's program has been interrupted, or discontinued due to lack of satisfactory conduct or progress, he may make a change of program if it is found that:

1. The program of education which the veteran proposes to pursue is suitable to his/her aptitudes, interests, and abilities.
2. There exists a reasonable likelihood that there will not be a recurrence of unsatisfactory conduct or progress.

A copy of VA Form 22-1995 must be filed with the school certifying official and retained in the veteran's file.

Leave of Absence

Veteran students may not receive VA educational benefits while on leave of absence; enrollment is terminated at the last date of attendance.

Program Graduation Requirements

Program graduation requirements can be found in each school's catalog.



SECTION 1 INTRODUCTION

Tuition/Fees Schedule

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

Career and Technical Program:	
Resident (In-State)/hour	\$ 2.56
Non-Resident (Out-Of-State)/hour	\$ 10.25
Technology fee	\$ 20.00
Lab & Material Fee	(Fees vary by location and program. Contact the location for details.)
Liability Insurance	Fees vary by location and program.
Student ID	\$ 5.00
Adult General Education:	
Tuition	\$ 30.00
Student ID	\$ 5.00
Test Fee	\$ 8.00

When student fees are paid by credit card, the name and address of the registering student must match the credit card information.

Other Fees/Costs

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

Florida Residency

As a result of Florida Statute 1009.21, July 1, 2010, and Florida Statute 1009.22, which became effective on July 1, 2011, an applicant seeking to enroll in Career and Technical Education courses, must show proof of Florida residency. A student is eligible for in-state tuition and fees once Florida residency is verified. A student who cannot verify residency is charged out-of-state tuition fees for Career and Technical Education programs. Florida residency is defined as documented which verify that a student has lived or resided in the State of Florida for twelve (12) consecutive months. This does not refer to other definitions of residency established by other entities, including the U.S. Citizenship and Immigration Service (USCIS).

Fee Deferment Statement

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:



SECTION 1: INTRODUCTION

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Refund Policy

A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, if the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees more than the State requirement shall be refunded.

Refunds when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev.08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date.

A student withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct is not entitled to a refund of any tuition and fees.

A student who paid fees but is entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.

If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees if:

- the request is made, in writing, prior to the end of the course;
- supporting documentation (where appropriate) must be provided.

Students who receive Title IV funds and withdraw from the program, must contact the Financial Aid Office to receive a refund based on the Federal withdrawal calculation formula. Financial aid refund policy conforms to the provisions of Title 34 Part 668.22, Code of Federal Regulations (CFR). These provisions are detailed in Volume 5 Chapter 1 of the current Federal Student Aid Handbook <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2022-2023/vol5>

Federal Financial Aid (Title IV) is awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded. When there is an interruption in a student's attendance, Return to Title IV funds may be required.



When a Return of Title IV funds is required, both the institution and the student have a responsibility for returning funds. Funds that are not the responsibility of the school to return, must be returned by the student. The school can exercise the option to collect any funds from the student that must be returned.

Adult General Education (Non-Accredited Programs)

Adult General Education (Adult High School, ESOL, Adult Basic Education and GED) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts.

In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees if:

- the request is made, in writing, prior to the end of the course; and
- supporting documentation (where appropriate) must be provided

Postsecondary Career and Technical Education

Students are eligible for a full refund of Career and Technical Education (CTE) tuition, test fees and insurance fees if withdrawn within five days of the beginning of the class start date or the student registration date, whichever is later.

Non-Accredited Career and Technical Education Courses

The five-day policy shall not apply to CTE courses less than three weeks or 90 hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two days.

Veteran's Refund Policy (non-accredited programs only)

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than \$10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed – 38 CFR 21.4255



ELIGIBILITY ENTITLEMENT

VA Education Benefits

If VA Education Service administers five benefits programs to provide benefits and resources to help Service members, Veterans and their dependents or eligible family members achieve their education goals. These benefits include financial support for undergraduate and graduate degrees, non-college degree programs, licensing and certification tests, apprenticeships, on-the-job training and more.

You may be eligible for one or more of the following VA education benefit programs:*

- Post-9/11 GI Bill
- Montgomery GI Bill Active Duty (MGIB-AD)
- Montgomery GI Bill Selected Reserve (MGIB-SR)
- Survivors' and Dependents' Education
- Assistance (DEA) Program

If you pursue undergraduate and graduate degrees, you may be eligible for:

- Tuition Assistance Top-Up
- Tutorial Assistance

If you want to train for a specific career, trade, or industry, you may be eligible for:

- Personalized Career Planning and Guidance
- Vocational/technical training and non-college degree programs
- On-the-job training and apprenticeships
- Entrepreneurship training
- Flight training
- Test fees
- Veteran Employment Through Technology Education Courses (VET TEC)
- Edith Nourse Rogers Science Technology Engineering Math (STEM) Scholarship

If you want to work while you study, your education benefits may help pay for:

- Co-op training
- Work study

If you want to take classes from home, your education benefits may help pay for:

- Correspondence training
- Independent and distance learning

**You may qualify for more than one education benefit; however, you cannot receive benefits under more than one program at a time and cannot exceed 48 months of entitlement.*



The Post-9/11 GI-Bill® (Chapter 33)

The Post-9/11 GI Bill (Chapter 33) is the most frequently used VA education benefit. It provides up to 36 months of benefits to help pay for school or job training for Veterans, Service members, survivors and dependents.

Your Post-9/11 GI Bill benefits may include financial support for school tuition, fees, books, supplies, and housing. You may also receive reimbursement for license or certification tests, national exams or assistance for apprenticeships or on-the-job-training. A one-time benefit to help you relocate from certain rural areas to attend school is also available.

Based on length of active service, you are entitled to a percentage of each type of benefit, up to 100% of the maximum benefit. You may be eligible if you:

- Served at least 90 aggregate days of qualifying active service on or after September 11, 2001.
- Received a Purple Heart on or after September 11, 2001 and were honorably discharged after any amount of service.
- Served for at least 30 continuous days on or after September 11, 2001, and were honorably discharged with a service-connected disability.
- Are a spouse or dependent child using benefits transferred by a qualifying Veteran or Service member.

Your benefits expiration dates depend on when you were discharged from active duty. If your service ended before January 1, 2013, your Post 9/11 GI Bill benefits will expire 15 years after your last separation date from active service. If you do not use all of your benefits within 15 years, any remaining benefits will expire and will no longer be available. If your service ended on or after January 1, 2013, your benefits do not expire thanks to a section of the Harry W. Colmery Veterans Educational Assistance Act, also known as the "Forever GI Bill".

Some education benefits may be transferred to your spouse and child(ren) before leaving active duty. Learn more about transfer of benefits here and learn more about Post-9/11 GI Bill benefits and apply for education benefits at [VA.gov](https://www.va.gov).

Veterans Employment Through Technology Education Courses (VET TEC)

VET TEC is a five-year pilot program for eligible Veterans to help them secure meaningful employment in the fast-growing technology sector. The program pairs eligible Veterans with market-leading training providers that offer training and skills development in areas such as information science, computer programing, data processing, media applications and computer software programs. Veterans with at least one day of unexpired GI Bill entitlement may be eligible. This program does not utilize GI Bill entitlement. Participants receive tuition for a full-time high-tech training program and money for housing during training. VET TEC is subject by law to a \$15 million annual budget. In the event that the annual budget cap is hit, VA will no longer accept new VET TEC student enrollments until additional funding is secured or the new fiscal year starts on October.

1. View a full list of training providers and apply on [VA.gov](https://www.va.gov).



Edith Nourse Rogers Science Technology Engineering and Math (Rogers STEM) Scholarship

The Rogers STEM Scholarship provides up to nine months of additional Post-9/11 GI Bill benefits (with a maximum of \$30,000) to qualifying Veterans and Fry Scholars seeking an undergraduate STEM (Science, Technology, Engineering, and Math) degree or who have earned a STEM degree and are now seeking a teaching certificate. Priority is given to students who are entitled to 100% of Post9/11 GI Bill benefits and those who require the most credit hours. Review the STEM Designated Degree Program List and apply on VA.gov.

Yellow Ribbon Program

The Yellow Ribbon program provides additional financial support if you are eligible at the 100% benefit level and attend a school where tuition and fees exceed the maximum Post-9/11 GI Bill benefit available by law. Fry Scholars and Purple Heart recipients are also eligible for Yellow Ribbon. Check the Yellow Ribbon Search Tool to see if a school participates.

Montgomery GI Bill Active Duty (MGIB-AD)

The Montgomery GI Bill – Active Duty provides up to 36 months of education benefits.

Eligible individuals can receive benefits for:

- College degrees, non-college degrees, technical or vocational school
- On-the-job training and apprenticeship programs License or
- certification costs
- Tuition assistance Correspondence courses
- National tests

And, in some cases:

- Remedial, deficiency and refresher training
- Flight training

Who Is Eligible?

Those currently in service may be eligible after two years of active duty. Speak to the Education Services Officer at your installation for more information. You can also call 888-442-4551 (888-GI BILL 1).

Those separated from service may be eligible if:

- You entered active duty after June 30, 1985.
- You received a high school diploma (or equivalent) before the end of your first period of service.
 - In some cases, 12 hours of college credit qualifies.
- You received an honorable discharge.
- You continuously served for three years OR
 - Two years, if you first enlisted for that long.
 - Two years if you have an obligation to serve for years in the Selected Reserve and entered Selected Reserve within a year of leaving active duty.
 -

Different rules apply if you entered active duty before July 1, 1985. Certain other cases may also have different rules. Call 888-442-4551 (888-GI BILL 1) for more information.



Are There Pitfalls?

The following pitfalls could cause you to lose all MGIB benefits:

- If you do not have an honorable discharge, you are ineligible for education benefits.
- If you had an early discharge, your separation reason must meet certain criteria.

Call 888-442-4551 (888-GI BILL 1) for more information.

How Much Does VA Pay?

The amount of the monthly benefit is based on a few factors:

- The type of training
- Your length of service
- If DoD put "kickers," or extra money, in your MGIB fund

Typically, you have 10 years to use your MGIB benefits. Visit www.va.gov/education/ for the current rate.

Once you find an approved program, you can apply online at

<https://www.va.gov/education/how-to-apply/>.



Montgomery GI Bill Selected Reserve (MGIB-SR)

The Montgomery GI Bill – Selected Reserve (MGIB-SR, Chapter 1606) is an education program. It provides up to 36 months of education benefits to members of the Selected Reserve. This includes the Army, Marine Corps, Navy, Air Force, and Coast Guard Reserves. It also includes the Army National Guard and the Air National Guard.

Eligible reserve members may use education benefits for the following:

- College, business, technical or vocational school
- On-the-job training and apprenticeship programs License or certification costs
- Tuition assistance Correspondence courses
- National tests

And in some cases:

- Remedial, deficiency and refresher training
- Flight training

To find out if your school or program is approved for benefits under MGIB-SR, visit <https://www.va.gov/gi-bill-comparison-tool>.

Who Is Eligible?

You may be eligible if all of the following are true:

- After June 30, 1985, you signed a six-year obligation to serve in the Selected Reserve.
- You completed your Initial Active Duty for Training (IADT).
- You got your high school diploma or GED before you completed your IADT.
- You are in good standing in a drilling Selected Reserve unit.

Generally, benefits end when you leave the Selected Reserves. Eligibility may be extended if you were unable to train due to a service-related disability.

How Much Does VA Pay?

The monthly benefit is based on the type of training. If you are attending school, your payment is based on training time (full-time, half-time, etc.). For the Educational Assistance Allowance, see the current rate tables:

https://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp.

Once you find a VA-approved training program, you can apply online:

<https://www.va.gov/education/how-to-apply/>.

Veterans' Education Assistance Program (VEAP)

You may be able to continue your education by using part of your military pay to help cover the cost of school. Find out if you can get benefits through the Veterans' Educational Assistance Program (VEAP)—a \$2-to-\$1 government-match program for educational assistance.

Eligibility

You may be eligible for VEAP benefits if you meet all of the requirements listed below.

All of these must be true. You:



- Entered service for the first time between January 1, 1977, and June 30, 1985 (for all branches other than Air Force), and
- Opened and put money into your VEAP account before April 1, 1987, and
- Put in \$25–\$2,700 on your own, and
- Finished your first period of service and didn't receive a dishonorable discharge

If you served in or are serving in the Air Force, you must meet the additional requirements below.

You:

- Entered service for the first time between December 1, 1980, and September 30, 1981, and
- Enlisted in one of these Air Force specialties: 20723, 20731, 20830, 46130, 46230A, B, C, D, E, F, G, H, J, or Z, 46430, or 81130, and
- Enlisted in one of these locations: Beckley, WV; Buffalo, NY; Dallas; Fargo, ND; Houston; Jackson, MS; Louisville, KY; Memphis, TN; Omaha, NB; Philadelphia; Seattle; Sioux Falls, SD; or Syracuse, NY

Note: If you're currently on active duty, you must have at least 3 months of contributions available to use your VEAP benefits.

How to Apply

- Verify that you selected program has been approved.
- Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where you will train. If you're on active duty right now, you'll need to have your Education Services Officer approve your enrollment and your Commanding Officer verify your service. If you're not on active duty right now, you'll need to send copy 4 (member copy) of your DD214, Certificate of Release, or Discharge from Active Duty. If you've already started training, take your VA Form 22-1990 application and the member copy of your DD214 to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send all the forms to the VA.
- Ask your school or training official to verify your enrollment with the VA. The VA will review your application and let you know if they need anything else.

If you wish to withdraw your contributions from VEAP, obtain and complete VA Form 22-5281, Application for Refund of Educational Contributions, and send it to your nearest VA regional office.

Survivors' and Dependents' Education Assistance (DEA) Program

Survivors' and Dependents' Education Assistance (DEA) is an education benefit for eligible spouses and children of certain Veterans. The Harry W. Colmery Veterans Educational Assistance Act, also known as the "Forever GI Bill," was signed into law on Aug. 17, 2017. It brings significant changes to Veterans' education benefits. The new law changes the amount of entitlement new eligible individuals will receive under the Survivors' and Dependents' Educational Assistance (DEA) program from 45 months to 36 months. This change applies to individuals who first enroll in programs of education after Aug. 1, 2018. Individuals who first enrolled in a program of education prior to Aug. 1, 2018, would still qualify for a maximum of 45 months of entitlement.

Eligible people can receive full-time or equivalent benefits for:



- College, business, technical or vocational courses
- High school diploma or GED
- Independent study or distance learning courses
- Correspondence courses (spouses only)
- Apprenticeships or on-the-job training
- National exams (e.g. SAT, LSAT, GRE, GMAT)
- Remedial, deficiency and refresher training (in some cases)
- The costs for necessary licenses and certifications

Log on to the GI Bill website at <https://www.benefits.va.gov/gibill/index.asp>. Here, you can find out if a program is approved for VA educational benefits. Click on the "Choosing a School" tab. Search for approved education and job training programs using VA's WEAMS Institution Search Tool at <https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>.

Who Is Eligible?

To be eligible for DEA, you must be the son, daughter or spouse of:

- A Veteran who died or is permanently and totally disabled because of a serviceconnected disability
- A Veteran who died from any cause while the service-connected disability was in existence
- A Service member missing in action or captured in the line of duty by a hostile force
- A Service member forcibly detained or interned in the line of duty by a foreign government or power
- A Service member hospitalized or receiving outpatient care for a VA-determined serviceconnected permanent and total disability

When Can This Benefit Be Used?

Generally, spouses and surviving spouses have 10 years to use this benefit. The 10 years begins on the date the VA establishes DEA eligibility. Spouses and surviving spouses remain eligible for 20 years if VA rates the Veteran permanently and totally disabled with an effective date of three years from discharge. Surviving spouses of Service members who died while on active duty also have 20 years from the date of the Service member's death to use the benefit.

Children can use the benefit between the ages of 18 and 26.

How Much Does VA Pay?

The amount VA pays is based on the type of training program. It's also based on whether the individual attends part-time or full-time. Benefits are paid monthly and in arrears, or at the end of the course of study. If attendance is less than a month or less than full-time, payments will be reduced. Find current payment rates on our website. [VA.gov](https://www.va.gov).

Post-9/11 GI Bill – Transferability of Benefits

The Post-9/11 GI Bill allows Service members to transfer unused education benefits to immediate family members. This applies to officer or enlisted, active duty and Selected Reserve. Qualifying immediate family members are spouses and children. The Service member must have at least six years of service and commit to an additional four years in order to transfer benefits. This policy is set by the Department of Defense because this benefit impacts recruiting and retention.



For more information:

- Visit <http://www.defense.gov>. Search "Post-9/11 GI Bill benefits." (non-VA Link)
- Transfer Process - While in the armed forces, transferors will use the milConnect website to designate, modify, and revoke a Transfer of Entitlement request. <https://milconnect.dmdc.osd.mil/milconnect/> (non-VA Link).

Eligible Individuals

You must first be eligible for the Post-9/11 GI Bill. You must also be a member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after Aug. 1, 2009, and:

- Have at least six years of military service (active duty or Selected Reserve) on the date of election.
- Members must be eligible to be retained for 4 years from the date of election and not be precluded, prior to approval, by either standard policy (Service or DoD) or statute.
- Transfer requests can only be submitted and approved while on active duty.
- Effective 1/12/20, eligibility to transfer benefits will be limited to servicemembers with at least 6 years but not more than 16 years of active duty or selected reserve service. So servicemembers with more than 16 years of service should transfer benefits before 1/12/2020.

Eligible Family Members

If you are approved to transfer your educational assistance benefit, you may transfer to:

- Your spouse
- One or more of your children
- Any combination of your spouse and children
- A family member must be eligible for benefits and enrolled in the Defense Eligibility Enrollment Reporting System (DEERS).
- A child's marriage after receiving the benefit will not affect his or her eligibility.
- However, once you designate a child as a transferee, they retain the right to revoke or modify the transfer at any time.
- A divorce after receiving the benefit will not affect the transferee's eligibility. However, once you designate a spouse as a transferee, they retain the right to revoke or modify the transfer at any time.

The Harry W. Colmery Veterans Educational Assistance Act, also known as the "Forever GI Bill," was signed into law on Aug. 17, 2017, and brings significant changes to Veterans' education benefits.

This new law states, as of Aug. 1, 2018, Veterans who transferred entitlement to a dependent can now designate a new dependent if the original dependent dies. If the Veteran dies, a dependent who received transferred entitlement can now designate a new eligible dependent of the Veteran to transfer any of the dependent's remaining entitlement.



Nature of Transfer

Eligible Service members may transfer up to the total months of unused Post-9/11 GI Bill benefits, or 36 months if you have not used any. See the following rules and regulations for each transferee:

- Spouse:

- May use the benefit immediately
- May use the benefit while the member stays in the Armed Forces or after separation from active duty
- Is not eligible for the monthly stipend or books and supplies stipend while the member is serving on active duty
- Can use the benefit for up to 15 years after the Service member separates from active duty

- Child:

- May only use the benefit after the transferring Service member has served at least 10 years in the Armed Forces
- May use the benefit while the eligible member remains in the Armed Forces or after separation from active duty
- May not use the benefit until he or she has attained a secondary school diploma or equivalency certificate, or turned 18
- Can receive the monthly stipend and books and supplies even while the eligible Service member is on active duty
- May not use the benefit after turning 26



Veteran Readiness and Employment (VR&E) Chapter 31

<http://www.vba.va.gov/bln/vre/>

The Veteran Readiness and Employment (VR&E) Program is authorized under Title 38, U.S. Code, Chapter 31. It is referred to as the Chapter 31 program. It assists entitled Veterans with serviceconnected disabilities and an employment handicap to prepare for, obtain, and maintain a job. It also helps entitled transitioning Servicemembers.

If you are a Servicemember or Veteran with a service-connected disability and not currently able to work, VR&E also offers services to help you live as independently as possible.

Basic period of eligibility

There is a 12-year basic period of eligibility for VR&E services. The period begins on the latter of the following dates:

- Date of separation from active duty
- Date you were first notified of a service-connected disability rating

Who is entitled to receive VR&E services?

Active-duty Servicemembers who:

- Expect to receive an honorable discharge
- Obtain a VA memorandum rating of 20 percent or more
- Are participating in the Integrated Disability Evaluation System (IDES) or have an injury or illness that prevents them from performing military duties
 - Servicemembers participating in IDES are presumed entitled
- Are determined by VR&E to need vocational rehabilitation services

Veterans who:

- Have received an honorable or other than dishonorable discharge
- Have a VA service-connected disability rating of:
 - o 10 percent with a serious employment handicap, or
 - o 20 percent or more with an employment handicap
- Are determined by VR&E to need rehabilitation services

How is entitlement established?

You are entitled to services if:

- You have a 20 percent service-connected disability AND
- You have an employment handicap

If your service-connected disability is only 10 percent, you must have a serious employment handicap to be eligible.



A Vocational Rehabilitation Counselor (VRC) will work with you to determine entitlement. The evaluation will:

- Assess your interests, aptitudes, and abilities
- Assess your service-connected disability and your ability to hold a job
- Include vocational exploration activities and goal development
 - Used to determine suitable employment and maximize independent living
- Explore labor markets and wage information
- Select a VR&E program track
- Develop an individualized rehabilitation plan

What is a Rehabilitation Plan?

This plan provides a detailed outline of VR&E program services. It is individualized to meet the needs of the Servicemember or Veteran. The plan is a signed agreement between the recipient and VA. The following service delivery options may be included in a rehabilitation plan:

- Re-employment
- Rapid employment services for new employment
- Self-employment
- Employment through long-term services
- Independent living services

What other benefits may be provided?

After the plan is enacted, the VRC will provide ongoing counseling, assistance, and coordination of services. These include:

- Tutorial assistance
- Job-seeking skills training
- Medical and dental referrals to the Veterans Health Administration
- Adjustment counseling
- Payment of training allowance
- Other services required to help achieve a career and live as independently as possible



Veterans Benefits/Contacts

Eligibility for VA Benefits

You may be eligible for VA benefits if you are a:

- Veteran, Veteran's dependent
- Surviving spouse, child or parent of a deceased Veteran
- Uniformed service member
- Present or former reservist or National Guard member

How to Apply for VA Benefits

VA has several ways to apply for your benefits depending on your category and status.

The Pre-Discharge Program

<http://www.benefits.va.gov/PREDISCHARGE/index.asp>

A joint VA and Department of Defense(DOD) program that affords service members the opportunity to file claims for disability compensation up to 180 days prior to separation or retirement from active duty or full time National guard or Reserve duty (Titles 10 and 32).

You can apply for disability compensation through one of the following:

- Benefits Delivery at Discharge (BDD)
- Quick Start
- Overseas Intake Sites

The VONAPP (Veterans On- Line Application)

The VONAPP (Veterans On-Line Application) website is an official U.S. Department of Veterans Affairs (VA) website that enables service members, veterans and their beneficiaries, and other designated individuals to apply for benefits using the Internet.

Apply at your local Regional Offices

VA Regional Offices can assist you with filing the appropriate VA forms. In addition, VSO's (Veteran Service Organizations) can assist you as well by answering general questions and even petitioning on your behalf for services they believe you are qualified to receive.



Telephone Certification for Education and Training

Monthly verification of attendance before payment is issued if you are attending an Institution of Higher Learning (IHL) or NON-College Degree (NCD) program can now be certified directly to a toll-free phone for the following:

- Montgomery GI Bill® - Active Duty
- Montgomery GI Bill® - Selected Reserve
- Reserve Educational Assistance Program - REAP

Students in the State of Florida who are receiving these education benefits can now certify their monthly verification of attendance directly to a toll-free phone beginning with their beginning date of enrollment.

Use of the system eliminates the need for the student to sign and return the VA Form 22-8979 every month. The new system offers several advantages:

- It will be available 24 hours a day
- It will allow VA to process education payments faster, thereby getting payments to students sooner.
- There will be no need to worry about a lost form or lost mail.
- The call takes only about a minute.

The number to call is **1-877-823-2378**.



MIAMI-DADE COUNTY PUBLIC SCHOOLS

2024-2025 SCHOOL CALENDAR

TECHNICAL COLLEGES / ADULT EDUCATION CENTER



AUGUST 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	T	F
	1	2	3 ^a	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 ^a
23	24	25	26	27
30	31			

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 ^a
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 ^a				

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 ^a
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

JULY 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Learning Day
	Teacher Planning Day available to opt
	Recess Day (11.5 months)
	2025-2026 School year

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Legal Holiday (12 months)
	Available to opt

DAYS IN GRADING PERIOD	
1 - 82	
2 - 65	
3 - 69	

For information on employee opt days, please refer to the back of calendar.

216 Days Total



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2024-2025 SCHOOL CALENDAR
TECHNICAL COLLEGES / ADULT EDUCATION CENTERS**

August 12, 2024	Teacher planning day; no students in school, not available to opt
August 13	Teacher planning day; District-wide Professional Learning Day; no students in school, not available to opt
August 14	Teacher planning day; no students in school, not available to opt
August 15	First Day of School; begin first trimester
September 2	Labor Day; holiday for students and employees
October 3*	Teacher planning day; no students in school, available to opt
November 5	Teacher planning day; District-wide Professional Learning Day; no students in school, not available to opt
November 11	Veterans' Day; holiday for students and employees
November 25-27	Recess Days (10-month and 11-month employees only)
November 28	Thanksgiving; Board-approved holiday for students and employees
November 29	Recess Day
December 19	End first trimester
December 20*	Teacher planning day; no students in school, available to opt
December 23 - January 3, 2025	Winter recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
January 6	Begin second trimester
January 17*	Teacher planning day; no students in school, available to opt
January 20	Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees
February 17	All Presidents Day; holiday for students and employees
March 24-28	Spring recess for students and employees with the exception of Fraternal Order of Police and select 12-month employees
March 31*	Teacher planning day; no students in school, available to opt
April 17	End second trimester
April 18*	Teacher planning day; no students in school, available to opt
April 21	Begin third trimester
May 26	Memorial Day; holiday for students and employees
June 6	Teacher planning day; no students in school, not available to opt
June 19	Juneteenth; holiday for students and employees
July 4	Fourth of July; holiday for students and employees
July 30	Last Day of School; end third trimester
July 31**	Teacher planning day, no students in school, not available to opt

* **Teachers** may opt to work one or two days, August 8, 9, 2024, or August 1 and 4, 2025 in lieu of any of the teacher planning days except August 12, and August 14, 2024, and the designated District-wide Professional Learning Days, August 13, 2024, and November 5, 2024. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on campus adult education programs.

** July 31, 2025 is a teacher planning day, not available to opt



VETERANS BENEFITS AND TRANSITION

The Board shall permit for the GI Bill® and Veteran Readiness and Employment Program beneficiaries to attend eligible education or training courses for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905) and written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.

The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments for the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses or education, which may be subject to a waiver by the VA.



Out-of-State Tuition and Fee Waiver for Military Affiliated Students

Required Information

In accordance with Florida Statute 1009.26(13) and (14), out-of-state tuition and fees shall be waived for covered eligible individuals (Chapters 30, 31, 33, 35, 1606, 1607, and Transfer of Entitlement (TOE), or Active-Duty member outside of the state) who meet any ONE of the following. Check the appropriate box below and submit this signed form along with the appropriate supporting documents to the address at the bottom of this form. By signing this form, I acknowledge approval of this Out-of- State Tuition and Fee Waiver does not constitute a change in my designated residency status.

- ☐ Honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, and the National Guard

Copy of DD214 Certificate of Release

Proof of residing in Florida. This may include but is not limited to a copy of Florida driver's license, Florida identification card, or a copy of lease.

Additional documentation that may be required

- ☐ Any student who is entitled to and uses education assistance provided by the United States Department of Veterans Affairs who physically resides in the state of Florida while enrolled as a degree or certificate seeking student. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. I acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term.

I do not elect to utilize VA educational assistance

- Copy of VA Certificate of Eligibility (COE)
- Proof of residing in Florida. This may include, but is not limited to copy of Florida driver's license, Florida identification card or copy of lease
- Additional documentation that may be required

- ☐ Active-Duty member of the Armed Forces of the United States residing or stationed OUTSIDE of the state of Florida who are enrolled as a degree or certificate seeking student. Tuition and fees charged to as student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program.

- Proof of Active-Duty status

- ☐ Individual using educational assistance from the U.S. Department of Veterans Affairs under Chapter 31, Veterans Readiness & Employment (VR & E) who physically resides in the state of Florida while enrolled in the institution. Tuition and fees charged to a student who qualifies for the out-of-state fee waiver under this subsection may not exceed the tuition and fees charged to a resident student enrolled in the same program. 1 acknowledge the waiver will not be granted in this category once VA educational assistance is exhausted or for any term.

I do not elect to utilize VA educational assistance.

- Copy of VAF 28-1905
- Proof of residing in Florida. This may include but is not limited to copy of Florida driver's license, Florida identification card or COPY of lease.
- Additional documentation that may be required

Student Name (Print)

Signature

Date

This form is used for all schools.



ISAKSON AND ROE, SECTION 1018 REQUIREMENTS

Section 1018 of [Public Law 116-315](#), Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, adds new requirements for educational institutions participating in the educational assistance programs of the Department of Veterans Affairs (VA). These new provisions became effective June 15, 2021 and will apply to Institutions of Higher Learning and Non-College Degree institutions beginning August 1, 2021. Many of the requirements are consistent with the requirements of the Principles of Excellence, currently in [Executive Order 13607](#); however, there are requirements in addition to those embodied in the Principles of Excellence which schools must also satisfy to maintain approval for GI Bill® participation.

Section 1018 codifies in statute the following requirements:

Section 1:

Schools must provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:

- Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.
- Estimated cost of living expenses.
- Amount of costs above that are covered by VA Education Benefits.
- Other types of Federal financial aid, not administered by VA that is offered by the institution, that the individual may be qualified to receive.
- Estimated amount of student loan debt the individual would have upon graduation.
- Information regarding graduation rates.
- Information regarding job-placement rates for graduates, if available.
- Information regarding the acceptance of transfer credits including military credits.
- Any additional requirements including training, experience, or examinations that are required to obtain a license, certification or approval for which the course of education prepares the individual.
- Other information to facilitate comparison by the individual about aid packages offered by different educational institutions.

Personalized shopping sheets must be provided within 15 days after tuition and fees are determined for the academic year if there is a change.

Schools must maintain policies that:

- Inform an enrolled covered individual of the availability of federal financial aid, not administered by VA that is offered by the institution.
- Alert the individual of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.
- Prohibit automatic renewal of a covered individual in a course and/or programs.
- Ensure each covered individual approves of the enrollment in a course.
- Allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
- Accommodate short absences for such services in the Armed Forces.



Schools must provide covered individuals the requirements for graduation and a graduation timeline.

Accredited educational institutions agree to obtain approval of the respective accrediting agency for each new course or program.

Schools must designate an employee of the educational institution to serve as a point of contact for covered individuals and family members seeking assistance with:

- Academic Counseling.
- Financial Counseling.
- Disability Counseling.
- Other information regarding completing a course of education at the education institution.

Section 2:

State Approving Agency will take action when the education institution does any of the following:

- Carries out deceptive or persistent recruiting techniques including on military institutions.
- Misrepresents payment of incentive compensation.
- During a 1-month period makes three or more unsolicited contacts to a covered individual via phone, email and/or in person.
- Engages in same day recruitment and registration.
- Provides a commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities, or in making decisions regarding the award of student financial assistance. (Please note: schools are already subject to this requirement under 38 U.S.C. § 3696(d)(1)).



PROGRAM DESCRIPTIONS

Program Title: 3-D Animation Technology**Program Type: Career Preparatory****Career Cluster: Arts, A/V Technology and Communication**

Career Certificate Program	
Program Number	I480200
CIP Number	0610030400
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	27-1014-Multimedia Artists and Animators
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

The purpose of this program is to prepare students for employment in 3-D Animation and related career fields.

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

The content includes, but is not limited to, practical experiences in 3-D Animation design and production. Specialized skills such as video editing, audio production, and the utilization of animation and authoring software are used to produce a variety of multimedia productions.



PROGRAM DESCRIPTIONS

Program Title: Automotive Collision Technology Technician**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	T401300
CIP Number	0647060306
Grade Level	30, 31
Standard Length	1400 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3021 - Automotive Body and Related Repairers 51-4122 - Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to basic trade skills; refinishing skills; sheetmetal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Aviation Airframe Mechanics**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	T640300
CIP Number	0647060703
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3011 – Aircraft Mechanics and Service Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 10

Purpose

The purpose of this program is to prepare students for employment or advanced training in the commercial and general aviation industry. Instruction is designed to prepare students for Federal Aviation Administration (FAA) license examinations for Airframe ratings. Federal Aviation Regulation (FAR) Part 147 identifies minimum requirements for AMT schools. Any changes to the FAA-approved course content must be approved in advance. This program prepares students for employment as an Aviation Maintenance General Technician, and an Aviation Airframe Maintenance Technician.

This program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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



PROGRAM DESCRIPTIONS

Program Title: Aviation Powerplant Mechanics**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	I480200
CIP Number	0610030400
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3011 – Aircraft Mechanics and Service Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 10

Purpose

Instruction is designed to prepare students for Federal Aviation Administration (FAA) license examinations for Airframe ratings. Federal Aviation Regulation (FAR) Part 147 identifies minimum requirements for AMT schools. Any changes to the FAA-approved course content must be approved in advance. This program prepares students for employment as an Aviation Maintenance General Technician, and an Aviation Powerplant Maintenance Technician.

This program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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



PROGRAM DESCRIPTIONS

Program Title: Avionics Systems Technician**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	T400310
CIP Number	0647060905
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-2091 – Avionics Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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

The purpose of this program is to prepare students for employment as avionics installation and repair technicians.

The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.



PROGRAM DESCRIPTIONS

Program Title: Baking & Pastry Arts**Program Type: Career Preparatory****Career Cluster: Hospitality & Tourism**

Career Certificate Program	
Program Number	N100600
CIP Number	0612050103
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	51-3011 – Bakers 35-1011 – Chefs and Head Cooks
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to preparation, presentation, and serving of a wide variety of baked and dessert goods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered.



PROGRAM DESCRIPTIONS

Program Title: Barbering**Program Type: Career Preparatory****Career Cluster: Human Services**

Career Certificate Program	
Program Number	I120403
CIP Number	0612040202
Grade Level	30, 31
Standard Length	900 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	39-5011 Barbers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The purpose of this program is to prepare students for employment as barbers (SOC 39-5011). Instruction is designed to qualify students for employment upon successfully passing the Florida Barber License Examination.

The content includes but is not limited to communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices; Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy and physiology; development of skill in performing the manipulative technique required in the practice of barbering.



PROGRAM DESCRIPTIONS

Program Title: Biomedical Equipment Repair Technology**Program Type: Career Preparatory****Career Cluster: Manufacturing**

Career Certificate Program	
Program Number	J400100
CIP Number	0615040106
Grade Level	30, 31
Standard Length	1140 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9062 – Medical Equipment Repairer 49-2094 – Electrical and Electronics Repairers, Commercial and Industrial 49-9071 – Maintenance and Repair Workers, General
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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

The course content includes, but is not limited to, hydraulics, pneumatics, optics and mechanics to troubleshoot, service and repair equipment commonly used for treatment, diagnosis and monitoring of patients in a medical environment.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.



PROGRAM DESCRIPTIONS

Program Title: Central Sterile Processing Technician**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170222
CIP Number	0351089902
Grade Level	30, 31
Standard Length	650 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 31-9093 Medical Equipment Preparers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

This program is designed to prepare students for employment as supervisors, central supply, central supply workers, ambulatory surgery processors, surgical instrument processors, gastrointestinal (GI) flexible endoscope reprocessors, case cart technicians, inventory technicians, processing technicians, stock clerks: stock room or warehouse, sterilizers, central service technicians SOC Code 31-9093 (medical equipment preparers).



PROGRAM DESCRIPTIONS

Program Title: Commercial Art Technology**Program Type: Career Preparatory****Career Cluster: Arts, A/V Technology and Communication**

Career Certificate Program	
Program Number	I480203
CIP Number	0650040208
Grade Level	30, 31
Standard Length	1500 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	27-1014 Multimedia Artists and Animators 27-1029 Designers All Others 27-1024 Graphic Designers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment as artists and related workers, illustrators, and commercial designers.

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

The content includes, but is not limited to, basic art skills, lettering skills, preparation of layouts and illustrations, preparation of camera ready paste-up, and development of specialized skills.



PROGRAM DESCRIPTIONS

Program Title: Commercial Vehicle Driving**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	I490205
CIP Number	0649020500
Grade Level	30, 31
Standard Length	320 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	53-3032 – Heavy and Tractor-Trailer Truck Drivers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

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

The purpose of this program is to prepare students for a Class "A" Commercial Driver License.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving industry; planning, management, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to the following: Loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and keeping records.



PROGRAM DESCRIPTIONS

Program Title: Commercial Class "B" Driving**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	I490251
CIP Number	0649020502
Grade Level	30, 31
Standard Length	150 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	53-3033 – Light Truck or Delivery Service Drivers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

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

The purpose of this program is to prepare students for a Class "B" Commercial Driver License.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving industry; planning, management, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to the following: Loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and keeping records.



PROGRAM DESCRIPTIONS

Program Title: Computer Systems & Information Technology (CSIT)**Program Type: Career Preparatory****Career Cluster: Information Technology**

Career Certificate Program	
Program Number	Y100200
CIP Number	0511090107
Grade Level	30, 31
Standard Length	900 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	Phi Beta Lambda; BPA; SkillsUSA
SOC Codes (all applicable)	15-1152 – Computer Network Support Specialists 15-1142 – Network and Computer Systems Administrators 15-1122 – Information Security Analysts
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry; technical and product skills, underlying principles of technology , planning, management, finance, labor issues, community issues and health, safety, and environmental issues.

The content includes but is not limited to communication, leadership skills, human relations and employability skills; and safe, efficient work practices.



PROGRAM DESCRIPTIONS

Program Title: Cosmetology**Program Type: Career Preparatory****Career Cluster: Human Services**

Career Certificate Program	
Program Number	D500100
CIP Number	0612040102
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA, Inc.
SOC Codes (all applicable)	39-5012 Hairdresser, Hairstylists, and Cosmetologists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 8 Language: 8 Reading: 9

Purpose

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

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012). Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.



PROGRAM DESCRIPTIONS

Program Title: Dental Assisting**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170106
CIP Number	0351060112
Grade Level	30, 31
Standard Length	1230 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 31-9091 Dental Assistants
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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

The program is designed to prepare students for employment as dental assistants (SOC code 31-9091) and to take the Dental Assisting National Board Examination. The program should meet the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry.

The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operatory and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.



PROGRAM DESCRIPTIONS

Program Title: Diesel Systems Technician**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	I470605
CIP Number	0647060501
Grade Level	30, 31
Standard Length	1800 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3031 – Bus and Truck Mechanics and Diesel Engine Specialists 49-9098 – Helpers—Installations, Maintenance, and Repair Workers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The purpose of this program is to prepare students for employment as bus, truck and diesel engine mechanics, diesel mechanics helpers, mobile heavy equipment mechanics, construction equipment mechanics, industrial truck mechanics. The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

The course content should also include training in communication, leadership, human relations and employability skills; and safe efficient work practices.



PROGRAM DESCRIPTIONS

Program Title: Dietetic Management and Supervision**Program Type: Career Preparatory****Career Cluster: Hospitality & Tourism**

Career Certificate Program	
Program Number	N900100
CIP Number	035130405
Grade Level	30, 31
Standard Length	300 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA
SOC Codes (all applicable)	29-2051
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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

The content includes but is not limited to facility planning for sanitation and safety; selection and supervision of equipment and supplies; application of principles of nutrition to diets and menus; cost planning and quality control; supervision of food preparation; evaluation of food quality, portion size and diet accuracy; supervision and in-service training of dietary personnel, personnel management, and employability and communication skills. Students are prepared to utilize nutritional knowledge in preparing food and in serving individuals with specific dietary needs under the supervision of a registered dietitian.



PROGRAM DESCRIPTIONS

Program Title: Early Childhood Education**Program Type: Career Preparatory****Career Cluster: Education & Training**

Career Certificate Program	
Program Number	E300100
CIP Number	0419070913
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	39-9011 – Childcare Workers 25-2011 – Preschool Teachers, Except Special Education
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to competencies related to the following elements of the early childhood education industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight.



PROGRAM DESCRIPTIONS

Program Title: Electrical and Instrumentation Technology**Program Type: Career Preparatory****Career Cluster: Manufacturing**

Career Certificate Program	
Program Number	I150404
CIP Number	0615040400
Grade Level	30, 31
Standard Length	1800 hours
Teacher Certification	TEC ELEC @7 7G ELECTRONIC @7 7GskillsUSA
CTSO	SkillsUSA
SOC Codes (all applicable)	47-2111 – Electricians , 49-2094 – Electrical and Electronics Repairers, Commercial and Industrial Equipment, 17-3023 – Electrical and Electronic Engineering Technicians
Facility Code	245 http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Statewide Basic Skills Level	http://www.fldoe.org/workforce/dwdframe/artic_frame.asp
Basic Skills Level	Mathematics: 11 Language: 10 Reading: 10

Purpose

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



PROGRAM DESCRIPTIONS

Program Title: Electricity**Program Type: Career Preparatory****Career Cluster: Architecture and Construction**

Career Certificate Program	
Program Number	I460312
CIP Number	0646030202
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-3013 - Helpers--Electricians 47-2111 - Electricians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries.

This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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



PROGRAM DESCRIPTIONS

Program Title: Electricity 1**Program Type: Career Preparatory****Career Cluster: Architecture and Construction**

Career Certificate Program	
Program Number	I460312
CIP Number	0646030202
Grade Level	30, 31
Standard Length	750 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-3013 - Helpers--Electricians 47-2111 - Electricians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries.

This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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



PROGRAM DESCRIPTIONS

Program Title: Electronic Systems Technician**Program Type: Career Preparatory****Career Cluster: Manufacturing**

Career Certificate Program	
Program Number	J540300
CIP Number	0615030332
Grade Level	30, 31
Standard Length	900 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	17-3023 – Electrical and Electronic Engineering Technicians 49-2094 – Electrical and Electronics Repairers, Commercial and Industrial Equipment 51-2022 – Electrical and Electronic Equipment Assemblers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to direct current (DC) circuits, alternating current (AC) circuits and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.



PROGRAM DESCRIPTIONS

Program Title: Facials Specialty**Program Type: Career Preparatory****Career Cluster: Human Services**

Career Certificate Program	
Program Number	I120425
CIP Number	0612040806
Grade Level	30, 31
Standard Length	220 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	39-5094 Skin Care Specialists
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

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

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

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

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Fashion Technology and Production Services**Program Type: Career Preparatory****Career Cluster: Arts, A/V Technology and Communication**

Career Certificate Program	
Program Number	K500100
CIP Number	0650040701
Grade Level	30, 31
Standard Length	750 hours primary, 1050 hours secondary
Teacher Certification	Refer to the Program Structure section.
CTSO	FCCLA
SOC Codes (all applicable)	51-6052 – Tailors, Dressmakers, and Custom Sewers 51-6031 – Sewing Machine Operators 51-6092 - Fabric and Apparel Patternmakers
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

The purpose of this program is to prepare students for careers in fashion technology and production services; these careers include occupations in alterations, tailoring, formalwear, costuming, accessories, embroidering and patternmaking.

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

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



PROGRAM DESCRIPTIONS

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)**Program Type: Career Preparatory****Career Cluster: Architecture and Construction**

Career Certificate Program	
Program Number	C400400
CIP Number	0615050110
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

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



PROGRAM DESCRIPTIONS

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1**Program Type: Career Preparatory****Career Cluster: Architecture and Construction**

Career Certificate Program	
Program Number	C400410
CIP Number	0615050111
Grade Level	30, 31
Standard Length	750 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

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

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.



PROGRAM DESCRIPTIONS

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2**Program Type: Career Preparatory****Career Cluster: Architecture and Construction**

Career Certificate Program	
Program Number	C400420
CIP Number	0615050112
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety and environmental issues.

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



PROGRAM DESCRIPTIONS

Program Title: Heavy Equipment Operations Technician**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	T440200
CIP Number	0649020201
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-2073 – Operating Engineers and Other Construction Equipment Operators 53-7021 – Crane and Tower Operators
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 8 Language: 8 Reading: 8

Purpose

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

The content includes but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and skills to operate and maintain a variety of heavy equipment such as crawler tractors, motor graders, scrapers and shovels or cranes. Students training on one machine must complete all related program content.



PROGRAM DESCRIPTIONS

Program Title: Hemodialysis Technician**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170207
CIP Number	0351101100
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA
SOC Codes (all applicable)	Assignment pending.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Computation (Mathematics): 10 Communications (Reading and Language Arts): 10

Purpose

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

The content includes but is not limited to communication and interpersonal skills, legal and ethical responsibilities, renal health-illness concepts, hemodialysis skills, emergency procedures including CPR and first aid, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.



PROGRAM DESCRIPTIONS

Program Title: Major Appliance and Refrigeration Technician**Program Type: Career Preparatory****Career Cluster: Manufacturing**

Career Certificate Program	
Program Number	J620300
CIP Number	0647010604
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9031 – Home Appliance Repairers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Manufacturer Specific Automotive Service Technology**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	I4706040610030400
CIP Number	0647060406
Grade Level	30, 31
Standard Length	2400 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Marine Service Technologies**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	T400210
CIP Number	0647061611
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3051 – Motorboat Mechanics and Service Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to the following: service, repair and overhaul of four-stroke and two-stroke cycle engines and outboard motors; and service and repair of boating accessories. With regard to the above, course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.



PROGRAM DESCRIPTIONS

Program Title: Master Automotive Service Technology**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	I470608
CIP Number	0647060405
Grade Level	30, 31
Standard Length	1800 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Master Automotive Service Technology 1**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	T400700
CIP Number	0647060411
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Master Automotive Service Technology 2**Program Type: Career Preparatory****Career Cluster: Transportation, Distribution and Logistics**

Career Certificate Program	
Program Number	T400800
CIP Number	0647060412
Grade Level	30, 31
Standard Length	750 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Medical Assisting**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170515
CIP Number	0351080102
Grade Level	30, 31
Standard Length	1300 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9092 Medical Assistants 31-9099 Healthcare Support Workers, All Other 43-4171 Receptionists and Information Clerks 31-9097 Phlebotomists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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

This program is designed to prepare students for employment as medical assistants SOC 31-9092.

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.



PROGRAM DESCRIPTIONS

Program Title: Medical Coder/Biller**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170529
CIP Number	0351070716
Grade Level	30, 31
Standard Length	1110 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2071 Medical Records and Health Information Technicians 29-2099 Health Technologists and Technicians, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 11 Reading: 11

Purpose

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



PROGRAM DESCRIPTIONS

Program Title: Nails Specialty**Program Type: Career Preparatory****Career Cluster: Human Services**

Career Certificate Program	
Program Number	I120415
CIP Number	0612041005
Grade Level	30, 31
Standard Length	180 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	39-5092 Manicurists and Pedicurists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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

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



PROGRAM DESCRIPTIONS

Program Title: Network Support Services**Program Type: Career Preparatory****Career Cluster: Information Technology**

Career Certificate Program	
Program Number	B078000
CIP Number	0511090102
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	Phi Beta Lambda; BPA
SOC Codes (all applicable)	15-1151 – Computer User Support Specialists 15-1142 – Network and Computer Systems Administrators 15-1143 – Computer Network Architects
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.



PROGRAM DESCRIPTIONS

Program Title: Nutrition and Dietetic Clerk**Program Type: Career Preparatory****Career Cluster: Hospitality & Tourism**

Career Certificate Program	
Program Number	N300100
CIP Number	0351310302
Grade Level	30, 31
Standard Length	300 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA
SOC Codes (all applicable)	29-2051 – Dietetic Technician
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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

The purpose of this program is to prepare students for initial employment as a diet clerk. The diet clerk works under the supervision of a registered dietitian in a hospital or nursing home; or may work under the direction of a certified dietary manager or dietetic technician. With experience, the dietetic clerk may assume assistant supervisory responsibilities in various units of the nutrition department.

The content includes but is not limited to an introduction to the dietetic career ladder. It is designed to train students to assist in various functions of food service related to patient care. Diet clerks are involved in the preparation of safe and nutritious meals for patients/clients in various healthcare facilities. The curriculum includes a combination of theory, laboratory and clinical experiences.



PROGRAM DESCRIPTIONS

Program Title: Patient Care Assistant**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170692
CIP Number	0351390202
Grade Level	30, 31
Standard Length	290 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-1011 Home Health Aides 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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

This program is designed to prepare students for employment as cross trained nursing assistants (SOC 31-1014 Nursing Assistants). All others, Patient Care Assistants, Nursing Aides and Orderlies, or Home Health Aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Patient Care Technician**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170694
CIP Number	0351390205
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-1011 Home Health Aides 31-9099 Healthcare Support Workers, All Other 29-2099 Health Technologists and Technicians, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), SOC Code 29-2099.00 (Health Technologists and Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies (66008439), Home Health Aides (66011456), or Allied Health Assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.



PROGRAM DESCRIPTIONS

Program Title: Pharmacy Technician**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170500
CIP Number	0351080506
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals, Skills USA
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other, 29-2052 Pharmacy Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 11 Language: 10 Reading: 10

Purpose

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

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 and USP 800 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.



PROGRAM DESCRIPTIONS

Program Title: Phlebotomy**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170302
CIP Number	0351100901
Grade Level	30, 31
Standard Length	165 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9097 Phlebotomists 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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

The purpose of this program is to prepare students for employment as phlebotomists SOC Code 31-9097 Phlebotomists, All other.

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



PROGRAM DESCRIPTIONS

Program Title: Plumbing**Program Type: Career Preparatory****Career Cluster: Architecture & Construction**

Career Certificate Program	
Program Number	C500500
CIP Number	0646050312
Grade Level	30, 31
Standard Length	1080 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-3015 - Helpers—Pipelayers, Plumbers, Pipefitters, and Steamfitters 47-2152 - Plumbers, Pipefitters, and Steamfitters
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of the programs in this cluster is to prepare students for employment or advanced training in a variety of pipe occupations.

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

The content includes but is not limited to reading construction documents, understanding building codes in the pipe trades, plumbing pipecutting-and-joining skills and plumbing layout and installation.



PROGRAM DESCRIPTIONS

Program Title: Practical Nursing**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170607
CIP Number	0351390101
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2061 Licensed Practical and Licensed Vocational Nurses 31-1014 Nursing Assistants
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 11 Language: 11 Reading: 11

Purpose

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

This program is designed to prepare students for employment as licensed practical nurses (SOC 29-2061). The program must be approved by the Florida State Board of Nursing in order for graduates to may apply to take the examination to practice as a Licensed Practical Nurse.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.



PROGRAM DESCRIPTIONS

Program Title: Professional Culinary Arts & Hospitality**Program Type: Career Preparatory****Career Cluster: Hospitality & Tourism**

Career Certificate Program	
Program Number	N100500
CIP Number	0412050312
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	35-2021 – Food Preparation Workers 35-2014 – Cooks, Restaurant 35-1011 – Chefs and Head Cooks 11-9051 – Food Service Managers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.



PROGRAM DESCRIPTIONS

Program Title: Surgical Technology**Program Type: Career Preparatory****Career Cluster: Health Science**

Career Certificate Program	
Program Number	H170211
CIP Number	0351090905
Grade Level	30, 31
Standard Length	1330 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 29-2055 Surgical Technologists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 11 Reading: 11

Purpose

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

The program is designed to prepare students for employment as surgical technologists (SOC 29-2055). Selected portions of this program may be utilized to provide additional skills to enable nursing graduates to become employable in operating rooms as surgical technologists.

The content includes but is not limited to communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, Heartsaver, employability skills, and basic computer literacy.



PROGRAM DESCRIPTIONS

Program Title: Welding Technology**Program Type: Career Preparatory****Career Cluster: Manufacturing**

Career Certificate Program	
Program Number	J400400
CIP Number	0648050805
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	51-9198 – Helpers-Production Workers 51-4121 – Welders, Cutters, Solderers, and Brazers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.html
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Welding Technology – Advanced**Program Type: Career Preparatory****Career Cluster: Manufacturing**

Career Certificate Program	
Program Number	J400410
CIP Number	0648050806
Grade Level	30, 31
Standard Length	750 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	51-4121 – Welders, Cutters, Solderers, and Brazers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.html
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.



PROGRAM DESCRIPTIONS

Program Title: Building Trades and Construction Design Technology**Program Type: Career Preparatory****Career Cluster: Architecture & Construction**

Career Certificate Program	
Program Number	C100100
CIP Number	0646041506
Grade Level	30, 31
Standard Length	900 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9071 - Maintenance and Repair Workers, General
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the building construction industry.

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

The content includes but is not limited to applying construction techniques; reading plans and specifications; and developing trade skills in carpentry, masonry, electricity, plumbing and air conditioning.



ANTI-DISCRIMINATION POLICY

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

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, and national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

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

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

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against qualified students with disabilities. Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

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

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

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

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

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

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

Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Office for Civil Rights or:

Office of Civil Rights Compliance (CRC)
District Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crc@dadeschools.net
Website: <https://hrdadeschools.net/civilrights>