Osceola Technical College

Every Student, Future Ready

2023-2024 Catalog

THE SCHOOL DISTRICT OF OSCEOLA COUNTY

817 Bill Beck Boulevard
Kissimmee, FL 34744-4495
Phone: (407) 870-4600
School District Website: www.osceolaschools.net

DISTRICT MISSION STATEMENT

Inspiring all learners to reach their highest potential as responsible, productive citizens.

SCHOOL BOARD MEMBERS
Superintendent Dr. Mark Shanoff

Terry Castillo
Erika Booth
Jon Arguello
Julius Melendez
Heather Kahoun

oTECH VISION STATEMENT

To be the leader in propelling Osceola County towards a brighter tomorrow through preparing students for careers that will shape our future, locally and beyond.

oTECH MISSION STATEMENT

Every student, future ready.

Non-Discrimination Statement

Technical College Campuses

Osceola Technical College – Kissimmee Campus

501 Simpson Road

Kissimmee, Florida 34744

407-344-5080

Osceola Technical College – St Cloud Campus

2901 17th Street

Saint Cloud, Florida 34769

407-344-7342

Osceola Technical College – Poinciana Campus

1030 Cypress Parkway

Kissimmee, Florida 34759

407-343-7341

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

780 Roswell Road Building 300, Suite 325, Atlanta, GA 30350

Telephone (770) 396-3898, Fax (770) 396-3790, www.council.org

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WELCOME FROM THE PRINCIPAL

I would like to welcome you to Osceola Technical College. I am pleased that you have chosen oTECH to provide you technical training that offers you the potential for a sustainable future.

Our goal is to provide our community with a highly skilled workforce. This begins when you make the decision to advance your education and enroll in one of our technical education programs.

Attending a technical college allows students to significantly impact their lives within a school year as most of our programs are completed within a years-time. This has a wide-reaching impact on students, their families, and the community at large. Upon completion of one of our programs, students can become gainfully employed in several high-skilled, high-wage career field.

We offer programs across 3 campuses: Kissimmee, St Cloud and Poinciana. Each program resembles as closely as possible the job setting for which training is being offered. Equipment, tools, supplies and environment closely match those on the job. Each program is managed by instructors who are not only skilled workers in their trade or business but are active in their program advisory boards which includes members from our local business and industry. Our instructors exhibit pride in their profession and enthusiasm in teaching it to others.

Every effort is made at oTECH to assist students in reaching an informed decision about entering a career training program best suited to their individual needs and aptitudes. We have financial aid counselors, program advisors and a school counselor to assist you as you make your decision to enroll as well as to see you through the end of your program.

We look forward to assisting you in meeting your educational and career goals. Please stop by and meet our program advisors to begin your path to a brighter, stronger future.

Respectfully,

Karen Combs

Principal

Osceola Technical College

SCHOOL PROFILES

OSCEOLA TECHNICAL COLLEGE, KISSIMMEE CAMPUS

Osceola Technical College opened its doors in April of 1994. oTECH provides initial Workforce Development training for new careers, continuing education (CEU's) in licensure programs and workplace training for local businesses and industries. Students seeking technical training are offered programs in Business Management and Administration, Information Technology, Law-Public Safety and Security, Emergency Services, Health Sciences, Industrial Technologies, Hospitality and Tourism.

OSCEOLA TECHNICAL COLLEGE, ST CLOUD CAMPUS

Osceola Technical College, St Cloud, opened its doors as of August 2014. oTECH provides initial Workforce Development training for new careers, continuing education (CEU's) in licensure programs and workplace training for local businesses and industries. Students seeking technical training are offered programs in Health Sciences, Industrial Technologies, and Human Services.

OSCEOLA TECHNICAL COLLEGE, POINCIANA CAMPUS

Osceola Technical College, Poinciana, opened its doors as of September 2014. oTECH provides initial Workforce Development training for new careers, continuing education (CEU's) in licensure programs and workplace training for local businesses and industries. Students seeking technical training are offered programs in Health Sciences, Human Services, and Information Technology.

DUAL ENROLLMENT

Students earn a high school diploma from their home-zoned high schools and may earn a certification or licensing in their career/technical program from oTECH. No tuition fees are charged to high school students. Students are responsible for expenses such as uniforms, lockers, supplies and program specific materials.

STUDENT ORGANIZATIONS

The National Technical Honor Society (NTHS) is an honors organization for students who achieve outstanding success in vocational-technical education. It is America's foremost scholastic honor for excellence in workforce education. Fewer than two percent of America's secondary and postsecondary students are nominated into this prestigious organization. The purpose of NTHS is to reward scholastic achievement; to promote ideals of honesty, service, leadership, and skill development among America's youth to encourage the practice of high standards of personal and professional conduct and individual responsibility among membership. Students are nominated by their instructors and recognized at a ceremony held for new members.

HOSA is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. HOSA is 100% health care!

SkillsUSA is a national organization that serves trade, industrial and technical students and instructors. SkillsUSA is dedicated to develop-ing a well-rounded education by enhancing leadership, citizenship, safety and technical skill training. Members compete on regional, state, and national levels in their skill areas. The instructors at the campuses support and encourage participation in this student organization. The campuses have a strong history of students who qualify and compete annually at the SkillsUSA national championships in Kansas City, Missouri. Many of the students have won awards as the top students in the nation.

ADMISSION PROCEDURES

Students must be 16 years of age or older to attend programs at oTECH.

Step 1– Complete the online application

Step 2 – Meet with your Program Advisor

Step 3 – Meet the Financial Aid Advisor

- If you will be using financial aid to help pay for your program, you must visit the Free Application for Federal Student Aid website to complete the online application at https://fafsa.gov oTECH school code is 031279. Please complete the FAFSA as soon as possible.

ADMISSION POLICY

POST-SECONDARY

All persons who are at least 16 years of age and are no longer enrolled in high school may apply for admission. Most programs have a suggested minimum TABE entrance score of 6.0 in Reading, Language and Math, or an acceptable TABE exemption prior to enrollment.

PERT	Reading	106
	Writing	103
	Mathematics	114
2014 GED ®	Reasoning through Language Arts	145
	Mathematics Reasoning	145
ACT	Reading	19
	English	17
	Math	19
New SAT	Reading	24
	Language	25
	Math	24

Table of acceptable exemptions for enrollment purposes

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

exemption by providing new GED scores (2014 or after). Finally, students may qualify to exempt the TABE if they have earned a standard high school diploma from a Florida public high school according to s.1008.30. (Florida Statute)

To be exempt, a student must submit official documentation to a Counselor/Program Advisor for verification of an exemption.

HIGH SCHOOL CAREER DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Students must be 16 years old and in good academic standing to participate in Dual Enrollment (DE) Programs. Dual Enrollment students may attend full-time or part-time depending on program availability and high school counselor approval.

Osceola County public high school students are provided tuition and lab fees free of charge. Textbooks are loaned to students but must be returned at the end of school year, otherwise student is charged. Some programs may require additional supplies not covered by the School District. Dual Enrollment students will be informed of any costs associated with their program of interest during orientation.

Students receiving transportation to and from their home school would follow a typical high school schedule (i.e. early release on Wednesday). Transportation is not guaranteed. Some programs will not be completed within the dual enrollment timeline. In these cases, program completion will require re-enrollment as a paying adult student. These programs will be assessed prior to enrollment.

Students interested in signing up for Dual Enrollment at oTECH must apply through their high school counselor. The counselor or the student must submit a completed dual enrollment application by the deadline. See our website for deadlines, information, and admission packets.

Continuing enrollment in a DE Program requires Satisfactory Academic Progress.

All Dual Enrollment acceptances are based on the following criteria:

- Minimum 2.0 unweighted GPA
- Student meets minimum graduation requirements at time of application
- Student has successfully demonstrated mastery on the FSA exam during their 10th grade year or has produced an appropriate concordant score on the SAT or ACT exam or has an official FSA waiver from their home school.
- Student must have minimal attendance issues (i.e., tardiness, absences, skipping class)
- No level 3 referrals or higher within the previous 6 months
- History of satisfactory academic progress
- TABE test required within the first 6 weeks of start date (to be taken at oTECH)

Please Note: Some programs require students to complete a drug screening test and federal law enforcement background check prior to engaging in clinical and other learning experiences off campus.

FINANCIAL INFORMATION

METHODS OF PAYMENT

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

PAST DUE ACCOUNTS

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

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

RETURNED CHECK POLICY

Per Florida Statue 68.065, the following service fees will be charged for all returned checks.

$25.00, if the face value does not exceed $50.00
$30.00, if the face value exceeds $50 but does not exceed $300.00
$40.00, if the face value exceeds $300 or 5% of the face amount of the check, whichever is greater.

Non-sufficient funds (NSF) checks not cleared within 72 hours of notification shall constitute grounds for administrative withdrawal from school. Any person having an NSF check returned and who has not paid the stated fees shall not be eligible for registration into additional classes.

TUITION & EXPENSES

The tuition for 2022-2023 is $2.92 per clock hour for instate tuition. Non-Florida Residents tuition is $11.68 per clock hour. Registration fee is $30.00. Parking fee is $30.00. Lab fees are assigned per program.

Note: Some programs may have specialized fee schedules. See program pages for specialized fee schedules.

REQUIRED FLORIDA RESIDENCY FOR TUITION PURPOSES

- Proof of residence for tuition purposes is the sole responsibility of the student.

- Under Florida law, there is a difference between being a Florida resident and being a Florida resident for tuition purposes.

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

1098T FORM

IRS 1098T forms will be mailed to the students who provide their social security number during enrollment.

FEDERAL PELL GRANT

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

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

Professional Judgement

Policy: Per Federal guidelines of The Higher Amendments of 1965, Osceola Technical College may, on a case-by-case basis consider a student's special circumstances to increase or decrease certain elements used to calculate a students expected family contribution or to perform a Dependency override.

Osceola Technical College is accountable for all decisions made regarding professional judgment and ensuring full documentation of each decision. All decisions are discretionary and final and may not be appealed to the U.S. Department of Education.

Special circumstances:
Expected Family Contribution adjustment circumstances:
1. Independent student or spouse or the dependent student's parent(s) earned money in the base year but has lost or had a reduction in income for the current year.

2. Independent student or dependent student has applied for aid; however, since that time the student and their spouse or the dependent student's parents have divorced, separated, or died.

3. A student or parent's base year income included non-recurring payments or income (i.e., pension fund refund, inheritance, bonus, proceeds from sale of an asset) which the family could not reasonably be expected to use for educational expenses in the current year.

4. The student or parent(s) is no longer receiving benefits such as child support, taxable social security, or other sources of income which may have been included in the base year calculation.

5. Excessive medical/dental bills paid out of pocket not covered by insurance or itemized on student's or parent's federal tax returns. Expenses must exceed $2,000.

6. Expected family contribution recalculation due to valid changes in number of household members.

7. Other extenuating circumstances not listed.

Dependency/Marital Status override adjustment circumstances:
1. Student was in the custody of someone other than their biological parent.*
2. Student demonstrates estrangement from both parents. *
3. Marital status changed (i.e., Previously married, now divorced/separated) *
4. During the award year, there is a termination of guardianship. *
5. Death of a single, widowed, or divorced parent. Must show non-custodial parent does not support the student. *
6. Emancipation of the student by court order. *

*Legal documentation must be presented

Procedures:

To be considered for a Professional Judgment, a student must submit a Financial Aid Professional Judgment form or a written request along with supporting documentation required by Osceola Technical College. Osceola Technical College reserves the right to request additional information at any time during the decision process. Once a request has been made, an Osceola Technical College representative will explain the process and requirements to the student.

The student will be given two (2) weeks to submit their request and initial supporting documentation. Forms not completed in their entirety will not be considered. When 2 weeks has been reached, the student will be told of the consequences of not pursuing their request and Osceola Technical College will take no further action.

Students and parents will need to allow up to four (4) weeks for the decision to be made after all documentation has been submitted.

Any adjustments made based on the decision from the professional judgment will result in the student being notified via email or mobile app with a revised award notification.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

1. Maintain a minimum average grade of "C" for each payment period. (Qualitative Standard)
2. The qualitative standard is cumulative and includes all periods of a student's enrollment. Please note that even periods in which the student did not receive any federal aid are also included in the evaluation of academic progress.
3. Individual programs may have higher minimum standards as listed in the program Master Plan of Instruction.

EVALUATING SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students must maintain a minimum standard of progress in accordance with the institutions policies and federal regulatory requirements to be eligible to receive financial aid. Minimum standards refer to established cumulative qualitative criteria. Student progress is monitored by Financial Aid completing a report at the point every student should reach half their hours for the academic year and then at the end of the academic year. (225, 300, 375, 385, and 450). If a student's If a student's academic standing is not in accordance with the satisfactory standards stated above, the student will be placed on a financial aid warning and the student's Title IV aid will be terminated if the student fails to achieve satisfactory progress by the end of the next

scheduled payment period. Should a student be terminated due to unsatisfactory academic progress see below for the reinstatement of Title IV aid for financial aid recipients.

REINSTATEMENT OF TITLE IV AID FOR FINANCIAL AID RECIPIENTS

A student who was terminated due to unsatisfactory academic progress and the student wants to return to school at a later date, the student would need to enroll as a "self-pay" student for that term. After the student receives a Satisfactory Academic Progress report at the end of that term which was "self-pay", the student would re-establish Title IV aid. Financial aid students will not be eligible to receive FSA funds for retaking a program they have already completed before.

TERMINATION OF FINANCIAL AID

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

REACHING THE MAXIMUM TIMEFRAME

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

FEDERALLY FUNDED TITLE IV GRANTS

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

VOCATIONAL REHABILITATION

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

Students who meet the criteria for education/training through this government agency may enroll in vocational/technical programs at oTECH. Guidance counselors and the Vocational Rehabilitation Representative help students, who qualify, get this assistance. The Vocational Rehabilitation Agency requires students to apply for the Federal Pell Grant.

WORKFORCE INNOVATION & OPPORTUNITY ACT OF 2014

People residing within Central Florida can apply at http://careersourcecentralflorida.com/

FLORIDA STUDENT ASSISTANCE GRANT – CAREER EDUCATION

Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE) Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating Florida career/technical centers operated by district school boards.

Each participating institution determines application procedures, deadlines, student eligibility, and award amount.

The criteria is as follows:
- Complete the Free Application for Federal Student aid (FAFSA)
- Be a Florida Resident
- Not owe a repayment or be in default under any state or federal grant, loan, or scholarship program unless satisfactory arrangements to repay have been made.
- Not have previously received a bachelor's degree
- Enroll for a minimum of 180 clock hours per term at an eligible and participating career/technical center
- Meet Florida's general eligibility requirements for receipt of state aid

FLORIDA TRUST FUND

The Florida Trust Fund is funded locally from program tuition fees. The total amount available fluctuates with the revenue collected each year. A financial aid committee establishes the maximum award per student. Those in all programs may be eligible for this scholarship.

Criteria for receiving the Florida Trust Fund Scholarship are:
- Student must complete a Free Application for Federal Student Aid
- Student must demonstrate proof of current financial need
- Student must be a Florida resident
- Student must be a U.S. Citizen or be an eligible non-citizen
- Student must have a GED or be concurrently enrolled in a GED program and a job preparation program
- Student must maintain satisfactory academic progress
- Student must be working toward a job preparatory completion certificate

VETERAN EDUCATION BENEFITS

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any student using U.S. Department of Veteran 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:

- 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 student who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such student 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

The Bureau of State Approving Agency for Veterans Training has approved many of the certificate training programs offered at oTECH. Visit one of the VA Certifying Officials located in the Financial Aid Office to apply for or re-activate your VA educational entitlements. All required application forms are available in the Financial Aid Office. Upon completion of the necessary forms, the student must bring them to the VA Certifying Official with certified copies of the veteran's DD214.

The documentation is then forwarded to the Department of Veteran's Affairs (DVA) for processing. Upon completion of the first day of class, the enrollment certification is reported by the VA Certifying Official to the DVA for processing. Allow a minimum of 4-8 weeks to activate benefits. The DVA will send the benefit check directly to the entitled individual. The student must pay all fees upon registration. The student is eligible for educational benefits for the length of the program as approved by the DVA. The student must check with the school's VA Certifying Official to verify the DVA approval of his/her program length. All veterans receiving educational benefits while attending oTECH are subject to the policies and procedures of the school. The following regulations apply:

STANDARDS OF PROGRESS AND ATTENDANCE

- All students receiving Veterans' Educational benefits must maintain satisfactory academic progress in accordance with the regularly prescribed standards and practices of oTECH. If the student is not making satisfactory academic progress according to those standards and practices, educational benefits will be discontinued for the student. Veteran and non-veteran students alike will be referred to Student Services for counseling to a program that may offer the possibility of success.

- Attendance and Academic reports must be submitted monthly to the schools' VA Certifying Official.

- Students must attend classes regularly; all absences will be recorded and maintained by the school. All absences count. There are no excused absences. A Student must maintain an 85% attendance rate monthly to be considered in compliance.

- Satisfactory attendance is defined as compliance with existing school attendance policy and the VA attendance policy. One may be stricter than the other. It is the students' responsibility to adhere to BOTH, to continue the educational program and receive monetary VA benefits.

- Satisfactory academic progress is defined as mastery of at least 70 percent of assigned program competencies and 85% of attendance (the LPN and LEO programs must maintain 80 percent of assigned program competencies) for the evaluation period and an overall performance rating of average or above. Academic progress will be reviewed by a VA Certifying Official monthly.

- The Department of Veterans' Affairs will be notified by the school's VA Certifying Official if the veteran does not maintain satisfactory academic progress or satisfactory attendance for the monthly period being evaluated.

REINSTATEMENT OF VETERAN EDUCATIONAL BENEFITS

VA Educational benefits discontinued due to unsatisfactory attendance may be reinstated upon completion of one calendar month of satisfactory attendance. VA Educational benefits discontinued due to unsatisfactory academic progress may be reinstated upon completion of one calendar month term of satisfactory academic progress. Documentation must be in the student's file before VA benefits are reinstated.

CREDIT FOR REMEDIATION

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

VETERAN EDUCATION BENEFITS
CREDIT FOR PREVIOUS EDUCATION & TRAINING

- A VA benefited student is required to transfer previous training credits from an accredited institution to oTECH. Credit for previous training will be evaluated by the student services and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The DVA and the student will be notified if previous training credit is granted. The evaluation will be performed within the first 90 days of enrollment.

DEFERMENT OF FEES

Any veteran or other eligible student who receives VA benefits may be granted a deferment, if warranted, once per academic year. If, however, there is a break in training or a delay in the receipt of VA benefits, an additional deferment may be granted. The veteran will make a partial payment based on oTECH's established procedures at the time of registration and the balance as scheduled by the Business Office. Failure to meet this obligation will result in the student being withdrawn from classes. For short term programs, balance is due no later than the last day of enrollment prior to receiving a completion certificate. Deferments will not be granted when there are outstanding fees on a student's account.

SHOPPING SHEET FOR VETERAN STUDENTS

A Financial Aid Shopping Sheet is available and is being given to every VA student at oTECH.

NOTIFICATION OF ACADEMIC PROGRESS

- It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans' Educational Benefits. At the end of monthly period being evaluated, the records department must submit a written report to the Financial Aid Office indicating the student's academic progress.

NOTIFICATION OF ATTENDANCE

- It is the responsibility of the Financial Aid Office to maintain a file on each student receiving Veterans' Educational Benefits. At the end of each month, the instructor must submit a written report to the Financial Aid Office indicating the student's attendance for that month.

REACHING PROGRAM MAXIMUM TIMEFRAME

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

REGAINING ELIGIBILITY AFTER INVOLUNTARY TERMINATION OF PROGRAM ENROLLMENT

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

REFUND POLICY

General Policies for all students / programs
- Refunds, when due, shall be made without requiring a request from the student.
- Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student.
- No refunds will be given on registration fees, bookstore purchases, entrance exams or insurance.
- No refunds will be given for administratively withdrawn students.
- Fees for all classes in a respective term(s) are due (a) at the time of registration and/or (b) on the date(s) set by a Tuition Installment Plan (TIP).
- Students who pay with financial aid will be responsible for the difference resulting between registration cost and the financial aid award.

Workforce Education / Post-Secondary Adult Vocational Certificate (PSAV)
- In the event of class cancellation by the technical college, all tuition and fees will be refunded.
- If a student formally withdraws on or before the first scheduled day of instruction, 100% of the tuition and lab fees paid shall be refunded. No refunds will be issued on registration fees, bookstore purchases, entrance exams or insurance.
- If a student formally withdraws after the first day of class, and no later than the first five (5) class days (drop/add period) of the student's scheduled entry date, 75% of the tuition and lab fees paid shall be refunded. No refunds will be issued on registration fees, bookstore purchases, entrance exams or insurance.
- *For Active Military Students:* any currently enrolled student at an area technical center who is called to, or enlists in, active military service shall not incur academic or financial penalties by performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of tuition and lab fees paid. No refunds will be issued on registration fees, bookstore purchases, entrance exams or insurance. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The Title IV Fair and Equitable Refund policy applies to all Title IV (Federal Pell Grant) recipients. Detailed information can be found in the Bookkeepers office.
- Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty following, either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. No refunds will be issued on registration fees, bookstore purchases, entrance exams or insurance.

Continuing Workforce Education (CWE)
- No refund will be issued

Personal Enrichment / Fee Based Classes
- No refund will be given

NEW STUDENT ORIENTATION

oTECH orientation is mandatory and provides new students with information, tools, and resources to be successful in completing their program of choice. Orientations are set up through Student Services personnel. Orientation schedules vary by campus, and all new students must participate in a campus orientation prior to starting their first class.

The orientation acquaints new students with our mission, policies, practices, and personnel. Other topics discussed are technology resources available to each student, satisfactory academic progress, attendance, dress code requirements, student organizations and our student and career resource center. Students will also receive their computer passwords and student ID's upon completion of the orientation.

Upon entry into a program, the student receives additional information from the instructor regarding program specific policies, procedures, requirements, and safety.

CAREER GUIDANCE & COUNSELING SERVICES

COUNSELING STAFF
Carl Martin – School Counselor   Ext. 15303
Jennifer Aviles – College & Career Counselor   Ext. 15236

oTECH's Guidance Department plays an integral part in empowering students to achieve success by actively facilitating their course of action from admission to completion of their education goals. Counselors also assist students with academic and personal counseling issues. All matters concerning registration, course selection, records, graduation, testing, scheduling, and grading are processed through these offices.

RECORDS

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

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

TRANSCRIPTS

Students needing an official copy of their oTECH transcripts must complete a request form available on the oTECH website. Transcript requests will normally be processed within 7 – 10 business days of the request being received. The cost of a transcript is $5.00 and needs to be paid at the time the request is submitted. Request forms and payment can be mailed to: 501 Simpson Rd Kissimmee, FL 34744; only cash and money orders will be accepted. Official transcripts will be withheld for failure to pay tuition, for default on an education debt or failure to repay an education grant overpayment. Written exceptions are handled on a case-by-case basis. Any student that attended oTECH five years prior to the 2022 – 2023 school year will need to request their transcripts from the SDOC Records Management Department. The Records Management Department contact information is: 407-870-4605 / records@osceolaschools.net.

STUDENT PLACEMENT / FOLLOW UP

Vocational program instructors, in conjunction with advisory committee members and business community contacts, assist with job placement by referring students to potential employment opportunities and by encouraging students to participate in an occupation-related internship experience.

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

DIPLOMA REQUIREMENTS

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

- Dental Assisting
- Florida Law Enforcement Officer
- Practical Nursing

An institution's accreditation must be issued by an agency which is recognized by the U.S. Department of Education (USDE) or Council for Higher Education Accreditation (CHEA). If a student's transcript/diploma is from another country, it is the responsibility of the student to have the documents evaluated to show equivalency to a U.S. high school diploma.

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

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

If proof of graduation is requested from the financial aid department the student must provide an official high school transcript listing courses completed for grades 9-12. The transcript needs to be consistent with the graduation requirements of the Florida Department of Education. Applicants who hold a diploma from a non-accredited online institution may not be awarded financial aid and will be encouraged to earn a GED.

TRANSFER POLICY

FROM ANOTHER INSTITUTION

The programs offered at oTECH are primarily designed to prepare students for entry into the job market or to give students the opportunity to improve skills and prepare for advancement in their current employment. A student transferring to oTECH who has previously attended another State of Florida accredited Clock-hour institution is required to submit an official transcript for evaluation. The guidance counselor will work with the appropriate staff member to determine what (if any) transfer hours will be accepted. Students will then be provided with a list of courses that will transfer to oTECH's programs.

TRANSFER OF STUDENTS BETWEEN PROGRAMS WITHIN THE INSTITUTION

Any student who is considering a change in hours of enrollment or a transfer to another program should discuss the situation with the instructor first. The next step is for the student to speak to a counselor. If the changes are approved, a schedule change, with all the appropriate documents, will be completed by your advisor or counselor, financial aid coordinator and administration.

ADULTS WITH DISABILITIES

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

STUDENT ACCIDENT AND/OR LIABILITY INSURANCE

Our programs require students to have accident and/or liability insurance due to the nature of the program. The cost of liability insurance is part of the program cost and due prior to program entry. This information is available upon request in Student Services.

MEDIA CENTER

The media center is available on the Kissimmee Campus for student use.

ACADEMIC POLICIES AND PROCEDURES

The policies and procedures contained within the School District of Osceola County, Code of Student Conduct, and the oTECH discipline guidelines, apply to all oTECH students. Programs that follow the special requirements of certain occupations – i.e.,-* Florida Law Enforcement Officer and Health Occupations – will present specific Policies and Procedures in their respective Student Handbook. These "enhanced" policies and procedures are in full effect and are an extension of those presented in the oTECH Code of Student Conduct and the oTECH Catalog.

GRADING POLICY

Students must maintain satisfactory academic and attendance progress. Students who are not making satisfactory academic and attendance progress may be referred to Student Services for counseling. The habitual lack of satisfactory attendance and academic progress will result in a procedural withdrawal from the program.

GRADING SYSTEM

The following grading scale is used at oTECH:

GRADE   DESCRIPTIVE TERM

A	90-100	Outstanding progress: Can perform this skill without supervision and with initiative and adaptability to problem situations. Exceeds minimum industry standard for entry into this occupation.
B	80-89	Above average progress: Can perform this skill satisfactorily without assistance or supervision. Exceeds minimum industry standard.
C	70-79	Adequate progress: Can perform this skill satisfactorily but requires some assistance and/or supervision. Meets minimum industry needs.
D	60-69	Not maintaining acceptable progress: Has difficulty in performing skills satisfactorily and requires maximum assistance and/or supervision.
F	0-59	Failure: Does not meet requirements.

Florida Law Enforcement Academy students must achieve 80% or higher on every block examination. Practical Nursing students must achieve 80% or higher on each Occupational Completion Point and/or course.

All other programs require a 70% or higher grade in each OCP or course to continue and complete the program.

ACADEMIC INTEGRITY

It is essential that students earning credit for their academic achievements are able to do so in an environment in which such achievement is known to be honorably earned. Because it is vital for the well-being of all students that certification earned at oTECH are valued for their high standards, a strict policy against academic dishonesty is in effect.

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

ATTENDANCE POLICY

It is encouraged and expected that all enrolled students attend regularly to derive maximum benefit from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. Students are expected to let the instructor know when they are absent.

- Attendance requirements in programs that lead to licensure have stricter requirements than oTECH's overall attendance policy.

1. Any adult student with 6 consecutive absences may be recommended for dismissal. Hours will be calculated through the last day the student was in class.
2. Withdrawal for Poor Attendance: A student withdrawn due to poor attendance may apply for readmission after a full semester. However, if extenuating circumstances occur and are properly documented, student may request readmission to start the next semester. Administration will determine if an early return will be granted. The student will be readmitted with an Attendance Contract.

Title IV Fair and Equitable Refund policy applies to all Title IV (Pell) Grant recipients. Detailed refund information can be found in the campus business office or front office. As part of Return of Title IV if a student is withdrawn, calculations will be completed by the financial aid department. Outstanding fees become the responsibility of the student at that time.

A student is expected to be in attendance for all hours of the program. Excused absences (legal, injury, illness, death, religious holiday or jury duty, etc.) for each payment period will be reviewed on a case-by-case basis up to the amount allowed by Federal Student Aid for clock hour programs. Supporting documentation is required. Attendance requirements in programs

that lead to board licensure may be stricter, which takes precedence over the school attendance policy.

RETENTION POLICY

1. INITIAL MEETING TEACHER/STUDENT: Student attendance and/or academics has dropped below 90% in current OCP. Instructors will document in FOCUS and fill out academic/attendance form. Instructor and student will sign the signature page.

2. SECOND MEETING STUDENT/COUNSELOR or DEAN: Student attendance and/or academics has dropped below 80% in current OCP. Counselor or Dean will document in FOCUS and fill out academic/attendance form. Counselor or Dean and student will sign the signature page.
3. THIRD MEETING STUDENT/ADMINISTRATION: Student attendance and/or academics has dropped to 70% in current OCP and is close to procedural withdrawn due to poor attendance and/or academics' rate. If attendance and/or academics falls below 70% after this meeting, student will be withdrawn. Administration will document in FOCUS and fill out the attached form.

LEAVE OF ABSENCE

If a student needs an extended absence, administration must approve a leave of absence. A student may have only one leave of absence in a school year. A student taking an approved leave retains in-school status. A student who does not return from the approved leave of absence will be withdrawn. Hours will be calculated based on the last day the student attended class. A leave of absence request form may be obtained from the student's counselor or program advisor.

If an adult student needs an extended absence for a legitimate, unforeseen circumstance, he/she may submit a Leave of Absence (LOA) Request to Administration.

- Only one leave per school year, not to exceed 10 days, will be granted. Additional subsequent leaves may be granted for jury duty, military reasons, or other circumstances on a case-by-case basis.
- Written medical necessity for this leave must be provided to the technical college before granting this leave.
- Elective surgery does not qualify for a leave of absence.
- Students taking approved leave retain in-school status.
- Students are required to make up the clock hours missed during the leave of absence which may result in delaying completion of the program and/or the registration of additional hours necessary to complete requirements.

CODE OF CONDUCT

The Osceola Technical College (oTECH) Code of Student Conduct shall represent the behavioral expectations and standard of conduct for those students who have elected to attend. Any student who violates oTECH's Code of Student Conduct may receive disciplinary consequences

up to and including out of school suspension, withdrawal from the program or a recommendation for dismissal or expulsion. (The school Board of Osceola County, Florida Code of Student Conduct pg. 2)

Upon admission to the school, the student has an obligation to adhere to the standards established by oTECH. Specific instances of misconduct include but are not limited to, cheating, plagiarism, and knowingly giving false information to the institution. Refer to the oTECH Discipline Matrix for a full list of infractions and consequences.

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

Students attending oTECH are treated as mature individuals. Appropriate disciplinary action will be taken in accordance with school policy. if a student chooses not to follow the established school rules and regulations. These include situations in which:

- A student's conduct jeopardizes the safety of any student, staff member, teacher, or visitor
- A student's conduct negatively impacts the learning environment
- A student does not make proper adjustment in response to attempts at correction
- Cheating/plagiarism (see "Academic Integrity").
- Insubordination

The Code of Student Conduct, and the Discipline Matrix, applies to all students enrolled at oTECH and is in effect on oTECH property and whenever students are under the official supervision of oTECH employees, such as during field trips or clinical experiences. Failure to abide by the Code of Student Conduct guidelines may lead to program dismissal.

A student withdrawn in "good standing" is defined as a student who is eligible to re-enroll at oTECH without any special considerations. Students dismissed "not in good standing" who wish to re-enroll at oTECH will need to submit a written request to the principal or assigned designee. The principal or assigned designee will review the request and will make a final determination if admission will be accepted. All decisions are final.

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

1. The use of abusive, profane, obscene language/materials, either oral or written language (including racial comments) electronic messages, gestures, objects, or pictures which are disrespectful or socially unacceptable.
2. Cheating or plagiarism in any form (see "Academic Integrity" statement).
3. Giving false information for the purpose of deception, including forgery, alteration, or misuse of records.
4. Possession of weapons or explosives of any kind.
5. The verbal or non-verbal refusal to comply with school rules or directions from school staff, refusal to identify one's self or disrespectful behavior toward school personnel on or off campus.

6. The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
7. Any act that substantially disrupts the orderly conduct of a school function, the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff, or others.
8. Using, possessing, being under the influence of or having a positive drug test for any controlled drug, illegal, or narcotic substance or any substances represented to be a drug, narcotic, or controlled substance. The student or substance may be subject to testing.
9. Any willful and/or deliberate act committed with the intention of promoting sexual favors, or any lewd or lascivious act. Any unsolicited sexual proposal or offensive touching of another person, or any act of indecent exposure or obscenities such as telephone calls or other communication are included under this heading, as well as, the unlawful manufacturing, publishing, selling, buying, or possessing materials, such as literature or photographs.
10. Placing another person in fear of bodily harm through verbal threats with or without displaying a weapon or subjecting the person to actual physical attack. Hazing and extortion are considered under this heading. Threats and implied threats, verbal or written, even if within an academic assignment or stated in humor, will be taken as an actual threat.
11. The use of tobacco products at any oTECH location.
12. Inappropriate use of electronic communication devices on campus. This includes the possession and/or use of cell phones or other electronic devices during a test or assessment.

ELECTRONIC DEVICE POLICY

A student may possess a wireless communication or electronic device such as a personal digital assistant (PDA), laptop computer, notebook, tablet, or smartphone, in school, on school property, at after-school activities, and at school-related functions under specified conditions. The device may be used for academic or extracurricular purposes when permitted by the instructor. The student may use the device for class assignments and to access the District network. The wireless communication or other electronic device must remain powered down, silenced, and stored out of sight during school hours unless permitted for academic purposes and on school vehicles.

DRESS CODE POLICY

oTECH is a technical college that prepares its students for a career. All students must wear the program uniform and groom themselves in a manner that conforms to standards set by business and industry. School identification must be worn at all times. Certain programs require students to wear safety apparel while in the classroom. Program specific requirements will be listed in the course syllabus.

THE SCHOOL DRESS CODE POLICY ALSO INCLUDES:

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

No clothing associated with gangs, discrimination, or that encourages the use of alcohol, drugs, smoking, or violence. Administration retains the final authority to determine whether or not clothing is appropriate.
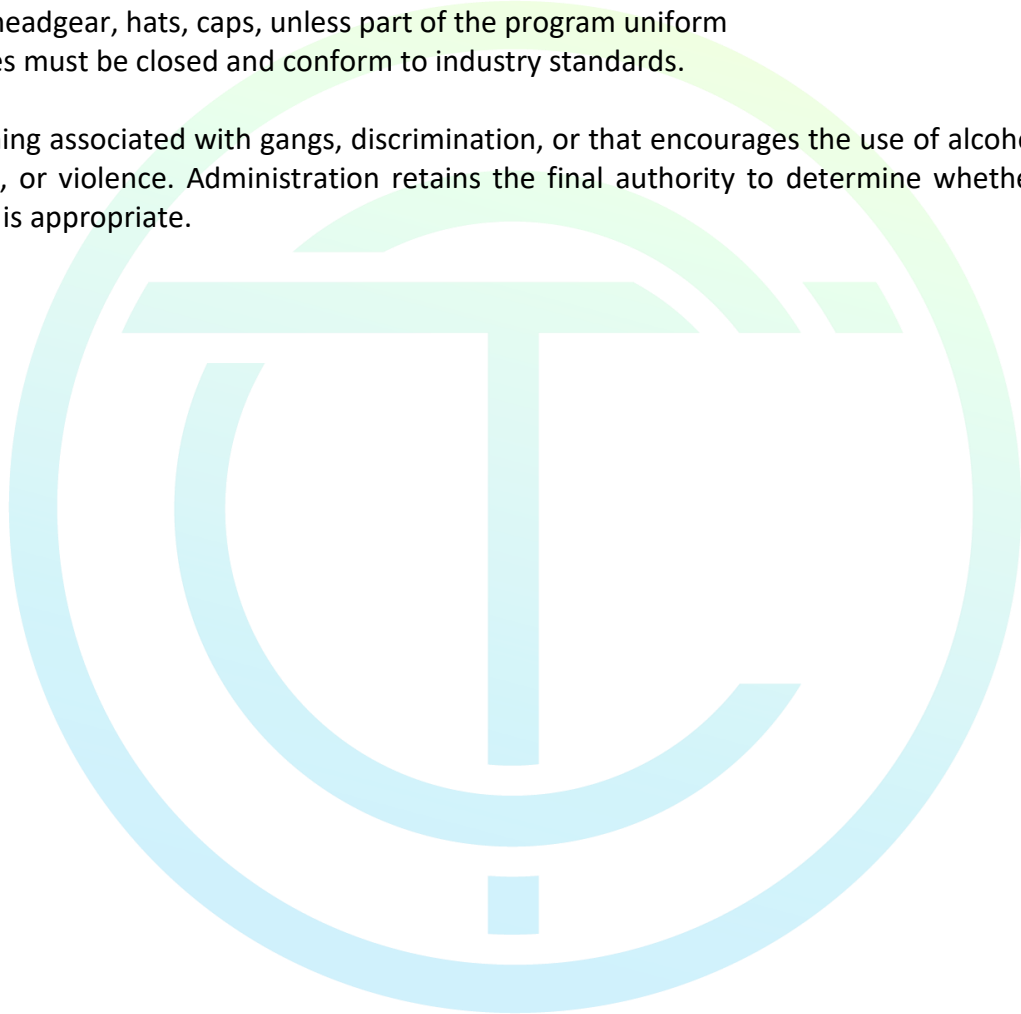
UNIFORMS BY PROGRAM:

ARCHITECTURE & CONSTRUCTION	UNIFORM
Building Construction Technologies	**Teal** Short Sleeve Work Shirt & dark work Pants/ Steel Toe Boots
Electricity	**Light Gray** Short Sleeve Work Shirt & Dark Blue Jeans/ Steel Toe Boots
Heating, Ventilation, Air-Conditioning, Refrigeration 1 & 2	**Navy** Short Sleeve Work Shirt & Dark work pants/ Steel Toe Boots
Plumbing	**Red** Short Sleeve Work Shirt & Dark work pants/ Steel Toe Boots
ARTS, A/V TECHNOLOGY & COMMUNICATION	**UNIFORM**
Digital Design	**Light Purple** Polo Shirt & Work Pants
BUSINESS MANAGEMENT & ADMINISTRATION	**UNIFORM**
Accounting Operations	**Dark Gray** Polo Shirt and Black work Pants
HEALTH SCIENCE	**UNIFORM**
Dental Assisting	**Green** Scrubs
Medical Assisting	**Burgundy** Scrubs
Medical Coder/Biller	**Royal Blue** Scrubs
Pharmacy Technician	**Purple** (Eggplant) Scrubs
Phlebotomy	**Red** Scrubs
Practical Nursing	**Navy Blue** Scrubs
HOSPITALITY & TOURISM	**UNIFORM**
Prof. Culinary Arts & Hospitality	**Black** Chef Coat, Chef Pants & Hat
HUMAN SERVICES	**UNIFORM**
Barbering	**Black** Scrubs
Cosmetology	**Black** Scrubs
INFORMATION TECHNOLOGY	**UNIFORM**
Applied Cyber Security	**Light Blue** Polo Shirt & Work Pants
Enterprise Desktop and Mobile Support Technology	**White** Polo Shirt & Work Pants
Network Support Services	**Maroon** Polo Shirt & Work Pants
LAW, PUBLIC SAFETY & SECURITY	**UNIFORM**
Crossover from Correctional Officer to Law Enforcement Officer	**Tan** Short Sleeve Work Shirt & Black Uniform Trousers
Florida Law Enforcement Academy	**Tan** Short Sleeve Work Shirt & Black Uniform Trousers
MANUFACTURING	**UNIFORM**
Welding Technology	**Khaki** Short Sleeve Work Shirt & Dark work Pants/Steel Toe Boots
TRANSPORTATION, DISTRIBUTION & LOGISTICS	**UNIFORM**
Automotive Maintenance and Light Repair Technician	**Black** Short Sleeve Work Shirt & Black Work Pants/ Steel Toe Boots
Automotive Service Technology I	**Black** Short Sleeve Work Shirt & Black Work Pants/ Steel Toe Boots
Diesel Systems Technician I	**Black** Short Sleeve Work Shirt & Black Work Pants/ Steel Toe Boots

IDENTIFICATION BADGES

IDENTIFICATION BAGES

School issued ID badges must be displayed by each student while on campus. A replacement ID will cost the student $5.00. Continued failure to wear proper ID will result in disciplinary action. Replacement IDs will cost the student $5.00 (plus $1.00 for the plastic ID holder).

CAMPUS SAFETY & SECURITY

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

VISITORS AND GUESTS*

All visitors and guests must report to Student Services and provide a valid photo ID. All visitors must have a legitimate reason for being on campus and must remain in the area requested to visit and should exit the property when their business is complete. A visitor's badge will be issued and must be worn at all times while on campus. Any person who enters or remains on oTECH property without a legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by law.

VOLUNTEERS*

A volunteer is defined as any person who supports academic achievement by engaging with students in classrooms, labs, and on field trips. Volunteers serve under the direct supervision of the teacher and are not permitted to be alone with students at any time. All volunteers must register through the Osceola School District's OASIS School Volunteer Program that provides the opportunity for parents, businesses, and the community to enrich the education of students. All volunteers must register through the Osceola School District. OASIS volunteers extend teachers' and staffs' professional skills and assist in the effort to meet the unique needs of each and every student. To ensure safe schools for our students, the Osceola School District conducts both local and national criminal history background checks at no cost to the applicant. These background checks help identify individuals with criminal offenses which may disqualify them from serving as an OASIS school volunteer.   The application process may take up to three weeks to complete. All school volunteers must renew their volunteer application every school year. If you did not volunteer last school year, you are considered a new volunteer. Visit the Osceola School Districts website at www.osceolaschools.net to register.

*Note that all visitors, guests, and volunteers to any oTECH classroom must be scheduled at least 10 days in advance unless approval by school administration is given.

EMERGENCY PROCEDURE PLAN

In the event of an emergency or dangerous situation a comprehensive Health, Safety, and Security Plan is in place. Copies of this plan are located in the emergency bin by the exit in every classroom, meeting space, and office at all three campuses. Students will be trained in emergency procedures. Additional copies are available by request from the Dean of Students and/or the supervising administrator. In case of emergency, you are advised to notify your instructor or an oTECH staff member immediately.

FEDERAL DRUG-FREE SCHOOL ACT

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

TOBACCO-FREE CAMPUS

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

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

WEAPONS

Safety of our students and staff is our first concern. If a student is in possession of, uses, or transfers a knife, gun, firearm (as defined by Florida Law), brass knuckles, or another weapon or facsimile they will be dismissed.

WARRANTLESS SEARCHES

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

STUDENT PARKING

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

MONEY, PROPERTY, ETC.

Each student is responsible for his/her personal items. The school does not assume the responsibility for money or any valuable property brought to school by students.

TRANSPORTATION

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

INTERNET POLICY

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

ACCIDENT REPORT/NOTICE TO STUDENTS

Every accident in the school building, on the school grounds, or during a school function must be reported immediately to the person in charge and to the administrative office.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students attending oTECH have the right to equal educational opportunities which includes the right:
1. To be informed of the rules of the oTECH Code of Student Conduct
2. To a safe and orderly environment in which to learn

3. To know about and use school guidance services
4. To be treated with dignity and respect
5. To reasonable and fair treatment
6. To be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without student consent

STUDENT RIGHT-TO-KNOW & JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY & CAMPUS CRIME STATISTICS ACT

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

IDENTIFICATION AND NOTIFICATION OF EQUITY COORDINATOR(S)

As required by Rule 6A-19.010(1)(g), FAC; Title IX: 106.8(1); Section 504:104.8(a); ADA: 5.107(a) and Age: 110.25(b) the following individuals are equity coordinators:

Equity Coordinator: Sadaris Cheatham, Equity Coordinator. 799 Bill Beck Blvd. Kissimmee, Florida 34744 / (407) 870-4800

ADA and Age Discrimination Coordinator: Tammy Cope-Otterson, Chief of Human Resources Officer. 799 Bill Beck Blvd. Kissimmee, Florida 34744 / (407) 870-4800

Students 504 Coordinator: Angela Burdue, Supervisor of Psychological Services Student, Student Services Department. 1200 Vermont Avenue, St. Cloud, Florida 34769 / (407) 870-4897

CHPT. 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT 2.70+

Policy Against Discrimination
A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, students, or other persons or organizations protected by applicable law.

C. The School Board shall admit students to District schools, programs, and classes without regard to race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy.

CHPT. 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

I.   Policy Against Sexual Harassment or Other Forms of Harassment

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

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

For more in-depth information regarding this policy please refer to the District web site: www.osceolaschools.net.

- Once on the School Districts main web page, click on Leadership, then "School Board Rules" link under the School Board heading at the left of the screen.
- Click the link "School Board Rules" in the School Board Policy Documents listing.
- Scroll to Chapter 2.00 – School Board Governance and Organization. School Board Rule 2.70.

PROCEDURES FOR FILING COMPLAINT OF DISCRIMINATION, SEXUAL HARASSMENT, OR OTHER FORM OF ILLEGAL HARASSMENT

Procedures for Filing Complaints
1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, genetic information, sexual orientation, gender identity, or pregnancy by an employee, volunteer, agent or student of the School District should within sixty (60) days of an alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

2. The complaint should be filed with the School Principal, Site Administrator, or Supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the School District's Equal Employment Opportunity (EEO) Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO Officer.

3. If the complaint is against the School District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney

The School District of Osceola County is an Equal Opportunity Agency

BULLYING AND OTHER FORMS OF AGGRESSION

oTECH's Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, electronically transmitted (cyber or high-tech), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated. See section 5.321 of the School District of Osceola County School Board Rules for a complete description.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

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

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment – U.S. Codes (20 USC 1232g), Code of Federal Regulations (CFR) for Title 34; part 99.

The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

I.   Procedures on student records shall be approved by the School Board and contained in the Student Records Handbook.
II.   Students shall be notified annually of their rights regarding education records.
III.   The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.

IV. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.

V. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.

VI. Reporting of information in any student database shall comply with these safeguards.
   A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
   B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and
   C. Data shall always be protected from unauthorized use.

VII. **Social security numbers may be collected from students**
   A. To be used as student identification numbers as allowed by 1008.386, F.S., until the Department of Education has issued a student identification number;
   B. To facilitate the processing of student scholarships, college admission and other applications; 1098T
   C. For other purposes when consent of the student is granted.

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

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

STUDENT RECORDS DISCLOSURE

Students as defined by Florida Statutes, shall be notified annually in the Code of Student Conduct that the School Board may release "directory information" to the general public. No name or addresses shall be released to any company, corporation, or individual without approval by the School Board unless a school directory is published.

1. Directory information includes the following data about a student:
   a. Name;
   b. Address;
   c. Telephone number, if listed;
   d. Participation in officially recognized activities and sports;
   e. Weight and height, if an athletic team member;
   f. Name of the most recent school or program attended;
   g. Dates of attendance at schools in the District and degrees and awards received; and,

     h.   Date and place of birth.

2. Information described in subsections I.A., D., E., F., and G.
3. Herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
4. Directory information shall not be published when the student's parent(s) submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

GRIEVANCE PROCEDURE

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

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

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

DISMISSAL APPEAL PROCESS

Any student dismissed from an oTECH program has the right to appeal that decision and request re-admission into his/her program of study. An appeal form can be requested from the school administrator or the Dean of Students. Appeals must be submitted in writing on the appropriate form within 48 hours of the dismissal. All appeals will be reviewed by a committee of selected teachers, counselors, or other staff members not involved in the original dismissal. Under no circumstances will the teacher be a part of this review committee. After the convening of this committee a written recommendation will be submitted to the principal and his decision shall be

final. If the student still feels that they were dismissed improperly he/she may file an appeal with the Executive Director of Secondary and Postsecondary Education at the county office.

AMERICANS WITH DISABILITIES ACT

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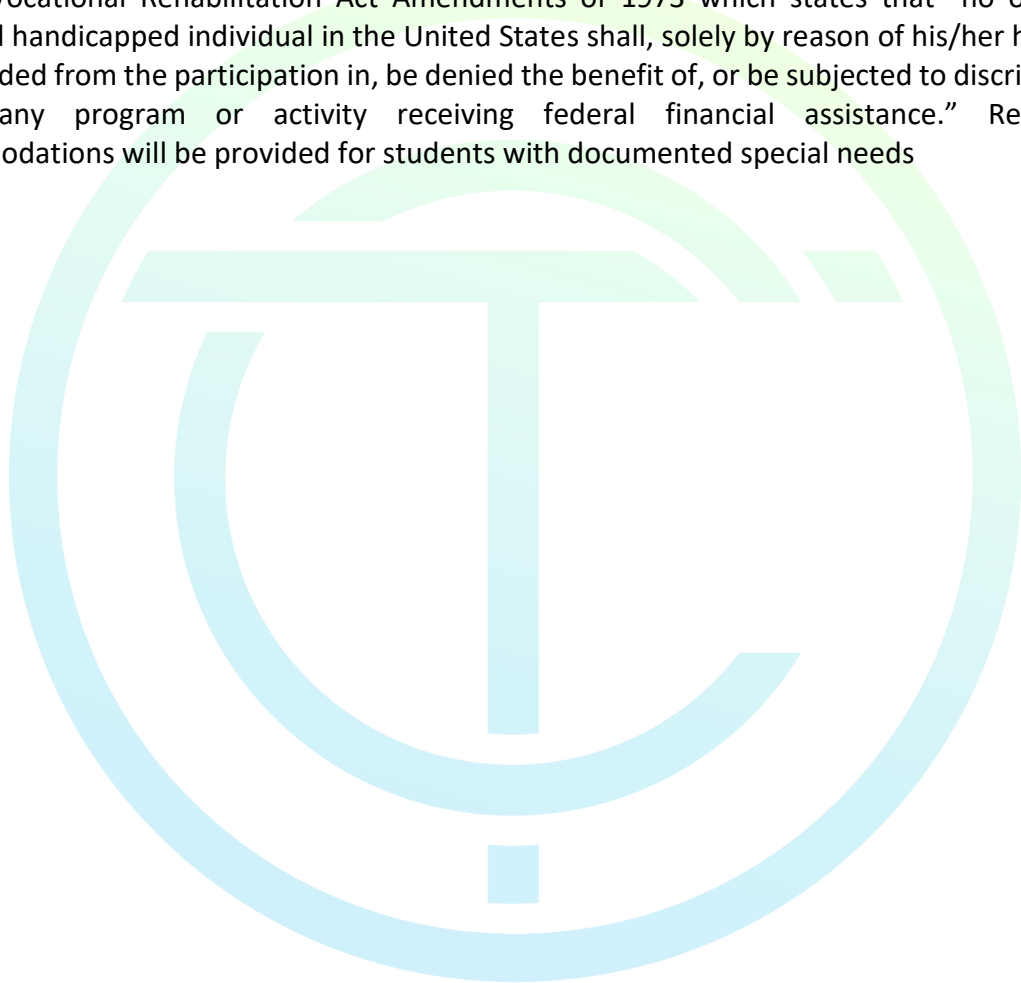
ARCHITECTURE & CONSTRUCTION
BUILDING CONSTRUCTION TECHNOLOGIES
ST. CLOUD CAMPUS

DESCRIPTION

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 & 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 & Construction career cluster.

The content includes but is not limited to developing skills in various construction trades, as well as providing a foundation in construction management.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Building Construction Helper	450 Hours
OCP B:	Building Construction Technician 1	300 Hours
OCP C:	Building Construction Technician 2	300 Hours
		Length: 1050 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER
OSHA
National Center for Construction Education (NCCER) Core Curriculum

Estimated Program Cost: $7,839

ARCHITECTURE & CONSTRUCTION
CARPENTRY APPRENTICESHIP PROGRAM OF OSCEOLA COUNTY
ST. CLOUD CAMPUS

DESCRIPTION
The purpose of this program is to give industry partners assistance in training their new or current employees while molding them to fit within their individual company's work structure.

PROGRAM STRUCTURE: The purpose of this program is to give industry partners assistance in training their new or current employees while molding them to fit within their individual company's work structure.

Length: 5200-8000 hours of on the job learning & 576 classroom hours

LICENSURE/CERTIFICATION/OTHER
OSHA 30
CPR/First Aid
National Center for Construction Education & Research (NCCER) Core Curriculum
NCCER Levels 1, 2, 3, and 4
Forklift Certification
Manlift Certification
Signaling Certification
Scaffolding Certification

Estimated Program Cost: $ TBD

ARCHITECTURE & CONSTRUCTION
ELECTRICITY
KISSIMMEE CAMPUS

DESCRIPTION

The purpose of this program is to prepare students for employment or advanced training in a variety of electrical construction 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 rea¬soning 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 STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Electrician Helper	300 Hours
OCP B:	Residential Electrician	450 Hours
OCP C:	Commercial Electrician	450 Hours
		Length: 1200 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER
National Center for Construction Education and Research for Electricity (NCCER) Level 1 & Core
OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 7,382

ARCHITECTURE & CONSTRUCTION
HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R) 1
KISSIMMEE CAMPUS

DESCRIPTION

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 STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Introduction to HVAC/R	250 Hours
OCP B:	HVAC/R Fundamentals	250 Hours
OCP C:	HVAC/R Service Practices	250 Hours
		Length: 750 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 10

LICENSURE/CERTIFICATION/OTHER:
NATE, Environmental Protection Agency (EPA) Certification, and OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $4,976

ARCHITECTURE & CONSTRUCTION
HEATING, VENTILATION, AIR-CONDITIONING/REFRIGERATION (HVAC/R) 2
KISSIMMEE CAMPUS

DESCRIPTION

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/refrigeration (HVAC/R) systems.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP D:	HVAC/R Intermediate Service Practices	250 Hours
OCP E:	HVAC/R Advanced Service Practices	350 Hours
		Length: 600 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 10

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $1,816

ARCHITECTURE & CONSTRUCTION
PLUMBING
KISSIMMEE CAMPUS

DESCRIPTION

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 pipe cutting and joining skills and plumbing layout and installation.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Helper, Plumber, Pipefitter	360 Hours
OCP B:	Residential Plumber	240 Hours
OCP C:	Commercial Plumber	240 Hours
OCP D:	Plumbing Applications	240 Hours
		Length: 1080 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER
National Center for Construction Education and Research for Plumbing (NCCER) Core
National Center for Construction Education and Research for Plumbing (NCCER) Levels 1-4
OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 5,499

ARTS, A/V TECHNOLOGY & COMMUNICATION
DIGITAL DESIGN
KISSIMMEE CAMPUS

DESCRIPTION
The purpose of this program is to prepare students for employment in digital publishing positions, such as Information Technology Assistants, Production Assistants, Digital Assistant Designers, Graphic Designers, and Multimedia Designers.

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, enhanced practical experiences in computer generated art and text, graphic design, graphic production, electronic design skills, preparation of electronic layouts and illustrations, and electronic scanning, and development of specialized skills in multimedia presentations.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Information Technology Assistant	150 Hours
OCP B:	Production Assistant	150 Hours
OCP C:	Digital Assistant Designer	300 Hours
OCP D:	Graphic Designer	300 Hours
OCP E:	Media Designer	300 Hours
		Length: 750 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER:
Microsoft Office Specialist Certification (MOS), ACA Print & Digital Media Publication using, Adobe InDesign, ACA Visual Communication Using Adobe Photoshop, ACA Graphic Design & Illustration using Adobe Illustrator, ACA Video Communication Using Adobe Premiere Pro, and ACA Web Communication Using Adobe Dreamweaver

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 4,511

BUSINESS MANAGEMENT & ADMINISTRATION
ACCOUNTING OPERATIONS
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant in the Business Management and Administration 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 occupationally-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Information Technology Assistant	150 Hours
OCP B:	Accounting Clerk	300 Hours
OCP C:	Accounting Associate	300 Hours
OCP D:	Accounting Assistant	150 Hours
		Length: 900 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 10, Language 10, Math 10

LICENSURE/CERTIFICATION/OTHER:
Microsoft Office Specialist Certification (MOS)
QuickBooks Certified User

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 3,985

HEALTH SCIENCE
DENTAL ASSISTING
ST. CLOUD CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 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 STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Introduction to Dental Assisting	90 Hours
OCP B:	Dental Infection Control Assistant	210 Hours
OCP C1:	Dental Assisting 1	465 Hours
OCP C2:	Dental Assisting 2	465 Hours
		Length: 1230 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES: Reading 10, Language 10, Math 10
High School Diploma or GED (Received by program completion)

LICENSURE/CERTIFICATION/OTHER:
Basic Life Support & Basic First Aid and National Entry Level Dental Assisting Certification

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 7,471

HEALTH SCIENCE
MEDICAL ASSISTING
POINCIANA / ST CLOUD / KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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. 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 STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Basic Healthcare Worker	90 Hours
OCP B:	Introduction to Medical Assisting and	250 Hours
	Medical Office Procedures	75 Hours
OCP C:	Phlebotomist, MA	75 Hours
OCP D:	EKG Aide, MA	75 Hours
OCP E:	Clinical Assisting	230 Hours
	Pharmacology for Medical Assisting	90 Hours
	Laboratory Procedures	125 Hours
	Administrative Office Procedures	90 Hours
	Practicum Experience	200 Hours
		Length: 1300 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:

TABE TEST SCORES: Reading 10, Language 10, Math 10
Approved Background Check & Drug Screen
Annual Physical Examination and Immunizations

LICENSURE/CERTIFICATION/OTHER:

Registered Medical Assistant, Registered Phlebotomy Technician, and Basic Life Support (BLS) & Basic First Aid

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 7,673

HEALTH SCIENCE
MEDICAL ASSISTING APPRENTICESHIP PROGRAM OF OSCEOLA
KISSIMMEE CAMPUS

DESCRIPTION

The purpose of this program is to provide an atmosphere of unified learning and skills development, through classroom instruction and "on-the-job" experience, assuring a lifelong earning opportunity as a Certified Medical Assistant to a diverse community.

PROGRAM STRUCTURE: Earn while learning new skills on how to become a Certified Medical Assistant through real work experience. Registered apprenticeship programs combine paid employment with no cost training. Completing training and earning an industry certification elevates an apprentice's hourly pay rate and their status within the skilled trade community.

Unlike other career training programs offered at Osceola Technical College, apprentices are selected to participate by employers/sponsors based on criteria specifically defined in standards of registered apprenticeship programs approved by the U.S. Department of Labor and Florida Department of Education.

Length: 2000 hours of on the job learning & 784 classroom hours

LICENSURE/CERTIFICATION/OTHER:

Certified Medical Assistant (CMA), American Association of Medical Assistants

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: Apprentices enrolled at public institutions are exempt from paying fees including application, registration, tuition, and lab fees. A written agreement between the apprentice and employer ensures the apprentice becomes skilled in the occupation.

HEALTH SCIENCE
MEDICAL CODER/BILLER
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 in a variety of health care settings as entry level coder, medical record coder, coding technician, or coding clerks, or medical coder/biller (Medical Records and Health Information Technicians).

The content includes but is not limited to medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Introduction to Health Information Technology	90 Hours
OCP B:	Medical Coder/Biller I	350 Hours
	Medical Coder/Biller II	350 Hours
	Medical Coder/Biller III	320 Hours
		Length: 1110 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 11, Language 11, Math 9

LICENSURE/CERTIFICATION/OTHER:
Basic Life Support (BLS) & Basic First Aid and American Academy of Professional Coders (AAPC)

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 5,762

HEALTH SCIENCE
MENTAL HEALTH TECHNICIAN
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 mental health technicians, psychiatric aides or psychiatric technicians, mental health technicians and nursing assistants. Additional certification and licensure opportunities (i.e., Certified Recovery Peer Specialist, Certified Community Health Worker and Certified Behavioral Health Technician) are noted at the end of the document under Special Notes.

The content includes but is not limited to nursing assistant skills, physical assessment, patient teaching and education, wellness and disease concepts, HIV/AIDS, growth and development, mental illness, anxiety, bipolar disorder, depression, schizophrenia, psychosis, personality disorders, emergency and crisis intervention, Alzheimer's Disease and dementia, intellectual developmental disabilities, substance abuse, group therapy, stress management, employability skills, safety and security issues, legal and ethical, therapeutic communication, documentation, clinical skills including hygiene, vital signs and CPR.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of three occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Basic Healthcare Worker	90 Hours
OCP B:	Nurse Aide and Orderly (articulated)	75 Hours
OCP C:	Mental Health Technician	315 Hours
		Length: 480 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER:
Basic Life Support (BLS) & Basic First Aid and TBD

Estimated Program Cost: $ TBD

HEALTH SCIENCE
PHARMACY TECHNICIAN
KISSIMMEE / ST CLOUD CAMPUS

DESCRIPTION
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Basic Healthcare Worker	90 Hours
OCP B:	Pharmacy Technician Part 1	360 Hours
	Pharmacy Technician Part 2	300 Hours
	Pharmacy Technician Part 3	300 Hours
		Length: 1050 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 10, Language 10, Math 11
Approved Background Check & Drug Screen
Annual Physical Examination and Immunizations

LICENSURE/CERTIFICATION/OTHER:
Pharmacy Technician Certification Board (PTCB), Pharmacy Technician Certification, and Basic Life Support (BLS) & Basic First Aid

*Pharmacy Technicians are required to register with the State of Florida to be eligible to work in the field of Pharmacy.
Estimated Program cost: $ 7,268

HEALTH SCIENCE
PHLEBOTOMY
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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. 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 STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Basic Healthcare Worker	90 Hours
OCP B:	Phlebotomist	75 Hours
		Length: 165 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
This program does not have TABE test exit score requirements. However, the TABE test scores, or an exemption is required to enroll in the program.

LICENSURE/CERTIFICATION/OTHER:
National Certification for Registered Phlebotomy Technician
Basic Life Support & Basic First Aid

Estimated Program Cost: $ 1,636

HEALTH SCIENCE
PRACTICAL NURSING
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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. The program must be approved by the Florida State Board of Nursing in order for graduates to 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.
This program is approved by the Florida State Board of Nursing, which makes the graduate eligible to take the LPN licensing examination.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Practical Nursing Foundations 1	300 Hours
OCP B:	Practical Nursing Foundations 2	300 Hours
	Medical Surgical Nursing 1	300 Hours
	Medical Surgical Nursing 2	300 Hours
	Comprehensive Nursing and Transitional Skills	150 Hours
		Length: 1350 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 11, Language 11, Math 11
High School Diploma or GED
HESI (Health Education System, Inc.)
Approved Background Check & Drug Screen
Annual Physical Examination and Immunizations
Meet & Greet

LICENSURE/CERTIFICATION/OTHER:
NCLEX– PN, Basic Life Support (BLS) & Basic First Aid, and Certified Nursing Assistant
Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.
Estimated Program Cost: $ 5,815

HOSPITALITY & TOURISM
PROFESSIONAL CULINARY ARTS & HOSPITALITY
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 STRUCTURE: This program is a planned sequence of instruction consisting of seven occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Food Preparation	300 Hours
OCP B:	Cook - Restaurant	300 Hours
OCP C:	Chef/Head Cook	300 Hours
OCP D:	Food Service Management	300 Hours
		Length: 1200 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER:
ServSafe

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 9,424

HUMAN SERVICES
BARBERING
ST CLOUD CAMPUS

DESCRIPTION

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

The purpose of this program is to prepare students for employment as barbers. 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 STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Barber 1A	320 Hours
	Barber 2A	150 Hours
	Barber 3A	300 Hours
OCP B:	Barber 4A	130Hours
		Length: 900Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES: Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER:
Florida Registered Barber
State of Florida Barbering License Examination

Estimated Program Cost: $ 4,238

HUMAN SERVICES
COSMETOLOGY
ST CLOUD / POINCIANA CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions. A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists. 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. 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 STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Grooming and Salon Services Core, Facials and Nails	225 Hours
	Cosmetologist and Hairdresser 1	300 Hours
	Cosmetologist and Hairdresser 2	300 Hours
	Cosmetologist and Hairdresser 3	375 Hours
		Length: 1200Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 8, Math 8

LICENSURE/CERTIFICATION/OTHER:
State of Florida Cosmetology License Examination

Estimated Program Cost: $ 6,965

INFORMATION TECHNOLOGY
APPLIED CYBERSECURITY
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and cybersecurity-related careers 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 cybersecurity.

The content includes but is not limited to foundational knowledge and skills in computer and network security, security vulnerabilities, attack mechanisms and techniques, intrusion detection and prevention, cryptographic systems, system hardening, risk identification, incidence response, penetration testing, key management, access control, and recovery. Specialized courses focus on database security, planning and analysis, software, and web security.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of two occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program. To complete this program, students must complete OCP A plus one of the subsequent courses in OCP B.

OCP A:	Cyber Security Associate	600 Hours
OCP B:	Information Security Manager OR	150 Hours
	Data Security Specialist OR	150 Hours
	Software Security Specialist OR	150 Hours
	Information Security Administrator	150 Hours
		Length: 750 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Mathematics 10, Language 9, and Reading 9

LICENSURE/CERTIFICATION/OTHER:
CompTIA Network+
Cybersecurity Intelligence Analyst
Security+

Estimated Program Cost: $ 4,012

INFORMATION TECHNOLOGY
ENTERPRISE DESKTOP AND MOBILE SUPPORT TECHNOLOGY
POINCIANA CAMPUS

DESCRIPTION
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 STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Computer Hardware Fundamentals	150 Hours
	Operating System Fundamentals	150 Hours
OCP B:	Advanced Operating Systems	150 Hours
	Mobile-Security-Domain Environment	150 Hours
	Fundamentals	150 Hours
OCP C:	Desktop Support Technician	150 Hours
OCP D:	Network Fundamentals	150 Hours
	Network Technician	150 Hours
		Length: 1050 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 10, Language 10, Math 10

LICENSURE/CERTIFICATION/OTHER:
CompTIA A+
CompTIA Network+

Estimated Program Cost: $5,337

INFORMATION TECHNOLOGY
NETWORK SUPPORT SERVICES
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in 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 STRUCTURE: This program is a planned sequence of instruction consisting of seven occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Information Technology Assistant	150 Hours
OCP B:	Computer Support Assistant	150 Hours
OCP C:	Network Support Help Desk Assistant	150 Hours
OCP D:	Network Support Administrator	150 Hours
OCP E	Senior Network Administrator	150 Hours
OCP F:	Wireless Network Administrator	150 Hours
OCP G:	Data Communications Analyst	150 Hours
		Length: 1050 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER:
Microsoft Office Specialist (MOS)
CompTIA A+
CompTIA Network +
Cisco Certified Entry Networking Technician (CCENT)

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 6,095

LAW, PUBLIC SAFETY & SECURITY
FLORIDA LAW ENFORCEMENT ACADEMY
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security 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 Law, Public Safety and Security career cluster. The Criminal Justice Standards and Training Commission (CJSTC) have established basic recruit training programs to provide foundational knowledge for aspiring officers in the respective criminal justice disciplines. The Florida Law Enforcement Academy curriculum consist of two textbooks (Florida Law Enforcement Academy Training Program Volume 1 and Florida Basic Recruit Training Program High Liability, Volume 2) and their accompanying Instructor Guides.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:		
Introduction to Law Enforcement		10 Hours
Legal		62 Hours
Interactions in a Diverse Community		40 Hours
Interviewing and Reporting Writing		56 Hours
Fundamentals of Patrol		35 Hours
Calls for Service		36 Hours
Criminal Investigations		50 Hours
Crime Scene to Courtroom		35 Hours
Critical Incidents		44 Hours
Traffic Stops		30 Hours
DUI Traffic Stops		24 Hours
Traffic Crash Investigations		32Hours
CMS Law Enforcement Vehicle Operation		48 Hours
CMS First Aid for Criminal Justice Firearms		40
CMS Criminal Justice Firearms		80
CMS Criminal Justice Defensive Tactics		80
Dart-Firing Stun Gun		8
Criminal Justice Officer Physical Fitness Training	Law Enforcement	60

Length: 770 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:

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

LICENSURE/CERTIFICATION/OTHER:

The FDLE State Law Enforcement Officer's Certification Exam must be passed prior to employment with a law enforcement agency.

Estimated Program Cost: $ 4,032

LAW, PUBLIC SAFETY SECURITY
CROSSOVER FROM CORRECTIONAL OFFICER TO LAW ENFORCEMENT OFFICER
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security 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 Law, Public Safety and Security career cluster. The Criminal Justice Standards and Training Commission (CJSTC) has established basic recruit cross-over training programs to provide lateral movement of Florida officers between criminal justice disciplines. The Correctional Officer Cross-over Training to Florida Law Enforcement Academy curriculum consists of two textbooks (Florida Basic Recruit Training Program: Law Enforcement, Volume 1 and Florida Basic Recruit Training Program: High Liability, Volume 2) and their accompanying Instructor Guides.

PROGRAM STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Introduction to Law Enforcement	10 Hours
	Legal	62 Hours
	Interactions in a Diverse Community	40 Hours
	Interviewing and Reporting Writing	6 Hours
	Fundamentals of Patrol	35 Hours
	Calls for Service	36 Hours
	Criminal Investigations	50 Hours
	Crime Scene to Courtroom	35 Hours
	Critical Incidents	44 Hours
	Traffic Stops	30 Hours
	DUI Traffic Stops	24 Hours
	Traffic Crash Investigations	32 Hours
	Cross-Over Program Updates	8 hours
	CMS Law Enforcement Vehicle Operations	48 Hours
	Dart-Firing Stun Gun	8 Hours

Length: 518 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:

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

LICENSURE/CERTIFICATION/OTHER:

The FDLE State Law Enforcement Officer's Certification Exam must be passed prior to employment with a law enforcement agency.

Estimated Program Cost: $ 2,671

MANUFACTURING
WELDING TECHNOLOGY
KISSIMMEE CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Welder Assistant 1	150 Hours
	Welder Assistant 2	150 Hours
OCP B:	Welder, SMAW 1	150 Hours
	Welder, SMAW 2	150 Hours
OCP C:	Welder	450 Hours
		Length: 1050 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER
SMAW 3G and 4G Certification
FCAW 3G and 4G Certification
OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $ 7,088

TRANSPORTATION, DISTRIBUTION & LOGISTICS
AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR TECHNICIAN
KISSIMMEE CAMPUS

DESCRIPTION
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 STRUCTURE: This program is a planned sequence of instruction consisting of one occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:		
	Maintenance and Light Repair Technician 1	150 Hours
	Maintenance and Light Repair Technician 2	150 Hours
	Maintenance and Light Repair Technician 3	150 Hours
	Maintenance and Light Repair Technician 3	150 Hours
		Length: 600 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 10

LICENSURE/CERTIFICATION/OTHER
Automotive Service Excellence (ASE) Certifications
OSHA
608 Refrigerant

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $4,006

TRANSPORTATION, DISTRIBUTION & LOGISTICS
AUTOMOTIVE SERVICE TECHNOLOGY 1
KISSIMMEE CAMPUS

DESCRIPTION
This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 STRUCTURE: This program is a planned sequence of instruction consisting of five occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Automotive Services Assistor	300 Hours
OCP B:	Automotive Brake System Technician	150 Hours
OCP C:	Automobile Suspension and Steering Technician	150 Hours
OCP D:	Automotive Electrical/Electronic System Technician	300 Hours
OCP E:	Engine Repair Technician	150 Hours
		Length: 1050 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 10

LICENSURE/CERTIFICATION/OTHER
Automotive Service Excellence (ASE) Certifications
OSHA

Upon successful completion of this program, students enrolling in an AS program may be eligible to be awarded articulated credits.

Estimated Program Cost: $5,320

TRANSPORTATION, DISTRIBUTION & LOGISTICS
DIESEL SYSTEMS TECHNICIAN 1
ST. CLOUD CAMPUS

DESCRIPTION

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the 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 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 STRUCTURE: This program is a planned sequence of instruction consisting of four occupational completion points (OCP). OCP's are occupational competencies that qualify a person to enter an occupation that is linked to a career and technical program.

OCP A:	Diesel Engine Mechanic/Technician Helper	150 Hours
OCP B:	Diesel Electrical and Electronics Technician	300 Hours
OCP C:	Diesel Engine Technician	300 Hours
OCP D:	Diesel Brakes Technician	300 Hours
		Length: 1050 Hours

FLORIDA DEPARTMENT OF EDUCATION REQUIREMENTS:
TABE TEST SCORES**:** Reading 9, Language 9, Math 9

LICENSURE/CERTIFICATION/OTHER
OSHA
ASE Medium/Heavy Truck Technician: Brakes (T4)
ASE Medium/Heavy Truck Technician: Diesel Engines (T2)
ASE Medium/Heavy Truck Technician: Electrical/Electronic Systems (T6) Cost:

Estimated Program Cost: $ 6,742

ADMINISTRATION FACULTY AND STAFF

ADMINISTRATIVE AND SUPERVISORY STAFF	
Osceola Technical College – Kissimmee Campus	
NAME	**EDUCATION**
Combs, Karen	Masters / Educational Leadership
Cheng, LoriLanae	Masters / Educational Leadership
Samuelson, Guy	Masters / Criminal Justice
Carson, Alicia	MSN Nursing Education
Osceola Technical College– St Cloud Campus	
French, Eugene	Masters / Educational Leadership
Osceola Technical College – Poinciana Campus	
Bell, Tiffany	Masters / Educational Leadership

FULL-TIME NON-CLASSROOM INSTRUCTIONAL STAFF		
Osceola Technical College – Kissimmee Campus		
NAME	**MOST ADVANCED DEGREE**	**NON-CLASSROOM INSTRUCTIONAL PERSONNEL**
Aviles, Jennifer	Masters / Educational Leadership	College and Career Counselor
D'Addio, Jo-Ann	BS / Adult Education and Industry Training	Testing Coordinator
Bradley. Antoinette	DET/ Educational Technology	CTE Resource Teacher
Keller, Jeffery	Masters / Curriculum & Instruction	Resource Compliance Specialist
Kelly, Jacqueline	Doctor of Education	Dean of Students
Martin, Carl	Master of Ed Leadership & Guidance Counseling	School Counselor

Osceola Technical College – Kissimmee Campus		
ARCHITECTURE & CONSTRUCTION		
NAME	**MOST ADVANCED DEGREE**	**COURSES TAUGHT**
Taiclet, Daniel	SDOC Educators Certificate	Heating, Ventilation, Air Conditioning / Refrigeration
Talon, Patrick	SDOC Educators Certificate	Heating, Ventilation, Air Conditioning / Refrigeration
Mortensen, Robert	SDOC Educators Certificate	Plumbing
Summers, Benjamin Sr	SDOC Educators Certificate	Electricity
ARTS, A/V TECHNOLOGY & COMMUNICATION		
Smalling, Thomas	Bachelors / Business Administration	Digital Design
BUSINESS MANAGEMENT & ADMINISTRATION		
Herrera-Feliciano, Omayra	SDOC Educators Certificate Bachelors / Accounting	Accounting Operations
HEALTH SCIENCE		
Alvarez, Abigail	Bachelors / Business Administration	Medical Coder/Biller
Gomez, Vanessa	SDOC Educators Certificate	Medical Assisting
Lindstrom, Samantha	Master's in Nursing Education	Medical Assisting Apprenticeship Program of Osceola
TBA	SDOC Educators Certificate	Mental Health Technician
Ramey, Brenda	SDOC Educators Certificate	Pharmacy Technician
TBA	SDOC Educators Certificate	Phlebotomy
Naidu, Iris Allison	Master's in Nursing Education	Practical Nursing
Talbot, Brooke	Bachelors / Nursing Education	Practical Nursing
Van Why, Nina	Bachelors / Nursing Education	Practical Nursing
HOSPITALITY & TOURISM		
Campins, Leonardo	SDOC Educators Certificate	Professional Culinary Arts and Hospitality

Schneider, Kathy	SDOC Educators Certificate	Professional Culinary Arts and Hospitality
INFORMATION TECHNOLOGY		
Acosta, Hector	Bachelors / Information Technology	Applied Cybersecurity
Lopez, Jose	Bachelors / Computer Airway Science	Network Support Services
LAW, PUBLIC SAFETY & SECURITY		
Feliciano, Jose	SDOC Educators Certificate	Florida Law Enforcement Academy Crossover from Correctional Officer to Law Enforcement Officer
Ford, Kortney	SDOC Educators Certificate	Florida Law Enforcement Academy Crossover from Correctional Officer to Law Enforcement Officer
TBA	SDOC Educators Certificate	Florida Law Enforcement Academy Crossover from Correctional Officer to Law Enforcement Officer
PART-TIME		
Campbell, William	SDOC Educators Certificate	Emergency Services CPR, First Aid
MANUFACTURING		
Burt, Myron	SDOC Educators Certificate	Welding Technology
Cruz Perez, Carlos	Bachelor of Arts/ SDOC Educators Certificate	Welding Technology
TRANSPORTATION, DISTRIBUTION & LOGISTICS		
Klem, Thomas	SDOC Educators Certificate	Automotive Maintenance and Light Repair Technician Automotive Service Technology 1
Perez, Francisco	BS / Sociology SDOC Educators Certificate	Automotive Maintenance and Light Repair Technician Automotive Service Technology 1

OSCEOLA TECHNICAL COLLEGE– ST CLOUD CAMPUS

Roster of Full-time Instructional Staff – St Cloud

ARCHITECTURE & CONSTRUCTION

Avant, James	SDOC Educators Certificate	Building Construction Technologies

HEALTH SCIENCE

Bell, Kerri	SDOC Educators Certificate	Medical Assisting
Brown, Verender Gail	Bachelors / Biology	Pharmacy Technician
Talon, Yvette	SDOC Educators Certificate	Dental Assisting

HUMAN SERVICES

Hernandez, Maria	SDOC Educators Certificate	Cosmetology
Ocasio-Cedeno, Margery	SDOC Educators Certificate	Cosmetology

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Popkowski, Anthony	SDOC Educators Certificate	Diesel Systems Technician I

Roster of Part-time Instructional Staff – St Cloud

HUMAN SERVICES

Fontanez, Joel	SDOC Educators Certificate	Barbering

OSCEOLA TECHNICAL COLLEGE – POINCIANA CAMPUS

Roster of Full-time Instructional Staff - Poinciana

HEALTH SCIENCE

Louise, Sidneyse	Bachelors / Science	Medical Assisting

HUMAN SERVICES

Elliott, Sharon	SDOC Educators Certificate	Cosmetology

INFORMATION TECHNOLOGY

Morales, Carlos	Masters / Business Administration	Enterprise Desktop and Mobile Support Technology