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Charlotte Technical Center
18150 Murdock Circle, Port Charlotte, FL 33948

Letter From the Director

Dear Prospective Students:

Welcome to Charlotte Technical Center and thank you for selecting the Center as your pathway to a successful future. Charlotte Technical Center has been in the business of technical training for over 30 years at this location. CTC offers challenging and relevant programs of study that lead to gainful employment and in this economy that is important to you.

CTC is the “difference maker” when it comes to preparing you with the skills, knowledge and employability behaviors that are requested by area employers and state colleges and universities. Our goal is to provide you with an educational experience that will provide you with a marketable skill and a competitive edge upon graduation from CTC.

CTC has many nationally recognized programs in the areas of Culinary Arts, Dental Assisting and Drafting. In addition, CTC is a full-service postsecondary educational institute offering students financial aid, counseling and job placement services, articulations to Edison State College, Embry Riddle Aeronautical Institute and other State Universities, as well as a wide-variety of clinical practicums and internships in your field of study.

To learn more about Charlotte Technical Center visit our web page at www.charlottetechcenter.com or call one of our in-take counselors or financial aid specialist at (941) 255-7500. Finally, I look forward to you enrolling in one of our award winning programs.

Sincerely,

Karyn E. Gary

Dr. Karyn E. Gary

Charlotte Technical Center Director

General Information

Charlotte Technical Center (CTC) operates under the authority of Charlotte County Public Schools. Its programs are accredited by the Council on Occupational Education and have approval for veterans' training by the Division of Veterans' Benefits and Assistance

MISSION STATEMENT

CTC's mission is, "to provide an effective, innovative technical education preparing students to enter, advance, and succeed in the workplace." [Re-affirmed: 10/5/2011]

Many specific programs are credentialed including:

- Automotive Technology-the National Institute for Automotive Excellence
101 Blue Seal Drive, SE, Suite 101, Leesburg, VA, 20175
- Dental Assisting-the Commission of Dental Accreditation of the American Dental Association.
211 East Chicago Ave., Chicago, IL 60611-2678
- Nursing Assistant-the State of Florida, Florida Board of Nursing.
Florida Board Of Nursing, Department of Health 4052 Bald Cypress Way, Tallahassee, FL 32399
- Practical Nursing-the State of Florida, Florida Board of Nursing
Florida Board Of Nursing, Department of Health 4052 Bald Cypress Way, Tallahassee, FL 32399 .
- Cosmetology Instructors-the State of Florida, Florida Board of Cosmetology
Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology, 1940 North Monroe Street, Tallahassee, FL 32399.
- National Association for the Education of Young Children,, 1313 L St. NW, Suite 500, Washington D.C. 20005

CTC is designed to provide training to persons who are 16 years of age or older. This includes current high school students (dual enrolled), graduates and non-graduates. Its instructors are certified by the State of Florida or the School Board of Charlotte County, Florida and have a minimum of three years experience in their field or the required educational credentials. Each occupational program area has an advisory committee comprised of local employers.

CTC enrolls students on a quarterly or semester basis depending on the program of study. The quarters for 2011-12 are as follows:

Calendar A: Q1-8/8/11; Q2-10/12/11; Q3-1/4/12; Q4-3/19/12

Calendar B: Q1-7/21/11; Q2-10/3/11; Q3-1/4/12; Q4-3/27/12

Adults with Disabilities/Special Needs Student

All programs, campus organizations, and activities are open to all students who are handicapped. Efforts are made to assist the handicapped student to function as independently as possible while attending school. Should special needs arise, the

administration and/or Student Personnel Services are to be notified.

Admissions Information

Any person who is at least 16 years old or older and has withdrawn from high school graduated or has shown the ability to benefit from the training offered is eligible for admission. Each person completes a registration packet and shows proof of Florida residency.

Each potential student who does not have an Associates degree or higher must take the Test of Adult Basic Education (TABE) by the end of the sixth week of their program. It is highly recommended that this be done prior to the beginning of school to help determine your academic readiness. Students, whose results score well below qualifying levels for their chosen program, will be encouraged to remediate their basic skills in the Adult Learning Center (ALC) prior to enrollment. Technical programs of less than 450 clock hours do not require TABE qualification.

Counseling sessions can take place by meeting with the career specialist to help choose a program of study at the request of the future student.

Admissions Requirements

Proof of Florida Residency requires the submission of official and/or legal documents issued 12 complete months prior to the first day of classes. Both documents must verify residency in Florida for one calendar year. All documents must be copied onto letter or legal size paper and there must be an absence of any document that reflects residency in an other state or country during the same period.

- ◇ For all Health Science programs, students will be required to complete a Level II FBI background check, drug screening and TB test. Early Childhood Education requires only the Level II FBI background check.. For more information refer to the web site, "Adult Programs"

High school students (grades 10-12) can apply for the Dual Enrollment program. See your high school guidance counselor or contact CTC Dual Enrollment directly at (941)255-7500, Ext. 179. You can also apply online on the CTC website under "High School Programs."

Registration Procedures*

1. Schedule the Test of Adult Basic Education (TABE) assessment at 255-7500. (The TABE is offered "in house" on computer or as a "paper/pencil" test).
2. Meet with a Career Specialist to complete registration paperwork.
3. Pay total first semester tuition/lab and matriculation fees at the school store.
4. Order text books online.

*Procedures vary in Health Science Programs

“Ability to Benefit” (ATB)

Students who are 16 or older and have not earned a high school diploma or GED may be admitted to Charlotte Technical Center as an “Ability to Benefit” (ATB) student in all programs except Dental Assisting and Practical Nursing.

Academic progress is monitored by Student Personnel Services and interventions are made for ATB students who are having difficulty with school. That can include the ATB student who is encouraged to pursue their GED.

Transfers

- ◇ Postsecondary transfers from other institutions are accepted on a space-available basis. Students should request a transcript from their former school containing clock hours of attendance, grades, and skills acquired. Based on program requirements, additional testing and assessment of technical skills may be required. CTC is a part of Florida’s statewide course numbering system which facilitates the transfer of courses among participating institutions.
- ◇ CTC students may transfer to another program at CTC by following this procedure:

The student will notify their current teacher of the desire to change programs. The teacher will direct the student to the Career Specialist in Student Services.

The student and the Career Specialist will develop a plan for the student to include any or all of the following:

- ◇ Counseling with outside agency such as WIA or Vocational Rehabilitation.
- ◇ Shadowing in other vocational programs for a half-day, full day, or several days.
- ◇ Counseling session with student, parent, outside counselor and the Career Specialist.

If the decision is to transfer, the student will complete paper work to enter the new program and notify the financial aid office of the change, if appropriate.

The student will attend an orientation session with their new instructor. The student is considered present for all hours during this transition period.

For postsecondary students, unused tuition for the semester will be automatically transferred to the new program.

Readmission

Students who have withdrawn from a program and wish to return to continue working toward a certificate must:

- 5.** Contact the Student Personnel Services Office for an appointment

6. Conference with a Career Specialist regarding the current status of their previous TABE scores
7. Pay tuition, lab and matriculation fee
8. Meet with an administrator if “administrative approval” is required for the student to return to CTC

Financial Aid

Financial Aid Service is available to help pay for educational expenses at CTC. Financial assistance is based on a student’s documented financial need. Students should apply for financial assistance as early as possible but at least one month prior to the start of school.

Financial assistance can be provided by various agencies (federal, state, and local governments; community organizations; and private corporations or individuals). Students interested in Financial Aid have several resources available to them and each is designed to help with expenses such as tuition, texts, supplies, transportation, etc.

Sources of Financial Aid available for full-time CTC students are:

- ◇ Federal Pell Grant (www.fafsa.ed.gov)
- ◇ Campus-Based Aid
- ◇ Workforce Council—WIA
- ◇ Florida State Grants
- ◇ Vocational Rehabilitation
- ◇ Local Scholarships
- ◇ Veteran’s Benefits

U.S. citizens and eligible non-residents can receive financial aid.

Applications must be completed for each academic year. The worksheet is available at the CTC financial aid office or at www.fafsa.ed.gov.

These Federal Financial Aid programs are designed to assist any student who is a U.S. citizen or permanent resident, is enrolled or accepted in a program and demonstrates eligible financial need. The FAFSA (financial aid application) can be processed by the federal government on or before May 15 of the school year for which aid is sought.

Training programs of 600 hours or more are eligible for the Pell Grant in addition to other federal programs.

CTC students interested in any of the federal financial aid programs will need to contact the Financial Aid office for information.

Students who receive Title IV aid and withdraw from CTC will have their refund calculated according to the “Return of Title IV Guidelines.”

NOTE: Ability To Benefit (ATB) students must pass the state approved Wonderlic™ test in order to receive Title IV monies.

Tuition is payable during designated enrollment periods up to the first day of class. Tuition is based on a semester enrollment. Tuition is determined by the State Legislature and adopted by the local school board and remains consistent for the academic year, July to June. The hourly tuition rate for the 2011-2012 year (as of 8/5/2011) appears on the following chart:

Resident Vocational Credit	\$2.78 hr.
<small>Residency requires U.S. Citizenship, legal permanent resident or visa status approved by the State of Florida and be a state resident for 1 year prior to enrollment.</small>	
Non-Resident Vocational Certificate	\$11.17 hr.
Continuous Workforce Education	\$5.40 hr.
Non Resident Continuous Workforce Education	\$10.80 hr.
Resident Adult General Education	\$30 per term (trimester)
Non-Resident Adult General Education	\$120 per term (trimester)

For specific program costs refer to "charlotte techcenter.com", "adult students", "full-time programs". Cost sheets are attached to each link.

Workforce Investment Act

The Workforce Investment Act (WIA) is a program that sponsors economically disadvantaged persons who have proof of county residence and U.S. citizenship. WIA offices are located in Charlotte, DeSoto, and Sarasota counties. Application for WIA assistance is made by contacting the office in your county.

SWFL Works

1032 Tamiami Trail, Unit 9
Port Charlotte, FL 33953
941-235-5900

Suncoast Workforce

897 E. Venice Avenue
Venice, FL 34285
941-486-2682

Heartland Workforce

2160 Northeast Roan Avenue
Arcadia, FL 34266
863-993-1008

Vocational Rehabilitation

Vocational Rehabilitation will assist individuals with disabilities meet their employment goals. The offices are located at:

- ◇ 4161 Tamiami Trail, Suite 801, Port Charlotte, FL 33848 (941) 613-0900
- ◇ Suncoast Workforce.—897 E. Venice Avenue, Rm. 112, Venice, FL 34285 (941) 486-2682
- ◇ 1733 East Oak Street, Arcadia, FL 34266 (863) 993-4655

Florida Vocational Tuition Assistance is available through CTC as mandated by Florida Law (S.B.R. 6A-20.036). You must apply using the Free Application for Federal Student Aid (FAFSA) that determines eligibility. Information is available through the Financial Aid office. FVTA pays for tuition only.

Florida Public Post Secondary Career Education Student Assistance Grant (FSAG-CE)

This program is a need based grant program available to Florida residents enrolled in a certificate program of 450 or more clock hours.

FINANCIAL AID OPTIONS

Charlotte Technical Center 18150 Murdock Circle Port Charlotte, FL 33948
(941) 255-7500
www.charlottetechcenter.com

The Information Below is Subject to Change

Option	Who is Eligible	Where to Apply
Federal Pell Grant	Students who are US Citizens or permanent residents and enrolled or accepted in a program of =>600 hours and meet financial need and other requirements.	www.fafsa.ed.gov
Federal Supplemental Education Opportunity Grant (SEOG)	Highest need Pell-eligible students	Automatically checked with Pell eligibility.
Florida State Grants	Must have proof of Florida residency for at least 12 months prior to the first day of classes for which the student is enrolling	Financial aid Office, Three Story Building
Welfare Transition Program	Temporary aid for Needy Families recipient	SWFL Works 1032 Tamiami Trail, Unit 9 Port Charlotte, FL 33953 (941) 235-5900

Veteran Benefits Program	A qualified veteran or dependent of 100% disabled or deceased veteran	CTC Financial Aid Office, Three Story Building
Florida Bright Futures Scholarship	High school seniors who meet criteria; see web site for information	www.FloridaStudentFinancialAid.org
FAFSA4caster	This is an online tool to help prepare financially before applying for federal student aid; provides an estimate of federal student aid eligibility	www.FederalStudentAid.ed.gov
Workforce Investment Act (WIA)	The Workforce Investment Act (WIA) is a program that sponsors economically disadvantaged persons who have proof of county residence and U.S. citizenship. WIA office is located in Charlotte, DeSoto, and Sarasota counties. Application for WIA assistance is made by contacting the office in your county.	SWFL Works 1032 Tamiami Trail Port Charlotte, FL 33953 941-235-5900 Suncoast Workforce. 897 E. Venice Ave. Venice, FL 34285 (941) 486-2682 Heartland Workforce 2160 NE Roan Ave. Arcadia, FL 34266 (863) 993-1008
Vocational Rehabilitation	Individuals with disabilities that require rehabilitation to meet employment goals.	Vocational Rehabilitation 4161 Tamiami Trail, Suite 801 Port Charlotte, FL 33948 (941) 613-0900 Vocational Rehabilitation, Jobs Etc. 897 E. Venice Ave., Room 112 Venice, FL 34285 (941) 486-2682 Vocational Rehabilitation 1307 East Oak St. Arcadia, FL 34266 (863) 993-4655
Charlotte Technical Center Advisory Board Scholarships and Community Scholarships	Students enrolled a minimum of one month, who document financial need on scholarship application.	CTC Admissions Office, Three Story Building
Education Tax Credit (Hope Scholarship Tax Credit) (Lifetime Learning Tax Credit)	Student or parents paying own way in postsecondary education who meet certain financial criteria.	Call your tax advisor or IRS for more information ;claimed on US Income Tax Return

Fees

A Matriculation fee of \$5 is due at the time of enrollment.

A \$20 assessment fee is charged for the Test of Adult Basic Education (TABE).

Laboratory fees are part of the semester tuition payment. They are determined at the start of each school year and collected at the beginning of each semester. They are based on consumable supply costs, required liability insurance, and special certifications required (i.e. CPR and First Aid).

Student Accident Insurance is offered to each student at the time of enrollment. Fees are affordable because CTC students can participate in district-wide coverage. Accident insurance is mandatory in most CTC programs and every full-time student is strongly encouraged to be covered. The fee is assessed one time for the academic year, July to June.

Drop/Add Period

CTC has a drop/add period of five(5) class days starting with and including the first day of class of each semester. Students may enroll or exit for the academic quarter at any time during this period. Transfer students may be considered at any time during the quarter.

Institutional Refund Policy

- ◇ If CTC cancels a class, does not open as scheduled, or if a student registration is canceled by official action, the student will receive 100% refund of tuition and all fees.
- ◇ All students in full-time classes withdrawing from class during the drop/add period will receive 100% refund of tuition and fees charged with the exception of matriculation and application fees. Fees for part-time classes are non-refundable.
- ◇ After the drop/add period has expired, withdrawal from class will result in NO refund to the student, with the following exception: CTC may approve a fee adjustment after the drop-add period if a student withdraws due to circumstances determined by CTC to be exceptional and beyond the control of the student. Request for fee adjustment must meet one of the conditions below with documentation submitted to the administration and be submitted within 30 days:
- ◇ Involuntary call to military service—copy of order required.
- ◇ Illness of student or immediate family member (parent, spouse, child, or sibling) of such severity or duration to preclude completion of enrollment period—written confirmation by a physician required.

- ◇ Death of the student or immediate family member (parent, spouse, child, or sibling)—copy of death certificate required.
- ◇ If the final part of a program’s schedule is less than a full semester’s hours AND the student completes the program during that final SCHEDULED part, a refund will be made at the current hourly rate for the period of time from the end of the SCHEDULED program to the end of the semester.
- ◇ Refunds will be made within 30 days of withdrawal date.

The student is required to satisfy all financial obligations with CTC by the end of drop add/period or 5 school days. Students may be dismissed from their program for failure to satisfy financial obligations, enrollment can be denied for ensuing quarters and educational records will be withheld.

Textbooks : Virtual Bookstore

Akademos is a full-service virtual bookstore and marketplace for new and used textbooks. Students can purchase their textbooks on-line using a credit card or a voucher card from the CTC school store. Some programs are making ebooks available. Information on availability can be received from the Career Specialist.

Uniforms, Tools, and Kits

Uniforms, tool, and kit lists are published with specific occupational program requirements. They are the property of the student and are an essential part of the field of study.

Program Completion

A student must meet the TABE or college degree requirement to complete a program with the following exceptions:

- ◇ Exceptional students.
- ◇ Students who pass a specific industry certification exam in their field of study.

Program completion is achieved when all hours and standards are met to satisfy the guidelines established by the Florida Department of Education.

2011-2012 Calendars

Calendar A (180 Days)

Quarter 1	August 8, 2011
Quarter 2	October 12, 2011
Quarter 3	January 4, 2012
Quarter 4	March 19, 2012

Calendar B (200 Days)

Quarter 1	July 21, 2011
Quarter 2	October 3, 2011
Quarter 3	January 4, 2012
Quarter 4	March 27, 2012

The Charlotte County Public Schools does not discriminate in educational programs/ activities or employment on the basis of race, color, religion, sex, national origin, age, marital status, or handicap. S.B.C.C. Rule 2.80.

FACILITIES

Student Center

The Student Center is located in the lobby of the Three Story Building including the coffee stand and is readily accessible to all students of CTC and to students

The Student Center is open from 7:30 a.m. to 7:00 p.m. Tuesday through Thursday and 7:30 a.m. to 3:30 p.m. on Monday and Friday.

Wireless access to the Internet is available with some limitations established by the school district.

Adult Learning Center (ALC)

Charlotte Technical Center students may have individual study with teacher assistance in reading, mathematics, language, study techniques, and GED test preparation. The ALC is open day hours Monday through Friday with extended hours on some evenings. A schedule of hours is available in the Three Story building. The ALC is located in Building C, room 117. Tuition has been established by the State of Florida for Adult General Education at a rate of \$30 per term (trimester) for Florida resident and \$120 per term (trimester) for Out fo State resident.

Restaurant

A full-service restaurant is available for breakfast and lunch in Building H. Three chef instructors and culinary students prepare creative meals daily.

Microwave ovens are also available to heat foods you bring from home. Food and beverages should be consumed in the Three Story Student Center or the Restaurant in Building H.

Vending machines are located outside Building H.

Schoolstore

The Schoolstore is located in the three story building, Room 016A, in the left hallway from the reception desk. Tuition payments and some supply purchases are made there. Sponsored students pick up and sign for their packages there. Supply prices vary depending on item and shipment. Class cost sheets are available from the Career Specialist and kept on file in the schoolstore. Books are purchased using the Akademos on-line bookstore. Information is available at the schoolstore and from your teacher. Dental students choosing ebooks will purchase directly from the publisher.

Daily Schoolstore hours: 7:30 a.m.—3:30 p.m. (The schoolstore is only open on an “as needed” basis for evening classes. During the first week of evening classes the schoolstore is open until 8:00 p.m.)

Parking

Students are required to display a CTC Parking Permit on the driver’s side windshield of their vehicle. Permits are \$5.00 per school year. Replacements are \$1.00. Non-permitted vehicles will be warned by campus security on the first offense. A second offense may result in a \$10.00 fine. A third offense will result in the towing of the student’s vehicle at the driver’s expense.

- There is no student parking behind Bldgs. J-K and L.
- Parking lots are designated by signage for staff, students and handicapped parking.
- No parking on roadways, grass and service roads.
- Secure your vehicle. CTC is not responsible for damage to any vehicle while parked on campus or for stolen items.

Violations may lead to the loss of the permit for a designated period of time. Motorcycles are not permitted on the sidewalks. They should only be driven in the parking lot areas. Bicycle racks are available on campus.

The speed limit on campus is 5 miles per hour. This is enforced by security and the School Resource Officer.

Lockers/Personal Tools

School locks are available at the schoolstore for a \$3.00 rental.

Only school issued locks will be permitted on school lockers. All other locks will be removed and discarded. Administration reserves the right to have access to student lockers and personal belongings.

Any tools or equipment brought on the CTC campus are the sole responsibility of the student. CTC, its Board of Education, its faculty, staff and administration are not responsible for the securing, safety, or storage of any tools other than those owned by the School Board of Charlotte County.

Telephones

In the event of an emergency, calls from a student's home should be made to the Student Services Desk (Ext. 106, 118 or 127). Every effort will be made to deliver the message.

Students should not leave class to use the telephone without the instructor's permission. According to Charlotte County Public School's policy, cellular phones must be turned off during class. Students should use their lunch periods to make necessary phone calls.

CAMPUS SAFETY

Visitors

Only registered students and persons using the Adult Learning Center Lab can be on campus. All visitors must sign in at the Information Desk in the Three-Story Building and receive a visitor's pass to be worn in a visible place. Students may not bring visitors or pets to CTC. Patrons of Cosmetology and Papa G's are not required to sign in at the Information Desk.

Lost and Found

Lost and Found articles should be promptly reported to the Information Desk in the Three Story Building. It is recommended to not bring any personal items to school. CTC cannot reimburse the cost of any items that are lost by students. Each student is responsible for their personal items. Please keep your car locked at all times.

Standards of Conduct

Students are expected do their best and do the right thing. They should treat others in a manner which is considerate of their rights and does not interfere with the educational process of the school. Students are expected to be cooperative with all instructors in the interest of safety and security. Behavior that interferes with the educational process of a CTC program in a negative way, may lead to dismissal from school.

School Property

Destruction and abuse of school property can result in a financial obligation and will result in dismissal from CTC.

CCPS board policy determines that any misuse of CTC licensed software, the computer network, or the Internet will be grounds for student dismissal from CTC.

The entire Charlotte Technical Center campus is a tobacco free environment.

STUDENT CODE OF CONDUCT

CTC follows the CCPS Student Code of Conduct.

Any student who interferes with the operation of the school or is deemed guilty of serious misconduct will be subject to suspension or dismissal from school.

The possession or consumption of alcoholic beverages or illegal substances on the campus will result in expulsion.

Any form of gambling is strictly prohibited.

Charlotte County Public Schools (CCPS) defines cheating as **“the inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test or assignment.”**

A student whose actions enable others to cheat will be considered to have committed the same act of cheating. Cheating violations will result in discipline consequences related to the nature of the incident.

CCPS has a zero tolerance policy for school related violent crime. Students who are determined by the Director to have committed a zero tolerance violent crime on school property, on school-sponsored transportation, or during school-sponsored activities shall be recommended to the Superintendent for expulsion. The Superintendent will consider each recommendation for expulsion on the basis of what is in the best interest of the student and the school system.

The following list of offenses shall be considered zero tolerance violent crimes:

- ◇ Homicide (murder, manslaughter)
- ◇ Battery or aggravated battery on a teacher or other school personnel
- ◇ Armed robbery
- ◇ Aggravated battery
- ◇ Sexual battery
- ◇ Kidnapping or abduction
- ◇ Arson

- ◇ Possession, use or sale of any explosive device
- ◇ Possession, use or sale of any firearm
- ◇ Sale, distribution or delivery of illegal drugs
- ◇ Aggravated assault (threat with a weapon)
- ◇ Bonafide threat
- ◇ False report

School Board Rule 7.28, Sections 230.23 and 230.23015, Florida Statutes Rule 6A-1.0404, Florida Administrative Code, Gun Free School Zone Act of 1994

ELECTRONIC DEVICES

Any electronic device that disrupts learning, as determined by the Director, is prohibited on school grounds. Telephone beepers, pagers, and cellular phones are prohibited from being used during class hours.

Prohibited electronic devices are considered to be contraband and possession of such devices may result in confiscation and/or disciplinary action. Florida Statute, 230.23(6)(d) 4, Florida Code, Chapter 893.

Warrantless Searches

School officials may conduct a warrantless search of a student's person, automobile, backpack, or any other storage area on Charlotte County Public Schools' property if such officials have reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or hidden therein.

School officials may also use metal detectors or specially trained animals in the course of searches.

Any student who refuses to cooperate shall be subject to school disciplinary action, which may include a recommendation for expulsion.

A random search of students without specific cause may be conducted on Charlotte County Public Schools' property, at school-sponsored activities away from school property, and at all other times when students are subject to the disciplinary control of school officials.

Student, property and areas to be included in the search shall be determined on a documented completely random basis. Stationary or hand-held metal detectors may be used to assist in a random search for firearms and weapons. Specially trained animals may be used to assist in the random detection of weapons or illegal substances.

- ◇ Visitors who elect to remain in the search area following notice may be subject to the random search process. Such random searches may only be conducted

by school officials subject to the administrative guidelines established by the Charlotte County Superintendent of Schools and applicable School Board Rule.

STUDENT SERVICES

Student Services is located in the Three Story Building and works closely with all instructors to ensure your development while a student at CTC.

The Student Services staff is ready and willing to help you in any way possible.

Services include:

- ◇ Assessment Testing
- ◇ Career Counseling
- ◇ Current Occupational Forecast Information
- ◇ Educational Counseling
- ◇ Employability Skills Information
- ◇ Financial Aid Information
- ◇ GED Information
- ◇ Student Accident Insurance
- ◇ Job Placement
- ◇ Job Seeking Skills
- ◇ Personal Counseling and Referrals
- ◇ Student Records
- ◇ Substance Abuse Referral

STUDENT RECORDS

Change of Address, Phone or Name

Submit in writing any change of address, phone number, or legal proof of name change to your Career Specialist in Student Services. Students are asked to keep CTC informed as to the changes so that your records may be maintained accurately.

Reports of Progress

Reports of progress are issued at midterm and at the completion of each school term, usually 4.5 week intervals. The instructors should review your progress at that time.

Occupational Completion Point Certificate

All programs at CTC are competency based and follow the state curriculum frameworks.

The program competencies are divided into Occupational Completion Points (OCPs). Students may exit at any OCP and receive a certificate that designates all completed OCPs. Students are encouraged to become program completers.

In order to complete a program, a student must complete all OCPs and pass the minimum grade requirement for their program along with passing the minimum state requirements on the Test of Adult Basic Education (TABE).

A fee to replace a lost certificate is \$5.00.

Privacy of Records

By law (1974 Family Educational Rights and Privacy Act or FERPA), student records may not be released without written consent of the student. School officials and teachers having legitimate educational interest are the exception. All others, such as police or officers of the court, must show proper authorization in order to examine student records.

Release Of Student Records

The release of all information regarding students is monitored and protected. Students, who request their records to be sent to an institution, employer, etc., must complete the Student Records Release Form, which will become part of the student's record. Student Services will release a copy of the student's record to the designated party.

Review of Records

CTC maintains educational records in accordance with state and federal laws. Students have the right to review their own records. Parents and legal guardians may review the records of students under the age of 18 who are enrolled at CTC. Students who are 18 or older and enrolled in a postsecondary program must give permission for anyone else to review their records.

A specific procedure must be followed for the review of records. See the Student Services administrator for further information.

Students have the right to a copy of the records for a fee, to challenge information contained in the record, to a hearing if the school declines to change or destroy information when challenged, and to waive access to letters or statements of recommendations or evaluations.

Withdrawal

A special procedure for withdrawal exists at CTC. First, notify your instructor of your intentions, participate in an exit interview with the Career Specialist, and complete the necessary forms for your withdrawal. If you fail to follow this procedure, it will be noted in your permanent school records, which may jeopardize future re-entry at CTC and record release.

Transcripts

Transcripts of grade and program results will be issued only upon the written release of the student. Students under 18 years of age must have a parent or guardian sign to release records (part of registration procedure). Transcripts may be requested on-line at charlottetechcenter.com.

Placement Services

SWFL Works (1032 Tamiami Trail, Unit 9) provides a job "Resource Lab" and also serves the CTC students.

Students are offered workshops that may include: resume writing, searching and applying for jobs, dress for success and interview techniques. Program instructors serve as a vital link with employers and may refer students to potential jobs.

Students are asked to inform their program instructor or the Placement Specialist of their employment status and to participate in the annual follow-up study.

Pumpkin Patch Preschool

The Pumpkin Patch Preschool is the hands-on learning laboratory for secondary and postsecondary students in the Early Childhood Education program at CTC. This model includes a healthy, safe, developmentally appropriate program that is:

- ◇ Licensed by Florida Department of Children and Families, License #C08CH6311
- ◇ Open Monday through Friday from 7:30 a.m. to 3:30 p.m. on a modified school calendar
- ◇ Fee of \$60 per week for students and \$110 per week to the public.
- ◇ Priority enrollment is given to the child or children of a parent or member of the household that is a full-time day student at Charlotte Technical Center.

The child:

- ◇ Must be three to five years of age
- ◇ Must have a recent physical
- ◇ Must be up-to-date on all shots
- ◇ Shall be admitted upon space availability

The Adult Learning Center (ALC)

The Adult Learning Center is open to all students 16 years of age or older enrolled in, or seeking enrollment in, career and technical education programs who need to upgrade basic skills in reading, mathematics, and/or language. This instruction provides the foundation for program success. Students enrolled in career and technical programs at CTC may use the ALC to supplement their programs when referred by their instructors. In addition, the ALC provides GED test preparation instruction for adults and for underage students who meet underage requirements. There is a term tuition of \$30 for Florida residents and \$120 for all others. The terms are trimesters based upon the school calendar.

Veterans' Information

Charlotte Technical Center full-time programs are approved by the Veterans' State Approval Agency. Veterans and Dependents of Disabled or Deceased Veterans who plan to attend full-time programs at CTC should contact the Financial Aid Office located in the Three Story Building.

Attendance Policies

- ◇ Persons enrolled in technical training programs that accumulate more than 2 ½ unexcused absences during any calendar month will have their VA Educational Benefits terminated.
- ◇ In order to avoid interruption of benefits, students must maintain required attendance and demonstrate progress toward program completion and certification. Cooperative training work is not covered.
- ◇ The educational programs at CTC are based on clock hours and the school year is divided into two semesters. Veterans receiving educational benefits must maintain a grade of "C" or above. A veteran student not maintaining a "C" average will be put on academic probation for the following semester. If he/she does not achieve a grade of "C" during the probationary period, the veteran will be terminated from benefits for unsatisfactory progress; and the VA will be notified.

Policy For Re-enrollment Of Veterans Withdrawn From School By Administrative Action

- ◇ A detailed narrative of the reasons leading up to administrative withdrawal of a full-time student, as well as the exit conference notes, are kept in the student's school records.
- ◇ These notes are reviewed in a conference with the student at the time they request re-enrollment.
- ◇ Re-enrollment is activated based on accomplishment of the corrective procedures outlined in the exit interview.

- ◇ Examples of this include:
- ◇ Academic withdrawal—remediation in the Adult Learning Center and a variety of other assignments.
- ◇ Attendance problem—reliable transportation, job adjustment, back-up childcare, resolution of health problems.
- ◇ Substance abuse—completion of rehabilitation program.
- ◇ Re-enrollment students are given priority over other prospective students on the program waiting list.

GED

The General Education Development Test (GED) consists of five individual multiple-choice subtests. They include: Reading, Writing, Mathematics, Science, and Social Science .

Fees associated with GED program include:

Assessment Test	\$20.00
GED Test (all subtests)	\$70.00
Reading	\$14.00
Writing	\$16.00
Mathematics	\$14.00
Science	\$14.00
Social Studies	\$14.00

- ◇ Minimum Age: A candidate shall be at least 18 years of age and not enrolled in a regular day school for youth. Candidates who are 16 and 17 years of age may test only under extraordinary circumstances with a waiver.
- ◇ Special accommodations are available.
- ◇ Candidate must be a Florida resident.
- ◇ Fees subject to change.

Class Schedule

The majority of postsecondary programs start at 7:45 a.m. and end at 3:10 p.m. The high school schedule is 7:45 to 2:25. Some programs such as Early Childhood Education, Cosmetology and Health Science programs may have different time schedules.

Lunch breaks are thirty or forty minutes in length. A specific time is scheduled for each program and students will be advised of their lunchtime by their instructors.

Course Progress and Completion

Satisfactory course progress is a requirement for continuing enrollment in any technical program. Grading scales and progress requirements are clearly defined by each program area and covered in detail during the "CTC 101" orientation session. When possible, they are aligned with the CCPS scale:

90-100	A	Outstanding Progress
80-89	B	Above Average Progress
70-79	C	Average Progress
60-69	D	Below Average Progress
0-59	F	Failure

Each program is divided into courses and Occupational Completion Points identified in Florida Curriculum Frameworks.

- ◇ Certificates are awarded at the time a student exits a program. Any and all OCP's completed and their explanation will be documented on the back of the certificate.
- ◇ For a program completer of all Occupational Completion Points and basic skill testing requirements, a full-program certificate is awarded.
- ◇ This information is made available to each student during the first week of school by the instructor.

Student Dress

All programs require some form of uniform. Students are expected to conform to the uniform requirements of their chosen program. Uniforms are part of the employability aspect of CTC programs and helps in maintaining a safe campus by identifying CTC students.

Students are to remember that Charlotte Technical Center is designed to prepare students for employment. Employability is considered an important part of your evaluation as a student. Learning these skills will help you maintain satisfactory grades as well as make you a better candidate for work following your training. Students can be referred to administration for failure to comply with this requirement.

Field Trips

Occasional field trips to local businesses to gain experience and additional insight into an occupational area may be arranged by the instructor with the permission of the Center Director. Such field trips are considered a part of the class schedule and any students who are absent from these shall be considered absent from the class period.

Homework/Outside Study

Each instructor will assign homework/outside study at his/her own discretion and as warranted by the needs and demands of the program.

Attendance

Regular attendance is essential for employability. Good attendance is a vital part of technical training. All students who are late must sign in at the Student Services Desk. Any student removed from a program for non-attendance must wait until the next enrollment period at the discretion of administration and will be on an administrative probation for attendance. A student who becomes ill at school or who must leave prior to official dismissal time must report such illness and/or need to leave early to Student Services. The student must sign out at the Student Services desk in the Three Story Building.

Absence

Students are required to notify Student Services of any absence from class, just as they would notify an employer. If you anticipate an absence, please inform Student Services prior to your absence. In open-entry programs excused absences that do not exceed 10% of program/semester hours do not require make-up of the hours absent to receive a certificate. Students with excessive absences beyond the allowable limit (5% unexcused) may be withdrawn and will not be readmitted without administrative approval.

PLEASE NOTE: Attendance policies may vary with licensure programs such as Cosmetology, Early Childhood Education, and Health Sciences.

Religious Holidays

Religious holidays or holy days of the student's specific faith or religious instruction may be excused. Students shall be excused from any examination, study, or work assignment for observance of a district approved religious holiday or because the basis of his/her religion forbid secular activity at such time.

Cooperative/Internship Training Program

The cooperative training program makes it possible for a student to earn credit toward course completion while working in a job related to their program. To be eligible for the cooperative training program, a student must:

- ◇ Have completed the required percentage of program competencies as designated by the program instructor.
- ◇ Have demonstrated good attendance, proper grooming, and positive attitude.
- ◇ Be recommended by the instructor as being sufficiently skilled in area of training.
- ◇ Complete the required forms.

If you are interested in this program, contact your instructor.

(Cooperative training is not available in Health Science or Cosmetology.)

Work-Based Internship

Some programs offer non-paid, work-based internships for students who are near program completion. Specific learning objectives are planned and evaluated. See your instructor to determine if these apply to your program.

STUDENT GRIEVANCE PROCEDURE

(Other than Discrimination or Sexual Harassment)

Students who have a grievance or complaint at Charlotte Technical Center should follow the procedures listed below:

- ◇ The student should bring the problem to the attention of their program instructor.
- ◇ The instructor and program supervisor will counsel the student and try to resolve the situation.
- ◇ If the situation is not resolved, the student should see a Student Services Career Specialist to discuss the problem.
- ◇ The Student Services Specialist will assist in resolving the problem or refer the student to a Coordinator.
- ◇ If the student is referred to a Coordinator, the student will be asked to write a statement describing the problem.
- ◇ The Coordinator will attempt to satisfactorily resolve the problem.
- ◇ If the complaint is not satisfied with the action taken by the Coordinator, the student will then see the Center Director.
- ◇ The Center Director will review the written statement and take action to resolve the situation.
- ◇ If the situation is still not resolved, the student will contact Charlotte County Public Schools, Assistant Superintendent of School Support and make an appointment to discuss the situation.
- ◇ In the event that the complaint is still not satisfied with the action taken through the Charlotte County Public Schools, the student should contact:

Council on Occupational Education (COE) 7840 Roswell Road, Building 300 Suite 325,
Atlanta, GA 30350 (770)396-3898, Fax (770)396-3790

School Board Policy 2.71

SEXUAL HARRASSMENT

5517 - PROHIBITION OF HARASSMENT

The School Board prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disabling condition if otherwise qualified, or social and family background. Persons alleging such harassment shall use grievance procedures provided elsewhere in these policies to remedy such harassment. This policy also applies to non-employee volunteers who work subject to the control of school authorities.

Any employee or student who makes a complaint of harassment will be protected against retaliation.

Confidentiality will be provided to the extent possible, to any employee or student who alleges harassment.

Appropriate action will be taken when it is determined that harassment has occurred.

The Board desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Board. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the School Board forbids harassment against any student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its students.

Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

- ◇ Verbal harassment or abuse of a sexual nature
- ◇ Subtle pressure for sexual activity
- ◇ Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity)

- ◇ Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching
- ◇ Suggesting or demanding sexual involvement accompanied by implied or explicit threats
- ◇ Display of sexually suggestive objects, pictures, or written materials

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

Specific Prohibition

It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.

Procedures

Any student who alleges sexual harassment by another student should complain to the building principal, assistant principal(s), guidance counselors, or school-based equity coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extra-curricular activities, grade, or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

Civil Rights Act, 42 U.S.C. 1983

F.S. 110.1221, 1000.05, 1006.07

Full Time Faculty

Ahlborn, Cynthia
Dental Assisting
Associate's Degree
Oakland Community College

Antuono, Linda
Health Science
Bachelor's Degree-Nursing
Rhode Island College

Bernardo, Gary
Coordinator
Master's Degree-Ed. Leadership
University of South Florida, FL

Broda, Don
Automotive Service Technology
District Vocational Certificate

Burwell, Renee'
Health Sciences
Ph.D. Education
Nova University

Cantienny, Chuck
Drafting
District Vocational Certificate

Carkuff, Paul
Computer Systems Technology
Bachelor's Degree
SUNY New Paltz, NY

Cole, Dennis
Automotive Technology
Bachelor's Degree
Rutgers University

Cookingham, Tobé
Career Specialist
Master's Degree
University of South Florida, FL

Curby, Mary
Cosmetology
Licensed Cosmetologist
Charlotte Vocational Technical Center
District Vocational Certificate

Darmetko, Heather
Health Sciences
Bachelor's Degree
Edison State College

Dowling, Suzanne
Business
Bachelor's Degree
Union College, KY

Faircloth, Allen
Health Sciences
Associates Degree
Manatee C. C., FL

Gary, Karyn
Director
Doctorate
University of Central Florida

Graham, Jeffery
Culinary Arts
District Vocational Certificate

Green, Jeremy
Game Simulation and Animation
Associates Degree
Full Sail, FL

Guerra, Susanna
Health Science
Associate's Degree-Nursing
North Community College, MN

Gulsby, Cynthia
Dental Assisting
District Vocational Certificate

Ham, Pamela
Business
Bachelor's Degree
Indiana State University, IN

Holbach, Bonnie (B.J.)
Occupational Specialist-Placement
Bachelor's Degree
St. Leo's College, FL

Huse, Scott M.
Testing Coordinator
Doctorate
Bethany Theological Seminary, AL

Isley, Leslie
Master's Degree
Eastern Michigan, MI

Jamrog, Susan
Early Childhood Education
Master's Degree
Nova Southeastern University, FL

Jernberg, Roy
Automotive Service Technology
Bachelor's Degree
Indiana State University, IN

Josifovska, Tatiana
Medical Assisting
Ph.D Medicine
Kumamoto University, Japan

Kurtz, Carol
Health Science
Master's Degree
Nova Southeastern University, FL

Maietta, David
Cosmetology
District Vocational Certificate

McCauley, Barb
Post-Secondary Career Specialist
Master's Degree
Nova Southeastern University, FL

Merrill, Kari
Health Science
Bachelor's Degree
Nova Southeastern Univ., FL

Milinski, Geri
Bachelor's Degree
Carroll University, PA

O'Connor, Shawn
Health Science
Bachelor's Degree, Barry University, NY

Osborne, Jason
Culinary Arts
Associate's Degree
Culinary Institute of America, NY

Persse, Debra
Medical Assisting
Associates Degree
Stratford College, VA

Riccio, Darlene
Dental Assisting
Certified Dental Assistant
District Vocational Certificate

Schrock, Steve
Computer Systems Technology
District Vocational Certificate

Seibert, Bill
Culinary Arts
Associate's Degree
Johnson and Wales University, FL
District Vocational Certificate

Stefanik, Eric
Health Science
Master's Degree
SUNY at Fredonia, NY

Stuenkel, Fred
Automotive Science Technology
Master's Degree
University of South Florida, FL

Vielhauer, Susan
Adult Education
Master's Degree
Nova Southeastern University, FL

Wagner, Lynn
Health Science
Bachelor's Degree
State Univ. of New York

Wilkie, Kim
Health Science
Associate's Degree
Edison State College , FL

Wier, Michelle
Secondary Career Specialist
Master's Degree
Florida Gulf Coast University, FL

AUBOURG, JEANCustodian
BLONDUN, GLENNPara/Security Attendant
BOHLING, CATHY Paraprofessional
BUDIN, ROE Confidential Secretary
DIFE, LINDA Secretary
FRAZER, SIGIMUNDCustodian
GRIFFITHS, CHARLESCustodian
KNIGHT, DARLENE Secretary
KOENNEMANN, TAMMY Administrative Assistant I
LACH, MARTY Paraprofessional
LOUTTIT, JEFF Crew Leader
MARENCHIN, CAROLE Paraprofessional
MASON, VENESSAOffice Assistant I
McNAMARA, PATRICIA Paraprofessional
OAKES, SANDY Administrative Assistant I
O'NEIL, KARIN Bookkeeper
PENSZKI, LASZLOCustodian
TBAPara/Security Attendant
SCHOWALTER, RONALDCustodian
REMY, YVES.....Custodian
THIEL, KAREN Data Management Technician
THOMAS, SANDY Paraprofessional
ULLAH, BIBI..... Paraprofessional
WINN, EDCustodian

Program Descriptions

Architecture and Construction

Carpentry

Drafting

Arts, AV Technology and Communication

Digital Design I and II

Business and Office Technology

Medical Administrative Specialist

Health Science

Dental Assisting

Electrocardiograph Technology (EKG)

Nursing Assistant/Home Health Aide

Medical Assisting (High School Only)-Post Secondary coming 1/2012!

Phlebotomy

Practical Nursing

Hospitality and Tourism

Commercial Foods/Culinary Arts

Human Services, Education and Training

Cosmetology

Early Childhood Education

Information Technology

Computer Systems Technology I and II

Game Simulation and Animation (High School Only)

Law, Public Safety and Security

Criminal Justice Operations (High School Only)

Emergency Medical Responder (High School Only)

Transportation and Logistics

Automotive Service Technology

Architecture and Construction

Program: ***Carpentry 1 - C510100***

Description: This program prepares students for employment in the carpentry and cabinet making industry with a focus on basic carpentry skills.

Length: 600 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 10; Language 9

Courses:	A	Carpentry Helper	BVC0107	300 hrs.
	B	Trim and Finis Carpenter	BVC0111	300 hrs.

Program: ***Carpentry 2-C510200***

Description: Carpentry 1 is a pre-requisite for this course.

Length: 600 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 10; Language 9

Courses:	A	Rough Carpentry	BVC0122	450 hrs.
	B	Carpenter	BVC0128	150 hrs.

Program: ***Drafting-C100200***

Description: Students use individual computer stations and the most current AutoCAD software.

Length: 1500 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 10; Language 9

Courses:	A	Blueprint Reader	TDR0070	150 hrs.
	B	Drafting Assistant	TDR0370	450
	C	Drafting Detailer I	TDR0775	150
		Drafting Detailer II	TDR0776	150
	D	Architectural Drafter 1	TDR0570	150

Business and Office Technology

Program: ***Medical Administrative Specialist – B070300***

Description: Use business software to learn office procedures specific to a medical office.

Length: 1050 hours

Entrance Requirements: Test of Adult Basic Education: Reading 10; Math 10; Language 10

Courses:

A	Information Technology Assistant	OTA0040	150 hrs.
B	Front Desk Specialist	OTA0041	300
C	Medical Office Technologist	OTA0631	300
D	Medical Administrative Specialist	OTA0651	300

Arts, AV Technology and Communication

Program: ***Digital Design 1 – K700100***

Description: Students use computer technology/software to design and create publications for printed copy and web publishing. Emphasis is to enable students in creating graphics used in printed copy or web design, developing layout in desktop publishing programs and creating web pages.

Length: 600 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 9; Language 9

Courses:

A	Information Technology Assistant	OTA0040	150 hrs
B	Production Assistant	GRA0024	150
C	Digital Assistant Designer	GRA0025	300

Program: ***Digital Design 2 – K700200 (Prerequisite Digital Design 1)***

Description: Students continue the development of technology skills in design and layout.

Length: Length: 600 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 9; Language 9

Courses:	D	Graphic Designer	GRA0026	300 hrs
	E	Media Designer	GRA0027	300

Health Science

Program: ***Nursing Assistant—H170602 /
Home Health Aide—H170604***

Description: Students prepare persons for employment at the aide/orderly level in long-term nursing facilities/hospitals. Graduates sit for the state certified Nurse Aide examination.

Length: 165 hours

Courses:	A	Nurse Aide and Orderly	PRN0090	120 hrs.
	B	Home Health Aide	HCP0330	45

Program: ***Practical Nursing – H170605***

Description: The role of LPN as defined in the Florida Nurse Practice Act is to perform selected acts, including the administration of treatments and medications in the care of ill, injured or infirmed, and the maintenance of health and prevention of illness of others, under the direction of a registered nurse, a licensed physician, or a licensed dentist. Physical and dental exams are required, including a drug screening. The state licensure examination follows graduation.

Length: 1350 Hours

Entrance Requirements: A high school diploma or GED;
Test of Adult Basic Education: Reading 11; Math 11; Language 11

Courses:	A	Basic Healthcare Worker	HSC0003	90 hrs
	B	Nurse Aide and Orderly	HCP0121	75
	C	Practical Nurse 1	PRN0091	285
	C	Practical Nurse 2	PRN0092	450
	C	Practical Nurse 3	PRN0093	450

Program: ***Dental Assisting – H170104***

Description: Dental Assisting training is approximately one year and includes didactic, academic, and clinical content. Clinical responsibilities encompass invasive procedures such as placing retraction cord and dental dams to non-invasive procedures such as impression taking and patient education. Other functions include laboratory work (fabricating temporary crowns) to receptionist and clerical functions.

Length: 1230 Hours

Entrance Requirements: A high school diploma or GED;
Test of Adult Basic Education: Reading 10; Math 10; Language 10

Courses:	A	Basic Healthcare Worker	HSC0003	90 hrs.
	B	Dental Sterile Technician	DEA0720	160s
	C	Dental Assistant 1, 2 and 3	DEA0721- DEA0723	980

Hospitality and Tourism

Program: ***Commercial Foods/ Culinary Arts–N100500***

Description: The program includes food preparation and serving; identification, storage, selection and presentation of a wide variety of foods. Students are taught through lectures, classroom demonstrations, lab work, field trips, and multi-media computer presentations. The training includes daily preparation of breakfast and lunch in a restaurant setting along with specialty preparations for banquets, conferences, and many other community-based activities.

Length: 1200 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 9; Language 9

Courses:	A	Food Preparation	HMV0100	300 hrs.
	B	Cook, Restaurant	HMV0170	300hrs
	C	Chef/Head Cook	HMV0171	300hrs
	D	Food Service Management	HMV0126	300hrs

Program: **Basic Health Care Worker**

Description: Basic Health Care Worker is a prerequisite for Phlebotomy and EKG. The Health Science Core is a core of basic knowledge necessary for any health occupations career. Students who have previously completed Health Science Core in any other health occupations program do not have to repeat it.

Length: 90 Hours

Course: A Basic Healthcare Worker HSC0003 90 hrs

Program: **Phlebotomy—H170302**

Description: A continuing education module for the person who has completed the Basic Health Care Worker (A) program. Completers will be able to identify related anatomic structures, demonstrate skills and knowledge necessary to perform phlebotomy and practice accepted procedures of transporting, accessioning and processing specimens. Clinical experience in local health care facilities provides opportunities for performance of patient care techniques related to phlebotomy.

Length: 165 Hours

Courses: A Basic Health Care Worker HSC0003 90 hrs
B Phlebotomist MEA0520 75

Low student enrollment may result in rescheduling program.

Program: **Electrocardiograph Technology – H170208**

Description: A continuing education module for the person who has completed the Basic Health Care Worker (A) program. The Electrocardiograph Aide module includes a study of the cardiovascular system and knowledge of the application and use of medical instrumentation modalities. Clinical experience in local health care facilities provides opportunities for the performance of patient care techniques related to electrocardiography.

Length: 165 Hours

Courses: A Basic Health Care Worker HSC0003 90 hrs.
B EKG Aide MEA0540 75

Low student enrollment may result in rescheduling program.

Human Services, Education and Training

Program: ***Cosmetology – D500100***

Description: Instruction and experiences concerned with a variety of beauty treatments are provided to the student. Instruction includes training in giving shampoos, rinses, conditioners, scalp treatments, hair styling, setting, cutting, tinting, bleaching, highlighting and foiling techniques, permanent waving, relaxers, facials, manicuring, hand/arm and foot/leg massaging, and pedicures. Bacteriology, anatomy, hygiene, sanitation, customer relations, and salon management are emphasized along with retailing. The curriculum is designed to qualify students for the Florida Cosmetology Licensing Examination.

Length: 1200 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 8; Language 8

Courses:	A	Grooming and salon services, Facials and Nails	CSP0009	225 hrs
		Hairdresser/Cosmetologist 1 and 2	COS0002	300 hrs
			COS0003	300 hrs
		Hairdresser/Cosmetologist 3	COS0009	375hrs

Program: ***Early Childhood Education – E300100***

Description: The Early Childhood Education program is designed to provide students with the knowledge, skills, and attitudes necessary for entry level and career advancement in the field of early childhood education. Hands-on experience is gained through work assignments in the Pumpkin Patch laboratory pre-school located on the campus. Program completers will receive the Florida State Early Childhood Professional Certificate (ECPC) and fulfill competencies for the national CDA. Students must be 18 years of age and have a regular high school diploma or GED to receive the CDA.
NOTE: Students must pass the state competency test for OCP A before receiving the ECPC.

Length: 600 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 9; Language 9

Courses:	A	Child Care Worker 1	HEV0870	150hrs.
	B	Child Care Worker 2	HEV0871	150 hrs
	C	Teacher Aide (Preschool)	HEV0872	150 hrs
	D	Presschool Teacher	HEV0873	150 hrs

Information Technology

Program: **Computer Systems Technology 1 – J500100**

Description: Computer Systems Technology prepares students for initial employment as computer technicians. Computer technicians maintain, troubleshoot, build and upgrade computers. The course also teaches networking skills including how to install and maintain a network. Theory and a “hands-on” approach are used to give the student a well-rounded knowledge of computers.

Length: 900 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 10; Language 9

Courses:	A	End User Support Technician	EEV0501	450 hrs.
	B	PC Electronics Installer	EEV0502	150
	C	Computer Support Specialist—LAN Tech	EEV0503	300

Program: **Computer Systems Technology 2– J500200**
(Prerequisite Computer Systems Technology 1)

Description: Computer Systems Technology prepares students for initial employment as computer technicians. Computer technicians maintain, troubleshoot, build and upgrade computers. The course also teaches networking skills including how to install and maintain a network. Theory and a “hands-on” approach are used to give the student a well-rounded knowledge of computers.

Length: 750 hours

Entrance Requirements: Test of Adult Basic Education: Reading 9; Math 10; Language 9

Courses:	D	Field Service Technician	EEV0506	300
	E	Digital Electronics Technician	EEV0508	450

Program: ***Game Simulation and Animation -(High School Only)***

Description: Introduction to the creation and production of video games

Length: 6 Credits

Entrance Requirements: Meet Dual enrollment entrance criteria

Courses:	Game and Simulation Foundations	8208110	1 credit
	Game and Simulation Design	8208120	1 credit
	Game and Simulation Programming	8208330	1 credit
	Multi-User Game and Simulation Programming	8208340	1 credit
	Game and Simulation 2D Graphic Animation	8208130	1 credit
	Game and Simulation 3D Graphic Animation	8208140	1 credit

Law Public Safety and Security

Program: ***Criminal Justice Operations (HighSchool Only)***

Description: Introduction to law enforcement operations.

Length: 6 Credits

Entrance Requirements: Meet Dual enrollment entrance criteria

Courses:	Criminal Justice Operations 1	8918010	1 credit
	Criminal Justice Operations 2	8918020	1 credit
	Criminal Justice Operations 3	8912030	1 credit
	Criminal Justice Operations 4	8912040	1 credit

Program:	<i>Emergency Medical Responder (HighSchool Only)</i>		
Description:	Students learn skills and techniques needed to continue in the Emergency Medical Technician Associate's degree course.		
Length:	3 credits		
Entrance Requirements:	None		
Courses:	Health Science 1	8417100	1 credit
	Health Science 2	8417110	1 credit
	Emergency Medical Responder	8417171	1 credit

Human Services, Education and Training

Program:	<i>Automotive Service Technology – I470608</i>		
Description:	This program has earned Master Certification status from the National Automotive Technicians Education Foundation (NATEF) which is the educational division of the National Institute of Automotive Service Excellence (ASE) and is AYES Certified. Instruction includes technical service information, proper and safe use of hand and power tools, specialized test equipment, diagnosis of malfunctions, disassembly of units, inspection, repair and/or replacement of parts, basic shop skills and services, steering, suspensions and wheel service, brakes, electrical systems service, engine performance, heating and air conditioning, major engine service, manual drive train and axles, and automotive transmission and transaxles. Unit certificates are awarded at the completion of each service area. A basic set of tools is needed by the fifth week of class. Student accident insurance is required.		
Length:	1800 hours		
Entrance Requirements:	Test of Adult Basic Education: Reading 9; Math 10; Language 9		
Courses:	A	Automobile Services Assistor	AER0014 300 hrs.
	B	Engine Repair Technician	AER0110 150
	C	Automatic Transmission and Transaxle Technician	AER0257 150
	D	Manual Drivetrain and Axle Technician	AER0274 150
	E	Automobile Suspension and Steering Technician	AER0453 150
	F	Automotive Brake System Technician	AER0418 150
	G	Automotive Electrical/Electronic System Technician	AER0360 300
	H	Automotive Heating and Air Conditioning Technician	AER0172 150

Community College Articulations

Florida's occupational curriculum design encourages a career ladder for postsecondary students to enroll in Associate Degree programs and transfer credits from technical center certificates. Interested students are encouraged to contact the Registrar's office at any Florida community college to determine if their course qualifies.

PSAV Program(s)	Associate Degree	Credits Transfer
Medical Administrative Specialist	Office Administration	18-21 (With Industry Certification/Portfolio)
Carpentry	Building Construction Technology	3
Digital Design	Graphics Technology	9
Drafting	Drafting and Design	12 (Held in Escrow)
Computer Systems Technology	Computer Engineering Technology	21
Early Childhood Education	Early Childhood Degree	9 (With CDAE)
Automotive Service Technology	Automotive Service Management	19 (NATEF Certified; ASE Exams)
Practical Nursing	Registered Nursing	10 (With LPN Licensure)

The Academy @ CTC

The Academy @ CTC, established in August 1999, is a non-traditional high school focusing on core academics and career-oriented electives. Call (941)255-7545 for more information.

Dual Enrollment

The Dual Enrollment program is available for high school age students who are in grades 10, 11, or 12 and desire to attend CTC for technical training. The program is open to CCPS registered fulltime and home school students. Select students from Sarasota county and private school students are accepted on a "space available" basis.

Students remain enrolled at their "origin" high school and are allowed to participate in all high school activities. Students in Licensed Practical Nursing, Medical Assisting, Dental Assisting and selected Automotive AYES interns are expected to be on the CTC campus all day during their second year in the program. The student's high school diploma comes from their high school. Students must meet established selection criteria. There is no charge for tuition and books. Students assume the cost of uniforms and specialty tools and/or instruments needed for certain programs.

**CHARLOTTE TECHNICAL CENTER
2011-2012
STUDENT CALENDARS**

Calendar "A" (180 student days)

*For all high school programs and Adults enrolled in
Auto; Carpentry, Drafting; BJT; Culinary; ECE*

August 1-5, 2011 Teacher Planning Days
August 8, 2011 Grading Period 1 begins
September 5, 2011 NO SCHOOL (Holiday)
October 7, 2011 Grading Period 1 ends
October 10, 2011 NO SCHOOL - Planning Day
October 11, 2011 NO SCHOOL - In-service Day

Calendar "B" (200 student days)

Dental; Nursing; Cosmetology

July 18-20, 2011 Teacher Planning Days
July 21, 2011 Qtr. 1 Begins - 1st Day for Students
August 5, 2011 NO SCHOOL - Planning Day
September 5, 2011 NO SCHOOL (Holiday)
September 30, 2011 Quarter 1 Ends

October 12, 2011 Grading Period 2 begins
November 23, 2011 Hurricane Makeup Day #3 (if needed)
November 24 & 25, 2011 NO SCHOOL (Holiday)
December 16, 2011 Grading Period 2 ends
December 19-Jan 2 NO SCHOOL (Winter Break)

October 3, 2011 Quarter 2 Begins
October 10, 2011 NO SCHOOL - Planning Day
October 11, 2011 NO SCHOOL - In-Service Day
November 23, 2011 Hurricane Makeup Day#3 if needed
November 24 & 25, 2011 NO SCHOOL (Holiday)
December 16, 2011 Quarter 2 Ends
December 19-Jan 2 NO SCHOOL (Winter Break)

January 3, 2012 Teacher Planning Day
January 4, 2012 Grading Period 3 begins (students return)
January 16, 2012 NO SCHOOL (Holiday)
February 17, 2012 NO SCHOOL Hurricane Makeup Day #1
February 20, 2012 NO SCHOOL (Holiday)
March 8, 2012 Grading Period 3 ends
March 9, 2012 Teacher Planning Day
March 12-16, 2012 NO SCHOOL - Spring Break

January 3, 2012 Teacher Planning Day
January 4, 2012 Quarter 3 Begins (students return)
January 16, 2012 NO SCHOOL (Holiday)
February 17, 2012 Hurricane Makeup Day #1
February 20, 2012 NO SCHOOL (Holiday)
March 9, 2012 Teacher Planning Day
March 12-16, 2012 NO SCHOOL - Spring Break
March 26, 2012 Quarter 3 Ends

March 19, 2012 Grading Period 4 begins
April 6, 2012 NO SCHOOL (Holiday)
May 23, 2012 Last day for students

May 24, 2012 Hurricane Makeup #2 (if needed, students)
May 25, 2012 Hurricane Makeup #2 (if needed, teachers)

March 27, 2012 Quarter 4 Begins
April 6, 2012 NO SCHOOL (Holiday)
May 24, 2012 Teacher Planning Day
May 24, 2012 Hurricane Makeup #2 (students)
May 25, 2012 Hurricane Makeup #2 (teachers)
May 28, 2012 NO SCHOOL (Holiday)
June 8, 2012 Quarter 4 Ends (students last day)
June 11, 2012 Teacher Planning Day (last day for Teachers)

Charlotte County Public Schools

Superintendent of Schools

Dr. Douglas Whittaker

The School Board of Charlotte County

Andrea MessinaChairman, District 3
Lee Swift..... Vice Chairman, District 1
Alleen Miller District 2
Ian Vincent..... District 4
Barbara Rendell District 5

Charlotte Technical Center Administration

Dr. Karen Gary
Center Director

Gary Bernardo
Coordinator

Charlotte Technical Center is accredited by:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898, (800) 917-2081
www.council.org

Tuition Due Dates:

Day Calendar A (High School and all other Postsecondary Programs):

Semester 1 August 8, 2011

Semester 2..... January 4, 2012