



MARION

TECHNICAL COLLEGE

Course Catalog

2023 - 2024

WWW.MARIONTC.EDU

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MARION TECHNICAL COLLEGE

1014 SW 7TH ROAD | OCALA, FL 34471

352-671-7200

Welcome to Marion Technical College

ADMINISTERED BY THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

Dr. Diane Gullett, Superintendent

Marion County School Board Members

Dr. Allison Campbell

Lori Conrad

Eric Cummings

Dr. Sarah James

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

Jeanine Johnson – Program Manager

Tracey Thornhill–Parker – Program Manager

Earl Scott – Program Specialist

Cheryl Sirmons – Program Specialist

Denise Grosso – Program Specialist

Career Education Facilitator

Kim McManis – Health Science

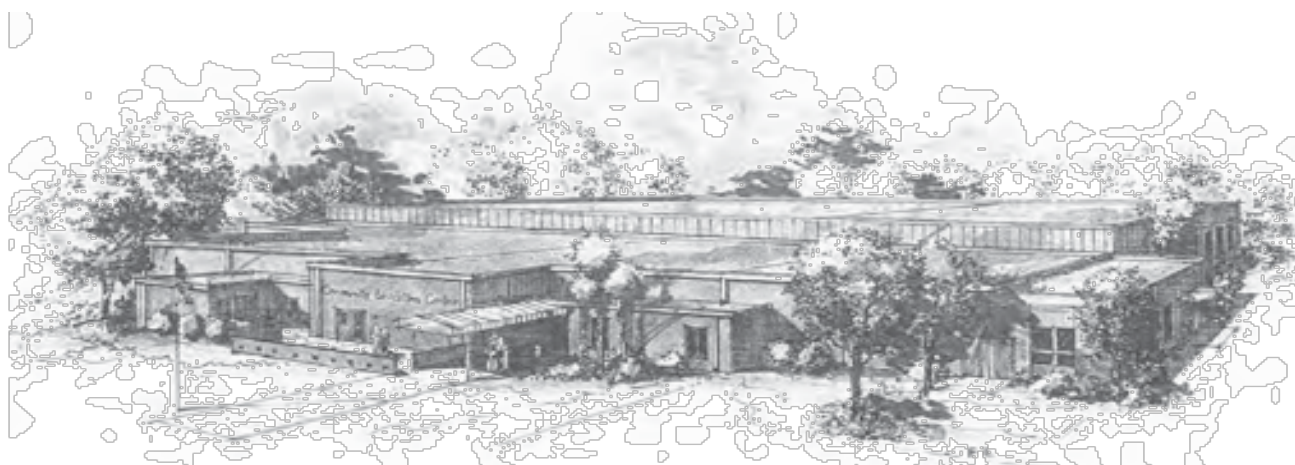
Anissa Damon – COE Liaison

Janet Thompson – MIS Data Management

Charlotte Odette – Financial Aid

Jeanne Baumel – AGE Department

Laurel Lapane – Career Pathways



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”



Notification of Nondiscrimination 2023-2024

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.-O.] This annual notification relays to students, parents, employees and the general public that all vocational opportunities will be offered without regard to race, color, national origin, sex or disability. The School District of Marion County offers more than 30 career and technical education programs at the secondary level. All programs can 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	Early Childhood Education
Animal Science & Services	Principles of Teaching
Landscape Operations	Power Generation Academy
Agriculture Biotechnology	Drafting
Veterinary Assisting	Technical Design (Engineering/Drafting-Auto CAD)
Building Construction Technologies	Applied Engineering Technology
Arts, A/V Technology & Communications	Advanced Manufacturing Technology (Robotics, Automation, Design)
Digital Video Technology	Industrial Biotechnology
Digital Photography Technology	Welding Technology Fundamentals
Administrative Office Specialist	Logistics
Business Management & Analysis	Allied Health Assisting (CMAA/C.N.A./EMR)
Electronic Business Enterprise	Biomedical Sciences
Legal Administrative Specialist	Electrocardiograph Technician
Game/Simulation/Animation/Programming & Visual Design	Criminal Justice Operations
Technology Support Services	Introduction to Firefighting
Communications Tech, Promotional Enterprise	Automotive Maintenance and Light Repair
Digital Design	Culinary Arts

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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 enrolled students. Admission is based on state and professional requirements. The following programs are offered at MTC:

Automotive General Service Technician	Firefighter/Emergency Medical Technician – Combined
Baking & Pastry Arts	Fundamental Foodservice Skills
Barbering	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1
Business Management and Analysis	Massage Therapy
Cosmetology	Medical Coder/Biller - ATD
Computer Systems & Information Technology (CSIT)	Nails Specialty
Commercial Vehicle Driving	Nursing Assistant (Long Term Care)
Electrical Apprenticeship	Phlebotomy
Facials Specialty	Practical Nursing
Emergency Medical Technician - ATD	Radiologic Technology
Firefighter	Welding Technology

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group 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").

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 Title IX or 504 compliance may be submitted to the designated compliance officer at 1614 E. Fort King Street Ocala, FL 34471:

ADA, Title IX, and Equity Compliance: Dawana Gary, Director, Equity and Compliance
 Phone: (352) 671-7711, email address: Dawana.Gary@marion.k12.fl.us

Section 504 Compliance: Anne Howie, Coordinator II, ESE Curriculum
 Phone: (352) 671-6832, email address: 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.fdoe.org/workforce/>

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

- American Welding Society (*AWS*)
- Federal Motor Carriers Safety Administration
- Florida Board of Massage Therapy
- Florida Board of Nursing – Approved Nursing Assistant Program
- Florida Bureau of Fire Standards and Training
- Florida Department of Business and Professional Regulations, Board of Cosmetology
- Florida Department of Business and Professional Regulations, Florida Barbers' Board
- Florida Department of Health – Emergency Medical Technician
- Florida Department of Motor Vehicles and Highway Safety
- Florida Restaurant and Lodging Association
- Joint Review Committee on Education in Radiologic Technology (*JRCERT*)
- National Registry of Food Safety Professionals
- National Restaurant Association

MTC Learning Sites

Florida State Fire College – Instructional Service Center
11655 NW Gainesville Road
Ocala, Fl. 34482
352-369-2800

MTC Logistics and 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

General Information



History and 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 is offered at the Florida State Fire College and other locations throughout Marion County. Annually, MTC serves between 2,000 and 3,000 students.

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 (MTC) 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. MTC 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.

MTC provides a variety of career and technical programs in business, management and administration, construction, health science, hospitality and tourism, human services, information technology, manufacturing, public safety and transportation, distribution and logistics. It continues to be a major provider of workforce education to area businesses, industry, and governmental agencies. MTC 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.

MTC 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.

MTC 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 2023-2024 school year begins July 10, 2023 and ends June 2024. 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 2023-2024 school year are as follows:

Term	Start of Term	End of Term
Fall 2023	July 2023	December 2023
Spring 2024	January 2024	June 2024

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 MTC Career and Technical Education programs, a student must meet the age requirement specified on each program page. For admission to MTC 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

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- 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).

Code	Program #	Program Name	Age Requirement	Program Specific Requirements
AGT	T 400730	Automotive General Service Technician	16	None
AWD	J 400410	Welding Technology-Advanced	16	Prerequisite: J400400 Welding Technology, or demonstrate mastery of welding technology standards
BMA	B 060200	Business Management and Analysis (Online)	16	None
BPA	N 100600	Baking & Pastry Arts	16	None
BRB	I 120403	Barbering	16	None
CDB	I 490251	Commercial Class "B" Driving	18	Must possess a valid CDL Permit
CDL	I 490205	Commercial Vehicle Driving	18, 21 preferred	Must possess a valid CDL Permit
CNA	H 170602	Nursing Assist (Long Term Care)	17	None
COS	D 500100	Cosmetology (AM)	16	None
CST	Y 100200	Computer Systems & Information Technology (CSIT)	16	None
EMT	W 170212	Emergency Medical Technician - ATD	18	None
FCS	I 120425	Facial Specialty (PM)	16	None
FFR	P 430211	Firefighter	18	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test
FFS	N 100520	Fundamental Foodservice Skills	16	None
FMT	P 430217	Firefighter/Emergency Medical Technician-Combined	18	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test
HVA	C 400410	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	17	Must be 18 to take the final certification exam upon graduation
MAT	H 120406	Massage Therapy	18	High School diploma or equivalent
MCB	H 170530	Medical Coder/Biller -ATD (Online)	17	None
NSP	I 120415	Nails Specialty	16	None
PHB	H 170302	Phlebotomy	17	High School diploma or equivalent
PNR	H 170607	Practical Nursing (AM)	17	High School diploma or equivalent
RAD	W 170210	Radiologic Technology (2 year program)	18	Associates Degree
WDG	J 400400	Welding Technology	16	None

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, 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 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. 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 (MTC) 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 has 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 driver's license or ID card, vehicle registration*)
- The purchase of a home in Florida, which is occupied as the applicant's residence
- Filing a manifestation of domicile in Marion County, Florida
- Current active duty in the United States military
- Employment as a civilian employee in the Federal Service
- Employment as a migratory agricultural worker

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

Fee Assessment

Fees are collected at the time of registration (per Term). Cash, local check, credit/debit card, or money orders are accepted. There is an additional convenience fee added for credit/debit cards of 2.75%. 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

All returned checks go through Envision Payment Solutions, Inc. Upon notification of a returned check, the student must make amends by contacting them toll free at 1-800-618-1110. Non-compliance will result in having the student immediately withdrawn from the class and/or the program.

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. As a reminder, both bills took effect July 1, 2019.

Refund 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 Program/Class/Course 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 the Term:
 - A. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of class, 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 withdraw 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 the Term Commences:

A. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:

1. If a student withdraws during the first five (5) days of the term – 100% of tuition and lab fees will be refunded.
2. If a student withdraws after the fifth day of the term – there will be no refund.

B. Tuition refunds for students enrolled in CCP programs of less than 599 hours are as follows:

1. If a student withdraws during the first three (3) days of the term – 100% of tuition and lab fees will be refunded.
2. If a student withdraws after the third day of the term – there will be 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. Waiver, Voucher and Agency Payment:

A. 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 evidence is presented to the school within fifteen (15) school days of the beginning of a term.

8. Additional Refund Policies:

- A \$50 processing fee will be charged except for an administratively cancelled Program.
- No refunds on books, supplies, insurance, fingerprinting, or testing fees.
- Application 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 verified by appropriate personnel.
- If student tuition has been paid by MTC Financial Aid or a sponsoring agency, the refund will be returned to the MTC Financial Aid fund or the agency that sponsored the student. Students are responsible for any unpaid tuition and fees.
- When a student withdraws and is due a refund, the refund will be processed within 45 days; students with VA Education Benefits will be processed in 40 days. No funds will be held for future use.
- Payments made by credit/debit card will be refunded to the same credit/debit card used for payment. Convenience fees will not be refunded on credit/debit card

transactions. Cash/check payments will be refunded by a school district check. The check will be made payable and mailed to the name 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 may appeal using the student grievance procedure as presented in the Student Handbook.
- AGE/ESOL – No refunds after the third scheduled day of class.

2023-2024 Program / Course / Service Fee

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 and spring).
4. Career Certificate Program application fee: \$20.00
5. Adult General Education (AGE) Application fee: \$20.00 per semester (fall and spring).
6. Re-Enrollment fee for returning Adult General Education (AGE) students who have been administratively withdrawn for attendance reasons: \$15.00
7. Processing Fee for Career Certificate Program student tuition and fee refunds: \$50.00
8. Refund Processing fee for Continuing Workforce Education registration cancellation: \$50.00
9. Career Certificate Program transcript request fee: \$5.00
10. Career Certificate Program late registration fee: \$25.00 (as authorized by Chapter 1009.22, Florida Statutes).
11. Test of Adult Basic Education (TABE) fee for Career Certificate Program applicants: \$20.00
12. PERT Test: \$15.00
13. Para-Professional testing fee: \$75.00
14. TEAS (Test of Essential Academic Skills) for specific Health Science Programs: \$70.00
15. CPR and CPR Skills Evaluation course fees: \$75.00 (MTC Students and District Employees); \$90.00 (Public).
16. Career Certificate Programs service charge for tuition and fees payment in installments: \$25.00

2023 – 2024 MTC Course Catalog

17. Credit Card/Debit Surcharge: 2.75% of amount charged on Credit Card/Debit (Convenience Fee).
18. Career Certificate Program Parking fee: \$15.00 includes tax per semester (as authorized by Chapter 1009.22, Florida Statutes).
19. Facility Use fee: \$25.00 per semester (as authorized by Chapter 1009.22, Florida Statutes) excluding Adult General Education (AGE), Emergency Medical Technician – ATD, and Firefighting.
20. Graduation fee: \$25.00 per year (as authorized by Chapter 1009.22, Florida Statutes), excluding Adult General Education.
21. Continuing Workforce Education (CWE) Application fee: \$20.00 per year.
22. Commercial Driving License Class A, B or C Testing rates: Pre-Trip Inspection, Basic Control Skills and Road Test for General Public or MTC Students \$150.00 each; MTC students, paying the total of \$450.00 for all three tests, may re-take one test (\$450.00 allows up to four testing opportunities).
23. Fee for courses taught by or for outside vendors/contractors are calculated on individual courses to cover the cost of instruction and may include additional fees for materials, technology, lab fees, and any other specific cost to deliver the program including:
 - Community Enrichment
 - Recreation
 - Leisure
 - Continuing Workforce Education
24. CDL student fee for vehicle usage testing of students not already provided with fee: \$100.00
25. Proposed New Item: Fee-Based Course Application Fee: \$20.00

Other:

- Consumable material supply fees will be determined on a course-by-course basis (as authorized by Chapter 1009.22, Florida Statutes).
- The Financial Aid Fee shall be **10%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).
- The Capital Improvement Fee shall be **5%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).
- The Technology Enhancement Fees shall be **5%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).
- For eligible students, fee waivers will be granted as authorized by Chapter 1009.22, Florida Statutes, and 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, ASSET, GED-2014 series, or FCELP 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 directly at: (352) 671-4134.

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 a license or a 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 (MTC) 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.

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

Community Enrichment Courses

Community Enrichment Courses are typically short classes, often based on hobbies or general interest, such as arts, crafts, dance, health, fitness, languages, business, computer technology, and recreation. These classes are designed for those seeking to improve skills or knowledge in an area of interest. These classes typically last a few weeks to several months.

Academic Policies



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 and secure password. Grades, attendance, and progress are visible and 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 or via mail. Transcript request forms may be acquired on MTC's website, <https://mariontc.edu/students/transcripts/>. 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

Introduction & General Principles

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. 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) 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.

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. Course 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 and are the property of MTC. Technology devices are issued for educational use only, and the use of a technology device for any purpose other than educational use may result in consequences, up to and 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 student. Password changes are required methodically. This unique set of login credentials consists of data that the student is likely to know and 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.

BioSig is an add-in application to Canvas online Learning Management System. BioSig allows a teacher to place verification sections in their courses. The verification signature is performed with the mouse and set up with a code and signature that the student creates. The teacher places the “signature code check” before a student takes a test or submits an assignment to ensure the registered student is the individual submitting.

BioSig Biometric Signature ID Product provides authentication of students’ participation and verification.

BioSig-ID™ – Authenticates student ID before any assessment. Ensures the registered student is the only person able to log in and open the evaluation. No software downloads or special hardware is required—Verifies ID in about 6 seconds. Flat rate pricing allows continuous use throughout the course in front of any conditional release item. Cheating is prevented since easy sharing of passwords is stopped because “for hire” helpers must duplicate students’ unique signature patterns. Each license allows unlimited user use in courses and ID verifications during the 12-month contract period. Full training supplied.

Safe Exam Browser – A free, open-source web browser environment to conduct online assessments with integrity and change any computer into a secure workstation. It prevents students from accessing third-party apps, secondary screens, and any website with information that could be used to help aid them during a quiz or exam.

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;

Design & Development

The instructional design of the program is the responsibility of the instructor. In general, instructors will use institutionally supported technologies for developing and delivering distance learning courses. Resources are available for those who seek guidance in developing distance learning courses.

Instructors developing their first distance learning course must contact the Canvas Administrator, who will connect the instructor with the appropriate academic technology.

MTC instructors must employ features such as message boards, email, telephone numbers posted on the site, office hour type question/answer forums, etc., for students to have easy methods by which to contact their instructors. Also available are discussion boards, virtual classrooms with chat rooms, blogs and journals, wikis, email, messaging, etc. Instructors are also required to post in their program menu a direct link to their personal contact information.

Instructor Office Hours/ Presence

Faculty presence is an integral component of quality instruction and a leading indicator of student satisfaction. Instructors will inform students in the program syllabus of the days or times that students may expect the instructor to be active or present in the course.

MTC instructors are also required to use several strategies to establish and maintain their online presence. Among these is the requirement for instructors to respond to student email and phone messages within 24 hours.

Protection of Course Materials

Anyone requesting access to distance learning course material must obtain documented permission from the course instructor.

Institutional Governance & Policy Review

The rules governing distance learning, and any future changes to them, will be approved by the MTC administration.

Intellectual Property & Copyright

Regarding intellectual property and copyright for distance learning program materials, the definitions, guidelines, and policies of MTC and the Federal Copyright law shall be followed.

Program Completion

Access and availability to distance learning programs after completion should be similar to traditional programs. Existing MTC policies concerning deadlines for program completion and incompletes will apply equally to distance learning programs.

Distance learning programs will be stored in an "archived" electronic format for at least one year following their completion. Instructors can request access to these archived formats at any time.

Online Program Evaluation

MTC's standard program evaluation form will be provided within the course. Questions and items that do not apply to a distance-learning format may be removed. The instructor may add additional questions and items specific to the course modality. Distance learning courses should be evaluated using existing course evaluation policy and procedure.

Transfer Policy

Marion Technical College (MTC) permits student transfers between programs and transfers into MTC programs from external institutions as needed. Careful consideration is given to the student's 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 program 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

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



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 allows individuals to explore their interests 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 6:30 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, accommodations and assessments.

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 assist 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 plan 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



Financial Aid Overview

Financial aid is any college funding not from family or personal savings or earnings. It can take the form of grants, scholarships, work-study jobs, and federal or private loans. Financial aid will cover most higher education expenses, including tuition and fees, room and board, books and supplies, and transportation.

Aid can come from a variety of sources. This includes federal and state agencies, colleges, high schools, community organizations, foundations, corporations, etc. The amount of financial aid you receive will depend on rules set by the various sources and federal, state, and institutional guidelines. The Office of Financial Assistance recommends that every student complete a Free Application for Federal Student Aid (FAFSA) which will maximize your aid.

Types of Financial Aid Assistance

Federal Programs

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

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

Veterans Educational Assistance

- Chapter 33: The Post-9/11 GI Bill
- Chapter 30: Montgomery GI Bill – Active Duty (MGIB-AD)
- Chapter: 1606 Montgomery GI Bill – Selected Reserve (MGIB-SR)
- Chapter: 35 Survivors and Dependents' Educational Assistance Program (DEA)
- Chapter: 31 Veteran Readiness and Employment (VR&E)

MTC Financial Assistance

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

Other Accepted Aid

- CareerSource Funding

- Other Third-Party Financial Assistance
- Florida Prepaid

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



What You Need to Know About FAFSA For 2023-2024?

There's been a lot happening in the news lately, so you may have missed some important information regarding upcoming changes to the Free Application for Federal Student Aid ([FAFSA](#)). Namely, as part of the recently passed [Consolidated Appropriations Act of 2021](#), the FAFSA Simplification Act did as its name suggests, simplifying the FAFSA by reducing the number of questions

from 108 to 36, as well as codifying some essential changes to [Pell Grants](#) and the creation of a Student Aid Index (SAI) to replace the Expected Family Contribution ([EFC](#)). These changes take effect in July 2023 for the 2023-24 school year, and although the new FAFSA won't be available for completion until October 2022, it's time to look at how those changes may affect you. The first and simplest change to the FAFSA is a two-thirds reduction of questions applicants must complete, from 108 to 36. This change simplifies the FAFSA significantly, which is a positive change and doesn't take much explanation.

Federal Programs: (Title IV)

Federal Pell Grant

Federal Pell Grant does not require repayment; it is based on financial need and is available only to students without a bachelor's degree or equivalent. Eligibility is determined by a formula developed by the United States Department of Education. Students must be enrolled in a Federal Pell-eligible course of study of at least 600 clock hours to be eligible for the Federal Pell Grant.

The 2023-2024 maximum Federal Pell Grant amount is \$7,395.00 and is disbursed in segments referred to as payment periods of 450 clock hours or less as determined by the length of the program. Students can apply for a Pell Grant by going to <https://studentaid.gov/h/apply-for-aid/fafsa> and completing the application. Marion Technical College's school code is 031039.

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

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG is a federal grant for the 2023-2024 school year. Therefore, funds are very limited for this award. The grant provides additional money to a student if financial need is demonstrated. This grant depends on financial needs, other aid sources, and the available funds allocated to the school.

Marion Technical College Financial Aid

MTC Financial Assistance is available to all eligible students enrolled in any Career Certificate Program (CCP) program. An error-free FAFSA is required to be considered for this scholarship:

To qualify, a student must:

- 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 number,
- Have a standard diploma—high school or GED®, if required for acceptance into the program,
- Have no defaults of a Title IV student loan or owe a refund on a Title IV student grant,
- Have a valid, error-free Institutional Student Information Record (ISIR) on file at the school,
- 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.

2023-2024 Verification Policy for Title IV Recipients

Federal verification guidelines require that applicants be selected for verification by the Central Processing System (CPS) and, in certain instances, by the school. At Marion Technical College, federal verification is performed on all applicants selected by the CPS and any application that the college has reason to believe needs to be corrected or has conflicting documentation, and when a “Comment Code” or “C” Code appears on the Students SAR/ ISIR. These codes flag specific issues on a student's application. Each code corresponds to a specific comment text for the award year. A select group of these codes requires resolution before any Title IV aid can be awarded.

Marion Technical College (MTC) adheres to the following verification principles developed to ensure that Financial Aid funds are awarded to eligible students equitably and consistently:

- Marion Technical College will verify applicants selected for verification by the Central Processing System (CPS) and/or MTC,
- Verification procedures will be uniformly applied to all students applying for Title IV aid in an approved program,
- Students will be notified that their ISIR has been selected for verification,
- Students will be given a time frame for returning the required documentation.

MTC will verify the items specified in the 34 CFR Part 668.56 for applicants selected for verification. Specifically, for Title IV applicants, these items include:

- Adjusted Gross Income (AGI),
- US Income Tax Paid,
- Income Earned from Work (wages),
- Certain Untaxed Income,
 - Untaxed Portions of Individual Retirement Account (IRA) Distributions,

- Untaxed Portions of Pensions,
- IRA Deductions and Payments,
- Tax-exempt Interest Income,
- Education Tax Credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit).
- Child Support Paid,
- Number of Household Members,
- Number of Household Members in College,
- High School Completion Status,
- Identity/Statement of Education Purpose,

Applicants' Responsibilities

The applicant will ensure that all requested documents are submitted with proper signatures. If an applicant's dependency status changes during the award year, please contact the Financial Aid Office before making changes. Household size and number in post-secondary education can only be updated during verification.

Documentation

Documentation requested must be submitted with all necessary information, including original in ink signature(s). Some exceptions to documentation may be made in conjunction with what is allowed by Federal Regulation. The Federal Department of Education has established these guidelines for the verification process regarding income-tax return data as follows:

- When completing the income sections of the FAFSA, the applicant can use the IRS Data Retrieval Tool (or DRT) to collect income data reported to the IRS. If the applicant decides not to use the DRT and the application is chosen for verification, the applicant and the parents, if applicable, will be required to submit an IRS Tax Return with applicable schedules or Tax Return Transcript from the IRS.
- If the IRS tax information is changed on the FAFSA, the applicant will be required to submit an IRS Tax Return Transcript. After the first transaction, the applicant can retrieve the IRS data when a correction is made to the FAFSA.
- If the retrieved data is not changed, an IRS Tax Return Transcript may not be required.
- Schools will accept signed copies of tax returns and self-certification of non-filing to complete verification. What this means is that students selected for verification have two options in which to provide their, their spouse's (if married) or parents' (if considered dependent) 2021 tax return information for the 2023-2024 FAFSA application. They may submit a tax return transcript or provide a signed copy of the required tax return information and applicable schedules submitted to the IRS when taxes were filed.

Verification for Title IV Recipient’s Child Support Paid

Applicants who have been chosen for verification and indicated that child support was paid by an individual listed during the previous tax year must confirm the amounts of child support paid, to whom the payments were made, and the names and addresses of the children receiving the child support. Documentation may be requested.

Verification for Title IV Recipients High School Completion

Applicants who have been chosen to verify high school completion and have not already provided documentation to the MTC Admissions Office will be required to provide a copy of one of the following documents to the MTC Financial Aid Office:

- A copy of the student's high school diploma,
- A copy of the student’s final official high school transcript showing the date the diploma was awarded,
- For students who completed secondary education in a foreign country, a copy of the certification upon leaving or other similar documentation,
- A state certificate or transcript received by a student after the student passed a State-authorized examination (GED® test),
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree,
- For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or recognized equivalent), a copy of that credential,
- For a homeschooled student in a state where the state law does not require the student to obtain a secondary school completion credential. For homeschooling (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student’s parent or guardian that lists the secondary school courses the student completed and includes a statement that the student completed a secondary-school education in a homeschool setting.

Please contact the MTC Financial Aid Office if you cannot obtain the above documentation.

Verification for Title IV Recipients Confirmation of Identity and Statement of Educational Purpose

Applicants who were selected to verify identity and to sign a statement of educational purpose are required to appear in person at the Financial Aid Office with a non-expired, government-issued photo id (i.e., US passport, driver’s license, or another state-issued ID) to complete the Identity and Statement of Educational Purpose form. Applicants who cannot appear in person must go to a notary public to sign the Identity and Statement of Education Purpose Notary form. The original form and a copy of the non-expired, government-issued photo ID presented to the notary must be mailed or hand-delivered to the Financial Aid Office. Faxed copies, photocopies, emailed pdf, etc., are not acceptable.

Verification for Title IV Recipients Consequences and Deadlines

No Title IV aid will be released if a student fails to provide documentation or information. Students who delay submitting all the required documentation may forfeit the first payment of Title IV aid.

Verification for Title IV Recipients Eligibility

A student must have/be one of the following to be eligible to receive federal student aid:

- Enrolled in an eligible program,
- A high school diploma,
- The recognized equivalent of a high school diploma,
- Completed homeschooling at the secondary level as defined by state law,
- A U.S. citizen or national,
- (The following student groups can only receive aid from some of the FSA programs who do not have an A- number/ARN. A U.S. permanent resident or other eligible noncitizen,
- A citizen of the Freely Associated States,
- A citizen of The Federated States of Micronesia,
- A citizen of the Republics of Palau,
- A citizen of the Marshall Islands.

Verification for Title IV Recipients Policies & Procedures for DHS

Systematic Alien Verification for Entitlements (SAVE)

Per federal regulations, §668.133, Marion Technical College (MTC) performs Third Step verifications and follows the procedures below for the DHS-SAVE citizenship verification process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

- If the primary and automated secondary confirmation processes do not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the paperless third-step verification process via the SAVE system. The school will also use the paperless third-step verification process if the school has conflicting information on the student's immigration status after the CPS match.
- All students who indicate an eligible status but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System (CPS) output document will be given a copy of these procedures.
- The institution will not make the decision regarding "eligible non-citizen" status without giving the student the opportunity to submit documentation supporting a claim of eligibility.
- Students must submit unexpired documentation of their current immigration status to the Financial Aid Office. The documentation must be official documents from the U.S. Citizenship and Immigration Services (USCIS). To initiate the required process, students must submit legible USCIS documents and demonstrate their latest status with USCIS.

- The institution will initiate the paperless third-step verification within ten (10) business days of receiving both the ED CPS output document and the student’s immigration status documents.

The institution will complete the electronic process on the DHS-SAVE system, including uploading the student-provided immigration documents to the student’s record and submitting the request. DHS-SAVE should respond within 3 to 5 business days.

Title IV Recipients Return of Title IV Funds Policy

Withdrawing from Courses and Returning Financial Aid (Title IV funds).

If you withdraw or leave school before your program completion date, you should contact the Financial Aid Office before withdrawing to ensure you understand your decision's financial consequences. The Financial Aid Office advisors will explain the policies described on this page and how they will apply to your situation. For example, the federal government mandates that students who withdraw from all their courses may only keep the federal financial aid (Title IV funds) they have “earned” up to the time of withdrawal. Title IV funds that have been disbursed in excess of the earned amount must be returned by the college and/or the student to the federal government. Thus, you could owe aid funds to the college, the federal government, or both if you withdraw from or receive failing grades in all your courses. The amount of aid you might be subject to repay is determined by regulations as set in Section 484 B of the Higher Education Act, which also specifies the order of return of the Title IV Funds to the programs from which they were awarded.

Calculating Earned Financial Aid

The amount of financial aid earned is calculated beginning the first day of the course, up to and including the last day of attendance. The process uses scheduled days and actual attendance days. Earned aid is determined by taking the number of hours attended before withdrawing divided by the total number of scheduled hours in the payment period.

Students need to complete 60% of their payment period (course hours) to avoid a reduction in their disbursed award. No unearned funds exist for students who withdraw from courses after attending more than 60% of the scheduled hours. However, MTC must still complete a return calculation to determine whether the student is eligible for a post-withdrawal disbursement.

Title IV Recipients Satisfactory Academic Progress (SAP)

The Marion Technical College (MTC) Satisfactory Academic Progress Policy (SAP) is a required measurement of a student’s academic progress toward 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. In addition, 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),
- Maximum Time Frame.

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.

- Students must have earned a cumulative 2.0 GPA when grades are reviewed at the end of the payment period.
- 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.
- 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).
- 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 the next payment period.
- A student placed on academic progress probation who agrees to an academic plan and can regain eligibility only by achieving academic compliance.

Quantitative: Completion Rate Requirement

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

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.

- Students who do not earn a cumulative 67% successful completion rate will be placed on academic probation for their next payment period.
- While on academic progress probation, the student remains eligible for financial aid.
- 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).

- 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.
- A student placed on academic progress probation who agrees to an academic plan can regain eligibility only by achieving academic compliance.

Maximum Time Frame

The maximum time frame to complete a program of study is 150% of the program's published length. 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.)

Example: If a student requires 1300 hours to complete a 1200-hour program successfully, they are responsible for the extra 100 hours needed. 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 the payment period. Aid will be reinstated for the NEXT payment period. There is no 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 within the properly calculated maximum time frame are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period and one payment period, students must meet the cumulative GPA, and the maximum time frame or financial aid will end. This includes the weeks of instruction time for that time period. 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 initially 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.

Title IV Recipients Referral Procedures

MTC must refer for the investigation to the Office of Inspector General (OIG) any credible information indicating that a Title IV aid applicant, school employee, or third-party servicer may have engaged in fraud or other criminal misconduct in connection with the Title IV programs. (Note: Fraud is the intent to deceive as opposed to a mistake.)

Common misconducts include but are not limited to:

- Claims of independent student status,
- False claims of citizenship,
- Use of false identities,
- Forgery of signatures of certifications,
- False statement of income

If it is determined that a student has received funds that they were not entitled to receive, the student must repay the amount. The overpayment will be referred to the US Department of Education if repayment is not made.

Students Convicted of Possession or Sale of Drugs

The FAFSA Simplification Act amended Section 484 of the Higher Education Act of 1965 (HEA), making several significant changes to student eligibility criteria. One is eliminating the prohibition on receiving Title IV aid for students with drug-related convictions. As a result, having a drug conviction while receiving Title IV aid no longer impacts a student's Title IV aid eligibility, and a student who has a drug conviction may be eligible to receive Title IV aid if they meet all other eligibility criteria. Therefore, the Department has removed the drug convictions questions from the 2023-24 FAFSA, and students with drug convictions are eligible for Title IV aid if they meet all other eligibility requirements. Note, however, that the eligibility criterion related to the Anti-Drug Abuse Act is unaffected by the removal of the drug conviction question.

State Programs

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.

<https://www.rehabworks.org/>.

Bright Futures Scholarship 2023-2024

The Florida Bright Futures Scholarship Program, funded by the state of Florida, provides scholarships based on high school academic achievement. The program has different award levels, each with its own eligibility criteria and award amounts. Awards are per credit hour, and a conversion rate to clock hour is completed in the financial aid office.

This scholarship program's 2023-2024 term is August 2023 to May 2024 for the Bright Futures Scholarship disbursement. Any hours outside of this period fall under the responsibility of the student.

- Florida Academic Scholars (FAS) award, including Academic Top Scholars (ATS) award. FAS will cover 100% of tuition and fees at a public institution or a comparable amount at a nonpublic institution. In addition, it will provide an additional \$300 for textbooks and college-related expenses (fall and spring).
- Florida Medallion Scholars (FMS) award will cover \$2.19 per clock hour.
- Florida Gold Seal Vocational Scholars (GSV) award, which will cover \$1.30 per clock hour

For Eligibility Visit:

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

- **Scholarships for Children & Spouses of Deceased or Disable Veterans & Service Members** provide an award to dependent children or un-remarried spouses of qualified Florida veterans.
- **The First-Generation Matching Grant Program (FGMG)** is a need-based grant program available to degree-seeking, resident, and undergraduate students who demonstrate substantial financial need and are enrolled in eligible participating postsecondary institutions. Eligible students have a parent(s) who has not earned a baccalaureate or higher degree.
- **The Florida Farmworker Student Scholarship (FFSS)** Program is a need-based merit scholarship that provides financial assistance to a maximum of 50 eligible students who are farmworkers (or children of farmworkers), as defined in section 420.503, Florida Statutes. Students who attend a public postsecondary institution will receive an award equal to the amount required to pay tuition and specified fee.
- **The Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE)** is available to students who attend eligible and participating Florida colleges (public community colleges) or career centers operated by district school boards. See the separate fact sheet for additional information regarding the FSAGCE program.
- **The Honorably Discharged Graduate Assistance Program (HDGAP)** is a supplemental need-based veteran educational benefit. Funds are to assist in paying living expenses during holiday and semester breaks for active duty and honorably discharged Armed Forces members who served on or after September 11, 2001.
- **The Rosewood Family Scholarship Program** was created to provide student financial assistance for a maximum of 50 eligible students who prove they are direct descendants of Rosewood families affected by the historical incidents of January 1923. Applicants are required to supply the descendant information on the Florida Financial Aid Application (FFAA) for verification. In addition, eligible students must attend a state university, public state college, or public postsecondary technical center in Florida. Funds for the Rosewood Family Scholarship are contingent each year upon the appropriations made available to the

Office of Student Financial Assistance (OSFA) by the Florida Legislature.

Open Door Grant

The Open-Door Grant Program (Open Door) will provide funds to support student completion of short-term, high-demand credit, and non-credit career and technical education (CTE) programs at career centers and Florida College System (FCS) institutions. The guidance for the Open-Door grant is under revision; however, funds may become available for the 2023-2024 school year. Please get in touch with the financial aid office for updated information.

Veterans Educational Assistance

Before You Apply for VA Benefits

The Department of Veterans Affairs (VA) requires each applicant utilizing their VA educational benefits to be formally accepted into an approved curriculum (Program of Study) before initial certification of attendance can be sent to the VA. Usually, formal acceptance is achieved by completion of the following:

- MTC admissions application for the program you are planning to attend. This should be completed and submitted before any other steps are taken.
- Submission of Adult High School Diploma
- GED® Transcripts
- Submission of official transcripts from all other colleges attended.

Veterans have earned the right to use their educational benefits for the purpose it was intended. Marion Technical College is pleased and honored to assist veteran students in utilizing their educational benefits in the best advantage. We welcome our veteran students and their dependents to our school and hope they will significantly benefit through their studies.

Veteran students are certified each term and automatically renewed for benefits unless written communication to decline VA Educational benefits are requested. This must be received in the Financial Aid office four (4) weeks before the start of the next term.

The State of Florida Approving Agency approves specific MTC programs. 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. Below is a list of the approved programs at MTC:

Advanced Welding Technology	Automotive General Services
Business Management and Analysis	Baking & Pastry Arts
Barbering	Commercial Class “B” Driving
Commercial Vehicle Driving	Nursing Assistant (Long Term Care)
Cosmetology	Computer Systems & Information Technology (CSIT)
Emergency Medical Technician - ATD	Facials Specialty
Fundamental Foodservice Skills	Firefighter

Firefighter/Emergency Medical Technician - Combined	Heating Ventilation, Air Conditioning/Refrigeration (HVAC/R)1
Massage Therapy	Medical Coder Biller - ATD
Nail Specialty	Phlebotomy
Practical Nursing	Radiologic Technology
Welding Technology	

Veterans Educational Assistance

Benefit Classifications

Chapter 33: The Post-9/11 GI Bill

Chapter 30: Montgomery GI Bill – Active Duty (MGIB-AD)

Chapter: 1606 Montgomery GI Bill – Selected Reserve (MGIB-SR)

Chapter: 35 Survivors and Dependents’ Educational Assistance Program (DEA)

Chapter: 31 Veteran Readiness and Employment (VR&E)

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, before the first day of the course, 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. If applicable, students are responsible for making payment arrangements for dorm and meal plans.

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 Chapters 30, 31, and 33 and who reside in the state while enrolled at this institution.

As amended, 38 USC § 3679(c) requires that all 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 require 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 to qualify for the in-

state tuition rate.

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

Any institution found out of 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

If the veteran, spouse, surviving spouse, or child fails to enter the course or withdraws or discontinues school at any time before completion of the course, any 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 regarding payment of fees.

- 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 student’s control. For example, failing to make a timely application for aid is an insufficient reason to receive a deferral of fees. In addition, 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.
- 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 courses.
- 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 the program within 110% of the specified program time frame in clock hours.

Veterans' information may also be obtained at <http://www.gibill.va.gov>.

In-House Aid

MTC Financial Assistance

Marion Technical College offers three different in-house awards to all eligible students.

MTC Financial Aid

MTC Financial Aid – Graduating High School Seniors

MTC Financial Aid – GED® Program Completers

MTC Financial Aid

This award is available to eligible students and is applied to any outstanding tuition and fees after all other aid is awarded and applied. Students seeking this financial award must complete the Federal Student Aid (FAFSA) application. The fastest and recommended way to complete the FAFSA Application is online <https://studentaid.gov/h/apply-for-aid/fafsa> The award amount depends on the number of hours in the program and the EFC on the FAFSA.

MTC Financial Aid – Graduating High School Seniors

A total of six (6) awards are offered to graduating high school seniors for the upcoming award year. Eligible students are graduates of any Marion County Public high school.

MTC Financial Aid – GED® Program Completers

A total of six (6) awards are offered to graduating students of the Marion Technical Collage Adult Education program (GED®)

OTHER AID ACCEPTED

Marion Technical receives funding from many outside sources. Generally, students must apply on their own.

Alachua County Fire Rescue	Horatio Alger Association
American Welding Society	Mike Rowe Works
Choctaw Nation	Ocala Housing Authority
Central Florida Community Action Association	Ocala Health and Rehab.
Emilio Rivera Foundation Scholarships	Open Door Grant
Florida Fire Chief's Foundation	Summer Glen Veterans Association
Florida Prepaid	Scholarship America
Florida State Elks Association	UF Health Leesburg Hospital

Please stop by the Office of Financial Assistance if you wish more information.

Student Rights & Responsibilities

**adapted from the MCPS Code of Student Conduct Secondary*



This section summarizes the basic principles of student rights. With each right comes a responsibility. The principal, under the supervision of the Superintendent and within School Board regulations, shall assume administrative responsibility and instructional leadership of the school to which he or she is assigned. The faculty and staff shall assist in the orderly operation of the school and ensure the rights of the students.

Academic Honor Code

STUDENT RESPONSIBILITIES:

1. To uphold the highest standards of academic integrity in school work.
2. To present school work that is clearly their own on all tests, quizzes, reports, assignments, papers, homework and any school related test (PERT, TABE, CASAS Life and Work, SAT, ACT etc.).
3. To not assist others in cheating or any other form of academic dishonesty.
4. To refuse to tolerate academic dishonesty in others.

STUDENT RIGHTS:

1. To be able to contribute to and work in an environment of trust and academic integrity.
2. To know that all members of their school community will promote and uphold academic honesty.
3. To know that all forms of cheating and plagiarism will not be tolerated.

Attendance

Marion Technical College strives to provide the best possible preparation and learning experience for students. Being absent and/or late for class will negatively impact a student's grade and progress. Missing more than ten (10) percent of the scheduled class time is considered excessive, and may result in loss of financial assistance, disciplinary action or withdrawal from the program.

STUDENT RESPONSIBILITIES:

- attend all classes daily and be on time.
- provide the school with an adequate written explanation or appropriate documentation indicating the reason for the absence within three (3) days of the absence.

STUDENT RIGHTS:

- be informed of MTC policies and individual school rules regarding absenteeism and tardiness.
- appeal a decision pertaining to an absence

Free Speech/Expression/Assembly

STUDENT RESPONSIBILITIES:

- To respect the rights of other individuals; to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.

- respect the religious beliefs of others.
- plan for, seek approval of, and conduct activities that are consistent with the educational objectives of the school.

STUDENT RIGHTS:

- be respected as an individual and to perform and express viewpoints through speaking and writing in a manner which is not obscene, slanderous or libelous and which is not disruptive to an orderly school environment.
- affirm their identity with the American ideals.
- refrain from activity which violates the precepts of their religion or holds it up to ridicule. assemble peaceably on school grounds or in school buildings. Such assembly shall be consistent with all applicable federal, state, and local regulations.

STUDENTS MUST NOT:

- Slander, libel, or defame others.
- Discriminate when organizing or recruiting for clubs or groups.
- Violate the MTC Student Handbook in the areas of profanity, harassment, bullying and hazing.

Grades

STUDENT RESPONSIBILITIES:

- become informed of the grading criteria.
- maintain standards and academic performance commensurate with ability and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.
- make use of grade reporting systems currently in place (including online) to keep track of assignments and current grades.
- contact their teacher when they are failing or at risk of failing in an effort to improve their situation.

STUDENT RIGHTS:

- receive a teacher's grading criteria at the beginning of each year or semester course.
- receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent unsatisfactory work is being performed.

Privacy & Property Rights

STUDENT RESPONSIBILITIES:

Student Use of Wireless Communication Devices

Cell phones and similar wireless devices may be in the possession of students on campus but cannot be visible or activated during class hours unless otherwise approved by the instructor. Using or possessing a wireless communication device to view, transfer, or store material of a sexual nature is a violation of the Student Handbook and may be a criminal act. The unauthorized recording and/or photographing of employees, volunteers and/or students is prohibited. Refusal to allow search of electronic device will be considered gross insubordination and/or other serious misconduct and may

result in a withdrawal. The school will not be held responsible for lost, stolen or damaged cell phones and/or any other electronic devices.

STUDENT RIGHTS:

- maintain privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or School Board policy.
- attend school in an educational environment in which personal property is respected.

DISCLAIMER OF RESPONSIBILITY FOR PERSONAL PROPERTY

Although the school attempts to maintain a safe and secure environment, theft and loss do sometimes occur. All personal property in possession of the student should be identified with the student's name. The school disclaims responsibility for any lost, stolen, broken or confiscated property. The school will not be held responsible for lost, stolen or damaged cell phones and/or any other electronic devices. Students bring such items to school at their own risk. Students are expected to turn in to the office any found items.

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 the Family Educational Rights and Privacy Act (FERPA).

STUDENT RESPONSIBILITIES:

- inform the school of any information that may be useful in making appropriate educational decisions.
- authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

STUDENT RIGHTS:

- inspect, review and challenge the information contained in records directly relating to the student.
- be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons without the consent of the parent or eligible student. Eligible students are those 18 years of age or over and/or those attending a post-secondary institution.

Student Use of Wireless Communication Devices

Cell phones and similar wireless devices may be in the possession of students on campus but cannot be visible or activated during class hours unless otherwise approved by the instructor. Using or possessing a wireless communication device to view, transfer, or store material of a sexual nature is a violation of the Student Handbook and may be a criminal act. The unauthorized recording and/or photographing of employees, volunteers and/or students is prohibited. Refusal to allow search of electronic device will be considered gross insubordination and/or other serious misconduct and may

result in a withdrawal. The school will not be held responsible for lost, stolen or damaged cell phones and/or any other electronic devices.

Electronic Equipment

Cameras, video cameras, IPODs and other similar electronic equipment are not allowed on the school campus unless pre-approved by school administration/designee. Video recording is prohibited on school campuses without administrative approval.

Acceptable Use Policy and Guidelines for Network Access

The School Board of Marion County, FL (MCSB) believes network access is an exciting opportunity to expand learning for educators and students. The fundamental goal of the network is to provide Marion County students and educators with equal access to computing resources, which serve public education. Schools in the district are connected to the Internet and electronic mail. With this opportunity comes the responsibility for appropriate use.

Network Warning

With access to computers and people worldwide, there will be some material that may not be considered educational. The MCSB supports only those materials which will enhance the research and inquiry of the learner within the context of a school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The MCSB cannot prevent the possibility that some users may access material that is not consistent with the school district's educational mission, goals, and policies.

General Policy & Guidelines

It is a general policy that the network will be used in a responsible, efficient, ethical and legal manner in accordance with the mission of MCSB. Users must acknowledge their understanding and agreement with the Acceptable Use Policy and Guidelines, which is a condition of receiving access. Failure to adhere to the Policy and Guidelines may result in access privileges being suspended or revoked. In addition, school disciplinary action and/or appropriate legal action may be taken.

Network Resources

Classroom resources will be expanded by making information and people from all over the world available to students, teachers, and others. It brings instant access to original source material, general information, data, images and computer software. It contacts relevant people when possible, bringing into the classroom experts from all over the world. Such access supports individual and group projects, collaboration, curriculum materials and idea sharing. As a hands-on tool, the network can motivate students.

GUIDELINE I

Acceptable uses of the network are activities which support teaching and learning. Users are encouraged to develop uses which meet their individual needs and which take advantage of the network's function.

GUIDELINE II

Unacceptable uses of the network include:

- Using the network to access materials that are considered inappropriate for educational purposes.
- Trying in any way to interfere with the computer systems within the MTC/MCSB or anywhere, in an effort to obtain private information, have the computer malfunction or destroy data.
- Violating federal and state law dealing with students' rights to privacy.
- Using profanity, obscenity or other language which may be offensive to another user.
- Reposting personal communications without the author's prior consent.
- Copying commercial software and other copyright protected material in violation of copyright law.
- Using the network for any illegal activity.
- Use of Proxy websites is prohibited.
- Students are not authorized to connect personally owned devices to the WIRED network at any time (Example: computers, printers, switches, hubs, router, wireless access points, and mini-devices).
- Sending unauthorized or unsolicited e-mail "spam" including the sending of "junk mail" or other advertising material.
- Circumventing user authentication or security of any host, network, or account.
- Any form of harassment via e-mail, text messaging, instant messaging, telephone or paging, whether through language, frequency, or size of messages.

GUIDELINE III

- The District Technology Division reserves the right to limit the number of devices or manage the bandwidth available to any network at any time if it is in the best interest of the School Board.
- The School Board provides students the ability to connect personal devices to the "Student Wireless Network." The "STUDENT" Bring Your Own Device (BYOD) network is an unsecure, CIPA-compliant network provided for use by students who have an authorized user account assigned to them by the School Board. Students must authenticate using their assigned login credentials. Each school shall establish local procedures for use and availability of the student network. Student use of this network is primarily governed by the Student Technology Acceptable Use and Safety Policy 7540.03, MTC Student Handbook and local school guidelines.

- The owner of any personal device connecting to the School Board network bears all responsibility and assumes all risk for loss, damage or misuse of said device while on School Board property.
- The District Technology and Information Systems Division will not provide any technical or troubleshooting support for personally owned devices.

GUIDELINE IV

The person in whose name the account is issued is responsible at all times for its proper use and will not give his/her password to others.

GUIDELINE V

Users must avoid knowingly or inadvertently spreading computer viruses. They must not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity by state and federal law.

GUIDELINE VI

Students are authorized to utilize the mariontc.edu domain for e-mail and collaboration tools for instructional learning. Never consider electronic communications to be completely private. Instances of misdirected mail, mail inadvertently forwarded to others and public posting of private correspondence by users have occurred from time to time.

Safety & Security

Maintaining a safe and secure environment is the primary priority of Marion Technical College. Marion Technical College believes all students have the right to attend school and school functions free of fear, harm, or harassment. The policies and procedures outlined in the Student Handbook have been adopted supporting this fundamental premise.

Please note that Marion Technical College cooperates with federal, state, and local law enforcement agencies in reporting, preventing, and responding to unlawful activities occurring on Marion Technical College campuses.

For Marion Technical College to implement its responsibilities fully, it is important that enrollment and emergency information be kept up to date in FOCUS. Each student is responsible for reporting emergency information changes to the school.

Video cameras have been installed throughout Marion Technical College campuses. Students may be filmed, and the videotapes may be used to determine violations of the Code of Student Conduct.

Crisis Protocol

Marion Technical College will implement the A.L.I.C.E. Protocol in the event of an active shooting. The A.L.I.C.E. Protocol stands for Alert, Lockdown, Inform, Counter and Evacuate. The A.L.I.C.E. Protocol is a multiple options-based response, which creates distance from the shooting event and/or the amount of time you can create to keep an intruder away until Law Enforcement arrives.

Providing a safe and secure environment for our students to learn is the top priority of Marion Technical College. Measures have been taken to ensure our staff and students are prepared for a crisis on one of our campuses. A comprehensive Crisis Management Plan was created to guide our staff through many situations. Fire drills, tornado drills, code red and code yellow drills are practiced at each site to ensure that routines and safety procedures are well established and familiar to all. In code yellow, all school doors will be locked, and regular classroom instruction continues behind the locked doors. In code red, all school doors are locked, and all students and staff are advised to get on the floor away from doors and windows. Classroom instruction is discontinued.

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.

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 the Family Educational Rights and Privacy Act (FERPA).

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.

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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



Adult General Education Programs

Overview

Marion Technical College's (MTC) Adult General Education department offers a range of instructional programs designed to help adults acquire the skills they need to become productive workers, family members, and citizens. There are three programs under the AGE heading: Adult Basic Education (ABE), General Educational Development (GED®), and English for Speakers of Other Languages (ESOL).

These non-credit programs are intended to help students to become proficient in skills such as reading, writing, math, and English language competency so they can succeed in postsecondary education or meet the requirements for meaningful employment. Adult learners enrolled in Adult General Education can earn a State of Florida high school diploma or its equivalent by successfully passing the General Educational Development (GED®) test.

Each of the three AGE programs is described more fully later in this section.

Adult Education programs are available to individuals who:

- Are 16 years old or older
- Are not enrolled or required to be enrolled in a secondary school
- Do not have a high school diploma or its equivalent
- Desire to learn to speak, read, and write the English language

COST:

The fees for all three of the AGE programs are the same: \$67.25 per term. That fee includes \$47.25 in tuition and a \$20 application fee. Students may enroll after the term starts but must pay the entire fee.

Adult Basic Education (ABE)

ABE is designed to help students who score below the high school level develop their skills in Mathematics and Language Arts, as well as critical thinking skills. ABE coursework provides a foundation for the student to further their education through the GED® program. All incoming students are administered the Test of Basic Adult Education (TABE) and assigned to the appropriate level of instruction. Students continue to be tested periodically to assess their progress and move them to high levels of instruction.

Admission Requirements:

- Must be at least 16 years old
- Must not be enrolled in a secondary school
- Must not have a high school diploma or equivalent
- Must score below a 9th-grade level in Reading or Math on the Test of Adult Basic Education (TABE)

What you will learn:

- Language Arts and Math skills
- Career and education planning
- Computer literacy
- Critical thinking skills

Class Schedules:

All classes are held Monday through Thursday and are offered at the following times:

- 8:00 am – 10:00 am
- 10:15 am – 12:15 pm
- 12:45 pm – 3:15 pm
- 6:00 pm – 7:00 pm
- 7:05 pm – 8:05 pm
- 8:10 pm – 9:10 pm

Online classes available (*must meet score requirements)

General Educational Development (GED®)

The GED® preparation program is designed to help students acquire the knowledge and skills necessary to pass the (GED®) test. Instructors provide individual and group instruction in Language Arts, Math, Science, and Social Studies. They also provide students with valuable test-taking strategies. Students are tested periodically to assess their progress and help instructors chart plans for their continued progress toward taking and passing the GED®.

Those who successfully pass the test are awarded a State of Florida High School Diploma and can then pursue a postsecondary (college) education, enroll in vocational job training, or pursue meaningful employment.

GED® preparation courses are offered in person at Marion Technical College, as well as online.

Admission Requirements:

- Must be at least 16 years old
- Must not be enrolled in a secondary school
- Must not have a high school diploma or equivalent
- Must score at or above a 9th-grade level in Math or Reading on the Test of Adult Basic Education (TABE)

What you will learn:

- Language Arts, Math, Science, and Social Studies
- Career and education planning
- Computer literacy
- Critical thinking skills
- Test-taking skills

Class Schedules:

All classes are held Monday through Thursday and are offered at the following times:

8:00 am – 10:00 am
10:15 am – 12:15 pm
12:45 pm – 3:15 pm
6:00 pm – 7:00 pm
7:05 pm – 8:05 pm
8:10 pm – 9:10 pm

Online classes available

English For Speakers of Other Languages (ESOL)

The Adult ESOL program is designed to teach and develop English language skills to those who are not native English speakers and whose lack of English language proficiency is a barrier to employment, further education, or quality of life. All incoming students are tested using the Comprehensive Adult Student Assessment System (CASAS) to determine their level of English proficiency and assign them to the appropriate level of instruction. Students continue to be tested periodically to assess their progress and move them to high levels of instruction.

Admission Requirements:

- Must be at least 16 years old
- Must not be enrolled in a secondary school
- Will be tested in CASAS to determine English language proficiency

What you will learn:

- English language reading, writing, comprehension and speaking
- English grammar and usage
- Life and workforce skills
- Computer literacy
- Citizenship
- Cultural awareness
- College and career readiness

Class Schedules:

All classes are held Monday through Thursday and are offered at the following times

8:00 am – 11:45 am
12:45 pm – 3:15 pm
6:00 pm – 9:00 pm

Online classes available

How to Apply

MTC – RETURNING ABE/GED®/ESOL STUDENT



Step 1

- **DO NOT COMPLETE ONLINE APPLICATION**
 - This is to avoid duplicate student numbers



Step 2

- **STUDENT COMES TO CAMPUS**
 - Information in FOCUS is updated
 - Supplemental paperwork is completed (*if needed*)
 - STUDENT pays application & tuition fees totaling \$67.25
 - STUDENT is enrolled in MTC (RA1)



Step 3

- **CONTINUOUS-** (*attended MTC previous school year*)
 - Registrar schedules student in course
 - Registrar emails copy of the schedule to student
- **NON-CONTINUOUS-** (*did not attend MTC previous school year*)
 - Student is scheduled for CASAS or TABE test
 - Valid scores are submitted to the registrar
 - Registrar schedules student in course
 - Registrar emails a copy of the schedule to student

MTC – NEW ABE/GED®/ESOL STUDENT

HOW TO APPLY

Step 1

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

Step 2

- STUDENT RECEIVES AN EMAIL
 - Student will be required to come to campus to finish the registration process.

Step 3

- WHEN STUDENT COMES TO CAMPUS
 - Information in FOCUS is updated
 - Supplemental paperwork is completed
 - STUDENT pays the tuition of \$47.25
 - STUDENT is enrolled at MTC
 - 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 the student in course
 - Registrar emails a copy of the schedule to student

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 24-72 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**

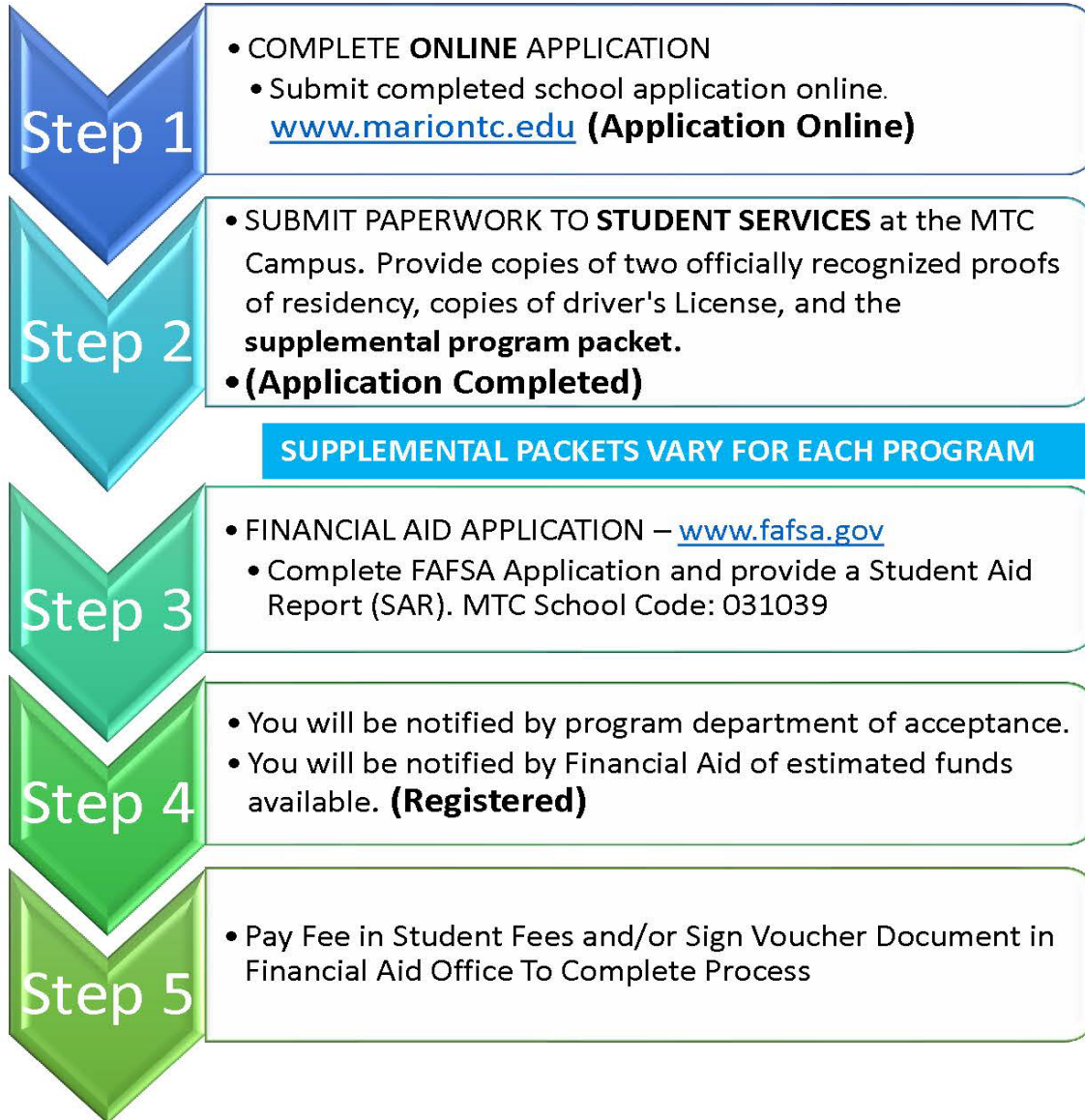
*** Some exemptions to under 18 years of age may apply. ***

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.

Programs at MTC



MTC CTE - HOW TO APPLY



CAREER ASSESSMENT – Available to find your best fit recommended career.
<https://www.floridashines.org/find-a-career/mycareershines/technical-and-vocational-student>

BASIC SKILLS TEST

The Basic Skills Test is required to be attempted or an exemption received. The test must be taken within the first 6 weeks of classes. \$15.00 for the PERT basic skills test. A passing score at that time is not mandatory. See your instructor or Student Services for more information.

Health Science



Massage Therapy

Program Number: H120406

Program Length: 750 Hours / 44 Weeks*

(*Program weeks are approximate)

Program Description:

The Massage Therapy Program is a Florida Board of Massage approved program and has been offered at MTC for almost 20 years. The program combines classroom lecture, hands-on experience, and client experience in our student massage clinic. The program prepares students for employment as entry level massage therapists in many environments, such as Chiropractic offices, spas, fitness centers, cruise ships, or as an independent practitioner. Upon successful completion students are eligible to take the national examination to become a licensed professional, which is required for employment.

Certificate of Completion

Upon completion of course requirements, students will earn a Certificate of Completion in Massage Therapy

Program Cost:

\$3,798.00

(**All fees subject to change)

17 years and older may apply.

Salary Range – In the state of Florida, a Massage Therapist may earn \$29,040.00 to \$67,300 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

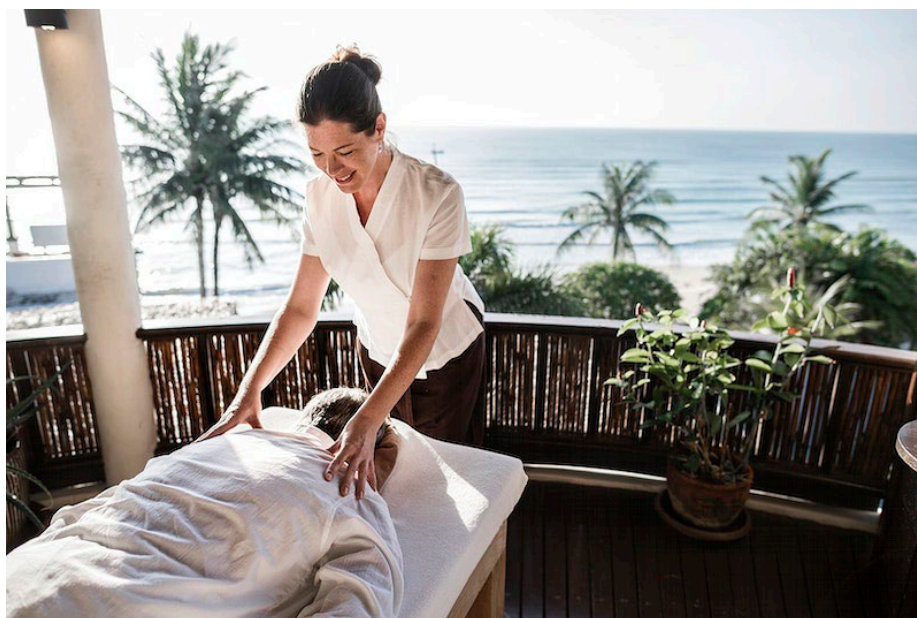
Massage Therapy 1 MSS0209	Massage Therapy 2 MSS0209
Clock Hours: 375	Clock Hours: 375
Occupational Completion Point: A	Occupational Completion Point: B
Technology and includes basic concepts of health records, health information, and healthcare systems.	This course includes anatomy and physiology, medical terminology, fundamentals of disease process, and pharmacology

Employment outlook:

Employment of massage therapists is projected to grow 20 percent from 2021 to 2031, much faster than the average for all occupations.

About 25,200 openings for massage therapists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Continued growth in the demand for massage services will lead to new jobs for massage therapists. As more people recognize massage therapy as a way to treat pain and to improve overall wellness, demand for massage therapists is expected to increase.



Medical Coder/Biller – ATD

Program Number: H170530

Program Length: 1,110 Hours / 45 Weeks* / 14 Months

(*Program weeks are approximate)

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, and medical billing. The program has been at MTC for many years and combines lecture, online assignments, case studies, and internship in preparation for the National Examination that is available to graduates. Certification in this field is essential for employment and the 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 AAPC Coders exam and the CBCS – Certified Billing and Coding Specialist.

Program Cost:

\$6,031.88

(**All fees subject to change)

17 years and older may apply.

Salary Range – In the state of Florida, a Medical Coder/Biller may earn \$38,340.00 to \$105,190 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

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 and includes basic concepts of health records, health information, and healthcare systems.	This course includes anatomy and physiology, medical terminology, fundamentals of disease process, and 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 and HIM0091	Prerequisites: HIM0009, HIM0091, and HIM0092
This course includes proficiency in the use of ICD and CPT coding systems, medical references, and basics of health information services.	This course includes ethical and legal principles, computer skills, safety and security in health information, and understanding of medical and 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, and procedures. This will also mean more claims for reimbursement from private and public insurance. Additional records, coupled with widespread use of electronic health records by all types of healthcare providers, should lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.



Nursing Assistant (Long-Term Care)

Program Number: H170602

Program Length: 120 Hours / 7 Weeks *

(*Program weeks are approximate)

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

\$738.55

(**All fees subject to change)

17 years and older may apply.

Salary Range – In the state of Florida, Nursing Assistants may earn \$24,060 to \$38,730 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Nursing Assistant (Long-Term Care)

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

Employment Outlook:

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



Phlebotomy

Program Number: H170302

Program Length: 165 Hours / 19 Weeks / 6 Months

*(*Program weeks are approximate)*

Program Description:

The Phlebotomy program has been offered at MTC for over 15 years and combines classroom lectures with actual hands-on practice in our student laboratory. The hands-on experience is essential for employment and graduates may also take the National Certification Examination which is important to local employers. The program prepares students for employment in hospitals, laboratories, and physician's offices and enables students a look into the laboratory environment and 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

\$1,255.50

(**All fees subject to change)

17 years and older may apply.

Salary Range – In the state of Florida, a Phlebotomist may earn \$30,250 to \$45,280 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

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 and includes communication, legal and ethical responsibilities, safety, infection control, CPR, First Aid, and HIV/AIDS training.	This course includes communication, Phlebotomy in relation to the healthcare setting, anatomy and physiology in relation to the phlebotomist, collection and processing of specimens, infection control, and quality assurance and safety. This course also includes the practical application of skills in our clinical lab.

Employment Outlook:

Employment of Phlebotomists is projected to grow 27 percent from 2012 to 2023, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need Phlebotomists to perform blood work.



Practical Nursing

Program Number: H170607

Program Length: 1,350 Hours / 45 Weeks* (day) – 67 Weeks* (night)

(*Program weeks are approximate)

Program Description:

The Practical Nursing program is an approved nursing program by the Florida Board of Nursing and has been offered at MTC for many years. This program combines lecture, online assignments, hands-on skills practice in the nursing lab, and clinical externship at local hospitals, long-term care facilities, rehabilitation centers, and ambulatory clinics. The program prepares students for employment in these facilities as entry-level Practical Nurses, and 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 and 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

\$7,608.99

(**All fees subject to change)

17 years and older may apply.

Salary Range – In the state of Florida, Practical Nurses may earn between \$40,000 and \$62,110 per year.

(*Occupational Employment and Wage Statistics – Florida, May 2022*)

Practical NursingCourses

Practical Nursing Foundations 1 PRN0098	Practical Nursing Foundation 2 PRN0099
Clock Hours: 300	Clock Hours: 300
Occupational Completion Point: A	Prerequisites: PRN0098
<p>This course is designed to provide instruction on the basic foundations of nursing. Included are current trends and the role of the Practical Nurse in today's health system. This course includes computer literacy and legal, ethical issues specifically related to the nursing profession. Students will be able to use verbal and written communication skills as they perform patient and personal care. Students will be able to supply principles of asepsis, infection control, and anatomy and 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 and emergency functions. Students will demonstrate organizational functions, following the patient's plan of care.</p>	<p>This course is designed to continue instruction on the basic foundations of nursing. Included in this study is a focus on human growth and development across the lifespan with an emphasis on support and maintenance of healthy lifestyles. This course includes the implementation of education and identification of resources for family wellness and community health awareness. Students will apply principles related to bio-psycho-social support and engage in an in-depth examination of mental health issues prevalent in modern society. Students will learn to recognize effective and ineffective coping mechanisms while developing therapeutic communication skills. Students will be able to differentiate between mental health and mental illness and discuss basic treatment for various disorders. Students will be able to develop and demonstrate their understanding of nursing procedures as they participate in simulation, lab and 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 and administration of medications.</p>
Medical Surgical Nursing 1 PRN0290	Medical Surgical Nursing 2 PRN0091
Clock Hours: 300	Clock Hours: 300
Prerequisites: PRN0098 and PRN0099	Prerequisites: PRN0098, PRN0099, and PRN0290
<p>The purpose of this unit of study is to focus on adult patients who are experiencing common diseases and disorders known to affect the human body. This course is designed to provide the</p>	<p>The purpose of this unit of study is to focus on adult patients who are experiencing common diseases and disorders known to affect the human body. This course is designed to provide the knowledge for</p>

<p>knowledge for nursing procedures, administration of medication, and how to provide care to the medical, surgical, and 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 and surgical management of these disease processes as they relate to the individual patient. Nursing procedures will be taught in the classroom, then practiced, reviewed, and 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 and advanced nursing skills in the role of the practical.</p>	<p>nursing procedures, administration of medication, and how to provide care to the medical, surgical, and 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 and surgical management of these disease processes as they relate to the individual patient. Nursing procedures will be taught in the classroom, then practiced, reviewed, and 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 and advanced nursing skills in the role of the practical.</p>
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<p>Comprehensive Nursing & Transitional Skills PRN0690</p>
<p>Clock Hours: 150</p>
<p>Occupational Completion Point: B</p>
<p>Prerequisites: PRN0098, PRN0099, PRN0290, and PRN0091</p>
<p>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 and reproductive disorders. It further provides theoretical knowledge of the care of mothers, the nursing management of antepartum women, laboring women, postpartum patients, and normal newborns. Discussions will include the high-risk pregnancy and the high-risk newborn. The course will assist students to understand principles related to the care of children of all ages and become familiar with common pediatric illnesses. Nursing procedures already learned, as well as new nursing procedures taught in material/newborn nursing and pediatric nursing, will be reviewed and 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 and 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 and maintain licensure as a practical nurse introduce the student to various career opportunities, offer skills and knowledge for seeking and maintaining gainful employment, review trends in nursing as the health system changes to meet the demands of the community and offer the student much needed organizational and management skills for a career as a practical nurse.</p>

Employment Outlook:

Employment of practical and vocational nurses is expected to grow 25 percent from 2012 to 2023. 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.



**WHERE
PROFESSIONALS
ARE MADE.**

MARIONTC.EDU

Radiologic Technology

Program Number: W170210

Program Length: 2,700 Hours / 80 Weeks*

(*Program weeks are approximate)

Program Description:

The Radiologic Technology program at Marion Technical College trains individuals with high character, compassion, and commitment for a career in diagnostic medical imaging. The program is designed to provide students with the knowledge and skills necessary to become Radiologic Technologists. The program maintains high standards of excellence in education that assures quality patient care and safe technologist practices. Graduates of the program will be eligible for licensure in the state of Florida as Certified Radiologic Technologists and 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 and incorporates online assignments and extensive practical experience in local hospitals and imaging facilities. The clinical model is designed to promote competency and 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, and 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 of Radiologic Technologists (ARRT).

Program Cost

\$11,583.40

(**All fees subject to change)

18 years and older may apply.

Salary Range – According to current ASRT wage surveys, Radiologic Technologists can expect to enter the job market at approximately \$47,760 to \$80,050 annually.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Radiologic TechnologyCourses

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 and its role in health care delivery including the Radiographer's major areas of responsibility. Basic radiation protection as it relates to patients and personnel is included. Patient care, including considerations of physical and psychological conditions is learned. Practice standards, ethics, patient rights and 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 and skill necessary for diagnostic quality image acquisition including digital image acquisition, processing radiographic film, equipment utilization, and concepts of radiographic technique. These courses will provide the student with knowledge to produce and 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 and RTE0410	Prerequisites: RTE0004, RTE0410 and RTE0505
These courses are a lecture and 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, and technical factors will be discussed. Routine and special studies will be described. Special consideration is given to geriatrics and pediatrics. Laboratory practicums are conducted to demonstrate and practice	Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, and III. The content and clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential and competency-based clinical assignments,

2023 – 2024 MTC Course Catalog

clinical applications of theoretical principles and concepts.	students will adopt and apply concepts of team practice and become skillful in patient-centered clinical practice while developing professional expertise and conduct.
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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, RTE050 and RTE0809	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809 and RTE0450
These courses will provide the student with the knowledge and skill necessary for diagnostic quality image acquisition including digital image acquisition, processing radiographic technique. These courses will provide the student with knowledge to produce and evaluate radiographic examinations, identify diagnostic quality images.	These courses are a lecture and 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 and special studies will be described. Special consideration is given to geriatrics and pediatrics. Laboratory practicums are conducted to demonstrate and practice clinical applications of theoretical principles and concepts.

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 and RTE0450	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450 and RTE0507
These courses are a lecture and 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 and special studies will be described. Special consideration is given to geriatrics and pediatrics. Laboratory practicums are	Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, and III. The content and clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured,

2023 – 2024 MTC Course Catalog

conducted to demonstrate and practice clinical applications of theoretical principles & concepts.	sequential and competency-based clinical assignments, students will adopt and apply concepts of team practice and become skillful in patient-centered clinical practice while developing professional expertise and conduct.
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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 and RTE0819	Prerequisites: RTE004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819 and RTE0015
This course is designed to provide entry-level radiography students with the basic principles related to computed tomography (CT) imaging and 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 and instrumentation, data acquisition, image processing, reconstruction, patient safety, and 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 and 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, and 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 and deliver a presentation to a group of peers and professional colleagues.

Radiation Physics RTE0610	Clinical Education III RTE0829
Clock Hours: 86	Clock Hours: 220
Occupational Completion Point: C	Occupational Completion Point: C

2023 – 2024 MTC Course Catalog

Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015 and RTE0780	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780 and RTE0610
This course introduces the student radiographer to the fundamental principles of radiologic physics including atomic and subatomic theory. The interactions of electron and photons with matter will be applied to Radiology. Content is designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.	Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, and III. The content and clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential and competency-based clinical assignments, students will adopt and apply concepts of team practice and become skillful in patient-centered clinical practice while developing professional expertise and conduct.

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 and RTE0829	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, RTE0610, RTE0829 and RTE0839
Clinical Education provides a foundational practicum in which students are expected to apply skills learned in Fundamentals of Radiographic Procedures I, II, and III. The content and clinical practice experiences within Clinical Education are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential and competency-based clinical assignments, students will adopt and apply concepts of team practice and become skillful in patient-centered clinical practice while developing professional expertise and conduct.	This course provides the student with the principles of radiation protection, and of cell radiation interaction. The student will demonstrate an awareness of their responsibility as a radiographer for radiation protection to patients, personnel, and the public. Maximum permissible dose and regulatory involvement is discussed along with radiation effects on cells & factors affecting cell response. Students are made aware of the acute and chronic effects of radiation.

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

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, and mammography – will have the best opportunities.



Business, Management and Administration



Business Management and Analysis

Program Number: B060200

Program Length: 900 Hours / 38 Weeks*

(*Program weeks are approximate)

Program Description:

The 900-hour Business Management and Analysis program will provide technical and 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, and 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).

Program Cost

\$3,432.00

(Not including costs that vary)

(**All fees subject to change)

16 years and older may apply.

Salary Range – In the state of Florida, general & operations managers may earn between \$43,470 and \$154,560 annually.

(Occupational Employment and Wage Statistics – Florida, May 2022)

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; 1 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 and 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 and expansions of existing ones, which should require more workers to manage these operations.

Hospitality and Tourism



HOSPITALITY
and TOURISM
PROGRAMS

Fundamental Foodservice Skills

Program Number: N100520

Program Length: 600 Hours / 19 Weeks*

(*Program weeks are approximate)

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 Foodservice 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 and 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

\$3,688.44

(Not including costs that vary)

*(**All fees subject to change)*

16 years and 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 \$23,610 and \$37,350 a year. A chef and head cook salaries may range between \$30,520 and \$87,730 a year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Fundamental Foodservice Skills
Courses

Intro to Food Preparation HMV0101	Cook Restaurant HMV0102
Clock Hours: 300	Clock Hours: 300
Occupational Completion Point: A	Occupational Completion Point: B
	Prerequisite: HMV0101
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, and food preparation and 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 & Pastry Arts

Program Number: N100600

Program Length: 600 Hours / 19 Weeks*

*(*Program weeks are approximate)*

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 and 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 and 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

\$3,565.39

(Not including costs that vary)

*(**All fees subject to change)*

16 years and older may apply.

Salary Range – In the state of Florida, general & operations managers may earn between \$43,470 and \$154,560 annually.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Baking & 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.

Employment Outlook:

Employment of bakers is projected to grow 8 percent from 2021 to 2031, faster than the average for all occupations.

About 31,300 openings for bakers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.



Information Technology



Computer Systems & Information Technology (CSIT)

Program Number: Y100200

Program Length: 900 Hours / 38 Weeks*

(*Program weeks are approximate)

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

Student may earn any or all of the following certifications:

CompTIA A+
CompTIA Network+
CompTIA Security+

Program Cost

\$3,677.20

(**All fees subject to change)

16 years and 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 \$49,330 and \$134,21

(Occupational Employment and Wage Statistics – Florida, May 2022)

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 and CTS0083	Prerequisites: CTS0082, CTS0083, and CTS0084
Computer Networking Specialist- includes training on basic routing concepts; and implement, verify, and troubleshoot Network Address Translation (NAT) and Access Control Lists (ACL) in a small to medium-size business.	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 training end users about minimizing security vulnerabilities

Employment Outlook:

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

Human Services



HUMAN
SERVICES
PROGRAMS

Barbering

Program Number: I120403

Program Length: 900 Hours / 32 Weeks*

(*Program weeks are approximate)

Program Description:

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

\$4,963.10

(Not including costs that vary)

*(**All fees subject to change)*

16 years and older may apply.

Salary Range – In the state of Florida, barbers may earn an annual salary of \$22,880 to \$46,770.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Barbering
Courses

Barber IA 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 and COS0161	Prerequisite: COS0160, COS0161, and COS0162
This course covers Florida Law & State Board requirements. This course also includes entrepreneurship and salon/shop management. Students continue to perform hair styling, trimming, and cutting in barbering lab.	This course includes color techniques, chemical relaxing, and hair piece treatment. Students continue to perform hair styling, trimming, and cutting in the barbering lab.

Employment Outlook:

Employment of barbers, hair dressers, and 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 / 41 Weeks* (day) 63 Weeks* (night)

(*Program weeks are approximate)

Program Description:

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

Program Cost

\$6,099.40

(Not including costs that vary)

(**All fees subject to change)

16 years and older may apply.

Salary Range – In the state of Florida, Cosmetologists may earn between \$21,800 and \$45,710 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Cosmetology
Courses

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

<p>Cosmetologist and Hairdresser 2 COS0003</p>	<p>Cosmetologist and Hairdresser 3 COS0009</p>
Clock Hours: 300	Clock Hours: 375
Occupational Completion Point: A	Occupational Completion Point: A
Prerequisites: CSP0009 and COS0002	Prerequisites: CSP0009, COS0002, and COS0003
<p>This course is designed to provide instruction in hairstyling and the preparation, design, and fitting of wigs, and hairpieces.</p>	<p>This course is designed to provide instruction in permanent waving, reconstruction, curl, chemical relaxing, the effect of chemicals on the hair and scalp, and proper application of chemicals such as hair coloring and bleaching.</p>

Employment Outlook:

Overall employment of hairdressers and cosmetologists is projected to grow 11 percent from 2021 to 2031. Demand for hair coloring, hair straightening, and 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 weeks are approximate)

Program Description:

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

Program Cost

\$1,431.90
(Not including costs that vary)

(**All fees subject to change)

16 years and older may apply.

Salary Range – In the state of Florida, a skin care specialist may earn between \$25,540 and \$53,050 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Facials Specialty
Courses

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

Employment Outlook:

Employment of skincare specialist s is projected to grow 17 percent from 2021 to 2031. The projected increase in employment reflects demand for services being offered, such as mini-sessions (quick facials at a lower cost) and mobile facials (making house calls) directly from skincare specialists rather than hairdressers, hairstylists, and cosmetologists. Employment growth also should result from the desire among many women and a growing number of men who seek out skincare services to reduce the effects of aging, to look good on social media platforms, and to lead a healthier lifestyle through better grooming.



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Nails Specialty

Program Number: I120415

Program Length: 180 Hours / 10 Weeks*

(*Program weeks are approximate)

Program Description:

The Nails Specialty program trains students for employment as a registered nail specialist. The program is a combination of theory and clinical practice that prepares the students with a knowledge base and skills necessary to qualify for a nails specialty registration from the State Board of Cosmetology and 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 and proper sanitation, manicuring, pedicuring, application of nail enhancements, art techniques, and 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.

Program Cost

\$1,415.60
(Not including costs that vary)

(**All fees subject to change)

16 years and older may apply

Salary Range – In the state of Florida, manicurists/pedicurists may earn between \$23,330 and \$45,180 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

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, and physiology; and development of practical techniques and skills required of the nails specialist occupation including manicure, pedicures, sculpting, nail overlays, acrylic and gel enhancement, fills and removal, polishing and nail art, safe work practices, communication, leadership, human relations and employability skills along with Florida laws and regulations.

Employment Outlook:

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



Manufacturing



Welding Technology

Program Number: J400400

Program Length: 1050 Hours / 36 Weeks* (day) 55 Weeks* (night)

(*Program weeks are approximate)

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 and practical, hands-on learning. This course also includes blueprint reading and 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

\$6,822.45
(Not including costs that vary)

(**All fees subject to change)

16 years and 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 and 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 and 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 and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and Oxyfuel gas cutting practices.	The Welder Assistant 2 course is designed to build on the skills and knowledge students learned in Welder Assistant 1 for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate Oxyfuel gas, cutting practices, plasma arc cutting principles, and 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 and PMT0071	Prerequisites: PMT0070, PMT0071, and 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 and requirements of a professional welder. Content 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, and visual examination skills.	The Welder SMAW 2 course is designed to build on the skills and knowledge students learned in Welder SMAW 1 for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate Shielded Metal Arc Welding (SMAW).

Welder

PMT0074

Clock Hours: 450

Occupational Completion Point: C

Prerequisites: PMT0070, PMT0071, PMT0072, and PMT0073

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



Welding Technology – Advanced

Program Number: J400410

Program Length: 750 Hours / 39 Weeks*

(*Program weeks are approximate)

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, and advanced Gas Tungsten Arc Welding. The training also explores emerging technologies which include pulse welding, fabrication, and other specific welding skills desired by local businesses and 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

\$4,572.50

(Not including costs that vary)

(**All fees subject to change)

16 years and 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 and 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 and requirements of a professional welder. Content emphasizes advanced skills key to the success of working in the welding industry. Students study intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques, and 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 and 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 and industry.



Public Safety



Emergency Medical Technician - ATD

Program Number: W170212

Program Length: 300 Hours / 9 Weeks*

(*Program weeks are approximate)

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

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 National Registry for EMT and apply for the state of Florida certification as an Emergency Medical Technician.

Program Cost

\$2,874.60

(**All fees subject to change)

18 years and older may apply.

Salary Range – Salary will vary as to where graduates seek employment. On the average, EMT's earn \$28,270 to \$44,360 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Emergency Medical Technician - ATD
Courses

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

Employment Outlook:

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



Firefighter

Program Number: P430211

Program Length: 492 Hours / 12 Weeks*

(*Program weeks are approximate)

Program Description:

The Firefighter program is designed to prepare each student for employment as a Firefighter upon successfully completing the program and passing the Minimum Standards Exam of the Florida Bureau of Fire Standards and Training (written and 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 and hands-on, practical training to prepare students for the fire service. The course includes fire alarms and communication, vehicles, apparatus and equipment, fire behavior, portable extinguishers, fire streams, fundamentals of extinguishment, ladders, hoses, tools and 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, and 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

\$4,120.93

(**All fees subject to change)

18 years and older may apply.

Salary Range – Salary will vary as to where graduates seek employment. In the state of Florida, Firefighters earn \$29,150 to \$70,730 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

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 and health, fire behavior, building construction, personal protective gear, portable extinguishers, ropes and knots, building search and victim removal, forcible entry, ladders, water supply, hoses, fire control, sprinkler systems, and protecting fire scene evidence.	This course allows students to develop basic skills in using firefighting tools and equipment including building construction and structural collapse awareness, rescue and extrication, water supply, fire hose, fire streams, fire control, fire detection, alarm and suppression systems, fire department communications, live fire burns, fire prevention and public education, flammable gas control, Florida Fire Chiefs Statewide Emergency Response Plan, engine company evolutions, and ladder company evolutions.

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 weeks are approximate)

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 and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in Law, Public Safety and Security, and Health Science career clusters; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning, and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

Certificate of Completion

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

Certificate

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

Program Cost

\$6,495.63

(**All fees subject to change)

18 years and 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 and health, fire behavior, building construction, personal protective gear, portable extinguishers, ropes and knots, building search and victim removal, forcible entry, ladders, water supply, hoses, fire control, sprinkler systems, and protecting fire scene evidence.	This course allows students to develop basic skills in using firefighting tools and equipment including building construction and structural collapse awareness, rescue and extrication, water supply, fire hose, fire streams, fire control, fire detection, alarm and suppression systems, fire department communications, live fire burns, fire prevention and public education, flammable gas control, Florida Fire Chiefs Statewide Emergency Response Plan, engine company evolutions, and ladder company evolutions.

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



Transportation and Logistics



Automotive General Service Technician

Program Number: T400730

Program Length: 750 Hours / 38 Weeks*

(*Program weeks are approximate)

Program Description:

The 750-hour Automotive General Service Technician program prepares students for careers in the vehicle repair industry. Using diagnostic equipment and hands-on training, students will be trained in troubleshooting, service and repair of automotive systems.

Certificate of Completion

Upon completion of program requirements, students can earn a Certificate of Completion in Automotive General Service Technician.

Certifications

Automotive Service Excellence
Certifications in Maintenance and Light Repair, Engine Repair, Steering and Suspension, and Brakes

Program Cost

\$3,801.13

(Not including costs that vary)

(**All fees subject to change)

16 years and older may apply.

Salary Range – In the state of Florida, automotive technicians may earn between \$29,270 and \$60,740 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Automotive General Service Technician

Automobile Services Assistor AER0014	Automotive Brake System Technician AER0418
Clock Hours: 300	Clock Hours: 150
Occupational Completion Point: A	Occupational Completion Point: B
<p>The Automotive Service Assistor course prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study equipment skills, safety regulations, routine maintenance, and customer service.</p>	<p>The Automotive Brake System Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of brake systems, drum brakes, disc brakes, power assist units, electronic brakes, traction, and stability control.</p>
Automobile Suspension and Steering Technician AER0110	Engine Repair Technician AER0110
Clock Hours: 150	Clock Hours: 150
Occupational Completion Point: C	Occupational Completion Point: D
<p>The Automotive Suspension and Steering Technician prepare students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general suspension, steering systems, front suspensions, rear suspensions, wheel alignment, and tires.</p>	<p>The Engine Repair Technician prepares students for entry into the automotive service industry. Students explore career opportunities and requirements of a professional auto mechanic. Students study diagnostics and repair of general engine, cylinder heads, valve trains, engine block, lubrication, and cooling systems.</p>

Employment Outlook:

Employment of automotive service technicians and mechanics is projected to show little or no change from 2021 to 2031. Despite limited employment growth, about 73,300 openings for automotive service technicians and mechanics are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Commercial Vehicle Driving

Program Number: I490205

Program Length: 320 hours / 9 Weeks*

(*Program weeks are approximate)

Program Description:

The 320-hour Tractor Trailer Truck Driver course prepares students for entry into the trucking and logistics industry. Students explore career opportunities and 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 and hazardous driving skills, and 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 Vehicle Driving.

Certifications

Commercial Driver's License
Class A

Program Cost

\$3,801.13

(Not including costs that vary)

*(**All fees subject to change)*

18 years and older may apply.

Salary Range – In the state of Florida, tractor-trailer truck drivers may earn between \$35,300 and \$61,200 per year.

(Occupational Employment and Wage Statistics – Florida, May 2022)

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 and logistics industry. Students explore career opportunities and 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 and hazardous driving skills, and licensing requirements.

Employment Outlook:

Employment of heavy and 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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Become a **CDL TRUCK DRIVER**.

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Commercial Class “B” Driving

Program Number: I490251

Program Length: 150 hours / 4 weeks*

(*Program weeks are approximate)

Program Description:

The 150-hour Truck Driver Florida Class “B” course prepares students for entry into the trucking and 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 and hazardous driving skills, and 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

\$2,073.81

(Not including costs that vary)

(**All fees subject to change)

18 years and older may apply.

Salary Range – In the state of Florida, Class B truck drivers may earn between \$26,740 and \$50,650 per year.

Architecture and Construction



Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1

Program Number: C400410

Program Length: 750 hours / 38 Weeks*

*(*Program weeks are approximate)*

Program Description:

The Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1 program prepares students for entry into the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. This 750-hour program provides students with both classroom theory and hands-on training to provide a comprehensive training program. This program focuses on broad, transferable skills, stresses the understanding of the heating, air-conditioning, refrigeration and ventilation industry and demonstrates elements of the industry such as planning, management, finance, technical and production skills, troubleshooting, the underlying principles of technology, and health, safety and environmental issues. The course will take 10 months to complete.

Certificate of Completion

Upon completion of all course requirements, students will earn a certificate of completion in Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1.

Certifications

Environmental Protection Agency (EPA) Section 608
HVAC Excellence Employment
OSHA 10

Program Costs

\$4,299.55
(Not including costs that vary)
(**All fees subject to change)
18 years and older may apply.

Salary Range – In the state of Florida, installers and technicians may earn between \$36,170 and \$65,630 per year, which is higher than the national average for those positions.

(Occupational Employment and Wage Statistics – Florida, May 2022)

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)¹ Courses

Introduction to HVAC/R ACR0000	HVAC/R Fundamentals ACR0001
Clock Hours: 250	Clock Hours: 250
Occupational Completion Point: A	Occupational Completion Point: B
The Introduction to HVAC/R course provides an overview of the entire program. Students will learn safety precautions, procedures, codes and standards required to become a responsible HVAC Technician. The course includes OSHA 10 Construction certification and preparation for the EPA Section 608 certification. This course also includes principles of heat and concepts of heating, air-conditioning and refrigeration.	The HVAC/R Fundamentals course includes Principles of Electricity and Electrical Wiring as related to HVAC systems. Students will troubleshoot HVAC electrical control systems, electrical motors, and test electrical generation and distribution components. Students will research career options within the HVAC industry, and research entrepreneurship.
HVAC/R Service Practices ACR0012	
Clock Hours: 250	
Occupational Completion Point: C	
The HVAC/R Practices course provides students with more advanced hands-on learning opportunities. Students demonstrate knowledge learned in the first two courses. Students will learn about compressors; operate solid state electronics; read construction drawings; assist in installing residential air conditioning systems; conduct start-up and check-out procedures; use system testing equipment; and troubleshoot combustion gas heating, air conditioning, refrigeration and ventilation systems. In addition, students will learn about the different types of customers, and the importance of customer service skills.	

Employment Outlook:

In the state of Florida, the number of employment opportunities for HVAC technicians and installers is expected to increase significantly over the next decade. Between 2022 and 2030, the number of employment opportunities in the HVAC field are expected to increase 9.3%.

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, and industrial electricity, motor control, and project management. This project has been offered in partnership with Florida Electrical Association for over 20 years. Enrollment in this is competitive and 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 and continues with electrical math concepts, principles of residential electricity, and residential electric code.	This course introduces advanced theories and principles of electricity and continues with advanced electrical math concepts, principles of commercial electricity, and residential electric code. Students begin preparation for the Journeyman Electrician Exam.

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

Employment Outlook:

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



Continuing Workforce Education



Firefighter/Emergency Medical Technician - Combined

The following courses are available for certified Firefighters only. Courses may be offered at various times throughout the year. Please see the Marion Technical College Course Schedules for specific running times and costs.

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 completed the CWE course, Fire Service Hydraulics, prior to entering this course. Students must bring gloves and proper attire for water pumping exercises. This is a 40-hour course.

FLUSAR CONFINED SPACE RESCUE OPERATIONS/TECHNICIAN LEVEL

The Florida Urban Search and Rescue System conducts operations and 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/Technician 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. This is a 40-hour course.

EMERGENCY MEDICAL TECHNICIAN EXAM PREP

This course will be for students who are ready to take the National Registry for 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.

FL SPECIFIC TRAINING FOR OUT OF STATE/DOD FIREFIGHTER EQUIVALENCY

This 48-hour course is a combination of lecture and practical components. Out of State and Goodfellow's students must complete this course 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 STRUCTURAL COLLAPSE RESCUE TECHNICIAN LEVEL

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. This is an 80-hour course.

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. This is a 40-hour course.

FLUSAR VEHICLE & MACHINERY RESCUE TECHNICIAN

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. This is a 40-hour course.

FLUSAR ROPE RESCUE OPERATIONS LEVEL

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 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. This is a 40-hour course.

FLUSAR ROPE RESCUE TECHNICIAN LEVEL

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 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. This is a 40-hour course.

FLUSAR STRUCTURAL COLLAPSE RESCUE OPERATIONS LEVEL

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. This is a 40-hour course.

FLUSAR SWIFT WATER SEARCH AND RESCUE OPS/TECHNICIAN LEVEL

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. This is a 40-hour course.

FLUSAR TRENCH RESCUE OPS/TECHNICIAN LEVEL

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. This is 40-hour course.

FLUSAR VEHICLE & MACHINERY RESCUE OPERATIONS LEVEL

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. This is a 40-hour course.

2023 – 2024 Program Calendars

2023 - 2024 CALENDAR 22

July 2023						
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2023 - 2024 CALENDAR 26

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2023 - 2024 CALENDAR 29

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2023 - 2024 CALENDAR 51

July 2023						
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2023 - 2024 CALENDAR 71

July 2023						
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Parent and Student Acknowledgement



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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.

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Signature: _____

Print Name: _____

Date: _____

Location Map



