



MARION
TECHNICAL COLLEGE

Course Catalog

2022 - 2023

WWW.MARIONTC.EDU

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MARION TECHNICAL COLLEGE

1014 SW 7TH ROAD | OCALA, FL 34471

352-671-7200

ADMINISTERED BY THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

Dr. Diane Gullett, Superintendent

Marion County School Board Members

Eric Cummings

Kelly King

Sara James

Alisson Campbell

Nancy Thrower

Marion County Public Schools:

An Equal Opportunity School District

Students in Marion County are entitled to certain rights, standards and protections including those of due process, equal opportunity protection, accurate and confidential record keeping, safeguards to health and safety, and access to suitable employment. The School Board is committed to affording students the benefits of these rights, standards and protections.

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

Marion Technical College Administration

Gary Smallridge – Principal

Kim Burt – Assistant Principal

Jeannie Johnson – Program Manager

Tracey Thornhill – Parker – Program Manager

Earl Scott – Program Specialist

Cheryl Sirmons – Program Specialist

Denise Grosso – Program Specialist

Career Education Facilitator

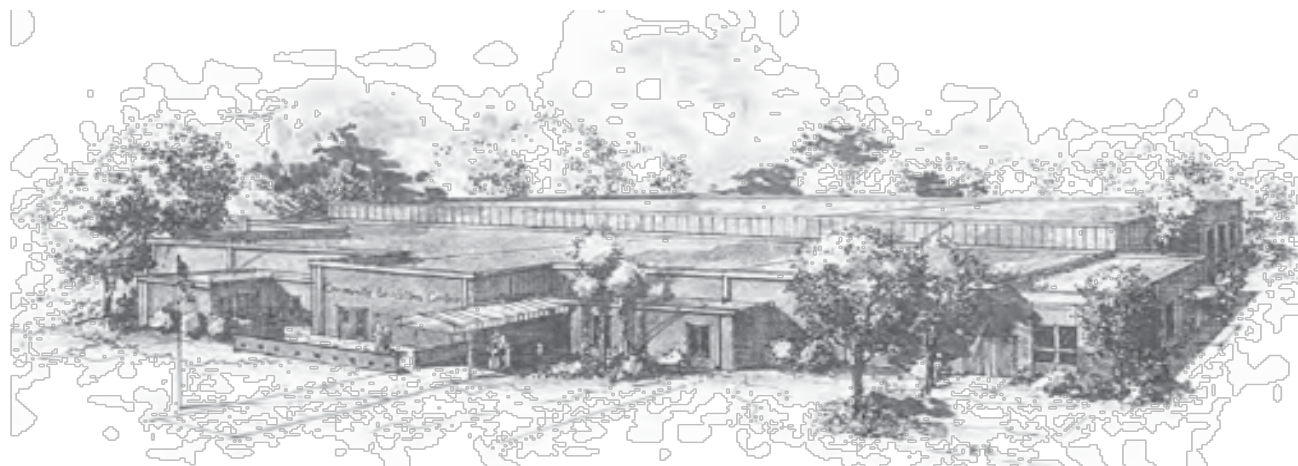
Kim McMannis – Health Science

Anissa Damon – COE

Janet Thompson – MIS Data Management

Charlotte Odette – Financial Aid

Jeanne Baumel – AGE Department



Contact Information

Marion Technical College

1014 SW 7th Road

Ocala, FL 34471

352-671-7200

www.mariontc.edu

Campus Hours

Prospective adult students and high school students are welcome to visit Marion Technical College between 8:00 a.m. and 6:00 p.m. Monday through Thursday, and Friday from 8:00 a.m. until 3:00 p.m.

Mission Statement

The mission of Marion Technical College is to serve the citizens of Marion County by providing relevant, high quality educational opportunities and positive personal interaction with all who enter our doors.

Visions Statement

“Educating our Community Today for a Better Tomorrow”



Statement of Nondiscrimination Policy

(Annual Notification of Nondiscrimination Vocation Policy)

This annual reminder is being provided in compliance with State and Federal Civil Rights Laws concerning public notification of said laws.

[Guidelines 45 CFR, Part 80, Appendix B, IV.-0.] In compliance, this annual notification is a reminder that prior to the beginning of each school year, students, parents, employees, and the general public must be advised that all vocational opportunities will be offered without regard to race, color, national origin, religion, gender, age, disability, marital status pregnancy or genetic information. The School District of Marion County offers more than 30 Career and Technical Education programs at the secondary level. All programs lead to an industry certification. Career and Technical Education (CTE) programs provide the foundational training necessary for Marion County Public Schools (MCPS) students to continue their post-secondary education and career pathways. CTE courses are invaluable resources for preparing students for life beyond high school including post-secondary training, college, and employment. These programs provide MCPS students with rigorous, real-world learning opportunities. At the secondary level, high school students have equal opportunity to take all first level CTE courses with no pre-requisites. MCPS offers programs in the following areas:

Agritechnology	Technical Design
Animal Science	Applied Engineering Design
Landscape Operations	Power and Energy Technology

Technical Agriculture Operations	Allied Health Assisting
Vet Assisting	Biomedical Science
Building Construction Technology	Electrocardiograph Technician
Drafting	Culinary Arts
Digital Design	Gaming Design
Digital Video Technology	Mobile App Development
Administrative Office Specialist	Technology Support Systems
Business Management	Web Development
Entrepreneurship	Criminal Justice Operations
Promotional Enterprise	Advanced Manufacturing Technology
Early Childhood Education	Industrial Biotechnology
Principals of Teaching	Automotive Maintenance & Light Repair
Communication Technology	Global Logistics & Supply
Welding Technology	

MCPS also offers post-secondary courses through Marion Technical College (MTC). This clock hour school offers career certificates and licensure to adult students who apply either online or in person. High school seniors are eligible to take post-secondary courses as dual enrollment students. Admission is based on state and professional requirements. Marion Technical College may assess each student's ability to benefit from specific programs through placement tests and counseling, and if necessary, will provide services or referrals to better prepare students from successful participation. The following programs are offered at MTC:

Baking and Pastry Arts	Business Management and Analysis
Fundamental Food Service Skills	Medical Assisting

Computer System & Information Technology (CSIT)	Nursing Assistant (Long Term Care)
Phlebotomy	Practical Nursing
Radiologic Technology	Barbering
Cosmetology	Facials Specialty
Nails Specialty	Technology Support Services
Welding Technology	Firefighter/Emergency Medical Technician – Combined
Electrical Apprenticeship	Commercial Vehicle Driving

Marion Technical College does not discriminate on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex, sexual orientation, disability (including HIV, AIDS, or sickle cell trait), pregnancy, religion, marital status, age (except as authorized by law), military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its educational programs, services or activities, or in its hiring or employment practices as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, 1992 Americans with Disabilities Act, and the Florida Educational Equity Act of 1984. A lack of English language skills will not be a barrier to admission or participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

Complaints or inquiries regarding compliance with these regulations may be submitted to the designated personnel at 1614 E. Fort King Street Ocala, FL 34471:

ADA, Title IX, and Equity Compliance: Dawana Gary, Director, Equity and Ethics

(352) 671-7711, Dawana.Gary@marion.k12.fl.us

Section 504 Compliance: Anne Howie, Coordinator, ESE Curriculum

(352) 671-6832, Anne.Howie@marion.k12.fl.us

Student Complaints: Danielle Livengood, Director, Secondary Curriculum, Instruction & Digital Learning

Phone: (352) 236-0505, email address:

Danielle.Livengood@marion.k12.fl.us

Accreditation Source and Information

Marion Technical College is accredited by:

The Commission of the Council on Occupational Education

7840 Roswell Road Building 300, Suite #325 Atlanta, Georgia 30350

PHONE: (770) 396-3898 FAX: (770) 396-3790 www.council.org

The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 360,000 students across the nation who pursues careers in a variety of technical fields.

Florida Department of Education

Letter of Public Status giving permission for Marion Technical College to provide CCP programs. <http://www.fldoe.org/workforce/>

Marion Technical College is approved for training by the following agencies:

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

MTC Learning Sites

Florida State Fire College –

11655 NW Gainesville Road

Ocala, Fl. 34482

352-369-2800

MTC Logistics & Transportation Training Center –

3050 NE 36th Ave

Ocala, Fl. 34479

(Located Behind Booster Stadium)

Marion Technical College Extension Campus –

1614 SE Fort King Street

Ocala, Fl. 34471

352-671-4765





History & Development

Marion Technical College (MTC) is an educational institution which began in Marion County in 1973 as Community Education. In 1974, Mr. Samuel Lauff, Jr. and the Marion County School Board established the Adult and Community Education Center, presenting an opportunity for persons in Marion County to continue their education, in order to improve themselves and their chances of earning a living. The first location of the Center was at the Roberts Building and served approximately 2,000 students. Today, the main campus is located near the heart of downtown Ocala at the site once occupied by the Manhattan Shirt Factory, at 1014 Southwest 7th Road. The building has been completely renovated and modernized, and now houses the varied programs and services offered for the citizens of Marion County. Additional MTC learning sites include the Florida State Fire College, Marion County Jail, Dunnellon Public Library, and other locations throughout Marion County. Annually, MTC serves between 2,000 and 3,000 students.

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

Philosophy

Learning is a life-long process and is the basic philosophy of a community education provider. We believe that this premise must underlie the mission of a community education program. This philosophy must reflect a commitment to provide a wide variety of educational opportunities for the learner throughout his or her lifetime. Marion Technical College must assist the student in obtaining knowledge and skills necessary to successfully function in a world in which change and new approaches to both new and old problems arise almost daily. The philosophy of community education reflects the belief that education must be viewed as a “People

Business.” In all that we do, and in all that we plan, the need to keep Marion Technical College “People Oriented” is above all other considerations.

Goals & Objectives

Marion Technical College seeks to serve a broad and diverse range of students, based on both individual and employer needs. It seeks to provide students with appropriate successes tailored to meet their individual goals while ensuring that all students and employers receive consistently high-quality services, programs, training, and instruction.

Scopes & Services

Marion Technical College has over 40 years of experience in providing training and continuing education to adults throughout Marion County. As the Adult Education Division of the Marion County Public Schools, MTC serves between 2,000 and 3,000 students and participants annually. It is also a provider of the General Education Development (GED®) Diploma in Marion County, graduating over 300 students each year. Being the largest school of the Marion County School System in terms of participants, MTC currently offers training and classes at several sites throughout Marion County.

Marion Technical College is in operation year-round, from 8:00 a.m. until 10:00 p.m., Monday through Thursday, and on Friday from 8:00 a.m. until 3:30 p.m. During the summer, MTC may only operate Monday through Thursday due to school district closing on Fridays.

Marion Technical College provides a variety of career and technical programs in construction, cosmetology, health science, information technology, manufacturing, and public service. It continues to be a major provider of workforce education to area businesses, industry, and governmental agencies. Marion Technical College currently offers over 20 programs of study with additional programs in various stages of development. Increased emphasis has been placed on customized training for business and industry as they face the

constant need to keep pace with the ever-evolving technologies and the need to compete in the global marketplace.

Marion Technical College is the official GED® testing center for Marion County and offers a variety of adult literacy programs including basic literacy (grades 1-12) and workplace literacy. Literacy classes are open entry/open exit with schedules and locations arranged to maximize student participation. English for Speakers of Other Languages (ESOL) classes are also offered at a variety of sites throughout the county.

Marion Technical College is also a major provider of continuing education throughout the county. This include classes in the arts, crafts, dance, health, fitness, languages, business, computer technology, recreation, and safety.

Academic School Year

The 2022-2023 school year begins July 12, 2022 and ends June 2023. An academic school year for Career and Technical programs is defined as a minimum of 900 clock hours and 26 weeks. An academic school year is the period of time it takes a full-time student to complete at least 900 clock hours. Many MTC programs surpass both the 900 hours and 26 weeks and are still considered to be one academic school year. The maximum number of hours and weeks in a school year are 1,515 hours and 46 weeks of instruction. The terms for the 2021-2022 school year are as follows:

Term	Start of Term	End of Term
Fall 2022	July 2022	December 2022
Spring 2023	January 2023	June 2023



Admissions Policy

Marion Technical College (MTC) is a public educational institution dedicated to providing educational opportunities for those who can benefit from instruction. For admission to Marion Technical College Career and Technical Education programs, a student must meet the age requirement specified on each program page. For admission to Marion Technical College Adult General Education programs, a student must be at least 16 years of age & no longer enrolled in a K-12 institution.

For a student to receive Federal Student Aid (FSA) Title IV funds, they must meet the following conditions: 34 CFR 600.6(a)(2)

- Be enrolled in an eligible program (See table below)
- Have a high school diploma
- Have the recognized equivalent of a high school diploma
- Are beyond the age of compulsory school attendance (16) in Florida. FS 1003.21

Because of specific licensing or other program requirements, some programs have additional admission requirements. (See table below) You may also access program-specific information, including prerequisites, on the MTC website (MarionTC.edu).

2022 – 2023 MTC Course Catalog

Program #	Code	Program Name	Age Requirement	Program Specific Requirements
N 100600	BPA	Baking and Pastry Arts	16	None
I 120403	BRB	Barbering	16	None
B 060200	BMA	Business Management Analysis (<i>Online</i>)	16	None
I 490251	CDB	Commercial Vehicle Driving (CDL) B	18	Must possess a valid CDL Permit
I 490205	CDL	Commercial Vehicle Driving (CDL)	18, 21 preferred	Must possess a valid CDL Permit
Y 100200	CST	Computer Systems and Information Technology	16	None
D 500100	COS	Cosmetology AM	16	None
W 170212	EMT	Emergency Medical Technician (EMT) ATD	18	None
I 120425	FCS	Facial Specialty PM	16	None
P 430217	FMT	Firefighter Emergency Medical Technician	18	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test
P 430211	FFR	Fire Fighter	18	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test
N 100520	FFS	Fundamental Foodservice Skills	16	None
H 170515	MDA	Medical Assisting	17	High school diploma or equivalent
H 170530	MCB	Medical Coder/Biller (<i>Online</i>)	17	None
I 120415	NSP	Nail Specialty	16	None
H 170602	CNA	Nursing Assist - Long Term Care	17	None
H 170302	PHB	Phlebotomy	17	High school diploma or equivalent
H 170607	PNR	Practical Nursing AM	17	High school diploma or equivalent
W 170210	RAD	Radiologic Technology - 2 year program	18	Associates Degree
Y 100100	TSS	Technology Support Services AM	16	None
J 400400	WDG	Welding Technology	16	None
J 400410	AWD	Welding Technology Advanced	16	Prerequisite: J400400 Welding Technology, or demonstrate mastery of welding technology standards

Evaluating Validity of High School Diplomas

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

This procedure explains the voluntarily-adopted role in developing best practices to validate the integrity of a student's reported high school completion. The Florida College Registrars and Admission Officers (FCRAO) have established a process for validating high schools. They have developed and maintained a list of High School Acceptable Transcripts (HAT) and High School Invalid Transcripts (HIT).

Criteria for Validating High School Completion

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

Level One –

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

Level Two –

- Determine mode of delivery for education (online, face-to-face, hybrid, diploma test only)

- Determine whether or not credentialed teachers delivered education
- Determine if education is delivered over specified periods of time
- Determine if curriculum is consistent with a valid secondary education
- Determine if website is consistent with findings
- Other information/criteria as determined by the member institution if member institution has reason to believe the high school diploma is not valid.

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

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

Evaluating Foreign High School Diplomas

MTC endorses the policy used by FAME and published by the office of postsecondary education in regards to the evaluation of foreign high school diplomas.

A high school diploma from a foreign country is recognized as a valid diploma:

- If the foreign secondary school credentials are evidence of completing the equivalent of a secondary education in the United States.

- If the foreign secondary school credentials cannot be determined, students may be asked to use a foreign diploma evaluation service. The documentation accepted to verify high school completion status for an applicant who indicates that he or she cannot obtain documentation of his or her completion of a secondary school education in a foreign country:
- Applicants may document their high school completion status by obtaining a copy of “secondary school leaving” certificate (or similar document) from the ministry of education in the country where they completed secondary school. In rare cases where it is impossible for a student to obtain documentation of their completion of a secondary school education in a foreign country, applicants must submit:
- Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, ie, a copy of an e-mail or letter, including proof of mailing;

And

- A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the application completed the secondary school education and the date when the foreign high school diploma was awarded.

And

- A copy of the entry status documentation that identifies the applicant’s current or prior status as a refugee, an asylum, or as a victim of human trafficking and who entered the United States after the age of 15.

Student Status

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

Qualifications & Certification of Staff

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

Instructional Methodologies

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

- Individualized instruction
- Peer tutorial services
- Small/large group instruction
- Computer-assisted instruction
- Instructional television/audio-visual instructional modules
- Online courses through the adult education program and hybrid courses through career and technical training programs

- One-on-one tutorial
- Student mentoring
- Self-paced instructional modules

Basic Skills Requirement

Career and Technical programs greater than 450 clock hours have specific academic skill exit (graduation) requirements in Reading, Math, and Language set by the Florida Department of Education. Please review the following information:

- By the 6th week of program enrollment, applicants must provide results of one of the following initial assessments: PERT, SAT, or ACT.
- Certain basic skills testing exemptions exist for applicants who can document that they have met the requirements. For exemption information, contact the Student Services Department.
- Applicants needing to complete the PERT test are encouraged to do so as early as possible. Scoring below the minimum state exit requirement for the specific program will not prohibit acceptance but assist staff in developing the best academic/remediation plan for each applicant to be successful in his/her training.
- Please call MTC (352) 671-4134 to schedule your PERT test appointment. There is a \$15.00 fee that is required before the day of testing.

FOR ANY QUESTIONS PLEASE CALL STUDENT SERVICES AT

352-671-4134.

Information Technology Requirements

Communication and access to information is of prime importance in the 21st century. Students enrolling in career programs at MTC should plan to have ready access to a computer or mobile device while enrolled in their program of study. Frequent instructor to student communication via email and/or text messaging is often necessary to ensure success in the program. For programs offered in a hybrid format computer access will be essential for completing course work through the Blackboard platform. Private email addresses and/ or <http://www.MarionTC.edu> email addresses and mobile phone numbers will provide the student with open lines of communication that assist the student in staying on track toward completion of a program.

Student pictures will be used in marketing, social media and advertisements. If you wish to be excluded please refer to the student handbooks last page. Submit social media refusal form to Student Services.

School Advisory Council & Occupational Advisory Committees

Marion Technical College is served by a School Advisory Council, which is composed of representatives from faculty, staff, community, and business leaders. The purpose of the Council is to provide input for the programming and services of MTC, including the development and implementation of the Strategic Plan.

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

Residency Status

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

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

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

Fee Assessment

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

- Tuition
- Tools

- Books
- Supplies
- Laboratory Fees
- Liability Insurance Fees
- Uniforms
- Licensure/Certification Testing

Return Check Policy

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

Waiver & Exemptions

Florida Legislature passed Senate Bill 7098, a bill related to death benefits, and House Bill 7099, a bill related to child welfare. These two pieces of legislation will require institutional action, involving a review of processes.

SB 7098- Death Benefits

SB 7098 creates s. 112.1912, F.S. and s. 295.061, F.S., that require the state to waive the cost of tuition and certain fees of the child or spouse of a deceased first responder or deceased active duty service member of the United States Armed Forces incurs at a career center, Florida College System (FCS) institution or state university.

- The amount waived must be in an amount equal to the cost of tuition and matriculation and registration fees for a total of 120 credit hours.
- The child or spouse may attend a state career center, an FCS institution or a state university on either a full-time or part-time basis.
- The benefits provided to a child under this subsection must continue until the child's 25th birthday.
- The benefits provided to a spouse under this subsection must commence within five years after the first responder's death and may continue until the 10th anniversary of that death.
- If any child or spouse who receives a waiver in accordance with this subsection fails to comply with the ordinary and minimum requirements regarding discipline and scholarship of the institution attended, such benefits must be withdrawn so long as such delinquency continues.
- Only a student in good standing in their respective institution may receive the benefits provided in this subsection.
- A child or spouse receiving benefits under this subsection must be enrolled according to the customary rules and requirements of the institution attended.

This provision applies to members of the United States Armed Forces, law enforcement officers, correctional officers,

correctional probation officers, firefighters, emergency medical technicians or paramedics who are accidentally killed or intentionally and unlawfully killed while performing official duties on or after July 1, 2019.

HB 7099- Child Welfare

HB 7099 amends s. 1009.25, F.S., to include individuals classified under s. 39.6225, F.S. (Guardianship Assistance Program) in the exemption

of tuition and fees, including lab fees, at a school district that provides workforce education programs, or at FCS institutions or state universities. The effective date is July 1, 2019.

Technical centers may need to review processes and identify required documentation for individuals who claim the waiver and/or exemption. The Department will be providing more in-depth guidance on this topic in the coming months. As a

reminder, both bills took effect July 1, 2019. To that end, institutions shall remain committed to serving this population of students as prescribed in the current law until further guidance is issued

Refund Policy & Class Cancellation Policy

Marion Technical College has fair and equitable procedures for the refund of tuition, fees, and other charges uniformly administered and published in the MTC catalog. These procedures comply with the guidelines published by the Council on Occupational Education (COE) and Federal Title IV regulations. All refunds shall be accounted for and audit trails maintained in accordance with Chapter 8 of the Financial and Program Cost Accounting and reporting for Florida Schools (AKA – Red Book). Refunds, when due, will be made without requiring a request from a student and will be processed within 45 days; students with VA Education Benefits will be processed in 40 days.

1. Refunds for Classes Cancelled by the Institution:

- a. Tuition and fees collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.

2. Refunds for Students Who Withdraw on or Before the First Day of Class:

- a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or

withdrawals on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution.

3. Refunds for Students Enrolled Prior to Visiting the Institution:

- a. Students who have not visited the school facility prior to enrollment will have the opportunity to withdrawal without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Withdrawal After Class Commences:

- a. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:
 - i. If a student withdraws during the first five (5) days of class – 100% of tuition and lab fees.
 - ii. If a student withdraws after the fifth day of class – NO refund
- b. Tuition refunds for students enrolled in CCP programs of less than 599 or less hours are as follows:
 - i. If a student withdraws during the first three (3) days of class – 100% of tuition and lab fees.
 - ii. If a student withdraws after the third day of class – NO refund

5. Refunds for Students Enrolled in Continuing Workforce Education, Community Enrichment Classes or Limited Contract Classes:

- a. All fees are non-refundable for courses related to continuing Workforce Education (CWE), Community Enrichment Classes or Limited Contract Classes.

6. Students Administratively Dismissed:

- a. Students administratively dismissed will not be eligible for a refund.
7. Students who pay fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of fees only if required evidences are presented to the school or his/her designee within fifteen (15) school days of the beginning of a term.

Additional Refund Policies:

- A \$50 Processing fee will be charged except for an administratively cancelled class.
- No refund on books, supplies, insurance, fingerprinting or testing fees.
- Registration fees are non-refundable
- No refund will be given for fees used to purchase required program professional liability insurance.
- No refunds will be made until ALL financial obligations have been cleared.
- If student tuition has been paid by MTC FA or a sponsoring agency, the refund due will be returned to the MTC FA fund or the agency that sponsored the student. Students are responsible for any resulting unpaid tuition and fees.
- When a student withdraws and is due a refund, the refund will be processed within 45 days. Students using Veteran benefits will be processed within 40 days. No funds will be held for future use.
- Payments made by credit card will be refunded to the same credit card used for payment. Cash payments will be refunded by school district check made payable and mailed to name listed on the original receipt.

- Official transcripts will be held until ALL debts owed to the school are paid.
- Students who feel they have been treated unfairly in the application of these procedures or its rules may appeal using the student grievance procedure as presented in the Student Handbook.
- AGE/ESOL –No refunds after the third scheduled day of class.

MTC 2022-2023 Fee Schedule

1. Resident Career Certificate Programs: \$2.92 per student contact hour.
2. Non-Resident Career Certificate Programs: \$11.69 per student contact hour.
3. Adult General Education (AGE) Tuition Fee: \$47.25 per semester (fall & spring)
4. Career Certificate Program application fee: \$20.
5. Adult General Education (AGE) Application fee: \$20 per semester (fall & spring)
6. Re-Enrollment fee for returning Adult General Education (AGE) students who have been administratively withdrawn for attendance reasons: \$15.
7. Processing fee for Career Certificate Program student tuition & fee refunds: \$50.
8. Refund Processing Fee for Continuing Workforce Education registration cancellation: \$50.
9. Career Certificate Program transcript request: \$5.
10. Career Certificate Program late registration fee: \$25 (as authorized by Chapter 1009.22, Florida Statutes).
11. Test of Adult Basic Education (TABE) fee for Career Certificate Program applicants: \$20.
12. Test of Adult Basic Education (TABE) fee for Non-MTC students: \$30 for the complete test; \$20 for one section; Two or more sections is the complete cost of \$30.
13. PERT Test: \$15

14. Para-Professional testing fee: \$75.
15. TEAS (Test for Essential Academic Skills) for specific Health Science Programs: \$70.
16. CPR & CPR Skills Evaluation course fees: \$75 (MTC Students & District Employees); \$90 (public).
17. Career Certificate Programs service charge for tuition & fees payment in installments: \$25.
18. Credit Card Surcharge: 2.75% of amount charged on credit card.
19. Career Certificate Program Parking fee: \$15 includes tax per semester (as authorized by Chapter 1009.22, Florida Statutes).
20. Facility Use fee: \$25 per semester (as authorized by Chapter 1009.22, Florida Statutes) excluding Adult General Education (AGE) & Firefighting.
21. Graduation Fee: \$25 per year (as authorized by Chapter 1009.22, Florida Statute) excluding Adult General Education.
22. Continuing Workforce Education (CWE) Student Information System (SIS) Fee: \$20 per year.
23. Commercial Driving License Class A, B, or C Testing rates: Pre-Trip Inspection, Basic Control Skills & Road Test for General Public or MTC Students \$150 each; MTC students, paying the total of \$450 for all three tests, may re-take one test (\$450 allows up to four testing opportunities).
24. Fee for courses taught by or for outside vendors/contractors are calculated on individual courses to cover the cost of instruction & may include additional fees for materials, technology, lab fees, & any other specific cost to deliver the program including:
 - a. Community Enrichment
 - b. Recreation
 - c. Leisure
 - d. Continuing Workforce Education

Other –

- Consumable material supply fees will be determined on a course-by-course basis (as authorized by Chapter 1009.2, Florida Statue).
- The Financial Aid Fee shall be 10% of the standard tuition (as authorized by Chapter 1009.22, Florida Statue).
- The Capital Improvement Fee shall be 5% of the standard tuition (as authorized by Chapter 1009.22, Florida Statue).
- The Technology Enhancement Fees shall be 5% of the standard tuition (as authorized by Chapter 1009.22, Florida Statue).
- For Eligible students, fee waivers will be granted as authorized by Chapter 1009.22, Florida Statutes, & not exceeding the allowed 8% of the total fees collected for eligible programs.

Testing

(ALL TESTING QUESTIONS SHOULD BE REFERRED TO THE STUDENT SERVICES DEPARTMENT.)

Individuals enrolled in a post-secondary career and technical program must complete a basic skills test/assessment, which has been approved by the State Department of Education, within the first six weeks of admission into a career and technical program. The assessment given is called the PERT and measures skills in reading, mathematics, and writing usage. *(Exceptions: Students who possess an Associate Degree or higher college degree, have passed the CLAST test, or have achieved specific scores on the ACT, SAT, MAPS, PERT, ASSET, GED®, or FCELPT tests may not have to take the PERT Test.)* The PERT assessment is offered online through an MTC computer lab. Students graduating from a public high school in the state of Florida with a standard high school diploma in the class of 2007 or later may also be exempt from PERT Skills requirements. To schedule a time to take the PERT assessment, please contact the Student Services office.

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

In accordance with Rule 6A-10.040, FAC, career and technical programs of 450 hours or greater in length have a grade-level exit requirement for the areas of mathematics, language usage, and reading. The programs are a part of the Statewide Course Numbering System to ensure the content is transferable statewide among institutions. Students who have mastered competencies are, therefore, not required to repeat those competencies. If a student does not meet the basic skills level required for completion of the program.

Pearson Vue

Marion Technical College's Pearson VUE Test Center provides testing services to customers seeking licensure, certification, academic admissions, and regulatory credentials. This is one of only approximately 5,100 Pearson VUE centers in the world. Many students seeking information technology, health and medicine, financial services, and academic credentials are able to earn licensure/certification through Pearson VUE. Also, this center serves as MTC's GED® Test Center.

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

For more information about Pearson VUE, please visit:
www.pearsonvue.com. To view a complete up-to-date listing of

tests currently offered, please visit:

<http://pearsonvue.com/programs>.

**Applicants for the Practical Nursing program will complete the Test of Essential Academic Skills (TEAS) assessment as well as the PERT assessment.*

Program Structure

Post-Secondary Career and Technical Programs

Post-secondary Career and Technical programs are designed to prepare students to enter the workforce. The coursework is based on the Florida Department of Education Program Frameworks. These frameworks outline the curriculum to be taught and are followed and documented by the instructor for each student enrolled in a program. Successful program completers receive a State of Florida certificate through MTC indicating that the student has: Completed state of Florida Performance Standards; and Maintained at least minimum acceptable grade average and attendance level.

Continuing Workforce Education

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

Adult General Education

The Adult General Education Program includes Adult Basic Education (ABE), General Education Development (GED®), and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education. Adult learners enrolled in GED® can earn a State of Florida high school diploma by successfully passing the GED® tests.

Training for Business and Industry

Marion Technical College continues to be a major provider of workforce education to area businesses, industry, social service, and governmental agencies. Teaching basic reading, writing and math skills, English for speakers of other languages, or highly technical skills are all within the framework of MTC's instruction and training capabilities.

Marion Technical College also participates in the CareerSource Florida, Inc., Florida Flex Training Grant Program, which is designed to lend training support to new or expanding businesses.

Corporate Training

Marion Technical College's Corporate Training program offers a wide variety of courses designed to meet the needs of business and industry. Flexibility is an important feature of Corporate Training, and these courses and workshops can range from a few hours to several days. Delivery methods can be online, classroom, or blended. Corporate Training offers a state-of-the-art training environment with the latest technology. Marion Technical College has classes open to the public or customized programs for organizations. Customized classes can be scheduled when and where needed; either on MTC's campus or at a place of business. For more information, contact the Business Technology Program Coordinator, 352-671-7200.

Fee-Based Classes

Fee-based classes are typically short classes, often based on hobbies or general interest, such as arts, crafts, dance, health, fitness, languages, business, computer technology, and recreation.



Grades

Students must maintain a minimum “C” average or higher as established by the program in which the student is enrolled. Student progress is maintained throughout their enrollment in FOCUS, MTC’s Student Information System (SIS). Access is granted to the student via a personal sign-on & secure password. Grades, attendance, & progress are visible & printable in from their personalized portal. This information is communicated to all students at their orientation. A student not maintaining this minimum average will be placed on academic probation for the following grading period or course. If the student does not improve to at least a 2.0 GPA by the end of the grading period or course, the student will be withdrawn from the subsequent term.

Certificate of Completion Requirements

Marion Technical College has set forth certain requirements which must be met before a certificate of completion will be granted. These requirements are based upon state- established student performance objectives, program standards, basic skills requirements, and in some programs, the successful passing of certification examinations. instructors, guidance counselors, program coordinators, and administrators are available to help students with the specific requirements of the various programs offered at MTC.

Occupational Completion Point

Certificates may be awarded in Career and Technical programs with multiple OCP points. An OCP certificate may not be awarded for a terminal occupational completion point.

Certificate of Attendance

An attendance certificate is offered in some programs to students who have successfully completed a set of specific tasks, but who have not yet completed an occupational completion point.

Student Attendance Policy

Students are required to attend classes. Unless otherwise stated in the policy of a specific program, students can miss no more than 10% of their scheduled hours. Without prior administrative approval, students who have at least six consecutive absences may be administratively withdrawn (dropped) from a Career and Technical program. Financial aid recipients may lose eligibility because of unsatisfactory attendance.

Probation Policy

Students, who at the end of a grading period or course, fail to achieve at least the minimum acceptable standard (attendance and/or grade performance) established by a program, will be placed on probation. Students will remain on probation until the end of the course, or grading period. At that time, if satisfactory progress has not been achieved, the student will be dismissed from the program and will not be permitted to re-enroll in the same program for a minimum of one calendar year. Students who have been dismissed for academic reasons may be re-admitted only after counseling and administrative approval, and on a space-available basis. Re-admitted students must meet the quantitative and qualitative requirements in order to re-establish satisfactory academic progress. Any student wishing to appeal a determination of unsatisfactory progress must follow the established grievance procedures. All appeals are final.

Transcript Requests

Transcript requests must be submitted to the Student Services Department in person. Transcript request forms may be acquired on MTC's website, <http://www.MarionTC.edu>. The link to the Transcript Request Form is located on the home page of the website. However, this form cannot be submitted via the website. There is a \$5.00 charge per transcript copy. The charge must be paid before

the transcript will be released. Cash, checks, or money orders should be made payable to MTC.

Distance Learning Policy

Marion Technical College's (MTC) Distance Learning Program exists to support the mission of MTC and involves providing access to quality educational opportunities that extend beyond traditional offerings.

Introduction & General Principles

MTC's Distance Learning Program exists to support the mission of MTC and involves providing access to quality educational opportunities that extend beyond traditional offerings. Distance Learning is the instructional delivery method.

Definitions

Distance learning is defined as instruction between a teacher and students when they are separated by physical distance, and communication is accomplished by one or more technological media. MTC offers traditional (entirely face-to-face), hybrid (provides the best features of both traditional and online learning), and distance education (conducted entirely and exclusively via the course management system accessible from the Internet Canvas) courses.

Academic Calendar

All distance learning course timelines will comply with the MTC academic calendar. Any exceptions must seek administration approval.

Accreditation Issues

All program coordinators, managers, and instructors are required to monitor the percentage of total course content delivered by Distance Learning. This is necessary to ensure compliance with the requirements of MTC's accrediting agency (Council on Occupation

Education). Hybrid courses must not exceed 49% of the content delivered by distance learning. Distanced education is over 50% of the content delivered by distance learning.

Admissions

Admissions to distance learning courses will be the same as those for admissions to regular MTC courses. Procedures to verify online students' compliance with MTC's admission requirements include the collection of original documentation and official transcripts from all prospective online students.

Assessment

Assessment of distance learning content will be conducted in a similar fashion as traditional or as described in the MTC policy manual. Online instructors are also required to monitor and assess the consistency of student coursework on a regular basis. If student submissions are late, depending on the late policies announced to the class, the instructor can make contact to examine the situation to see if there are exceptional circumstances requiring emotional or logistic support and encourage the student to make them aware that they are behind. Analytic reports are monitored by the program manager and teachers to help students complete course work.

Student Support and Information

Distance Learning courses shall provide an opportunity for interaction between students and the instructor responsible for the coursework so that students can receive prompt responses to their questions. Students should expect instructors to respond to student queries and requests in a timely manner, in most cases within 24 hours. The response time will be done during the contract hours of a teacher. The weekends and holidays do not include the 24-hour response time. Class Schedules and Catalogs shall clearly and uniformly identify programs with a significant online component through footnotes and symbols or in other appropriate ways so that

students can access this information before enrolling in a program. Criteria for student success in MTC online coursework shall be as rigorous and comprehensive as that used in classroom-based coursework, and these criteria shall be clearly communicated to students. Students enrolled in online programs are subject to the same MTC policies and procedures applicable to students attending traditional programs. Academic standards regarding cheating, plagiarism and appropriate behavior shall be clearly communicated to students in online programs. All technology devices issued to students are owned by & are the property of MTC. Technology devices are issued for educational use only, & the use of a technology device for any purpose other than educational use may result in consequences, up to & including loss of device privileges.

Student Issues & Services

Students enrolled in online programs shall be informed of available instructional support, student services, and support services for all students. These services may include, but are not limited to, academic advisement, enrollment/registration, financial aid, library, technical help, and tutoring. Instructors are encouraged to apprise students of available services. It is expected that personnel providing these services make appropriate and reasonable efforts to reach out to and accommodate distance learning students, as is done for all students.

Student Training

It is important to ensure that students understand how the Learning Management System (LMS) interface works so that the technology does not present students with unnecessary barriers to learning. Therefore, instructors teaching distance learning programs should provide their students with orientation, either in person or through the distance learning format, to the particular interface being used.

Academic Integrity

Students are expected to comply with the current MTC policy on Academic Integrity. Instructors are encouraged to familiarize their students with the policy and the concept of academic integrity.

Student Identity Verification

The verification of student identity in MTC programs is an important and continuing process. When a student applies for admission to MTC, the identity verification begins and continues through their program completion, transfer, or withdrawal from the institution. The activities related to student identity verification include but are not limited to: the registration process, advising and transcript procedures, and our Learning Management System login and security functions which require the creation of a unique username and password for each individual student. Password changes are required methodically. These unique set of login credentials consists of data that the student is likely to know and which others are unlikely to know. The student is forced to use these credentials to access our Learning Management System and reset their password to an entirely confidential one. Data transmission of login information is secured using standard encryption technology.

Instructor Support and Responsibilities

Instructors shall have the same control and ownership of their online content in accordance with the provisions of MTC policies. MTC shall offer appropriate training and support to instructors to prepare them for developing and teaching online programs. Instructors should avail themselves of these services and training. In hybrid programs, online sections shall meet all program objectives normally covered in the traditional delivery method. Any programs that use online instruction shall indicate so in the course syllabus. In addition, the following information shall be included:

- How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, etc.);
- Whether and how the instructor will track student online activities, for example, by maintaining a copy/log of online discussions and chat sessions, etc.;
- Weekly deadlines for posting and due dates need to be stated (dates and times);
- How students may contact the instructor;
- Technical competencies expected or required of the students;

Transfer Policy

Marion Technical College permits student transfers between programs and transfers into MTC programs from external institutions as needed. Careful consideration is given to the students' needs, previous program coursework/clock-hours completion, and program requirements.

Transfer Between Programs

Students may transfer from one program to another within the school if it is evident that they are not well suited in a particular area of training. Transfers are allowed only after a consultation with the Student Services department and respective program managers/coordinators. The Student Services department and student may consult with instructors involved to ensure a smooth transition. External funding agencies and/or the Financial Aid department must be contacted when a transfer is being considered so that transfer requirements of these agencies and programs may be met.

CHECKLIST:

____ Meet with program faculty.

____ Meet with students' services staff and program manager/coordinator.

____ Evaluate basic skills and completed items from curriculum frameworks.

____ Review academic progress and attendance history.

____ Consult with Financial Aid (if applicable).

____ Accept/Deny transfer request.

Transfer from External Institutions

Students may receive clock-hour credit for skills mastered through documented work experience or from another institution or program that follows the Florida Department of Education Curriculum Frameworks. Upon receipt of a transcript from another institution, clock-hour credit will be applied to the course/program of enrollment, where appropriate.

Students may receive clock-hour credit for skills mastered in high school or at other institutions or through previous training and experience, if the student's transcripts and evaluations are justified. An evaluation is made by the program manager/coordinator and the instructor through interviews, review of past records of training and experience, skills assessment, and tests. Through articulation agreements with the state's community colleges, students may also have the opportunity to receive credit for work completed at MTC in Applied Technology Diploma programs.

CHECKLIST:

____ Meet with student services staff.

____ Submit a standard program application.

____ Submit an official transcript from transferring institution.

_____ Program faculty evaluates transcripts and application, completes Transfer of Credit Form.

_____ Competency evaluations (if applicable).

_____ Consult with Financial Aid (if applicable).

_____ Accept/Deny transfer request.

Internship/Externship Policy

Marion Technical College (MTC) recognizes that enriching and beneficial learning and training opportunities can be found in working environments external to the campus. These off-campus externships, are designed to significantly enhance the academic and professional goals of the student and are defined as training and learning experiences that are substantially relevant to the student's academic goals and augment their programmatic studies. Formally part of a program, based upon a preplanned outline of experience/skills to be acquired. It is an application of previously studied knowledge and skills and is formalized through agreements between the institution and site. The student is systematically supervised by a qualified individual at the institution and the externship site; and evaluated by both the on-site supervisor and the institution's staff member based on established criteria. Broad based program choices allow for the specific preplanned outline of experience/skills to deviate based on the student's career choice. Externships are fully supported by Marion Technical College and an integral part of fully engaging students in the learning process.



Student Services Overview

Student Services at Marion Technical College (MTC) is available to assist students in their academic and professional endeavors. Student Services is located in the main building and is easily accessible to students and visitors. The Student Services Department provides the following services:

- Pre-admission information to potential students.
- Assist applicants through the admissions process.
- Counseling and support services for currently enrolled students.
- Assistance in choosing an appropriate educational program and/or career track.
- Job placement assistance to completers.

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

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

The career assessment, My Career Shines, allows individuals to explore their interest in associated careers, review educational requirements for various careers, build a career and educational plan, and search financial aid opportunities. Please contact the Student Services Department for additional details.

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

Guidance & Counseling

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

Special Services

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

- Interpreters for hearing impaired
- Special FRS (voice)
- Assistance with academic preparation for the PERT
- MTC website

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

Students needing more information should contact the Student Services Department. 352-671-4134

Rights Protected Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights

with respect to the student's education records. These rights are as follows:

1. The right to inspect and review a student's education records within 45 days of the day the school received request for access.
2. Parent(s) or eligible student should submit to the school principal (*or appropriate school official*) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of a student's education records that the parent or eligible student believes is inaccurate. Parent(s) or eligible student may ask the school to amend a record that he/she believes is inaccurate. They should write the school principal (*or appropriate official*), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s) or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff

member *(including health or medical staff and law enforcement unit personnel)*; a person serving on the school board; a person or company with whom the school has contracted to perform a special task *(such as an attorney, auditor, medical consultant, or therapist)*; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is as follows.
FERPA.Complaints@ed.gov U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Ave, SW, Washington, DC 20202-8520.



Financial Aid Overview

Financial aid funding at Marion Technical College (MTC) consists of grants, scholarships and other various financial assistance sources. It is available to eligible students to help them meet educational expenses. At this time, MTC does not participate in any State or Federal Loan Programs. Financial aid is calculated by determining the Cost of Attendance (COA) for a specific period of time or academic year and determining the unmet need of a student. Marion Technical College will use a 900 hour/26-week academic year for most programs. A complete list of academic year information by program is available in the Financial Aid Office. The Federal Pell Grant payment and disbursement schedules provided by the U.S. Department of Education are used to determine annual award amounts. The Cost of Attendance (COA), Expected Family Contribution (EFC) and enrollment status of the student are used in these calculations. Marion Technical College uses a Third-Party Servicer-FAME to assist with these calculations. A complete Policies and Procedures manual is available for viewing in the Financial Aid Office.

Types of Financial Aid Assistance

MTC FINANCIAL ASSISTANCE

- MTC Financial Aid
- MTC Financial Aid - Graduating High School Seniors
- MTC Financial Aid - GED® Program Completers

FEDERAL PROGRAMS

- Federal Pell Grant
- Federal Student Equal Opportunity Grant (FSEOG)
- Vocational Rehabilitation

VETERANS EDUCATIONAL ASSISTANCE

- Veterans Education Assistance Program

STATE PROGRAMS

- Bright Futures Scholarship
- FSAG-CE Grant
- Scholarships for Children/Spouses of Deceased/Disabled Veterans
- Rosewood Family Scholarship
- FCB - Florida Council of the Blind
- FCCLV - Florida Council Certified Low Vision
- Florida Governors Council on Indian Affairs

OTHER AID ACCEPTED

- CareerSource Funding
- Other Third-Party Financial Assistance
- AmeriCorps National Service Organization
- Florida Prepaid

For additional information, please contact the Financial Aid Office
352-671-7203 or visit www.mariontc.edu/financialaid

Marion Technical College Financial Aid

This financial assistance funds up to \$3.00 per clock hour of the program. The 2022-2023 clock hour rate is \$2.92. MTC Financial Assistance is available for eligible students enrolled in CCP programs that are not Pell-eligible and CCP Pell eligible programs for students meeting specific criteria. An error-free FAFSA using the MTC school code of 031039 must be completed in order to be considered for this scholarship. An FSA ID is required to access this website and can be obtained at <https://fsaid.ed.gov>. Criteria for establishing eligibility are listed below:

- Be a United States citizen or an eligible non-citizen.
- Provide a current driver's license or official photo identification card.
- Provide proof of a valid social security card.
- Have a standard diploma–high school or GED®, with an official transcript.
- Have no defaults of a Title IV student loan or owe a refund on a Title IV student grant.
- Have no convictions for the possession or sale of illegal drugs, or for a sexual offense that occurred while receiving aid.
- Provide the required financial documentation by the scheduled deadlines.
- Have a valid, error-free Institutional Student Information Record (ISIR) or Student Aid Report (SAR) with an EFC.

Federal Pell Grant

Federal Pell Grant does not require repayment, is based on established financial need, and is available only to students who have not received a bachelor's degree or its equivalent. Eligibility is determined by a formula developed by the United States Department of Education. Students must be enrolled in a Federal Pell eligible course of study of at least 900 clock hours to be eligible for Federal Pell Grant. Marion Technical College's school code is 031039. The 2022-2023 maximum Federal Pell Grant amount is \$6,895.00 and is disbursed in segments referred to as payment periods of 450 clock hours or less as determined by the length of the program.

NOTE: Students receiving financial aid may still incur out-of-pocket expenses.

Federal Supplemental Education Opportunity Grant

The FSEOG is a federal grant for the 2022-2023 school year. Funds are very limited for this award.

The grant provides additional money to a student if financial need is demonstrated. This grant depends not only on financial need but on other aid sources and the availability of funds allocated to the school.

Verification Policy 2022-2023

Marion Technical College has developed the following policy for the verification of information provided by applicants for Federal Title IV financial aid. The following policy and has been developed using the guidelines presented in the FSA handbook chapter 4 of the Application and Verification Guide (AVG), and per the 34 CFR 668.56 federal regulations.

This policy details:

- The time period in which the student must submit verification documentation,
- The consequences for not submitting verification paperwork in time,
- The method the school will use to notify the student if their EFC and Title IV amounts change,
- The procedure for the school or student to follow when to correct FAFSA data,
- The procedure the school will follow to refer student to the office of Inspector General as defined in chapter 5 of the OIG.

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

Students selected for verification will be notified of the process by the financial aid office either in person, by phone, or by email, within 30 days of acceptance to a Career Certificate Program (CCP). The verification flag indicates which 2022-2023 verification tracking group is selected and which documents are needed.

Students eligible to receive a Pell Grant will have until 120 days after their last date of enrollment or by the September 19, 2022 deadline published in the Federal Register each year whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from the school. Title IV funding will not be disbursed to a student unless verification has been completed.

After the passage of the aforementioned period, all financial aid that may have been due is forfeited.

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

In reference to making corrections on the FAFSA the following information applies. Generally speaking, you cannot update information that was correct as of the date the application was signed because the FAFSA is considered to be a snapshot of you/ your family financial situation on that date. After the FAFSA is signed, only certain items can be updated under the following conditions. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year except when the update is caused by change in student's marital status. All applicants selected for verification of household size, or number in college must be updated as of the verification date unless the update is due to change in student's marital status. The marital status used at the time the FAFSA was signed is considered the status used for the entire award year. However, the marital status of a dependent student or an independent student selected for verification at the time the FAFSA was signed may be considered for update if school deemed necessary on a case by case basis only prior to Title IV funding being disbursed.

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

If there is suspicion that a student has misreported information or altered documentation to fraudulently obtain federal aid, the financial aid officer will submit a complaint to the OIG national hotline online at <http://www.ed.gov/about/offices/list/oig/hotline.html> or call the OIG at 1-800-647-8733.

The following information describes the FAFSA application items to be verified for dependent and independent students that will be required depending upon which verification flag (V1, V4, or V5) selected, as indicated on the student's output document. Any number of the following items may be required.

- Adjusted gross income (AGI)
- U.S. income tax paid
- Education tax credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest income
- Income earned from work
- Number of household members
- Number in college
- High school completion status
- Identity/statement of educational purpose

Verification tracking groups for flags (V1, V4, or V5): The following information differentiates students as they relate to tax filing status within the various tracking groups and the corresponding documentation necessary

V1 Standard Verification Group - Student (their Spouse, if married) and/or Parent tax filers in this group must verify:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Number of household members
- Number in college

V1 Standard Verification Group – Student and/or Parent non-tax filers in this group must verify:

- Income earned from work
- Household size
- Number in college

V5 Aggregate Verification Group - Student (their Spouse, if married) and/or Parent in this group must verify:

- Adjusted gross income (AGI)
- U.S. income tax paid
- Untaxed portion of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Number of household members
- Number in college

- High school completion status
- Identity/statement of educational purpose

Eligibility

A student must be one of the following to be eligible to receive federal student aid: A U.S. citizen or national; A citizen of the Freely Associated States: The Federated States of Micronesia, the Republics of Palau, and the Marshall Islands. (These students can only receive aid from some of the FSA programs and do not have an A-number/ARN. A U.S. permanent resident or other eligible noncitizen.

If a student does not meet the defined eligibility criteria, a C code is generated on the student's financial aid report and must be resolved prior to distribution aid. The Third Step Verification is the process used to determine eligibility.

Policy for Third Step Verification

Per federal regulations, § 668.133, Marion Technical College (MTC) has a policy for requesting proof and securing confirmation of the immigrant status of applicants for Title IV HEA student financial assistance who claim to meet the eligibility requirements. When a student's output document (SAR/ISIR) does not confirm a student's status as an eligible non-citizen, the student must provide MTC with appropriate documentation showing that he/she is a permanent resident or other eligible non-citizen. MTC will initiate a Secondary Confirmation of this documentation with the Department of Homeland Security (DHS) to ensure validity.

Procedure for Third Step Verification

- Student is notified that a confirmation process is necessary to verify eligibility
- Student will provide financial aid office with requested documentation.

- Student's data will be input into the SAVE* system for verification.
- Eligibility will be determined by the response generated from SAVE.

(*In conjunction with the U.S Department of Homeland Security (DHS), the Office of Federal Student Aid (FSA) at the U.S. Department of Education (ED) has created an electronic process to verify students who were not confirmed to be eligible noncitizens through FSA's automated matching process with the DHS Systematic Alien Verification Entitlement (SAVE) Program.)

Return of Title IV Funds

According to the Department of Education, "Title IV funds are awarded to students based on the assumption that they will attend school for the entire period for which the assistance is awarded." Refunds will be calculated, and any unused portion of the Pell Grant Award will be returned to the student and/or to the Title IV Office.

Any unearned funds that are required to be returned to the Department of Education, Marion Technical College will return those funds in the following order:

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of Title IV funds is required
5. FSEOG, for which a return of Title IV funds is required
6. TEACH Grants for which a return of Title IV funds is required
7. Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

The student's unearned portion will be determined as follows per F.S. 668.22:

- Determine the scheduled hours at the time of withdrawal.
- Divide scheduled hours by the total clock hours in the payment period.
- If the percentage is greater than 60%, the student is entitled to 100% of the aid disbursed or aid that could have been disbursed.
- If the percentage of scheduled hours is 60% or less, that percentage will be used to calculate the amount of aid earned.
- The aid actually earned is compared to the aid disbursed or aid that could have been disbursed.
- If the aid earned is greater than the aid disbursed, the student can receive a post-withdrawal disbursement minus outstanding balances on his/her account.
- If the aid earned is less than what is disbursed, the students must return unearned aid within 45 days or make arrangements to pay the aid to the school or to the Department of Education.
- If satisfactory arrangements to repay funds due are not made, the student will be reported to the National Student Loan Data System; and all aid will be immediately terminated.
- The school will return unearned institutional charges to the Department of Education.

Application for Veterans Education Benefits

Applications are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational objectives. The application and required forms vary according to the type of benefits and to the circumstances.

Veterans unsure of their eligibility status regarding VA educational

benefits are encouraged to apply online at <http://gibill.va.gov> and let the VA determine eligibility or to call the Department of Veterans Affairs at 1-888-442-4551. This number will connect the veteran or dependent of a disabled or deceased veteran to the nearest VA regional office, where counselors should be able to provide additional information as to whether a particular veteran is entitled to benefits.

Marion Technical College may require various forms to certify the student. The following is a partial list of forms that may be required to certify the individual -

- 22-1990, Application for VA Educational Benefits for MGIB, 34/30 and MGIBSR 22-1995, Request for Change of Program or Place of Training
- 22-5490, Application for Survivors' and Dependents' Educational Assistance 22-5495, Request for Change of Program or Place of Training (*Chapter 35*) 21-686c, Declaration of Status of Dependents (*Chapter 34/30 only*)
- DD Form 2384, Notice of Basic Eligibility, NOBE (MGIB-SR)

This form can be obtained from your Reserve or National Guard Unit

- DD-214 (*Certificate of Release or Discharge from active duty*)
- Certificate of Eligibility

Additional forms may be required for special cases.

Veteran's Educational Assistance

Certain MTC programs are approved by the state of Florida Approving Agency. Veterans and dependents of disabled or deceased veterans who plan to attend under any of the training laws should stop by the Office of Financial Aid for assistance and advisement. Veterans' information may also be obtained at <http://>

www.gibill.va.gov. To obtain a list of approved programs at MTC, please contact the certifying official at 352-671- 7203.

Public Law 115-407, Section 103:

Effective August 1, 2019:

For students utilizing Chapter 31 VA Veterans Readiness & Employment benefits or utilizing Chapter 33 Post 9-11 VA education benefits, Marion Technical College will not:

- Charge late fees on the portion of tuition and fees billable to the VA while VA tuition and fees payment is pending,
- Withdraw student for non-payment of the portion of tuition and fees billable to the VA while VA tuition and fees payment is pending,
- Restrict student access to facilities for non-payment on the portion of tuition and fees billable to the VA while VA tuition and fees payment is pending
- Require the student to access loans for the purpose of paying the portion of tuition and fees billable to the VA while VA tuition and fees payment is pending.

To qualify, prior to the first day of class, the student is required to:

- Present to the Financial Aid Office VA Form 29-1905 or VA Certificate of Eligibility issued in the name of the student,
- Use one of the two VA benefits, Chapter 31 or Chapter 33, as noted.

Costs that are the student's responsibility, such as tuition and fees not billable to VA, or costs for dormitory and meal plans, are not covered under the provision established by PL 115- 407, Sec. 103. Students using Post 9-11 benefits at less than 100% eligibility are responsible for contacting the school to make payment arrangements on the amount of tuition not anticipated to be paid

by the VA. Students are responsible for making payment arrangements for dorm and meal plans, if applicable.

The provision established by PL 115-407, Sec. 103, ends 90 days after tuition and fees are billed to VA whether or not VA has issued payment to the University. At that time, the University can hold the student liable for the billable tuition and fees unpaid by VA, place a registration hold for any outstanding amount billed to VA, or withdraw the student for non-payment of the billable tuition and fees not paid by VA. Ultimately, the student does agree to assume and pay all costs associated with said enrollment not paid by the VA directly to the school.

Veterans In-State Tuition Policy

The Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 or 38 USC § 3679(c), as amended. The institution applies Florida Statute 1009.26(13)(14), also known as the Congressman C.W. Bill Young Veteran Tuition Waiver Act (Bill Young Veteran Tuition Waiver), which ensures compliance with 38 USC 3679(c). The Young Veteran Tuition Waiver provides the equivalent of in-state tuition and fees for veterans and beneficiaries who receive VA Educational Assistance from Chapter 30, 31 and 33, and who reside in the state while enrolled at this institution.

As amended, 38USC 3679(c) requires that all of the following individuals who attend Marion Technical College (MTC) and reside in the state of Florida (regardless of their formal state of residence) be charged the in-state resident rate:

- A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® (Active Duty Program),
- Chapter 31 (Veteran Readiness and Employment, (VR&E))
- Chapter 33 (Post-9/11 G Bill), of 38 USC
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 USC § 3319)).

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 USC § 3311(b) (9))
- Chapter 35 (Survivors' and Dependents' Educational Assistance Program) benefits.
- Anyone described above while they remain continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31, Chapter 33, or Chapter 35 of 38 USC

Federal law permits public institutions of higher education to require eligible veterans, dependents, or individuals to demonstrate their intent to establish residency in the state by means other than satisfying a physical presence requirement. For example, institutions can request documentation such as a driver's license, car registration or voter registration, signed lease, or rent receipt to help establish an applicant's intent to establish residency in Florida.

Please note that federal law does not include a durational residency requirement, nor does it include a requirement that the eligible veteran, dependent, or individual demonstrate intent to remain in Florida indefinitely.

Finally, please note that federal law does not bar institutions from requiring the eligible veteran, dependent, or individual to meet other requirements unrelated to residency in order to be eligible for the in-state tuition rate.

Public institutions of higher education are required to make this VA In-State Tuition Policy publicly available in their academic catalogs and on their websites. The U.S. Department of Veterans Affairs ("VA") will make publicly available on its website a database explaining any public institution's requirements for beneficiaries to be charged in-state tuition.

Any institution found not to be in compliance with the requirements of Public Law 117-68 by August 1, 2022, will be disapproved by VA for

both the Post-9/11 G.I. Bill, Montgomery G.I. Bill, Survivors' and Dependents' Educational Assistance Program, and the Veteran Readiness and Employment.

Veterans Educational Assistance Refund Policy

In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdrawals or is discontinued therefrom at any time prior to completion of the course, the unused portion of tuition and fees paid by the student will be refunded within 40 days.

Veterans Educational Assistance Fee Deferment Policy

Per Florida state statutes **1009.27 Veteran students are allowed the following considerations with regard to payment of fees.**

- (1) School districts, Florida College System institutions, and state universities may defer tuition and fees for students receiving financial aid from a federal or state assistance program when the aid is delayed in being transmitted to the student through circumstances beyond the control of the student. The failure to make timely application for the aid is an insufficient reason to receive a deferral of fees.
- (2) Any veteran or other eligible student who receives benefits under chapter 30, chapter 31, chapter 32, chapter 33, chapter 34, or chapter 35 of Title 38, U.S.C., or chapter 106 of Title 10, U.S.C., is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits.
- (3) Each school district, Florida College System institution, and state university is responsible for collecting all deferred fees. If a school district, Florida College System institution, or state university has not collected a deferred fee, the student may not earn state funding for any course for which the student subsequently registers until the fee has been paid.

Veteran's Attendance Policy

- VA students are required to attend all classes.
- Monthly attendance records will be forwarded to the certifying official's office.
- Satisfactory Academic Progress (SAP) is monitored each semester as per the course semester calendar. Students must maintain an overall 90% attendance and a minimum "C" average to remain in good standing unless otherwise specified.
- Veterans not meeting Satisfactory Academic Progress will have their benefits terminated.
- Veterans must complete program within the 110% of the specified program time frame in clock hours.

Bright Futures Scholarship 2022-2023

Florida Statutes 1009.53-1009.538

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards:

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

Florida Academic Scholars (FAS) will cover 100% of tuition and fees at a public institution or comparable amount at a nonpublic institution. It will provide an additional \$300 for textbooks and college-related expenses (fall and spring).

Florida Medallion Scholars (FMS) covers \$2.19 per clock hour.

Florida Gold Seal Vocational Scholars (GSV) covers \$1.30 per clock hour.

The 2022-2023 term for this scholarship program is August 2022 to May 2023 for the Bright Futures Scholarship disbursement. Any hours outside of this time frame falls under the responsibility of the student.

For Eligibility Visit:

<http://www.floridastudentfinancialaid.org/SSFAD/PDF/BFHandbookChapter1.pdf>

Scholarships for Children & Spouses of Deceased or Disable Veterans & Service Members

Florida Statute 295.01

The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service members (CSDDV) provides scholarships for dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been certified by the Florida Department of Veterans.

Florida Statute 295.01

The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service members (CSDDV) provides scholarships for dependent children or un-remarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been certified by the Florida Department of Veterans.

Vocational Rehabilitation

Vocational Rehabilitation (VR) is a federal-state program that works with people who have disabilities to prepare them to gain or retain employment. Vocational Rehabilitation is committed to helping people with disabilities find meaningful careers.

<http://www.rehabworks.org>

Florida Prepaid College Fund

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

<http://www.Florida529Plans.com>

Florida Council of the Blind – FCB

The Florida Council of the Blind Scholarship program consists of awards which are offered to outstanding students who are enrolled in academic education or professional training beyond the high school level. The applicant must be legally blind. For more information about this scholarship program and eligibility requirements visit, www.fcb.org

Florida Council Certified Low Vision

The Florida Council of Citizens with Low Vision scholarship is awarded to an outstanding student who is enrolled in academic, professional or technical training beyond the high school level. The \$1,000.00 award is given for either academic excellence or to an eligible applicant who is enrolled in a course of study, which will increase advancement potential in his/her chosen field. This scholarship may be awarded to a full or part-time student; however, special preference will be given to applicants who have low vision since this is an organization for persons with low vision.

Eligibility Requirements:

- For purposes of the Scholarship Application, FCCLV considers a person to be low vision if the best corrected vision in the better eye is not greater than 20/70, but is better than light perception or light projection or whose visual fields have a maximum diameter of no greater than 30 degrees.
- Applicant must be a resident of the State of Florida; however, their college or university doesn't necessarily have to be in Florida.
- Applicant must have a high school diploma, a high school-equivalency diploma, or be a graduate from an approved homeschool program. (Current high school seniors may also apply.)
- Applicant must either be enrolled or accepted for enrollment in a college, university or trade school.
- Applicant must have at least a 3.0 grade point average.

For more information about the FCCLV Scholarship, visit www.fcb.org

Florida Governor's Council on Indian Affairs

The Florida Governor's Council on Indian Affairs, Inc., the "Council" is a private, non-profit corporation which was incorporated under the laws of Florida at the direction of Executive Order #74-23. This organization is responsible for the allocation and distribution of funding to economically disadvantaged, underemployed, or unemployed American Indians, Native Alaskans and Native Hawaiians who are seeking employment and training assistance. Marion Technical College accepts funding from this organization for students' educational needs.

Satisfactory Academic Progress (SAP)

The Marion Technical College (MTC) Satisfactory Academic Progress Policy (SAP) is a required measurement of a student's academic progress towards their educational goal. Progress must be measured by grade-based (qualitative) AND time/pace of completion-based (quantitative) standards.

- For programs lasting one year or less, SAP must be assessed at the end of each payment period.
- For programs lasting more than one year, SAP must be assessed annually, corresponding with the end of a payment period. SAP must be measured cumulatively.

The Code of Federal Regulations, CFR 668.34 requires that schools establish satisfactory progress standards and policies for students applying for and receiving federal aid. This regulation requires that the Financial Aid Office review all periods of a student's enrollment history to determine if a student is making SAP towards an educational objective.

The policy must include these three components

- Grade requirements (qualitative)
- Hours attended and weeks elapsed (quantitative).

Qualitative: Cumulative Grade Point Average (GPA) Requirement

In accordance with federal regulations, a student's cumulative GPA must be reviewed at the end of each payment period.

1. Students must have earned a cumulative 2.0 GPA when grades are reviewed at the end of the payment period.
2. Students who do not earn the required cumulative 2.0 GPA will be placed on academic progress probation for their payment period. While on academic progress probation, the student remains eligible for financial aid:
 - a. If the student earns a cumulative 2.0 GPA (or higher) by the end of the academic progress probation payment period, the probation will be lifted (provided the student meets all other SAP guidelines).

- b. If the student does not earn a cumulative 2.0 GPA by the end of the academic progress probation payment period, financial aid will be terminated. The student will not qualify for financial aid for the upcoming payment period until they have successfully completed a semester.
- c. A student placed on academic progress probation who agrees to an academic plan and can regain eligibility only by achieving academic compliance.
- d.

Quantitative: Completion Rate Requirement

In accordance with federal regulations, students must successfully complete at least 67% of cumulative clock hours attempted in order to meet the requirements for financial aid.

- 1. Students must earn a cumulative 67% successful completion rate and complete their program within 150% of the program requirements. Transfer credits are included in this percentage.
- 2. Students who do not earn a cumulative 67% successful completion rate will be placed on academic probation for their next payment period.
- 3. While on academic progress probation, the student remains eligible for financial aid.
 - a. If the student successfully completes sufficient credits to earn a 67% completion rate by the end of the academic probation payment period, the probation will be lifted (provided the student meets all other SAP guidelines).
 - b. If the student does not successfully complete sufficient credits to earn a 67% completion rate by the end of the academic progress probation payment period, financial aid will be terminated. The student will not qualify for financial aid effective the next payment period until the student again meets all SAP guidelines

Clock Hour Completion Rate Example:

- At 450 scheduled hours, the student completed 300 hours:
 $300/450 = 67\%$ *
- Expressed in calendar time 10 weeks/15 weeks = 67 %.

Student completion rates are reviewed at the end of each payment completion-based period.

Maximum Time Frame

The maximum time frame within which to complete a program of study is 150% of the published length of the program. For example, if the published length of a program of study is 1200 clock hours, a student may attempt up to $(1200 \times 150\% = 1800)$. (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Re-Establishing Financial Aid Eligibility

Students may regain financial aid eligibility with satisfactory academic progress reported after successfully completing a semester. Financial Aid will not fund this semester. There is not a student appeal process to reestablish aid eligibility within the academic year, students who re-enter the same program more than a year later will be considered a new student.

Consequences of Failing SAP

Students who fail to meet the minimum cumulative GPA of 2.0 or program GPA and/or fail to complete at the proper (completion rate) are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period, one payment period, students must meet the cumulative GPA and completion rate, they must have earned the weeks of instruction time for that time period or financial aid will end. The student will no longer be eligible for Title IV Aid. There will be no appeal process or probation period.

Professional Judgement

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



Rules for Food, Drink, & Tobacco Products

Food and drink are not allowed in classrooms or lab areas. Marion County Public Schools properties, including Marion Technical College, have banned the use of tobacco products. No one is allowed to smoke or use tobacco products, including, but not limited to, e-cigarettes at school or school events.

Illegal Drug & Substance Policy

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

Students:

- Will not possess, sell, purchase, use, manufacture or distribute illegal drugs or controlled substances while present on the MTC campus or in attendance at any school-sponsored event.
- Any student receiving financial aid will notify MTC within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.
 - Will submit to drug testing if required or requested by the stated program of interest.

Applicants:

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

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

Sanctions and Legal Information:

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

Loitering & Trespassing

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

Dress Code & Appearance

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

- Students are expected to wear clothing and clothing accessories in keeping with their gender. Undergarments should not be visible at any time.
- Students are not to wear hats of any kind within the school building unless approved by the school administration for special occasions. “Hats” should be interpreted literally as “hats” or head-coverings and will include bandanas, caps, sweat bands, visors, and similar hat-like apparel.
- Men’s and women’s hair will be clean, neat, and well-groomed. Extreme hair styles and unnaturally- occurring hair colors will not be allowed in the Marion County Public Schools.
- Students are not to wear T-shirts, other garments or items with pictures, logos, phrases, decals, patches, emblems, or words printed on them that are obscene or disruptive in the judgment of the school administration. This will include, but not be limited to nude/semi-nude figures, figures in sexually suggestive postures, pictures or logos of alcoholic beverages, tobacco products, or prohibited substances; satanic/occult references, or gang identification. A tattoo that is obscene or disruptive in the judgment of the school administration must be covered.
- Tops must be long enough to clearly overlap the belt line or remain tucked in during the course of normal movement throughout the day. Shirts falling below mid-thigh length will be tucked in. No bare-midriff shirts/ blouses, sleep wear, muscle shirts, or tank tops will be worn.
- Garments will be secured at the waist. Shorts and skirts are permitted at all grade levels and will be mid-thigh length or longer.
- Students shall wear shoes for foot protection and for hygienic reasons while on school grounds or school transportation. Slippers are not permitted.

- Jewelry shall be worn in a way that does not present a safety or health hazard or causes a disruption to the education process.
- Sunglasses or other tinted glass eyewear may not be worn inside any building, unless prescriptive eyewear.
- Wallet chains or dog collars shall not be permitted.
- Regulations in reference to grooming and dress within career and technical departments such as culinary, industrial or allied health professions, etc., will be governed by the program coordinator/manager responsible for that department, under the direction of the Director/Principal.

Standards of Conduct

All Marion Technical College students are expected to adhere to the following standards:

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

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Unacceptable Actions

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

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

Withdrawal for any of the above reasons shall not be subject to the student grievance procedure.

Student Withdrawal Procedure

A student's withdrawal from a course or program may be due to other reasons than those stated in the Unacceptable Actions section of this catalog. A student may voluntarily withdraw from a course or program. In this scenario, to ensure the integrity of a student's academic records (transcripts), students must officially withdraw from courses or programs. The responsibility for initiating withdrawal rests solely with the student. The student should inform the program manager immediately of his/her decision to withdraw so appropriate paperwork can be filed and the date of withdrawal established.

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

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

Financial aid recipients who withdraw should also consult with the Financial Aid Office to discuss the status of their aid eligibility. Federal policy dictates that the Financial Aid Office is required to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of the payment period. This review is to determine the amount of unearned funds that must be returned to

the federal government under Title IV guidelines. If it is determined that a return to Title IV is necessary, the Financial Aid Office will process the corresponding paperwork and inform the student if any debt exists.

Confidentiality of Student Records

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

Sexual Harassment

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

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

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

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

- Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact, unless it is welcomed.
- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for a sexual favor (this includes unwelcome requests for dates) whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequence of employment or academic status.
- Verbal abuse or kidding that is sexually-oriented and considered unwelcome. This includes comments about one's gender, body, or appearance, where such comments go beyond mere courtesy; telling “dirty jokes” that are unwanted and considered offensive; or any tasteless, sexually-oriented comments, innuendos, or actions that offend.
- Any type of sexually-oriented conduct that would unreasonably interfere with work or academic performance. This includes extending unwanted sexual advances towards someone whether or not it reduces that person's productivity or time available to work at assigned tasks.
- Creating a work or school environment that is intimidating, hostile, abusive or offensive, because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

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

Harassment Procedures

Any student who alleges sexual harassment by another student may use the student grievance procedure or may report directly to the Director/Principal. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, future grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations; and with the necessity to investigate allegations of misconduct, and take corrective action when this conduct has occurred. In determining whether alleged conduct, constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

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

Student Grievance Procedure

All students have the right to appeal administrative decisions made by faculty & staff of the program. Every attempt should be made to rectify the perceived grievance by a meeting among interested parties. Prior to initiating the grievance process outlined below, the student must first request in writing a meeting with his or her class instructor and the Program Manager. If the student feels the situation is not rectified at that level, the student may pursue an appeal by following the grievance process in the order listed below. This procedure is provided in an effort to comply to the Title IV of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1976, Section 504, and the Americans with Disabilities Act (ADA) of 1990.

Failure on the part of a student to observe the time limits for initiation and/or follow-up on a complaint or grievance will automatically result in the complaint or grievance being considered abandoned.

Level One:

A written statement is delivered to the department administrator within three (3) working days of the perceived incident. Email is acceptable. The statement must fully describe the circumstances giving rise to the perceived grievance and a description of the student's efforts made to resolve the grievance. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Two:

If the student desires to appeal the decision made at Level One, the student must provide a written statement to the Assistant Principal of Marion Technical College (MTC) within three (3) working days of the decision at Level One. The statement must fully describe the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance at the previous level. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Three:

If the student desires to appeal the decision made at Level Two, the student must present the perceived grievance within three (3) working days to the Principal of Marion Technical College (MTC). The student must present a written statement to the Principal describing fully the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance at the previous levels. The Principal will review the statement of grievance and will discuss the grievance with all interested parties and decide as to whether the previous decisions stand or will be revised. All parties have the right to a face-to-face

meeting with the Principal of MTC. Every effort will be made to resolve this issue within two (2) weeks.

The Superintendent's designee for coordinating all student grievances is the Director of Student Services and may be reached by phone at 352-671-6860 from 8:00am to 5:00pm on school days or by mail at 1614 East Fort King Street Ocala, Fl.

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

Council on Occupational Education 7840 Roswell Road

Building 300, Suite #325

Atlanta, Georgia 30350

(770) 396-3898

Or

Florida Department of Education

325 W. Gaines Street

Tallahassee, FL 32399

(850) 245-0505



Adult General Education Programs Overview

All students participating in the Adult General Education (AGE) programs, including Adult Basic Education (ABE)

General Education Development (GED®) and English for Speakers of Other Languages (ESOL) programs are required to pay a

\$67.25 per term (July to December, or January to June) tuition fee.

** \$67.25 includes tuition and application fee.

Important facts to know:

- All AGE courses offer open-entry/open-exit.
- The term tuition fee of \$67.25 is required the student begins in July or any time after that date.
- There is no pro-rating fees
- A student who enrolls in the online AGE/GED/ESOL programs, will be required to put tuition & application fees of \$67.25 per term (July to December, or January to June).
- All registration & payments will take place on the main campus of MTC

To Register, a student must do the following:

- Complete the online application and registration forms.
- Complete a Test of Adult Basic Education (TABE) or Comprehensive Adult Student Assessment System (CASAS), if applicable
- Pay fees
- Attend scheduled orientation, if applicable

GED Test Information

MTC now offers the GED® test on computer. All scheduling for the GED® test is now completed online. Registering for the GED® test is easy and available 24 hours a day, seven days a week. The advantages of online testing include the following:

- Test at your pace – You no longer have to wait for the allotted time to expire on each section before starting the next section.
- Same-day results – Scores will be returned from the test within 3 hours of completion of each test module.
- Easy registration – Register for the GED® test using an online connection at your convenience, any time, any day of the week.

Since the 2014 Series GED® test is computer based, testing availability is more open and convenient for students. To check available dates and register for the 2014 Series GED® Test, visit MyGED at www.GED.com. Registration may also be completed over the phone by calling 1-877-EXAM-GED (1-877-392-6433) Monday through Friday, 8:00 a.m. to 8:00 p.m. Please note that a credit or debit card is required to register. MTC does not process any payments for this examination. Also, it is not possible to register for a same-day exam at MTC, but in most cases next-day registration is possible.

Any person 16 or 17 years of age desiring to register for the GED® exam must be screened for eligibility and must have all appropriate paperwork prior to the GED® registration, including 10 hours of instruction, and GED® Ready test scores that meet Marion County guidelines. Once these required instruction hours and assessments are completed, the candidate must meet with Jeanine Johnson, the Superintendent's designee for under 18 GED candidates, and she will complete the paperwork for Tallahassee. Once the paperwork is submitted, the waiver is lifted within 24 hours to register for the GED® exam. Mrs. Johnson can be reached at

Jeanine.Johnson@marion.k12.fl.us or 352-671-7200.

If special accommodations are needed to take the 2014 Series GED®, please visit the Official GED® Accommodations website:

<http://www.gedtestingservice.com/testers/computer-accommodations>.

All candidates must have a valid government-issued photo ID/driver's license to take the exam. If your identification does not have a Florida address listed, you will be required to provide additional documentation.

** Testing dates are subject to change based on the district-wide schedule**

*** Some exemptions to under 18 years of age may apply. ***

NOTE: The Student Services Department will handle all inquiries involving GED® TESTING. If you have ANY questions, please inquire with our Student Services Department at (352) 671-4134.

MTC – ABE/GED/ESOL - HOW TO APPLY

Step 1

- COMPLETE **ONLINE** APPLICATION
 - Submit completed school application online.
www.mariontc.edu (**Application Online**)
 - **NOTE:** If a student has been in MCPS prior to applying at MTC they are asked not to fill out an online application. This is to avoid duplicate student numbers in Focus.

Step 2

- STUDENT RECEIVES A **PHONE** CALL
 - Information in Focus is updated
 - Student will be required to come to campus to finish the registration process

Step 3

- WHEN STUDENT COMES TO CAMPUS
 - Supplemental paperwork is completed
 - STUDENT pays tuition of \$67.25
 - STUDENT is enrolled in MTC (EA1 or RA1)
 - STUDENT is scheduled for a CASAS or TABE test

Step 4

- AFTER STUDENT RECEIVES VALID CASAS or TABE TESTING SCORES
 - Scores are submitted to the registrar
 - Registrar schedules student in course
 - Registrar emails a copy of the schedule to student

Adult General Education (AGE)

Florida's adult education system includes a range of instructional programs that help adults get the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education

(ABE), General Education Development (GED®), and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to succeed in postsecondary education.

Adult learners enrolled in Adult General Education (AGE) can earn a State of Florida High School Diploma or its equivalent by successfully passing the General Education Development (GED®) tests.

Adult education programs are available to individuals that:

- are 16 years or older & have legally left the secondary school system
- does not have a high school diploma or its equivalent
- desire to learn to speak, read, & write the English language

The Adult General Education program includes the Adult Basic Education (ABE), General Education Development (GED®), and English for Speakers of other Languages (ESOL).

All courses within the AGE program follow the course and fee schedules below:

CLASS SCHEDULES:	
Days/Evenings:	Monday–Thursdays
Hours:	Varies
COST:	\$67.25 per term (includes application fee)
	Off-campus sites and online classes are available.

Adult Basic Education (ABE)

PURPOSE: ABE is a non-credit course designed to develop literacy skills necessary to be successful workers, citizens and family members. A student enrolled in the ABE program may be receiving instruction in one or more of the following courses: Mathematics, Language Arts, or Reading.

COURSE CONTENT: The course includes instruction in reading, language arts, and mathematics.

Students may continue onto receive instruction leading to the receipt of a high school diploma through the GED® program.

LABORATORY ACTIVITIES: Computer-assisted instruction is available.

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

General Education Development (GED)

PURPOSE: The purpose of the program is to prepare students to obtain the knowledge and skills necessary to pass the Official GED® Tests and be awarded a State of Florida High School Diploma. An additional performance level will certify that the adult student is career and college ready. This program strives to motivate students not only to obtain a GED® diploma, but to continue their education to earn a postsecondary degree, certificate, or industry certification.

The GED® Preparation Program consists of four content-area assessments:

- 1) Reasoning through Language Arts
- 2) Mathematics Reasoning
- 3) Science
- 4) Social Studies

- The Reasoning through Language Arts (RLA) course of the GED® Preparation Program is to prepare students to pass the GED® RLA Test. This test will focus on the fundamentals in three major content areas: Reading, Language Arts and Writing.
- The purpose of the Mathematical Reasoning course of the GED® program is to prepare students to pass the GED® Mathematical Test. This test will focus on the fundamentals of mathematics in two major content areas: quantitative problem solving and algebraic problem solving.
- The purpose of the Science course of the GED® program is to prepare students to pass the GED® Science test. The framework includes science practices and content standards. Science practices are described as skills that are important to scientific reasoning in both textual and quantitative contexts.
- The purpose of the Social Studies component of the GED® program is to prepare students to pass the GED® Social Studies Test. This test will focus on four major content domains will be addressed: civics and government, United States history, economics, and world geography.
- LABORATORY ACTIVITIES: Computer-assisted instruction is used to enhance students' learning.
- ADMISSION REQUIREMENTS: Reading, Math, Language scores at or above 9.0 grade level as demonstrated on the Test of Adult Basic Education (TABE).
- DIPLOMA: State of Florida High School diploma is issued to those passing GED examination.

Adult English for Speakers of Other Languages (ESOL)

PURPOSE: The purpose of this course is to provide English language instruction to adult learners who are able to read and write in at least one language other than English. Prepare adult learners to use English for entering career and technical (CTE) or another post-secondary educational institution, employment, and participation in civic life within the United States.

LABORATORY ACTIVITIES: Computer-based instruction is recommended.



MARION
TECHNICAL COLLEGE





Step 1

- COMPLETE **ONLINE APPLICATION**
 - Submit completed school application online.
www.mariontc.edu (**Application Online**)
 - Pay \$20 non-refundable application fee.



Step 2

- SUBMIT PAPERWORK TO **STUDENT SERVICES** at the MTC Campus. Provide copies of two officially recognized proofs of residency, copies of driver's License, and the **supplemental program packet. (Application Completed)**



Step 3

- FINANCIAL AID APPLICATION – www.fafsa.gov
 - Complete FAFSA Application and provide a Student Aid Report (SAR). MTC School Code: 031039



Step 4

- You will be notified by program department of acceptance.
 - You will be notified by Financial Aid of estimated funds available. (**Registered**)
-
- Pay Fee and/or Sign Enrollment Document To Complete Enrollment Process In **Student Fees**
 - Seat in scheduled program is confirmed after Student Fees is completed. (**Enrolled**)

Marion Technical College Course Schedule 2022-2023						
Institution's Program Name	Program Number	Clock Hours	Weeks	Day/Night	Dual Enrollment	Age Requirement
Baking and Pastry Arts	N100600	600	19	Day	No	16
Barbering	I120403	900	36	Day	Yes	16
Business Management and Analysis	B060200	900	37	Distance Ed.	Yes	16
Commercial Class "B" Driving	I490251	150	4	Day	No	18
Commercial Vehicle Driving	I490205	320	9	Day	No	18, 21 preferred
Computer Systems & Information Technology - AM	Y100200	900	38	Day	Yes	
Computer Systems & Information Technology - PM	Y100200	900		Night		
Cosmetology - Day	D500100	1200	40	Day	No	16
Cosmetology - Evening	D500100	1200	60	Night	No	16
Emergency Medical Technician (EMT) ATD	W170212	300	8	Night	No	18
Facials Specialty	I120425	220	11	Night	No	16
Firefighter/Emergency	P430217	792	21	Day	No	18

Medical Technician - Combined						
Firefighter	P430211	492	13	Day	No	18
Fundamental Food Service Skills	N100520	600	19	Day	Yes	16
Medical Assisting	H170515	1300	43	Day	No	17
Medical Coder/Biller - ATD	H170530	1110	44	Distance Ed.	No	17
Nails Specialty	I120415	180	10	Day	No	16
Nursing Assistant (Long Term Care)	H170602	120	4	Day	Yes	17
Phlebotomy	H170302	165	21	Night	Yes	17
Practical Nursing - Day	H170607	1350	44	Day	No	17
Practical Nursing - Evening	H170607	1350	68	Night	No	17
Radiologic Technology	W170210	2700	80	Day	No	18
Technology Support Services - AM	Y100100	600	18	Day	Yes	16
Technology Support Services - PM	Y100100	600	34	Night	Yes	16
Welding Technology - Advanced	J400410	750	38	Night	No	16 and complete prerequisite: Welding Tech, or mastery of

2022 – 2023 MTC Course Catalog

						welding tech standards
Welding Technology - AM	J400400	1050	34	Day	Yes	16
Welding Technology - PM	J400400	1050	53	Night	Yes	16



Medical Coder/Biller – ATD

Program Number: H170530

Program Length: 1,110 Hours / 45 Weeks

Program Description:

The Medical Coder/Biller - ATD program is a 1,110-hour program designed to prepare students for employment as entry-level medical coders, medical record coders, & medical billing. The program has been at MTC for many years & combines lecture, online assignments, case studies, & internship in preparation for the National Examination that is available to graduates. Certification in this field is essential for employment, & successful completion of an Applied Technology Diploma program allows students to transfer to a college that offers this program towards an Associate Degree.

Certificate of Completion

This is an Applied Technology Diploma. Upon completion of required Occupational Completion Points and meeting state basic skills, students will receive their Applied Technology Diploma.

Certifications

Successful completers of this program can take the Certified Professional Coders exam or the Certified Coding Specialist – Physician Based exam.

Program Cost:

\$4,919.38

(**All fees subject to change)

17 years & older may apply.

Medical Coder/Biller – ATD

Courses

Introduction to Health Information Technology HIM0009	Medical Coder/Biller I HIM0091
Clock Hours: 90	Clock Hours: 350
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisites: HIM0009
Technology & Includes basic concepts of health records, health information, & healthcare systems.	This course includes anatomy & physiology, medical terminology, fundamentals of disease process, & pharmacology

Medical Coder/Biller II HIM0092	Medical Coder/Biller III HIM0093
Clock Hours: 350	Clock Hours: 320
Occupational Completion Point: B	Occupational Completion Point: B
Prerequisites: HIM0009 & HIM0091	Prerequisites: HIM0009, Him0091, & HIM0092
This course includes proficiency in the use of ICD & CPT coding systems, medical references, & basics of health information services.	This course includes ethical & legal principles, computer skills, safety & security in health information, & understanding of medical & insurance billing.

Employment outlook:

The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, & procedures. This will also mean more claims for reimbursement from private & public

insurance. Additional records, coupled with widespread use of electronic health records by all types of healthcare providers, should lead to an increased need for technicians to organize & manage the associated information in all areas of the healthcare industry.



Medical Assisting

Program Number: H170515

Program Length: 1,300 Hours / 43 Weeks

Program Description:

The Medical Assisting Program is an accredited 1,300-hour program which MTC has offered for over 17 years, employing many Medical Assistants throughout our area. The program is designed to prepare competent entry-level medical assistants and meets the Florida Department of Education & COE standards & guidelines required by the American Medical Technologist for Registered Medical Assistant certification. The program combines lecture, online assignments, in classroom hands-on skills practice, and a mandatory 200-hour externship in local physician offices and clinics. Upon successful completion of the program students are eligible to take a National Certification Examination that is required for employment in this field. Medical Assisting boasts a 99% pass rate on this examination and job placement is 91%.

Certificate of Completion

Upon completion of course requirements, students will earn a Certificate of Completion in Medical Assisting.

Certifications

Successful completers are eligible to take either the Certified Medical (CMA) Assistant exam or the Registered Medical Assistant (RMA) exam.

Program Cost

\$5,723.20

(** All fees subject to change)

17 years & older may apply

Salary Range – In the state of Florida, Medical Assistants may earn between \$21,630 and \$37,770 per year.

Medical Assisting Courses

Basic Healthcare Worker HSC0003	Intro to Medical Assisting MEA0002
Clock Hours: 90	Clock Hours: 250
Occupational Completion Point: B	Occupational Completion Point: B
	Prerequisites: HSC0003
This course is designed as an intro to healthcare & includes communication, legal, & ethical responsibilities, safety, infection control, CPR, First Aid, & HIV/AIDS training.	This portion of the curriculum introduces the basic foundation of skills needed to be an effective and successful medical assistant. Communication skills used by medical assistant will be emphasized including but not limited to: concise, precise & logical written & verbal forms of communication; identify and interact with both verbal and nonverbal communication; appropriate use of medical terminology; as well as comply with safety signs, symbols, and labels. This course includes legal and ethical responsibilities, anatomy and physiology, and disease process.

Medical Office Procedures MEA0501	Phlebotomist, MA MEA0521
Clock Hours: 75	Clock Hours: 75
Occupational Completion Point: B	Occupational Completion Point: C
Prerequisites: HSC0003/MEA0002	Prerequisites: HSC0003/MEA0002/MEA0501
This course of the medical assisting program provides the student with the ability to demonstrate basic clerical and/or medical	This course focuses on medical asepsis and infection control, an introduction to the clinical laboratory, CLIA compliance and laboratory

office skills as part of the duties of the medical assistant, including but not limited to: Electronic Medical Record (EMR) software system, scheduling, chart maintenance, scheduling, filing, and maintaining a confidential work environment.	safety, phlebotomy, hematology, and the blood and immune systems
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EKG Aide, MA MEA0543	Clinical Assisting MEA0581
Clock Hours: 75	Clock Hours: 230
Occupational Completion Point: D	Occupational Completion Point: E
Prerequisites: HSC0003/MEA0002/MEA0501/ MEA0521	Prerequisites: HSC0003/MEA0002/MEA0501/MEA0521/ MEA0543
This course includes the fundamental principles of electrocardiography procedures which includes patient procedures to obtain a 12-lead EKG: explaining the procedure & appropriate positioning of the patient; correct electrode placement & lead hook-up; troubleshooting for equipment & recording errors; as well as recognizing various Arrhythmias.	This course provides the student with the skill sets needed to assist and/or perform diagnostic & therapeutic tests & procedures which they would encounter in an office setting. This includes but is not limited to: vital signs, medical documentation, patient education, minor treatments, performing aseptic and surgical techniques, diagnostic tests to include audiometry, spirometry, ear lavage, and eye irrigation, & introduction to radiologic office procedures.
Pharmacology for Medical Assisting MEA0530	Laboratory Procedures MEA0573
Clock Hours: 90	Clock Hours: 125
Occupational Completion Point: E	Occupational Completion Point: E

Prerequisites: HSC0003/MEA0002/MEA0501/MEA0521/MEA0543/MEA0581	Prerequisites: HSC003/MEA0002/MEA0501/MEA0521/MEA0543/MEA0581/MEA0530
This course includes pharmaceutical principles to include but not limited to: correct pharmaceutical abbreviations & terminology; identify various methods and routes of medication administration; calculate dosage & administer pharmaceuticals to correct anatomical sites; & the appropriate documentation needed for medication administration.	This course includes skills required in medical office laboratories, which include but not limited to: phlebotomy, safe handling of specimens, & performance of waived diagnostic procedures.

Administrative Office Procedures MEA0506	Practicum Experience MEA0942
Clock Hours: 90	Clock Hours: 200
Occupational Completion Point: E	Occupational Completion Point: E
Prerequisites: HSC003/MEA0002/MEA0501/MEA0521/MEA0543/MEA0581/MEA0530/MEA0573	Prerequisites: HSC0003/MEA0002/MEA0501/MEA0501/MEA0521/MEA0543/MEA0581/MEA0530/MEA0573/MEA0506
The course will include administrative duties to include but are not limited to: Electronic Medical Records (EMR), schedule patients, enter patient demographics, process insurance claims, do prescription orders/refills, correspondence, introduction to medical coding & billing, & understanding of “Meaningful Use” as it applies to medical assistants	This course includes pharmaceutical principles to include but not limited to: correct pharmaceutical abbreviations & terminology; identify various methods & routes of medication administration; calculate dosage & administer pharmaceuticals to correct anatomical sites; & the appropriate documentation needed for medication administration.

Employment Outlook:

Employment of Medical Assistants is projected to grow 29 percent from 2021 to 2022, much faster than the average of all occupations. An increasing number of practices, clinics, & other healthcare facilities need support workers, particularly medical assistants to do both administrative & clinical duties.



Nursing Assistant (Long Term Care)

Program Number: H170602

Program Length: 120 Hours / 4 Weeks

Program Description:

The Nursing Assistant program is a Florida Board of Nursing/CNA Board approved 120-hour program. This program combines classroom lecture and hands-on, clinical experience in local facilities to provide comprehensive training. Successful completion of this program prepares students for certification for employment as nursing assistants. Students who complete this course are eligible to take the state nursing assistant exam. Upon passing the state exam, students will become certified nursing assistants by the Department of Health, Florida Board of Nursing, CNA Board.

Certificate of Completion

Upon completion of required Occupational Completion Point for this state identified job preparatory program and meeting state basic skills requirements, students earn a Certificate of Completion in Nursing Assisting.

Certification

- Nursing Assistant Certification

Program Costs

\$690.55

(**All fees subject to change)

17 years & older may apply.

Salary Range – In the state of Florida, Nursing Assistants may earn \$18,600 to \$35,780 per year.

Nursing Assistant (Long Term Care)

Program Courses

Nurse Aide & Orderly PRN0090
Clock Hours: 120
Occupational Completion Point: A
This course includes, but is not limited to, basic math & science skills, communication, legal & ethical responsibilities, emergency care, anatomy & physiology, safety, personal patient care, principles of nutrition, care of the geriatric patient, infection control, social support, rehabilitative activities, employability, & blood borne diseases.

Employment Outlook:

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

Phlebotomy

Program Number: H170302

Program Length: 165 Hours / 21 Weeks

Program Description:

The Phlebotomy program has been offered at MTC for over 15 years & combines classroom lectures with actual hands-on practice in our student laboratory. The hands-on experience is essential for employment & graduates may also take the National Certification Examination which is important to local employers. The program prepares students for employment in hospitals, laboratories, & physician's offices & enables students a look into the laboratory environment & possible transfer into the Medical Assisting Program. The current pass rate for the certification examination is 100% & the job outlook is positive.

Certificate of Completion

Upon completion of the state of Florida Phlebotomy requirements, students will earn a certificate of completion in Phlebotomy.

Certification

A National Health-Career Association (NHA) national certification can be obtained by passing the certification exam.

Program Cost

\$1,239.45

(**All fees subject to change)

17 years & older may apply.

Salary Range – In the state of Florida, a Phlebotomist may earn \$21,150 to \$36,990 per year.

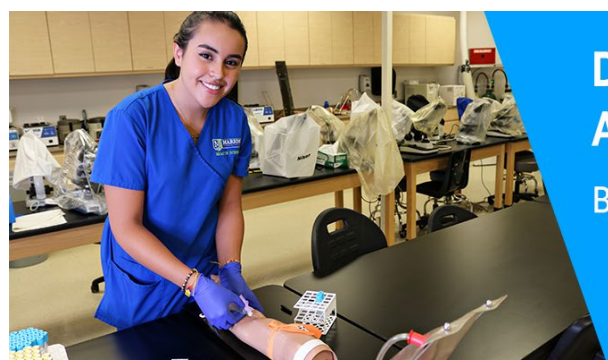
Phlebotomy

Courses

Basic Healthcare Worker HSC0003	Phlebotomist MEA0520
Clock Hours: 90	Clock Hours: 75
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisites: HSC0003
This course is designed as an introduction to healthcare & includes communication, legal & ethical responsibilities, safety, infection control, CPR, First Aid, & HIV/AIDS training.	This course includes communication, Phlebotomy in relation to the healthcare setting, anatomy & physiology in relation to the phlebotomist, collection & processing of specimens, infection control, & quality assurance & safety. This course also includes the practical application of skills in our clinical lab.

Employment Outlook:

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



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Become a Phlebotomist.

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Practical Nursing

Program Number: H170607

Program Length: 1,350 Hours / 43 Weeks

Program Description:

The Practical Nursing program is an approved nursing program by the Florida Board of Nursing & has been offered at MTC for many years. This program combines lecture, online assignments, hands-on skills practice in the nursing lab, & clinical externship at local hospitals, long-term care facilities, rehabilitation centers, & ambulatory clinics. The program prepares students for employment in these facilities as entry-level Practical Nurses, & to allow those interested to transfer to a program to become a Registered Nurse. The current pass rate for this program is 95% on the required licensure examination & the job outlook for nursing is positive.

Certificate of Completion

Upon completion of all program requirements, the student earns a Certificate of Completion in Practical Nursing

Certifications

Successful completers of this accredited program are eligible to take the National Council Licensure Exam (NCLEX) through the State Board of Nursing.

Program Cost

\$7,648.70

(**All fees subject to change)

17 years & older may apply.

Salary Range – In the state of Florida, Practical Nurses may earn between \$32,030 and \$53,430 per year.

Practical Nursing

Courses

Practical Nursing Foundations 1 PRN0098	Practical Nursing Foundation 2 PRN0099
Clock Hours: 300	Clock Hours: 300
Occupational Completion Point: A	Prerequisites: PRN0098
This course is designed to provide instruction on the basic foundations of nursing. Included are current trends & the role of the Practical Nurse in today's health system. This course includes computer literacy & legal, ethical issues specifically related to the nursing profession. Students will be able to use verbal & written communication skills as they perform patient & personal care. Students will be able to supply principles of asepsis, infection control, & anatomy & physiology of the body systems. Students will apply principles of nutrition. Students will be able to provide patient centered care to the geriatric population as well as restorative, rehabilitation activities, safety security & emergency functions. Students will demonstrate organizational functions, following the patient's plan of care.	This course is designed to continue instruction on the basic foundations of nursing. Included in this study is a focus on human growth & development across the lifespan with an emphasis on support & maintenance of healthy lifestyles. This course includes the implementation of education & identification of resources for family wellness & community health awareness. Students will apply principles related to bio-psycho-social support & engage in an in-depth examination of mental health issues prevalent in modern society. Students will learn to recognize effective & ineffective coping mechanisms while developing therapeutic communication skills. Students will be able to differentiate between mental health & mental illness & discuss basic treatment for various disorders. Students will be able to develop & demonstrate their understanding of nursing procedures as they participate in simulation, lab & clinical experiences, gleaning hands-on experience related to the scope of nursing practice. Special emphasis will be given to the advancement of skills related to data collection & administration of medications.

Medical Surgical Nursing 1 PRN0290	Medical Surgical Nursing 2 PRN0091
Clock Hours: 300	Clock Hours: 300
Prerequisites: PRN0098 & PRN0099	Prerequisites: PRN0098, PRN0099, & PRN0290
The purpose of this unit of study is to focus on adult patients who are experiencing common diseases & disorders known to affect the human body. This course is designed to provide the knowledge for nursing procedures, administration of medication, & how to provide care to the medical, surgical, & oncology patient. Using the nursing process as a framework, the student will be taught how disease entities interfere with the normal body functions of the adult. The student will then be instructed on how to apply the nursing process to the medical & surgical management of these disease processes as they relate to the individual patient. Nursing procedures will be taught in the classroom, then practiced, reviewed, & reinforced in the nursing skills lab. Supervised practice with return demonstration of techniques during planned clinical experience will help the student gain skills needed in providing basic & advanced nursing skills in the role of the practical.	The purpose of this unit of study is to focus on adult patients who are experiencing common diseases & disorders known to affect the human body. This course is designed to provide the knowledge for nursing procedures, administration of medication, & how to provide care to the medical, surgical, & oncology patient. Using the nursing process as a framework, the student will be taught how diseases entities interfere with the normal body functions of the adult. The student will then be instructed on how to apply the nursing process to the medical & surgical management of these disease processes as they relate to the individual patient. Nursing procedures will be taught in the classroom, then practiced, reviewed, & reinforced in the nursing skills lab. Supervised practice with return demonstration of techniques during planned clinical experience will help the student gain skills needed in providing basic & advanced nursing skills in the role of the practical.

Comprehensive Nursing & Transitional Skills	
PRN0690	
Clock Hours: 150	
Occupational Completion Point: B	
Prerequisites: PRN0098, PRN0099, PRN0290, & PRN0091	
The purpose of this unit of study is to provide the student with the opportunity to learn about adult patients who are experiencing common genitourinary & reproductive disorders. It further provides theoretical knowledge of the care of mothers, the nursing management of antepartum women, laboring women, postpartum patients, & normal newborns. Discussions will include the high-risk pregnancy & the high-risk newborn. The course will assist students to understand principles related to the care of children of all ages & become familiar with common pediatric illnesses. Nursing procedures already learned, as well as new nursing procedures taught in material/newborn nursing & pediatric nursing, will be reviewed & practiced in the nursing skills lab. Supervised practice with return demonstration of techniques during planned clinical experience will help the student gain skills needed in providing basic & advanced nursing skills in the role of the practical nurse. This course will also introduce the student to the vocational framework to learn how to obtain & maintain licensure as a practical nurse introduce the student to various career opportunities, offer skills & knowledge for seeking & maintaining gainful employment, review trends in nursing as the health system changes to meet the demands of the community & offer the student much needed organizational & management skills for a career as a practical nurse.	

Employment Outlook:

Employment of practical & vocational nurses is expected to grow 25 percent from 2012 to 2022. A large number of practical & vocational nurses are expected to retire over the coming decade, creating potential job openings. Job prospects should also be favorable for LPNs and LVNs, who are willing to work in rural and medically under-served areas.

Radiologic Technology

Program Number: W170210

Program Length: 2,700 Hours / 80 Weeks

Program Description:

The Radiologic Technology program at Marion Technical College trains individuals with high character, compassion, & commitment for a career in diagnostic medical imaging. The program is designed to provide students with the knowledge & skills necessary to become Radiologic Technologists. The program maintains high standards of excellence in education that assures quality patient care & safe technologist practices. Graduates of the program will be eligible for licensure in the state of Florida as Certified Radiologic Technologists & for application to the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). This two-year certificate Radiography program requires a full-time commitment from students, 8-hours a day, 5-days a week. The program curriculum is competency-based & incorporates online assignments & extensive practical experience in local hospitals & imaging facilities. The clinical model is designed to promote competency & technical proficiency in all ARRT required diagnostic imaging procedures for general radiography. The Marion County School of Radiologic Technology is guided by knowledgeable, experienced professionals. The program is strongly supported by an Advisory Committee represented by hospitals and diagnostic imaging centers throughout Marion, Citrus, & Lake Counties.

Certificate of Completion

Graduates of this program are eligible for licensure in the state of Florida as Certified Radiologic Technologists.

Certification

Students are eligible to apply for admission to the certification examination administered by the American Registry Radiologic Technologists (ARRT).

Program Cost

\$10,374.91

(**All fees subject to change)

18 years & older may apply.

Salary Range – According to current ASRT wage surveys, Radiologic Technologists can expect to enter the job market at approximately \$45,000 to \$60,000 annually.

Radiologic Technology

Courses

Fundamentals of Radiologic Technology RTE0004	Radiologic Imaging & Exposure I RTE0410
Clock Hours: 96	Clock Hours: 96
Occupational Completion Point: A	Occupational Completion Point: A
	Prerequisites: RTE0004
Provides the student with an overview of Radiography & its role in health care delivery including the Radiographer's major areas of responsibility. Basic radiation protection as it relates to patients & personnel is included. Patient care, including considerations of physical & psychological conditions is learned. Practice standards, ethics, patient rights & value systems are necessary components of this course. Assessing vital signs are taught in order to evaluate patient conditions. CPR training is provided for student certification. The course also includes basic concepts of medical terminology.	These courses will provide the student with the knowledge & skill necessary for diagnostic quality image acquisition including digital image acquisition, processing radiographic film, equipment utilization, & concepts of radiographic technique. These courses will provide the student with knowledge to produce & evaluate radiographic examinations, identify diagnostic quality images.

Radiographic Procedures I RTE0505	Clinical Education I RTE0809
Clock Hours: 96	Clock Hours: 312

Occupational Completion Point: A	Occupational Completion Point: A
Prerequisites: RTE0004 & RTE0410	Prerequisites: RTE0004, RTE0410, & RTE0505
These courses are a lecture & laboratory series that will provide the student with the knowledge to perform radiographic procedures. The concepts related to the production of quality radiographs including patient positioning, patient dosage, & technical factors will be discussed. Routine & special studies will be described. Special consideration is given to geriatrics & pediatrics. Laboratory practicums are conducted to demonstrate & practice clinical applications of theoretical principles & concepts.	Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, & III. The content & clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, & evaluate concepts & theories in the performance of radiologic procedures. Through structured, sequential & competency-based clinical assignments, students will adopt & apply concepts of team practice & become skillful in patient-centered clinical practice while developing professional expertise & conduct.

Radiologic Imaging & Exposure II RTE0450	Radiographic Procedures II RTE0506
Clock Hours: 90	Clock Hours: 90
Occupational Completion Point: B	Occupational Completion Point: B
Prerequisites: RTE0004, RTE0410, RTE0505, & RTE0809	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, & RTE0450
These courses will provide the student with the knowledge & skill necessary for diagnostic quality image acquisition including digital image acquisition, processing radiographic technique. These courses will provide the student with knowledge to produce & evaluate radiographic examinations, identify diagnostic quality images.	These courses are a lecture & laboratory series that will provide the student with the knowledge to perform radiographic procedures. The concepts related to the production of quality radiographs including patient positioning, patient dosage, technical factors will be discussed. Routine & special studies will be described. Special consideration is given to geriatrics & pediatrics. Laboratory practicums are

	conducted to demonstrate & practice clinical applications of theoretical principles & concepts.
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Radiographic Procedures III RTE0507	Clinical Education II RTE0819
Clock Hours: 66	Clock Hours: 504
Occupational Completion Point: B	Occupational Completion Point: B
Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, & RTE0450	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, & RTE0507
These courses are a lecture & laboratory series that will provide the student with the knowledge to perform radiographic procedures. The concepts related to the production of quality radiographs including patient positioning, patient dosage, technical factors will be discussed. Routine & special studies will be described. Special consideration is given to geriatrics & pediatrics. Laboratory practicums are conducted to demonstrate & practice clinical applications of theoretical principles & concepts.	Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, & III. The content & clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, & evaluate concepts & theories in the performance of radiologic procedures. Through structured, sequential & competency-based clinical assignments, students will adopt & apply concepts of team practice & become skillful in patient-centered clinical practice while developing professional expertise & conduct.

Advanced Modality Imaging RTE0015	Radiographic Pathology & directed Research RTE0780
Clock Hours: 54	Clock Hours: 86
Occupational Completion Point: C	Occupational Completion Point: C

Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, & RTE0819	Prerequisites: Rte004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, & RTE0015
This course is designed to provide entry-level radiography students with the basic principles related to computed tomography (CT) imaging & enhance the student's readiness for cross-training into this advanced imaging modality. This course is not part of the ARRT mandatory or elective radiography clinical competencies. A basic understanding of computer tomography, however is increasingly expected of new program graduates. Course content includes fundamentals of CT, equipment & instrumentation, data acquisition, image processing, reconstruction, patient safety, & cross-sectional anatomy. Upon successful completion of this course, students will be assigned to a clinical internship practicum for shadowing in computer tomography.	This course describes the general principles of disease & disorders that affect the body as a whole including basic terms related to pathology. Diseases of specific organs are identified & discussed. Proper diagnosis of human pathologies as they individually relate to the appropriate use of imaging modalities is a component of this study. Classifications of trauma, causes of tissue disruption, the healing process etiology of disease processes, complications, prognosis, & interventional techniques appropriate for diseases common to each body system are discussed. Identification of diseases cause by genetics is examined. Students will thoroughly research a selected pathologic condition, write a research paper, prepare & deliver a presentation to a group of peers & professional colleagues.

Radiation Physics RTE0610	Clinical Education III RTE0829
Clock Hours: 86	Clock Hours: 220
Occupational Completion Point: C	Occupational Completion Point: C
Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, & RTE0780	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, & RTE0610
This course introduces the student radiographer to the fundamental principles of radiologic physics including atomic & subatomic theory. The interactions of	Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, & III. The

electron & photons with matter will be applied to Radiology. Content is designed to impart an understanding of the components, principles, & operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, & retrieval are discussed. Principles of digital system quality assurance & maintenance are presented.	content & clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, & evaluate concepts & theories in the performance of radiologic procedures. Through structured, sequential & competency-based clinical assignments, students will adopt & apply concepts of team practice & become skillful in patient-centered clinical practice while developing professional expertise & conduct.
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Advanced Clinical Education IV RTE0839	Radiation Biology & Radiation Protection RTE0380
Clock Hours: 340	Clock Hours: 51
Occupational Completion Point: C	Occupational Completion Point: C
Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, RTE0610, & RTE0829	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, RTE0610, RTE0829, & RTE0839
Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, & III. The content & clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, & evaluate concepts & theories in the performance of radiologic procedures. Through structured, sequential & competency-based clinical assignments, students will adopt & apply concepts of team practice & become skillful in patient-centered clinical practice	This course provides the student with the principles of radiation protection, & of cell radiation interaction. The student will demonstrate an awareness of their responsibility as a radiographer for radiation protection to patients, personnel, & the public. Maximum permissible dose & regulatory involvement is discussed along with radiation effects on cells & factors affecting cell response. Students are made aware of the acute & chronic effects of radiation.

while developing professional expertise & conduct.	
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Radiography Seminar RTE0939	Advanced Clinical Education V RTE0849
Clock Hours: 153	Clock Hours: 360
Occupational Completion Point: C	Occupational Completion Point: C
Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, RTE0610, RTE0829, RTE0839, & RTE0380	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, RTE0610, RTE0829, RTE0839, RTE0380, & RTE0939
The purpose of this course is to provide the student a systematic opportunity to review the entire curriculum in a structured & organized fashion. This will further assure the faculty & the student that each student is prepared to write the registry with success.	Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, & III. The content & clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, & evaluate concepts & theories in the performance of radiologic procedures. Through structured, sequential & competency-based clinical assignments, students will adopt & apply concepts of team practice & become skillful in patient-centered clinical practice while developing professional expertise & conduct

Employment Outlook:

In addition to job growth, job openings also will arise from the need to replace technologists who leave the occupation. Those with knowledge of more than one

diagnostic imaging procedure – such as CT, MRI, & mammography – will have the best opportunities.





Business Management and Analysis

Program Number: B060200

Program Length: 900 Hours / 38 Weeks

Program Description:

The 900-hour Business Management and Analysis program will provide technical & competency-based learning opportunities in a distance learning environment. This program will prepare individuals for leadership opportunities, enhance computer skills, provide instruction on basic accounting, develop interviewing skills, & enable real-world application to the workforce. This program will be the perfect addition to your future if you are seeking to advance your career opportunities, becoming a leader/manager, considering entrepreneurship, or advancing your current management skills.

Certificate of Completion

Upon completion of all program requirements, the student earns a Certificate of Completion on Business Management and Analysis.

Certifications

Students may earn any or all of the following certifications: Microsoft Office Specialist (Word, Excel, & PowerPoints), & Small Business & Entrepreneurship Certification through Certiport.

Program Cost

\$3,563

(**All fees subject to change)

16 years & older may apply.

Salary Range – In the state of Florida, general & operations managers may earn between \$57,020 7 \$208,000 annually.

Information Technology Assistant OTA0040	Supervisor/Manager Trainee MNA0080
Clock Hours: 150	Clock Hours: 300
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisites: OTA0040
Topics include: Keyboarding; Computer Applications; Computer Architecture Networking; Web-based and software applications; Individual Assessment/Job/Career Exploration; Workplace Performance/ E Mindset; Online Presence/Linked In; Email; Project management; Microsoft Word; MLA/APA; Internet/online databases; Microsoft PowerPoint; Microsoft Excel; I Microsoft Access; and Webpage Design	Topics include: Microsoft Excel; Calculating Data with Formulas and Functions; Managing Files; Management Functions; Analyzing and Charting Financial Data; Collaborating on a Shared Document; Oral and Written Communication; Management Functions; Entrepreneurial Mindset; Forms of Business Ownership; Time Management Analysis; Code of Ethics; Conflict Resolution; Workplace Performance Goals; Human Resources Management; Customer Service Skills; and Accounting Principles

Supervisor MNA0082
Clock Hours: 450
Occupational Completion Point: C
Prerequisites: OTA0040 & MNA0080
Topics include: Mission Statements, Core Value; Analyzing Organizational Effectiveness; Recruitment and Retention; Training and Professional Development; Performance Management Methods; Federal Laws affecting Employment Practices; Work Safety Laws; Human Resources Activities; Supervisor Functions; Scheduling Meetings; QuickBooks; Record Transactions / Reconcile Bank Statements;

Prepare and Adjust Entries; End of Period Financial Statements; Payroll /Print Payroll Reports; Set up Inventory Controls and Print Inventory Reports; and Resume and Cover letters

Employment Outlook:

In the state of Florida, employment opportunities in management are expected to increase 21% from 2016 to 2026. This is well above average. Employment growth is expected to be driven by the formation of new organizations & expansions of existing ones, which should require more workers to manage these operations.



Fundamental Food Service Skills

Program Number: N100520

Program Length: 600 Hours

Program Description:

This program is the culinarian's dream! If you love cooking and feeding people your culinary masterpieces, this is the course for you. The 600-hour Fundamental Food Service Skills program offers a sequence of courses that rigorous content, challenging academic standards, and relevant technical knowledge and skills needed to prepare for careers in the Hospitality & Tourism. The program is designed to prepare students for success in today's commercial kitchens. Students will learn to properly use recipes (to scale) to prepare vegetables; salads; sandwiches; starch and grain dishes; meat, poultry, and seafood entrées; and sauces to enhance entrée items.

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.

Certificate of Completion

Upon completion of course requirements, students will earn a Certificate of Completion in Fundamental Foodservice Skills.

Program Cost

\$3,591.15

(**All fees subject to change)

16 years & older may apply.

Salary Range – Salaries in the hospitality field will vary based on place of employment or position. In Florida, cooks may earn between \$17,820 & \$32,720 a year. A chef & head cook salaries may range between \$30,520 & \$87,730 a year.

Fundamental Food Service Skills

Courses

Intro to Food Preparation HMT0101	Cook Restaurant HMT0102
Clock Hours: 300	Clock Hours: 300
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisite: HMT0101
Welcome to the World of Culinary. This course introduces students to the culinary and hospitality field. The contents of this course include: kitchen sanitation and workplace safety, proper use of commercial tools and kitchen equipment, reading and following recipes and adjusting recipes based on size of audience/customers, hands-on training in the development of menus, using learned culinary skills in the preparation of breakfast items, stocks and soups.	Now you're cooking! This majority hands-on course introduces students into the preparation of various foods. This includes meat, poultry and fish; starch, grains, salads, sandwiches, sauces, and stocks. Students will learn portioning and how the types of food service affect food preparation. Students will have an opportunity to participate in externships with MTC's local business partners in the restaurant industry.

Employment Outlook:

Job openings for chefs, head cooks, & food preparation & serving supervisors are expected to continue to grow. Competition for jobs at the more upscale restaurants that pay more is possible. Workers with a good business sense

will have better job prospects, especially at restaurants where attention to cost is very important.



Baking and Pastry Arts

Program Number: N100600

Program Length: 600 Hours

Program Description:

Your love of baking has been begging for this training program. Become a skilled baker, and creator of divine desserts. The 600-hour Baking and Pastry Arts program offers a sequence of courses that rigorous content, challenging academic standards, and relevant technical knowledge and skills needed to prepare for careers in the Hospitality & Tourism. This program utilizes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

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

Certificate of Completion

Upon completion of course requirements, students will earn a Certificate of Completion in Baking & Pastry Arts.

Program Cost

\$3,429.58

(**All fees subject to change)

16 years & older may apply.

Baking and Pastry Arts

Courses

Pastry Cook/Baker FSS 0090	Pastry Chef/Head Baker FSS 0091
Clock Hours: 300	Clock Hours: 300
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisite: FSS 0090
Content includes health and safety skills specific to the food industry; Identify and perform the applications of standard weights and measures; hands-on training in the creation of quick breads, cookies, cakes and icings, sweet and savory pastries, and a variety of yeast products.	Content includes, history of the baking industry, leadership and teamwork in accomplishing objectives and tasks, mentoring skills to inspire and teach others, hands-on training in the creation of mousses, souffles, and frozen desserts. Students will have an opportunity to participate in externships with MTC's local business partners in the restaurant/bakery industry.





Computer Systems & Information Technology (CSIT)

Program Number: Y100200

Program Length: 900 Hours

Program 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.

Certificate of Completion

Upon completion of all program requirements, students earn a Certificate of Completion in Computer Systems & Information Technology.

Certification

CompTIA A+
CompTIA Network+
CompTIA Security+

Program Cost

\$3,746.75
(**All fees subject to change)
16 years & older may apply.

Salary Range – Salary in the information technology field will vary as to where graduates seek employment. In the state of Florida, CSIT graduates may earn between \$25,890 & \$70,900.

Computer Systems & Information Technology (CSIT)

Courses

Computer Systems Technician CTS0082	Computer Network Technician CTS0083
Clock Hours: 300	Clock Hours: 150
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisites: CTS0082
Computer Systems Technician- includes training with personal computer hardware, operating systems and software; troubleshooting operating systems, including databases, reports, spreadsheets, word processing, multimedia presentations, electronic calendar, contacts, email, and internet applications; and addresses professional ethics, customer relations, communication skills, and employability skills.	Computer Network Technician-includes training on networking protocols, understanding the Open Systems Interconnection (OSI) model, implementing a Wireless Local Area Network (WLAN), and hardware and software security devices; and addresses the importance of leadership and teamwork skills to achieve goals

Computer Networking Specialist CTS0084	Computer Security Technician CTS0069
Clock Hours: 150	Clock Hours: 300
Occupational Completion Point: C	Occupational Completion Point: D
Prerequisites: CTS0082 & CTS0083	Prerequisites: CTS0082, CTS0083, & CTS0084
Computer Networking Specialist- includes training on basic routing concepts; and implement, verify, and troubleshoot Network Address Translation (NAT) and	Computer Security Technician- includes training on understanding cybersecurity, the terminology used, its history and culture, and current trends, managing threats, viruses and malware; addresses privilege management and the importance of

Access Control Lists (ACL) in a small to medium-size business.	training end users about minimizing security vulnerabilities
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Employment Outlook:

The U.S. Department of Labor lists Computer Systems & Information Technology as having a faster than average job outlook through the year 2023. More support services will be needed as organizations upgrade their computer equipment & software.

Technology Support Services

Program Number: Y100100

Program Length: 600 Hours / 18 Weeks (day) 35
Weeks (night)

Program Description:

The Technology Support Services program is an entry-level information technology program combining both lecture & hands-on training in the areas of computer hardware, operating, systems, & networking technologies. The content includes but is not limited to practical experiences in the implementation, management, & maintenance of advanced technology user environments. The program provides skills needed to prepare for further education and/or entry-level careers in the information technology field.

Certificate of Completion

Upon completion of all program requirements, students earn a Certificate of Completion in Technology Support Services.

Certification

Comp TIA A+

Program Cost

\$3,329.75

(**All fees subject to change)

16 years & older may apply.

Salary Range – Salary in the technology support field will vary as to where graduates seek employment. In the state of Florida, technology support specialist may earn between \$25,890 & \$70,900.

Technology Support Services

Courses

Technology Support Services CTS0059
Clock Hours: 600
Occupational Completion Point: A
This course covers all the necessary objectives for passing the CompTIA A+ certification. Students will be taught the technical concepts to thoroughly understand PC hardware, computer operating systems, PC peripheral devices, PC maintenance & trouble shooting, repairing Windows problems, fundamentals of computer networking & security, notebook support & printer support.

Employment Outlook:

The U.S. Department of Labor lists technology Support Services as having a faster than average job outlook through the year 2022. More support services will be needed as organizations upgrade their computer equipment & software.



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Marion County Public Schools, An Equal Opportunity School District



Barbering

Program Number: I120403

Program Length: 900 Hours / 26 Weeks

Program Description:

The purpose of this program is to prepare students for employment as restricted barbers or barbers. Instruction is designed to qualify students for employment upon successfully passing the Florida Restricted Barber or Barber License exam. The program is a combination of theory & hands-on training provided on the Marion Technical Institute campus. It provides technical skills proficiency & includes competency-based applied learning that contributes to the to the academic knowledge, higher-order, reasoning & problem-solving skills, work attitudes, employability skills, technical skills, & occupational-specific skills, along with knowledge of barbering.

Certificate of Completion

Upon successful completion of course requirements, students will earn a Certificate of Completion in Barbering.

Certification

Florida Barber License

Program Cost

\$5,000.50

(**All fees subject to change)

16 years & older may apply.

Salary Range – In the state of Florida, barbers may earn an annual salary of \$18,284 to \$27,644.

Barbering

Courses

Barber 1A COS0160	Restricted Barber 2A COS0161
Clock Hours: 320	Clock Hours: 150
Occupational Completion Point: A	Occupational Completion Point: A
	Prerequisite: COS0160
This course includes proper sanitation techniques, analyzing & recognizing hair, skin & scalp conditions. Students will learn to wash & treat hair & scalp. Students will learn hair cutting tools & techniques.	This course includes hair styling/cutting, & mustache & beard trimming.

Barber 3A COS0162	Barber 4A COS0163
Clock Hours: 300	Clock Hours: 130
Occupational Completion Point: A	Occupational Completion Point: A
Prerequisite: COS0160 & COS0161	Prerequisite: COS0160, COS0161, & COS0162
This course covers Florida Law & State Board requirements. This course also includes entrepreneurship & salon/shop management. Students continue to perform hair styling, trimming, & cutting in barbering lab.	This course includes color techniques, chemical relaxing, & hair piece treatment. Students continue to perform hair styling, trimming, & cutting in the barbering lab.

Employment Outlook:

Employment of barbers, hair dressers, & cosmetologists is projected to grow 10 percent by 2024. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services.



Cosmetology

Program Number: D500100

Program Length: 1200 Hours / 40 Weeks (day) 60
Weeks (night)

Program Description:

The Cosmetology program prepares students for employment as licensed cosmetologists. The Cosmetology program is a combination of theory & clinical experience that provides students with the knowledge base needed to pass the licensure exam & with the skills needed to achieve gainful employment within the industry. Students acquire hands-on skills training through MTC's on-campus learning lab & salon, which is open to the general public for services. The program includes instruction in all aspects of hair care, as well as facials & skin care, & manicure & pedicure nail care.

Certificate of Completion

Upon completion of all program requirements, students earn a Certificate of Completion in Cosmetology.

Certification

Program completers will be eligible to take the state cosmetology exam to become a licensed cosmetologist. Students can also receive a CPR/First Aid certificate & an HIV/AIDS certification.

Program Cost

\$5,857.90

(**All fees subject to change)

16 years & older may apply.

Salary Range – In the state of Florida, Cosmetologists may earn between \$17,440 & \$45,700 per year.

Cosmetology

Courses

Grooming & Salon Service, Facials & Nails CSP0009	Cosmetologist & Hairdresser 1 COS0002
Clock Hours: 225	Clock Hours: 300
Occupational Completion Point: A	Occupational Completion Point: A
	Prerequisite: CSP0009
This course is designed to provide instruction in classroom/lab safety, rules & procedures, employability, communication, math & science skills required to succeed in the grooming & salon services industry. This course also covers state board of cosmetology requirements, cosmetology laws & regulations, entrepreneurship, manicuring & pedicuring supplies, equipment, sanitation & application procedures, facials, related massage & makeup supplies, equipment, sanitation & application procedures.	This course is designed to provide instruction in; hair shampooing & scalp treatments, hair shaping, hair cutting, implements, & proper style selection.

Cosmetologist & Hairdresser 2 COS0003	Cosmetologist & Hairdresser 3 COS0009
Clock Hours: 300	Clock Hours: 375
Occupational Completion Point: A	Occupational Completion Point: A
Prerequisites: CSP0009 & COS0002	Prerequisites: CSP0009, COS0002, & COS0003

This course is designed to provide instruction in hairstyling & the preparation, design, & fitting of wigs, & hairpieces.	This course is designed to provide instruction in permanent waving, reconstruction, curl, chemical relaxing, the effect of chemicals on the hair & scalp, & proper application of chemicals such as hair coloring & bleaching.
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Employment Outlook:

Overall employment of hairdressers & cosmetologists is projected to grow 13 percent through 2022. Demand for hair coloring, hair straightening, & other advanced hair treatment has risen in recent years, a trend that is expected to continue to grow.



Facials Specialty

Program Number: I120425

Program Length: 220 Hours / 11 Weeks

Program Description:

The Facials Specialty program trains students for employment as registered facial/skin care specialist. The program is a combination of theory & clinical practice that prepares students with a knowledge base & skills necessary to qualify for a facials specialty registration from the State Board of Cosmetology & achieve employment in the skin care industry. This course includes instruction in safety & proper sanitation, massage, hair removal & make-up application, & more.

Certificate of Completion

Upon completion of all program requirements, students earn a Certificate of Completion in Facials Specialty.

Certifications

Program completers may apply to the state to register as a certified Facial Specialist. Students will also receive a HIV/AIDS certificate.

Program Cost

\$1,378.40

(**All fees subject to change)

16 years & older may apply.

Salary Range – In the state of Florida, a skin care specialist may earn between \$17,540 and \$56,070 per year.

Facials Specialty Courses

Facials/Skin Care Specialist CSP0266
Clock Hours: 220
Occupational Completion Point: A
This course is designed to provide instruction in classroom/lab safety, rules & procedures, employability, communication, math & science skills required to succeed in the facials/skin care services industry. This course also covers state board of cosmetology requirements, cosmetology laws & regulations, entrepreneurship, facials related massage, makeup supplies, equipment, sanitation & application procedures, facial hair removal, artificial lash applications, & the selection of proper supplies & implements to perform the services.

Employment Outlook:

Employment of skincare specialist s is projected to grow 40 percent through 2022. Employment outlook will continue to grow because of the number of salons & spas that are opening.



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Nails Specialty

Program Number: I120415

Program Length: 180 Hours / 10 Weeks

Program Description:

The Nails Specialty program trains students for employment as a registered nail specialist. The program is a combination of theory & clinical practice that prepares the students with a knowledge base & skills necessary to qualify for a nails specialty registration from the State Board of Cosmetology & obtain employment in the nail specialty industry. During the course, students receive hands-on, clinical experience in MTC's on campus nail salon. The course includes instruction in safety & proper sanitation, manicuring, pedicuring, application of nail enhancements, art techniques, & more.

Certificate of Completion

Upon completion of all program requirements, students will earn a Certificate of Completion in Nails Specialty.

Certifications

Program completers may apply to the state to register as a certified nail specialist. Students will also receive a HIV/AIDS certification.

Program Cost

\$1,415.60

(**All fees subject to change)

16 years & older may apply

Salary Range – In the state of Florida, manicurists/pedicurists may earn between \$17,000 and \$46,360 per year.

Nails Specialty

Courses

Manicurists & Pedicurists
CSP0016
Clock Hours: 180
This course is designed to provide instruction in knowledge of the nails specialist including related chemistry, bacteriology, anatomy, & physiology; & development of practical techniques & skills required of the nails specialist occupation including manicure, pedicures, sculpting, nail overlays, acrylic & gel enhancement, fills & removal, polishing & nail art, safe work practices, communication, leadership, human relations & employability skills along with Florida laws & regulations.

Employment Outlook:

The growing number of nail salons & the need to replace workers who transfer to other occupations will result in many job openings. The desired amount young women and a growing number of men to lead a more healthful lifestyle through better grooming & wellness should also result in higher employment.



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Welding Technology

Program Number: J400400

Program Length: 1050 Hours / 34 Weeks (day) 53
Weeks (night)

Program Description:

The Welding Technology program prepares students for employment in a variety of welding-related occupations in the manufacturing, industrial, or utility industries. The program teaches students basic to intermediate skills of four major welding processes through the use of welding theory & practical, hands-on learning. This course also includes blueprint reading & basic principles of pipe welding. At the end of this course, students will have the opportunity to become AWS Certified Welders.

Certificate of Completion

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

Program Cost

\$6,525.20

(**All fees subject to change)

16 years & older may apply.

Salary Range:

Nationally, welders earn an average wage of \$23,740 to \$55,560 per year.

Certifications –

Students will have the opportunity to earn an AWS Certified Welder certification & two additional AWS welding certification in any four welding processes in 2G, 3 G, 4G, or 6G welding positions. Students may also earn 10-hour OSHA safety credential & CPR certification.

Welding Technology

Courses

Welder Assistant 1 PMT0070	Welder Assistant 2 PMT0071
Clock Hours: 150	Clock Hours: 150
	Occupational Completion Point: A
	Prerequisites: PMT0070
The Welder Assistant 1 course prepares students for entry into the welding industry. Students explore career opportunities & requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety & organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, & Oxyfuel gas cutting practices.	The Welder Assistant 2 course is designed to build on the skills & knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities & requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings & welding symbols, intermediate Oxyfuel gas, cutting practices, plasma arc cutting principles, & basic shielded metal arc welding (SMAW).

Shielded Metal Arc Welding (SMAW) 1 PMT0072	Shielded Metal Arc Welding (SMAW) 2 PMT0073
Clock Hours: 150	Clock Hours: 150
	Occupational Completion Point: B
Prerequisites: PMT0070 & PMT0071	Prerequisites: PMT0070, PMT0072, & PMT0072
The Welder SMAW 1 course prepares students for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities & requirements of a professional welder. Content	The Welder SMAW 2 course is designed to build on the skills & knowledge students learned in Welder SMAW 1 for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career

emphasizes beginning skills key to the success of working in the welding industry. Students study basic Shielded Metal Arc Welding (SMAW), Carbon Arc Gouging (GAC principles, & visual examination skills.	opportunities & requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability & welding careers, & intermediate shielded metal arc welding (SMAW).
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Welder

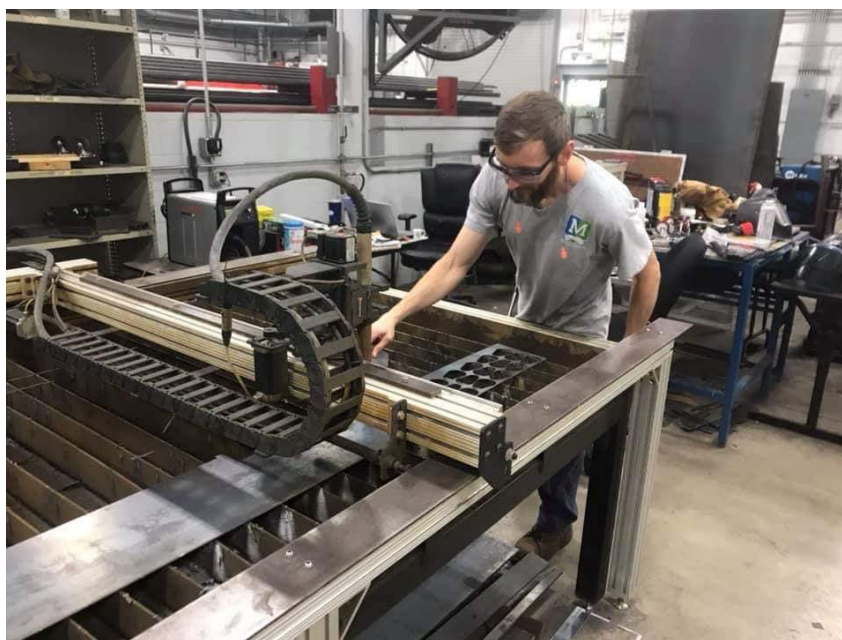
PMT0074

Clock Hours: 450

Occupational Completion Point: C

Prerequisites: PMT0070, PMT0071, PMT0072, & PMT0073

The welder course builds on the skills & knowledge students learned in the Welder Assistant & Welder SMAW courses. Students explore career opportunities & requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic & intermediate Gas Metal Arc Welding (GMAW), basic & intermediate Flux-Core Arc Welding (FCAW), basic & intermediate Gas Tungsten Arc Welding (GTAW), & a basic understanding of pipe welding.



Welding Technology – Advanced

Program Number: J400410

Program Length: 750 Hours / 39 Weeks

Program Description:

The Welding Technology – Advanced program prepares students for advanced employment opportunities in the welding industry. The training includes Shielded Metal Arc Welding, pipe fitting, & advanced Gas Tungsten Arc Welding. The training also explores emerging technologies which include pulse welding, fabrication, & other specific welding skills desired by local businesses & industries. Students completing this program will earn up to three AWS or ASME Welding certifications. This course is for experienced welders, or welders who completed a welding career certificate program, or college level welding program.

Certificate of Completion

Upon completion of all program requirements, students earn a Certificate of Completion in Welding Technology – Advanced.

Program Cost

\$4,390

(**All fees subject to change)

16 years & older may apply.

Salary Range

Nationally, welders earn an average wage of \$24,720 to \$56,130 per year.

Certifications –

Students will have the opportunity to earn an AWS Certified Welder certification & two additional AWS welding certifications in any of four welding processes in 2G, 3G, 4G, or 6G.

Welding Technology – Advanced

Courses

Advanced Welder 1 PMT0075	Advanced Welder 2 PMT0076
Clock Hours: 600	Clock Hours: 150
Occupational Completion Point: A	Occupational Completion Point: B
The Advanced Welder 1 courses prepares students for entry into the welding industry. Students explore career opportunities & requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Students study intermediate & advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, & advanced Gas Tungsten Arc Welding (GTAW) skills.	The Advanced Welder 2 course is designed to prepare advanced welders for entry into emerging welding industries. Students explore career opportunities & requirements of a professional welder. Content emphasizes advance skills key to the success of working in the welding industry. Students study emerging technologies directly related to geographically relevant welding needs of business & industry.





Emergency Medical Technician (EMT) ATD

Program Number: W170212

Program Length: 300 Hours / 8 Weeks

Program Description:

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

Certificate of Completion

Upon completion of all requirements for this job preparatory program, students earn a Certificate of Completion in Emergency Medical Technician.

Certifications

Upon completion of all course requirements, students can receive the state of Florida certification as an Emergency Medical Technician

Program Cost

\$2,947.10

(**All fees subject to change)

18 years & older may apply.

Emergency Medical Technician (EMT) ATD

Courses

Emergency Medical Technician EMS0159
Clock Hours: 300
Occupational Completion Point: B
This course includes medical, legal, & ethical issues, base-line vital signs, lifting & moving of patients, basic & advanced airway management, the evaluation of a trauma or medical scene, initial & ongoing assessments, & communication as an EMT-B. The course also teaches students to manage various trauma situations, manage emergency situations involving infants & children, record focused & detailed patient history, & conduct physical examinations.

Employment Outlook:

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

Firefighter

Program Number: P430211

Program Length: 492 Hours / 12 Weeks

Program Description:

The Firefighter program is designed to prepare each student for employment as a Firefighter upon successfully completing the program & passing the Minimum Standards Exam of the Florida Bureau of Fire Standards & Training (written & practical). The program has been offered by MTC in partnership with the Florida State Fire College for over 30 years. The program provides both classroom theory & hands-on, practical training to prepare students for the fire service. The course includes fire alarms & communication, vehicles, apparatus & equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools & equipment, forcible entry, salvage, overhaul, ventilation, rescue, protective breathing equipment, first responder emergency medical techniques, water supplies, principles of in-service inspections, safety, controlled burning, & employability skills.

Certificate of Completion

Upon completion of all requirements & meeting state basic skill requirements, students can earn a Certificate of Completion in Firefighting.

Certification

After passing the state exam, students can earn a State of Florida Certified Firefighter certification.

Program Cost

\$4,145.43

(**All fees subject to change)

18 years & older may apply.

Salary Range – Salary will vary as to where graduates seek employment. In the state of Florida, Firefighters earn \$31,363 to \$62,319 per year.

Firefighter

Courses

Firefighter I FFP0010	Firefighter II FFP0020
Clock Hours: 191	Clock Hours: 301
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisite: FFP0010
This course includes the principles of firefighting including history of fire service, firefighter safety & health, fire behavior, building construction, personal protective gear, portable extinguishers, ropes & knots, building search & victim removal, forcible entry, ladders, water supply, hoses, fire control, sprinkler systems, & protecting fire scene evidence.	This course allows students to develop basic skills in using firefighting tools & equipment including building construction & structural collapse awareness, rescue & extrication, water supply, fire hose, fire streams, fire control, fire detection, alarm & suppression systems, fire department communications, live fire burns, fire prevention & public education, flammable gas control, Florida Fire Chiefs Statewide Emergency Response Plan, engine company evolutions, & ladder company evolutions.

Employment Outlook:

Graduates of MTC/FSFC program enjoy the highest employment rate in the state of Florida. Graduates have ample opportunities to work in firefighting service as volunteers or professional firefighters.

Firefighter/Emergency Medical Technician – Combined

Program Number: P430217

Program Length: 792 Hours / 21 Weeks

Program Description:

The purpose of this program is to provide the necessary training required for students to become a certified Firefighter as well as a licensed Emergency Medical Technician. It is not intended for those who are currently certified/licensed as either a Firefighter or EMT. Students wishing to add an additional certification to an existing credential must enroll in either the Firefighter or the Emergency Medical Technician program. This program offers a sequence of courses that provides coherent & rigorous content aligned with challenging academic standards & relevant technical knowledge & skills needed to prepare for further education & careers in Law, Public Safety & Security, & Health Science career clusters; provides technical skill proficiency, & includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, & problem-solving skills, work attitudes, general employability skills, technical skills, & occupation-specific skills.

Certificate of Completion

Upon completion of all requirements & meeting state basic skill requirements, students can earn a Certificate of Completion in Firefighting/Emergency Medical Technician – Combined.

Certification

After passing the state exam, students can earn a State of Florida Certified Firefighter certification & the National Registry for Emergency Medical Technicians.

Program Cost

\$6,665.13

(**All fees subject to change)

18 years & older may apply.

Firefighter/Emergency Medical Technician – Combined Courses

Firefighter I FFP0010	Firefighter II FFP0020
Clock Hours: 191	Clock Hours: 301
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisite: FFP0010
This course includes the principles of firefighting including history of fire service, firefighter safety & health, fire behavior, building construction, personal protective gear, portable extinguishers, ropes & knots, building search & victim removal, forcible entry, ladders, water supply, hoses, fire control, sprinkler systems, & protecting fire scene evidence.	This course allows students to develop basic skills in using firefighting tools & equipment including building construction & structural collapse awareness, rescue & extrication, water supply, fire hose, fire streams, fire control, fire detection, alarm & suppression systems, fire department communications, live fire burns, fire prevention & public education, flammable gas control, Florida Fire Chiefs Statewide Emergency Response Plan, engine company evolutions, & ladder company evolutions.

Emergency Medical Technician EMS0110
Clock Hours: 300
Occupational Completion Point: C
Prerequisites: FFP0010 & FFP0020
This course includes medical, legal, & ethical issues, base-line vital signs, lifting & moving of patients, basic & advanced airway management, the evaluation of a trauma or medical scene, initial & ongoing assessments, & communication as an EMT-B. The course also teaches students to manage various trauma situations, manage emergency

situations involving infants & children, record focused & detailed patient history, & conduct physical examinations.

Employment Outlook:

Graduates of MTC/FSFC program enjoy the highest employment rate in the state of Florida. Graduates have ample opportunities to work in firefighting service as volunteers or professional firefighters & EMTs.





Commercial Vehicle Driving

Program Number: I490205

Program Length: 320 hours / 9 Weeks

Program Description:

The 320-hour Tractor Trailer Truck Driver course prepares students for entry into the trucking & logistics industry. Students explore career opportunities & requirements of a professional tractor trailer driver. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing coupling, uncoupling, maneuvering, road & hazardous driving skills, & licensing requirements. Students will also train on a state-of-the-art driving simulator. The simulator allows the student to experience multiple scenarios & driving conditions as well as handling of the truck.

Certificate of Completion

Upon completion of program requirements, students can earn a Certificate of Completion in Commercial Vehicle Driving.

Certifications

Commercial Driver's License Class A

Program Cost

\$3,749.87

(**All fees subject to change)

18 years & older may apply.

Salary Range – In the state of Florida, tractor-trailer truck drivers may earn between \$37,930 and \$58,000 per year.

Commercial Vehicle Driving Courses

Tractor Trailer Truck Driver TRA0080
Clock Hours: 320
Occupational Completion Point: A
The Tractor Trailer Truck Driver course prepares students for entry into the trucking & logistics industry. Students explore career opportunities & requirements of a professional tractor trailer driver. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing coupling, uncoupling, maneuvering, road & hazardous driving skills, & licensing requirements.

Employment Outlook:

Employment of heavy & tractor trailer truck drivers is projected to grow through 2026. As the demand for goods increases, more truck drivers will be needed to keep the supply chain moving.



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Commercial Class “B” Driving

Program Number: I490251

Program Length: 150 hours / 4 weeks

Program Description:

The 150-hour Truck Driver Florida Class B course prepares students for entry into the trucking & logistics industry. Students explore career opportunities and requirements of a professional Class B truck driver. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, maneuvering, road & hazardous driving skills, & licensing requirements. Students will also train on a state-of-the-art driving simulator. The simulator allows the student to experience multiple scenarios and driving conditions as well as handling of the truck.

Certificate of Completion

Upon completion of program requirements, students can earn a Certificate of Completion in Commercial Class B Driving.

Certifications

Commercial Driver's License Class B

Program Cost

\$2,104.15

(**All fees subject to change)

18 years & older may apply.

Salary Range – In the state of Florida, Class B truck drivers may earn between \$32,020 and \$45,260 per year.



Electrical Apprenticeship

Program number: I46032RA/B

Program Length: 8,576 Hours / 4 Years

Program Description:

The Electrical Apprenticeship program prepares students to become trained, licensed journeyman electricians through a four-year indentured apprenticeship. It includes residential, commercial, & industrial electricity, motor control, & project management. This project has been offered in partnership with Florida Electrical Association for over 20 years. Enrollment in this is competitive & limited. The program combines classroom learning with a 40-hour per week on-the-job training (OJT) program to provide a comprehensive training program for the electrician. Students are in class two nights a week, while maintaining a full-time job as an electrical helper.

Certificate of Completion

Upon completion of all course requirements, students will earn a certificate of completion in Electrical Apprenticeship.

Certifications

Students who complete all requirements will earn Journeyman Electrician licenses.

Program Costs

There is no cost for tuition.

Books (Estimated):
\$577.80

Salary Range – The national salary ran for a journeyman electrician is \$29,000 to \$80,900.

Electrical Apprenticeship

Courses

Residential Electricity	Commercial Electricity
Clock Hours: 144	Clock Hours: 144
Occupational Completion Point: A	Occupational Completion Point: B
This course introduces the basic principles of electricity & continues with electrical math concepts, principles of residential electricity, & residential electric code.	This course introduces advanced theories & principles of electricity & continues with advanced electrical math concepts, principles of commercial electricity, & residential electric code. Students begin preparation for the Journeyman Electrician Exam.

Industrial Electricity & Motor Control	Advanced Moto Control & Project Management
Clock Hours: 144	Clock Hours: 144
Occupational Completion Point: C	Occupational Completion Point: D
This course continues into more advanced theories & principles of electricity & expands into circuits, electrical motor control, & industrial electricity. Students continue to prepare for the Journeyman Electrician Exam.	This course continues into more advanced motor control, & into concepts & principles of project management. Students learn the skills & knowledge needed to supervise small & large electrical projects, & to estimate electrical jobs leading to contract proposals.

Employment Outlook:

Employment opportunities are excellent for those obtaining a Journeyman Electrician license.



Brick Block Masonry Apprenticeship

Program Number: I46032RA/B

Program Length: 6,480 Hours / 3 Years

Program Description:

The Brick Block Masonry Apprenticeship program is a three-year apprenticeship that requires full-time employment for the apprentices along with classes throughout the length of the program. Marion Technical College has partnered with the Florida Masonry Apprentice & Education Foundation, Inc. to develop the Brick Block Masonry Apprenticeship program for Marion & surrounding counties. The local need for brick block masons has grown significantly due to the improvements in the economy. Classes are only eight hours per week & allow students to gain knowledge & learn the theories concerning masonry.

Certificate of Completion

Upon completion of all course requirements, students earn a certificate of completion in Brick Block Masonry Apprenticeship.

Certifications

Successful students will earn up to four NCCER Construction credentials including an OSHA 10 Construction Safety card.

Program Cost

No tuition cost.

Books (Estimated): \$500

Salary Range – The national salary range for a Brick Block Masonry is 431,400 to \$84,270.

Employment Outlook:

Employment opportunities are excellent for those obtaining a NCCER masonry certification.





Continuing Workforce Education Courses

Firefighter/EMT

The following Firefighter/EMT Courses may be offered at various times throughout the year. Please see the Marion Technical College Course Schedules for specific running times and costs.

12 LEAD ECG

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

AERIAL OPERATIONS

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

APPARATUS OPERATIONS

The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fireground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays and

master streams. The student should have a basic understanding of fire stream hydraulics prior to entering this course. Students must bring gloves and proper attire for water pumping exercises.

STREET SURVIVAL FOR FIRE AND EMS

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

FLUSAR OPERATIONS LEVEL FOR CONFINED SPACE

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations Level for Confined Space, must have an understanding of NFPA 1670 7-2 Confined Space Awareness level prior to starting the Operations level training. At a successful completion of the Operations level, the candidate will understand the functions and developments of NFPA 1670 7.3.

EMERGENCY MEDICAL TECHNICIAN EXAM PREP

This course will be for students who are ready to take the State EMT Exam. It will examine the structure of the state test, and give students a review of types of questions to expect, tips on test taking, and sample questions to better prepare them. It will be a comprehensive

review so the student is properly prepared for the exam. This is an 8-hour course.

FLUSAR HEAVY EQUIPMENT AND RIGGING SPECIALIST

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

FLUSAR LIGHT TECHNICAL RESCUE TEAM TYPE II LEADER

The Florida Urban Search and Rescue System conducts will conduct operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of resources. Students must have a working knowledge for this position. This course will prepare your team leadership for the upcoming standardization and methods of operations as directed by the Florida US&R system and Florida Association of Search and Rescue. This course is designed to prepare the students to perform in the role of US&R team or any strike team leader. Curriculum and exercises in this course have been adapted from the S-330 Wildland Fire Suppression leadership for use in the US&R environment. At the completion of the course, the student will understand how the LTRT II is deployable in to the State Emergency

Response, and development of proper search techniques for non-US&R personnel assigned to the Team. Proper completion of post event state reimbursements policies and team after action review process.

FLUSAR LOGISTICS SPECIALIST

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

FLUSAR SAFETY OFFICER

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel who are members of a Florida State sponsored US&R team who are to be trained, as US&R Safety Officer will be provided a baseline understanding of the US&R Safety Officer. The Safety Officer is responsible for monitoring and assessing the safety aspects of the task force during incident operations. The intent of these prerequisites is to select functional managers capable of effectively managing and supervising the safety function in the urban disaster environment.

FL SPECIFIC TRAINING FOR OUT OF STATE/DOD FIREFIGHTER EQUIVALENCY

This 40-hour course is a combination of lecture and practical components. Out of State and Goodfellow's students must complete this class prior to being approved to take the equivalency

exams for Florida firefighter certification. Topics include: firefighter safety and survival, TIC/air monitoring, PPV, Florida Statewide Emergency, Response Plan, new challenges to firefighting involving construction, fire loads, hurricane glass, and FL truss markings, firefighter self-rescue, RIT, search and rescue, MAYDAY, forcible entry, and forestry skills.

FLUSAR TECHNICIAN LEVEL FOR STRUCTURAL COLLAPSE

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

FLUSAR TASK FORCE LEADER

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

FIRE SERVICE HYDRAULICS

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

FIRE FIGHTER I KNOWLEDGE AND OBJECTIVES ON LINE PROGRAM

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

FLUSAR TECHNICIAN LEVEL FOR CONFINED SPACE

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Confined Space, must have an understanding of NFPA 1670 7-3 Confined Space Operations Level prior to starting the Technician Level training. At a successful completion of the Technician Level, the candidate will understand the functions and developments of NFPA 1670 7.4

FLUSAR TECHNICIAN LEVEL FOR VEHICLE & MACHINERY

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Vehicle and Machinery, must have an understanding of NFPA 1670 8-3 Vehicle and Machinery Operations Level prior to starting the Technician level training. At a successful

completion of the Technician level, the candidate will understand the functions and developments of NFPA 1670 8.8.

LIVE FIRE TRAINING INSTRUCTOR PROGRAM

This curriculum is designed to deliver a comprehensive live fire training program, within a safe and controlled environment, in accordance with NFPA 1402, NFPA 1403, and NFPA 1500. Both lecture and practical will be used allowing participants to apply knowledge of the above standards to training activities.

FLUSAR OPERATIONS LEVEL ROPE RESCUE

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

FLUSAR TECHNICIAN LEVEL ROPE RESCUE

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

FLUSAR DISASTER SEARCH PLANNING & MANAGEMENT

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

FLUSAR OPERATIONS LEVEL FOR STRUCTURAL COLLAPSE

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

FLUSAR TECHNICIAN LEVEL FOR STRUCTURAL COLLAPSE

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

FLUSAR TECHNICIAN LEVEL WATER SEARCH AND RESCUE

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard

analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Water Search and Rescue, must be capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who have authorization to take prompt corrective measures to eliminate them. At a successful completion of the course, the candidate will understand the functions and developments of NFPA 1670 9.3.1 through 9.3.5 and 9.4.1 through 9.4.6.

FLUSAR OPERATIONS LEVEL TRENCH AND EXCAVATION

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

FLUSAR TECHNICIAN LEVEL TRENCH AND EXCAVATION

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

the functions and developments of NFPA 1670 9-4.3, procedures (a) to (e).

FLUSAR OPERATIONS LEVEL FOR VEHICLE & MACHINERY

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations Level for Vehicle and Machinery, must have an understanding of NFPA 1670 8-3 Vehicle and Machinery Awareness level prior to starting the Operations Level training. At a successful completion of the Operations Level, the candidate will understand the functions and developments of NFPA 1670 8.3.

2022 – 2023 Program Calendars

2022 - 2023 CALENDAR 22

July 2022						
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BRB	Barbering - AM
COL	Commercial Vehicle Driving (CDL)
CNA	Nursing Assist - Long Term Care
COS	Cosmetology AM
MDA	Medical Assisting
NSP	Nail Specialty
PHB	Phlebotomy
PNR	Practical Nursing AM
TSS	Technology Support Services AM
WDG	Welding Technology AM

2022 - 2023 CALENDAR 26

July 2022						
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AWD	Advanced Welding Technology PM
CDB	Commercial Vehicle Driving B
COS	Cosmetology PM
FCS	Facial Specialty PM
MCB	Medical Coder/Biller (Online)
NSP	Nail Specialty
TSS	Technology Support Services PM
WDG	Welding Technology PM

2022 - 2023 CALENDAR 29

July 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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PRN | Practical Nursing PM

2022 - 2023 CALENDAR 51

July 2022						
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August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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EMT	Emergency Medical Technician (EMT) ATD
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FMT	FF/ EMT
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FFR	Fire Fighter
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FFR	Fire Fighter II Only
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2022 - 2023 CALENDAR 71

July 2022						
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January 2023						
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June 2023						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MCB	Medical Coder/Biller (Online)
RAD	Radiologic Technology - 2 year program



The below release form is made available for you to submit to student services. In the event your picture is taken during a school activity, on campus or in the classroom, you are provided the right to refuse the release of any photographs that include any part of your person. The school reserves the right to post any pictures on any social media, publicity, copyright purposes, illustration, advertisement, or web page as long as the below form is not submitted.

Throughout the school year, students may be highlighted in efforts to promote student activities and achievements throughout MTC & the community. For example, students may be featured in materials to train teachers and/or increase public awareness of our school programs through newspapers, TV, social media, displays, brochures, and other types of media. Unless otherwise stated by the student, you grant MTC this right.

Social Media Refusal for Release

I _____ with a mailing address of _____ City of _____ State of _____ deny permission and consent to Marion Technical College for the use of any photographs under any legal condition including but not limited to: publicity, copyright purposes, illustration, advertising and web content.

Signature: _____

Print Name: _____

Date: _____



