



---

**MARION**  
TECHNICAL COLLEGE

Consumer Information Guide

2023 - 2024

[WWW.MARIONTC.EDU](http://WWW.MARIONTC.EDU)

## Table of Contents

<i>Financial Aid Consumer Information Disclosure.....</i>	<i>4</i>
<i>Types of Financial Aid.....</i>	<i>4</i>
<i>Contact Information for Obtaining Financial Aid Assistance .....</i>	<i>5</i>
<i>How to Apply for Financial Aid.....</i>	<i>5</i>
<i>Verification.....</i>	<i>6</i>
<i>Satisfactory Academic Process (SAP) .....</i>	<i>7</i>
<i>Definition of Financial Need.....</i>	<i>9</i>
<i>Financial Aid Disbursement Schedule .....</i>	<i>10</i>
<i>Student Rights and Responsibilities.....</i>	<i>10</i>
<i>Return to Title IV.....</i>	<i>11</i>
<i>Loans.....</i>	<i>13</i>
<i>National Student Loan Data System (NSLDS) .....</i>	<i>13</i>
<i>Family Educational Rights and Privacy Act (FERPA).....</i>	<i>13</i>
<i>Services Available to Students with Disabilities .....</i>	<i>14</i>
<i>Statement of Nondiscrimination Policy .....</i>	<i>14</i>
<i>Student Body Diversity.....</i>	<i>15</i>
<i>Price/Cost.....</i>	<i>15</i>
<i>Voter Registration .....</i>	<i>15</i>
<i>Transfer of Credits.....</i>	<i>15</i>
<i>Cost of Attendance .....</i>	<i>16</i>
<i>Class Cancellation and Refund Policy.....</i>	<i>16</i>
<i>Withdrawal Policy.....</i>	<i>18</i>
<i>Accreditation Source and Information.....</i>	<i>19</i>
<i>Campus Safety.....</i>	<i>20</i>
<i>Academic Integrity.....</i>	<i>24</i>
<i>Drug Policy.....</i>	<i>24</i>
<i>Constitution and Citizenship Day .....</i>	<i>25</i>
<i>Violence Against Women Reauthorization Act .....</i>	<i>25</i>
<i>Marion Technical College – Application Process .....</i>	<i>33</i>
<i>Health Science Programs.....</i>	<i>34</i>
<i>Program Number: H120406 Program Length: 750 Hours / 44 Weeks*.....</i>	<i>35</i>

Program Number: H170602 Program Length: 120 Hours / 7 Weeks *	37
<i>Phlebotomy</i>	39
<i>Practical Nursing</i>	41
<i>Radiologic Technology</i>	44
<i>Business, Management and Administration Programs</i>	50
<i>Business Management and Analysis</i>	51
<i>Hospitality and Tourism Programs</i>	53
<i>Fundamental Foodservice Skills</i>	54
<i>Baking &amp; Pastry Arts</i>	56
Employment Outlook:	57
<i>Information Technology Programs</i>	58
<i>Human Services Programs</i>	61
<i>Cosmetology</i>	65
<i>Facials Specialty</i>	67
<i>Nails Specialty</i>	69
<i>Architecture and Construction Programs</i>	71
Program Number: C400410 Program Length: 750 hours / 38 Weeks*	72
<i>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1 Courses</i>	73
<i>Electrical Apprenticeship</i>	74
<i>Manufacturing Programs</i>	76
<i>Welding Technology – Advanced</i>	79
<i>Emergency Medical Technician - ATD</i>	82
<i>Firefighter</i>	84
<i>Firefighter/Emergency Medical Technician – Combined</i>	86
<i>Transportation and Logistics Programs</i>	88
Program Number: T400730 Program Length: 750 Hours / 38 Weeks*	89
Automotive General Service Technician	90
<i>Commercial Vehicle Driving</i>	91
<i>Commercial Class “B” Driving</i>	93

## **Financial Aid Consumer Information Disclosure**

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at Marion Technical College. Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained. If you need assistance obtaining information listed or you would like a paper copy, contact the Financial Aid Office.

### **Types of Financial Aid**

Federal, state, local, private, and institutional student financial assistance programs are available to students. The institution uses a valid student aid report from the FAFSA to determine need for all grant aid funding.

#### **Grants -**

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.

#### **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.

#### **Florida Student Assistance Grants –**

Florida State grant through OSFA. The FSAG-CE Program is a need-based grant program available to Florida residents enrolled in certificate programs of 450 or more clock hours at participating Florida colleges (public community colleges) or career centers operated by district school boards.

#### **The Federal Supplemental Educational Opportunity Grant (FSEOG) –**

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

#### **Scholarships –**

Florida Bright Futures Scholarships – Florida state scholarship earned in high school with criteria established by the state.

Marion Technical College Financial Aid – offered to limited number of eligible students entering qualifying programs along with the successful completion of the FAFSA.

Marion County High School Student MTC Financial Aid – Designed to provide financial assistance to a qualified Marion County High School student who enrolls into a Marion Technical College certificate program.

Marion Technical College GED® Financial Aid – offered to potential eligible applicants identified by the MTC GED® Department.

### **Non-Need Based Funding Sources –**

Florida Pre-Paid Funds – Florida Pre-Paid accounts are billed for student tuition and other allowable expenses.

Vocational Rehabilitation – a federal-state program that helps people who have physical or mental disabilities.

Career Source – nonprofit organization that provides assistance to eligible applicants.

Veteran's Education Benefits – All GI Bill chapters are accepted including dependent transfer of benefits.

Central Florida Community Action Agency – a private, nonprofit, community-based organization that assists low-income individuals and families.

### **Loans –**

No loans are processed at Marion Technical College. Marion Technical College reports enrollment to the National Loan Data System.

## **Contact Information for Obtaining Financial Aid Assistance**

Prospective or enrolled students who have questions about obtaining financial aid should contact the Financial Aid office at (352) 671-7203.

## **How to Apply for Financial Aid**

Students can apply for financial assistance by completing and submitting the free application for Federal Student Aid (FAFSA) online. The school Financial Aid office will assist in any questions and concerns you have in completing the application. Computers are available at Marion Technical College so that students may complete the online application on campus.

### **Obtaining a Federal Student Aid ID –**

The Federal Student Aid (FSA) ID allows students to access the federal student aid's online systems and serves as your legal signature. For assistance with your FSA ID, you may contact 1-800- 557-7394.

## **Financial Aid Eligibility -**

Financial aid eligibility is determined by the federal government after the student has applied for aid. Eligibility requirements for federal student aid can be found on the U.S Department of Education website. Eligibility requirements to apply for the State of Florida Grants and Scholarship Programs can be found on the website of the Office of Student Financial Assistance. The following general eligibility requirements apply to all students who receive financial aid. If a financial aid program has additional requirements, it will be stated under each program. All financial aid students must:

- Demonstrate financial need under the federal government guidelines.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number.
- Be enrolled as a regular postsecondary student working towards a certificate in an eligible Career Technical Education program of a minimum of 600 clock hours/15 weeks.
- Sign the certifying statements on the Free Application for Federal Student Aid (FAFSA) stating that the student will use federal student aid only for educational purposes.
- Not be in default on a federal student loan unless satisfactory arrangements to repay have been made.
- Not owe a refund on a grant under any state or federal grant or scholarship program.
- Be registered with Selective Service, if the student is a male between the ages of 18 and 25.
- Not have earned a bachelor's degree or higher in the United States or its equivalency from a foreign country.
- Maintain Satisfactory Academic Progress (SAP) standards.
- Not be convicted of a drug related felony or misdemeanor while receiving federal student aid.
- Have obtained a high school diploma, General Education Development (GED) Certificate, or completed a high school education in a homeschool setting approved under state law. Transcripts are required. High Schools must be accredited and approved by the Marion County School Board.

## **Student Aid Reports (SAR/ISIR) –**

The information you report on the FAFSA is reflected on the Institutional Student Information Record (SAR/ISIR). You will receive the report in your email if you submitted an email address when you applied. The school will also receive a copy of the report in their federal database within 3 days of your submissions. The Expected Family Contribution (EFC) reported on the SAR/ISIR is used to determine your eligibility for Federal Pell and Florida Student Assistance Grants (FSAG). Contact the Financial Aid office by phone or in person to confirm any information that may need to be corrected.

## **Verification**

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.

### **Satisfactory Academic Process (SAP)**

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

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

The Code of Federal Regulations, CFR 668.34 requires that schools establish satisfactory progress standards and policies for students applying for and receiving federal aid. This regulation requires that

the Financial Aid Office review all periods of a student's enrollment history to determine if a student is making SAP towards an educational objective.

The policy must include these three components

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

#### Clock Hour Completion Rate Example:

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

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

### **Maximum Time Frame**

The maximum time frame 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.

### **Definition of Financial Need**

The Expected Family Contribution (EFC) is a number that determines students' eligibility for federal student aid. The EFC formula uses many variables, including income, assets, the number of persons in the household, and the number of those attending college for the awarding year. All data used to calculate a student's EFC comes from the information the student provides on the FAFSA. A student may submit a FAFSA:

- By using the FAFSA website
- By filing out an application electronically through a school

- By mailing a FAFSA to the Central Processing System (CPS)

We encourage applicants to complete the FAFSA electronically, because there are edits that reduce applicant errors and customize the questions presented based on answers to prior questions. The electronic version also contains additional instructions and help features and allows the department to send results to the student and schools more quickly.

### **Financial Aid Disbursement Schedule**

Marion Technical College chooses to disburse all Pell Grant financial aid funds to eligible students in two disbursements per award year by clock hour payment periods.

Pell grant credit balances are delivered in a paper check to the student in the Student Fees department on campus.

Program hours are divided in two payment periods per award year. Examples of how payment periods are calculated:

- 600-hour programs = two payment periods of 300 hours each
- 900-hour programs = two payment period of 450 hours each

Students cannot receive payment for their second payment period until all clock hours in the first payment period have been attended. Credit balance disbursements are made to eligible students before 60% of the payment period. No disbursements will be made until students have submitted all verification documents and have received financial aid clearance.

### **Student Rights and Responsibilities**

YOU HAVE THE RIGHT TO KNOW THE FOLLOWING INFORMATION:

1. Information on all financial assistance available, which includes all federal, state, and institutional financial aid programs.
2. Disclosure of deadlines for applications of each financial aid program and for any supporting documentation.
3. Specific information regarding fees, tuition and the refund policy for those who drop out of school (withdraw).
4. An explanation of how students are selected for receipt of financial aid and how financial need is determined. This process includes a consideration of costs of tuition and fees, books and supplies, room and board, transportation, personal and assets, parental contribution, other financial aid (such as scholarships) and so on.
5. Knowledge of what resources are considered in the calculation of student need.
6. Knowledge of how a financial aid package is determined.
7. An Explanation of various programs awarded in the student's financial aid package.
8. Knowledge of how MTC determines whether students are making "satisfactory academic progress" and the consequences of not meeting this requirement.

9. A student has the right to challenge or appeal the student's financial aid award or any other decision of the Financial Aid Office pertaining to the student, which does not fall under the jurisdiction of federal or state regulations. The right includes: answers to questions, explanations of policies and decisions and to request reconsideration.
10. The names of organizations which accredit and authorize the school to operate. (School Website)
11. Accreditation: Council of Occupational Education
12. Authorizations: Authorized by Florida Department of Education to provide Post-Secondary Adult Vocational programs to students. (Letter of Public Status on file in Financial Aid)
13. The school's job placement rates of students who are working in jobs relevant to their program of study.
14. About the programs, faculty, and the physical facilities at the school.

**IF YOU ARE APPLYING FOR TITLE IV AID, IT IS YOUR RESPONSIBILITY TO:**

1. Review and consider all information about Marion Technical College
2. Complete your Free Application for Federal Student Aid (FAFSA) accurately and submit it on time. Errors can delay, and in some cases prevent you from receiving aid. Intentional misreporting of information on application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the

U.S. Criminal Code, and subjects the additionally, regulations require that all cases of suspect fraud emanating from misrepresentation, be reported to the Office of the Inspector General.

3. Submit a valid Student Aid Report (SAR) to your school by September 21, 2021, or your last day of attendance in the current award year, whichever comes first.
4. Know all the deadlines for applying and renewing aid and meet them.
5. Provide all supporting documentation, corrections, and/or new information upon the request of the financial aid office.
6. Notify your school of any information that has changed since you applied.
7. Read and understand all forms you are asked to sign (including FAFSA, Statement of Educational Purpose, Authorization for the school to use your Pell for expenses, etc.).

This booklet, the school catalog, the school website, and other available publications from the school, will provide you with the information you have a right to know. If upon review of all the information available to you, you have additional questions, you are encouraged to consult the Financial Aid personnel at your school.

### **Return to Title IV**

Under the Higher Education Reconciliation Act, a student who voluntarily or involuntarily withdraws or otherwise ceases to attend the college will lose student financial aid eligibility and will not be paid further funds for the enrollment period, but may be eligible to keep the funds received. The amount

of Title IV grant assistance earned by the student must be determined by performing a Return of Title IV calculation. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned in accordance with federal HERA guidelines.

The student is responsible for any tuition, fees, books or equipment that is not covered by Title IV funds.

- If the student receives less federal student aid than the amount earned, the student is eligible for a post-withdrawal disbursement.
- If a recipient of Title IV grant withdraws after beginning attendance, the amount of Title IV grant assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.
- If the student receives less Federal Student Aid than the amount earned, Marion Technical College (MTC) offers a disbursement of the earned aid that was not received. This is called a Post-withdrawal disbursement.

### **Withdrawal Date –**

See “Withdrawal Procedures” for an explanation of withdrawal procedures at MTC. The withdrawal date established by MTC is the date used by the Financial Aid office to determine the point in time that the student is considered to have withdrawn so the percentage of the payment period completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the payment period completed.

### **Process for Calculation of Amount of Title IV Aid Earned by Student -**

The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV program aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student’s behalf. If the day the student withdrew occurs on or before the student completed 60% of the payment period, the percentage earned is equal to the percentage of the payment period that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period, the percentage earned is 100%.

### **Post-Withdrawal Disbursement –**

If the student receives less Federal Student Aid than the amount earned, MTC offers a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Without obtaining a student’s permission, Title IV grant funds from a post-withdrawal disbursement are credited to a student’s account to pay for tuition and fees for the term for which the student is eligible for a post-withdrawal disbursement or are disbursed directly to the student. MTC must obtain a student’s authorization to credit a student’s account with Title IV grant funds for charges other than current charges and must notify the student no later than 30 calendar days after the date that MTC determines the student withdrew. MTC notifies students by letter that they are eligible for a post-withdrawal disbursement and that the student has a deadline of 14 days to respond to the request for authorization. In the notification, MTC states it is not required to make the post-withdrawal disbursement if the student does not respond by the deadline.

## **Loans**

No loans are available through Marion Technical College. MTC does not take part in the Title IV Federal Loan Program, but Financial Aid program advisors report school enrollment to the National Student Loan Data System (NSLDS) for purposes of deferment and loan maintenance and information.

## **National Student Loan Data System (NSLDS)**

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student financial aid records. Federal loans disbursed to students or parents will be submitted to NSLDS and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Student and parent borrowers can track and manage their federal student loans and grants online at [www.nslds.ed.gov](http://www.nslds.ed.gov). The secured site displays information on loans and grants, including amounts, outstanding balances and status. Student and parent borrowers can also find contact information for their loan servicer.

## **Family Educational Rights and Privacy Act (FERPA)**

Marion Technical College maintain student records and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records. FERPA protects students' rights to inspect and review their education records, to request to amend their educational records, and to limit disclosure of personally identifiable information contained in education records. Student education records are defined as records, files, documents and other materials that contain information directly related to a student and are maintained by the institution or by a party acting for the institution. Education records are NOT: sole possession records, law enforcement unit records, employment records, medical records, or post-attendance records.

The college may disclose information without student consent to the following:

- To college faculty, staff, and administrators with a legitimate educational interest in the information.
- In response to a request for directory information.
- To federal, state, and local education authorities involving an audit, evaluation or compliance with education programs.
- Agents acting on behalf of the college (i.e. National Student Clearinghouse)
- In connection with processing of financial aid
- Accrediting organizations
- To comply with a judicial order or subpoena
- In connection with a health or safety emergency if the information will assist in resolving the emergency.

All currently enrolled and former MTC students, regardless of age, are protected under FERPA. Visit: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for complete Federal Government Information on FERPA.

## **Services Available to Students with Disabilities**

Marion Technical College provides assistance and services for students with disabilities located on the website and in the catalog provided as a reference. In order to receive disability accommodations, students must self-disclose the disability to the School Counselor and provide documentation that clearly shows evidence of a disability. The School Counselor will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations. The Student Services Manager supervises students with disabilities' accommodations and is the second point of contact.

## **Statement of Nondiscrimination Policy**

(Annual Notification of Nondiscrimination Vocation Policy)

Marion Technical College offers the following career and technical programs, including career academies wherein students may earn industry certification: Automotive General Service Technician, 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, Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1, Massage Therapy, Firefighter/Emergency Medical Technician – Combined, Nails Specialty, Phlebotomy, Practical Nursing, Radiologic Technology, Welding Technology, Welding Technology Advanced.

Marion Technical College admissions is open enrollment based on criteria designated by the Department of Education requirements per program. Application is limited to space and safety restriction numbers per program.

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](mailto: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](mailto: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](mailto:Danielle.Livengood@marion.k12.fl.us)

## **Student Body Diversity**

Marion Technical College regularly reports this information to the Integrated Postsecondary Education Data System (IPEDS). Follow these steps to access this information:

- Go to the IPEDS College Navigator at <http://nces.ed.gov/collegenavigator/>
- In the “*Name of School*” box type Marion Technical Center
- Click on the college link that appears.
- For gender and race/ethnicity data, click on the Enrollments link to expand the selection.
- For information about Pell Grant recipients, expand the Financial Aid link.

## **Price/Cost**

Information about price of attendance, including tuition and fees, books and supplies, and any additional costs for a program in which the student ins enrolled or expresses an interest are published on the web pages and the course catalog.

[www.mariontc.edu/course-catalog](http://www.mariontc.edu/course-catalog)

[www.mariontc.edu/programs](http://www.mariontc.edu/programs)

## **Voter Registration**

Adult students in technical classes are provided the website and time on a school computer to fill out the online voter registration form: <https://registertovote.org/forms/register/registration/florida.html> Information. This link is continuously available on the MTC website. A flyer with appropriate information is available in the financial aid office.

## **Transfer of Credits**

Students transferring to Marion Technical College from another institution must file their application and supporting academic documentation to the Student Services Office when submitting their application. Students must be in good standing at the transferring institution. Transcripts are reviewed for transfer credit and placement prior to enrollment. As a postsecondary intuition, Marion Technical College is part of Florida’s statewide course numbering system. The major purpose of this system is to facilitate the transfer of certificate program course credits among participating institutions. (This system pertains only to Career and Technical Education certificate programs.) All transfers are considered on an individual basis provided space is available and admission requirements are met. The appropriate Department of Education Statewide Course Numbering System discipline committee has reviewed and assigned a "transfer value" to the curriculum content for certificate programs. Student placement will be the result of mutual planning by the student, instructor, counselor and administration. Some licensure programs may have additional transfer requirements to ensure that licensure and certification standards are met. These requirements are set forth in program information and application packets and on the school website.

A VA benefit student is required to transfer previous training credits from an accredited institution to Marion Technical College. Credit for previous training will be evaluated by the instructor and granted, if appropriate. Upon acceptance of the transfer credits, the training time may be reduced. The Department of Veteran Affairs (DVA) and the student will be notified if previous credit is granted. The evaluation will be performed within the first 90 days of enrollment.

### ARTICULATION -

Statewide articulations between technical centers and community and state colleges articulating credits for selected programs were established in 2006. These statewide articulation agreements allow students to earn up to the maximum number of articulated credits/clock hours based upon similar curriculum as determined by the accepting institution. Articulations are in place with several institutions of higher learning. Contact a career advisor or instructor for more information about these articulations.

### CAREER PATHWAYS -

Some programs have Career Pathways articulations with Marion County high schools and/or articulations with other postsecondary institutions of higher learning. Articulations allow students to receive credit for courses that do not have exact matches at the articulating school, but which the accepting institution has agreed to accept as credit. All articulations have formal agreements with the articulating institution, which are on file in the Marion Technical College Student Services Office. Career Pathways articulations allow students whom completed a Career and Technical course of study at a Marion County Schools' high school to articulate courses in selected programs.

## **Cost of Attendance**

The cost of attendance (COA) budget is based on full-time enrollment and includes an estimate of tuition costs, room and board, books and supplies, transportation and other personal or miscellaneous expenses. Full-time enrollment for the academic year consists of 900 clock hours and 30 weeks. All awards for less than a full academic year are prorated. This is a sample of a 900-clock hour/30-week student budget based on full-time enrollment.

## **Class Cancellation and Refund Policy**

### **CLASS CANCELLATION AND REFUND POLICY 2023-2024**

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 Programs/Class/Courses 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 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.

### **Withdrawal Policy**

Students that have applied online, submitted application in student services, and have been accepted by the program should have a withdrawal form completed if the student stopped attending for any reason or did not show before or after the program begins.

The **Program Clerk/Program Manager** responsibilities are:

1. Program Clerk create a withdrawal form notating DNE with or without fees.
2. Program Clerk prints the cost sheet for the program enrolled.
3. The Program Manager or instructor verifies the fees owed on cost sheet for the program enrolled. Program manager initials cost sheet, and approves the withdrawal.
4. Email: Bookkeeper, Student Fees, Student Services Program Manager, Registrar, COE Liaison, and Financial Aid personnel responsible for handling removal of student information for student registered but not enrolled.
5. Update school year term and place comments in communication log in FOCUS.
6. **NOTE:** If a student was coded W47 (continuing in the class) but dropped the following term, the withdrawal code will need to be updated in FOCUS and withdrawal form completed for the previous term.

The **Registrar** will:

1. Update Schedule Tab in FOCUS: Remove scheduled record (Placement tab information, scheduled record, and Enrollment tab [place student in applicant school]).
2. Update School Year Registration Tab in FOCUS: Remove Course and Section Number, Hours Billed, Date Scheduled into Course, Scheduled into Course by, and Scheduled Start Date.
3. Update Placement Tab in FOCUS: Remove program number and cohort year.
4. Email designated people that process has been completed.

The **Bookkeeper** will:

1. Update FOCUS: Remove any Fees applied to the student that have not been accrued or owed to the school.
2. Invoice for any fees the student did accrue, or refund money student paid for items they didn't receive.
3. Scan and upload finalized documentation into student's cume folder.

The **Financial Aid** will:

1. Update FOCUS: leave funding information if there are fees involved and input subsequent notes in SY term. If no fees are involved, remove all funding information and input subsequent notes in SY term.

### **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](http://www.council.org)

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

#### **Florida Department of Education**

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

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

- American Welding Society (AWS)
- Federal Motor Carriers Safety Administration
- Florida Board of Massage Therapy
- Florida Board of Nursing – Approved Nursing Assistant Program
- Florida Board of Nursing – Approved Practical Nursing 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 Institute of Automotive Service Excellence (ASE)
- National Registry of Food Safety Professionals
- National Restaurant Association
- The American Academy of Professional Coders (AAPC)

### **Campus Safety**

Public safety at Marion Technical College is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning. Marion Technical College provides for the safety and welfare of faculty, staff, students, and visitors to the campus of MTC. Monthly safety reviews are conducted to ensure a safe physical campus. An annual safety inspection is conducted by the facilities division of Marion County Public Schools to assess and correct any unsafe conditions that may occur throughout the school's campus. Records of safety inspections are on file at the school. Additionally, a security team, including a School Resource Police Officer, provides campus security at all times the school is conducting classes during scheduled terms. The school also submits the annual Campus Crime Report, as required for post-secondary educational institutions.

### **Right to Know Act -**

This Statement of Procedures is published in accordance with Section 201 P.L. 101-542 as amended by P.L. 102-26, the "Crime Awareness and Campus Security Act of 1990."

### **Sexual Offender Registration -**

Sex Offender Registration Pursuant to 943.0435 F.S., individuals who have reportable convictions for any sex offense are required to maintain a registration with the sheriff of the county in which they reside. Any nonresident with such a conviction who works or attends school in Florida is required to maintain a registration with the sheriff in the county in which that individual works or is a student.

The Florida Department of Law Enforcement (FDLE) is responsible for compiling and maintaining a continually updated sexual offender database. Specific information as set forth in 943.0435(2) F.S. is public record unless exempt or confidential pursuant to Chapter 119, F.S., and is made available for public inspection on the FDLE website ([WWW.FDLE.STATE.FL.US](http://WWW.FDLE.STATE.FL.US)). If you have any questions, concerns, or information regarding sexual offenders, please call the FDLE toll-free line at 1-888-357-7332.

# 2023 Campus Safety and Security Survey

Institution: (419226001)

User ID: C4192261

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

### 1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

---

### 2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

---

### 3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense

Total occurrences On campus

	2020	2021	2022
a. <u>Murder/Non-negligent...manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

## Criminal offense

## Total occurrences on Public Property

	2020	2021	2022
a. Murder/Non-negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Manslaughter by Negligence	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Fondling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Burglary	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. Motor vehicle theft	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

(Do not include theft from a motor vehicle)

k. Arson

0

0

0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Rape</u>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>	<div>0</div>

d. Fondling

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

e. Incest

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

f. Statutory rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

g. Robbery

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/  
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2021

**Criminal offense**

**Total**

**Occurrences of Hate crimes** (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/  
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2020

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0

d. Fondling

0

0

0

0

0

0

0

0

0

e. Incest

0

0

0

0

0

0

0

0

0

f. Statutory rape

0

0

0

0

0

0

0

0

0

g. Robbery

0

0

0

0

0

0

0

0

0

h. Aggravated assault

0

0

0

0

0

0

0

0

0

i. Burglary

0

0

0

0

0

0

0

0

0

j. Motor vehicle theft

0

0

0

0

0

0

0

0

0

k. Arson

0

0

0

0

0

0

0

0

0

l. Simple assault

0

0

0

0

0

0

0

0

0

m. Larceny-theft

0

0

0

0

0

0

0

0

0

n. Intimidation

0

0

0

0

0

0

0

0

0

o. Destruction/damage/  
vandalism of property

0

0

0

0

0

0

0

0

0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

vehicle)

k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2020

## Criminal offense

## Total

## Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2020	2021	2022
a. <u>Domestic violence</u>	<div>0</div>	<div>0</div>	<div>0</div>
b. <u>Dating violence</u>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Stalking</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2020	2021	2022
a. <u>Domestic violence</u>	<div>0</div>	<div>0</div>	<div>0</div>
b. <u>Dating violence</u>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Stalking</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<div>0</div>	<div>0</div>	<div>0</div>
b. <u>Drug abuse violations</u>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Liquor law violations</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.  
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<div>0</div>	<div>0</div>	<div>0</div>
b. <u>Drug abuse violations</u>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Liquor law violations</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.  
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<div>0</div>	<div>0</div>	<div>0</div>
b. <u>Drug abuse violations</u>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Liquor law violations</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.  
**The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.**

	Number		
	2020	2021	2022
a. <u>Total unfounded crimes</u>	<div>0</div>	<div>0</div>	<div>0</div>

**Please Note:** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.  
Count unfounded crimes in the year in which they were originally reported.

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## **Academic Integrity**

### **Copyright Information-**

All students and staff must abide by federal copyright laws. Pertinent information will be covered during New Student and Staff Orientations, and a flyer will be provided. The Library of Congress provides a video, "Taking the Mystery out of Copyright", explaining copyright laws that can be viewed by clicking on the link below. <http://www.loc.gov/teachers/copyrightmystery/>.

### **Cheating/Plagiarism-**

Students are expected to behave in an acceptable manner and reflect the goals and purposes of Marion Technical College. Students need to read and follow the Code of Conduct and other policies outlined in the Student Catalog and other documents distributed to them. Cheating is defined as giving or taking of information or materials with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade (class work, homework, major or minor tests, etc.). Plagiarism involves copying/passing off answers, ideas, or words of another as one's own. It is considered literary theft, literary theft, is appropriating the literary composition of another person, including parts, passages, or language of that writing and passing off that material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources of information. It includes the failure to use conventional methods of documentation for material quotes or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student.

*Violations of copyright, cheating and/or plagiarism are serious offenses that will result in disciplinary action which may include receiving a zero for the test, assignment, etc. suspension from school, and/or withdrawal from school.*

## **Drug Policy**

Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities, is a violation of Marion County School Board Policy. Students found violating this policy are subject to withdrawal and referral to the appropriate law enforcement agency. Random drug screen tests may be done (at the student's expense) in all Health Science programs and must remain negative for the student to continue in the program. Clinical agencies impose routine/random drug toxicology screening requirements as a condition of a student's participation in the clinical experiences in their facilities. These tests may or may not be at the student's expenses.

## **Constitution and Citizenship Day**

September 17 is Constitution Day and Citizenship Day (Constitution Day). This day commemorates the September 17, 1787 signing of the United States Constitution. This year will be the 230th Anniversary of the Constitution.

As an institution that disburses Title IV Federal aid, MTC participates in an educational program school wide and provides resources to instructors to use in the classroom. MTC encourages members of the staff and student populations to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

## **Violence Against Women Reauthorization Act**

### **Title IX Definition-**

A United States federal law (Title IV, sec. 40001-40703 of the Violent Crime Control and Law Enforcement Act, H.R. 3355)

The Act requires investigation and prosecution of violent crimes against women, imposed automatic and mandatory restitution on those convicted, and allowed civil redress in cases prosecutors chose to leave un-prosecuted. The law requires educational institutions to provide students with the following:

- A statement of policy regarding the school's programs to prevent dating violence, domestic violence, sexual assault, and stalking, as defined in 34 CFR 668.46(a), and of procedures that the school will follow when one of these crimes is reported. The statement must include:
- A description of the school's educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking, as required by 34 CFR 668.46(j)
- Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including written information about:
  - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order
  - How and to whom the alleged offense should be reported
  - Options about the involvement of law enforcement and campus authorities, including notification of the victim's option to:
    - Notify proper law enforcement authorities, including on-campus and local police
    - Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
    - Decline to notify such authorities
- Where applicable, the rights of victims and the school's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school
- Information about how the school will protect the confidentiality of victims and other necessary parties, including how the school will:

- Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a) (20) of the Violence Against Women Act of 1994 (42 U.S.C 13925(a)(20))
- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures
- A statement that the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community
- A statement that the school will provide written notification to victims about options
- For, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The school must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- An explanation of the procedures for school disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, as required by 34 CFR 668.46(k) vii. A statement that, when a student or employee reports to the school that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the school will provide the student or employee a written explanation of the student's or employee's rights and options as described in 34 CFR 668.46 (b)(11)(ii) through (vi)

### **Policies and Procedures-**

Safety of students, employees and visitors is a priority at Marion Technical College. MTC is embracing legislation that promotes increased awareness, training and reporting of violence in our community. Marion Technical College prohibits sexual violence, sexual harassment, retaliation and other prohibited behaviors as defined in Section 1000.05 and 1012.86 of Florida Statutes. All reported campus crimes are recorded in a Daily Crime Log and an Annual Security Report. Daily Crime Logs are updated with 2 days, and Annual Security Reports are available in our Public Safety Department and through the available Consumer Information.

To learn about the Violence Against Women Reauthorization Act of 2013 visit: [www.thecampusaveact.com](http://www.thecampusaveact.com).

For more information about the Clery Act visit: <https://clerycenter.org/>.

### **Helpful Definitions-**

#### **Sexual Assault-**

Sexual assault is any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual sexual touching of a person. Sexual assault is a form of sexual violence, and it includes rape, groping, forced kissing, child sexual abuse, or the torture of the person

in a sexual manner. Simply put: “An incident that involves sexual contact that is forced on somebody”. For example: “Sexual activity” could be anything from kissing, groping, oral and vaginal rape, and exhibitionism. Victims may be forced into sexual acts through verbal or nonverbal threats, through the use of alcoholic beverages, drugs or even physical violence.

### **Dating/Domestic Violence-**

Domestic Violence: is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, and has an existing dating or engagement relationship, or has had a former dating or engagement relationship. Dating Violence: is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Dating/domestic violence can affect any kind of relationship. The abuser can identify as any gender. If you have concerns about your relationship or feel that you might be experiencing dating or domestic violence, please seek out support. There are several confidential resources on campus and in the community that may be able to help you. For more information about dating or domestic violence, or to speak with someone about safety planning, please see the Helpful Resources section below.

### **Stalking-**

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Stalking behaviors may include:

- Following you and showing up wherever you are.
- Sending unwanted gifts, letters, cards, e-mails or text messages.
- Damaging your home, car, or other property.
- Monitoring your phone calls or computer use.
- Using technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Driving by or hanging out at your home, school, or work.
- Threatening to hurt you, your family, friends, or pets.
- Posting information or spreading rumors about you on the Internet, in a public place, or by word of mouth.
- Other actions that control, track, or frighten you.

Steps to take if you are being stalked:

Typically, the first step in getting unwanted contact to stop is to tell the person initiating the contact to stop their behavior. This can be useful when you know the person and/or the stalking hasn't escalated to threats of violence. This step may not be possible if you feel it is unsafe.

It is important to document all stalking behaviors and unwanted contact. You can do this by keeping a log of the date, time, and type of contact, any witnesses and any actions you took – including reporting the behavior. Stalking is a crime and also prohibited by MTC policy – you have the right to report the stalking behavior.

If you would like to speak with someone confidentially about your options or safety, please see the Helpful Resources section below.

#### AWARENESS PROGRAMS-

Marion Technical College employs a variety of Sexual Assault and Domestic Violence awareness and prevention programs.

##### On Campus

Information available throughout campus with local and national resources for our students.

Wellness Courses taught to our students on a variety of subjects including Domestic Violence, Sexual Assault, and HIV Prevention.

##### On Our Website

Visit MarionTC.edu for all available resources and links to outside assistance.

##### Risk Reduction

##### How You Can Help Yourself

It is important to remember that while we can take steps to minimize risk, the only person to blame when sexual violence occurs is the perpetrator.

Strategies you can use to minimize risk of sexual assault include:

- Trust your gut instinct. If a situation doesn't feel right, don't worry about offending someone, just leave.
- Notice when someone doesn't respect your boundaries. Don't be afraid to assert your right to have your boundaries respected.
- Most perpetrators of sexual violence will look for vulnerable targets: appear to not be aware of their surroundings, under the influence of alcohol or drugs, isolated from their friends, etc.
- Control access to your home, dorm room or car by locking your doors and closing windows if they provide easy access
- Travel in groups when possible
- Don't be afraid to ask for help in situations where you feel unsafe: ask for an escort to your car, tell your friends you want to leave the party, ask a friend to stay with you, etc.

##### How You Can Help Others-

- If you witness a crime report it immediately to a member of the faculty or Campus Security.
- If you are witness to a crime, a warning sign of abuse or assault, or are generally worried about a friend, please consider one of the following options:
- If it's an emergency and someone's life is in immediate danger contact 911 immediately.
- If there's no immediate safety concern, but you are worried about a friend, your CCP counselor would be happy to have a consultation with you to discuss the situation. Please call 352-671-4134 to speak with a counselor or to schedule a time to come in.

- Call an anonymous hotline. There is always someone available on-call to discuss your concerns anonymously. Making a call today can make a significant difference.
- Ocala Domestic and Sexual Assault Center Hotline 352-622-5919 or 352-622-8495 (Ask for Crisis Intervention Specialist)
- Suicide Prevention Lifeline – 1-800-273-TALK (8255)
- Suicide Prevention Lifeline for Hearing Impaired Individuals
- de Prevención del Suicidio – 1-888-628-9454 Veterans Crisis Line – 1-800-273-8255 (Press 1)

### **Student Rights and Responsibilities-**

The School Board Policy 2.71 forbids discrimination against any student on the basis of sex. The Board will not tolerate sexual harassment activity involving any of its students. This policy includes teachers, staff, volunteers, or anyone that has contact with students. Sexual harassment, as defined above, may include, but is not limited to the following:

- Unwelcome or unwanted sexual advances
- Unwelcome request or demands for sexual favors. (This includes unwelcome requests for dates.)
- Verbal abuse or kidding that is sex-oriented and considered unwelcome.
- Any type of sexually oriented conduct that would unreasonably interfere with work or academic performance.
- 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.

### **Student Grievance Procedures-**

In the event a student believes that he or she has been a victim of sexual harassment, the student shall contact the school principal or guidance counselor within a reasonable time of the alleged act or event. The administration or school counselor shall assist the student in completing the Sexual Harassment Complaint Form and shall immediately forward the complaint form to the Superintendent's office. Upon receipt of a completed sexual harassment complaint form, the Superintendent shall designate an appropriate person to conduct an investigation of the complaint. It is suggested that in cases where an employee of the district is the alleged cause of a sexual harassment complaint, the Director of Employee Relations should be designated; and in cases where a student is the alleged offender, the Director of Student Services should be appointed to investigate the matter. The Superintendent's designee shall meet with the complainant within three (3) days in order to discuss the specific facts of the complaint. Any additional facts ascertained during that meeting shall be appended to the original complaint form. The Superintendent's designee shall meet with the respondent within three (3) days following the conference with the complainant. During that meeting, the Superintendent's designee shall discuss the particulars of the complaint and request the respondent's explanation and defenses. 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.

### **Incident Response Procedures-**

This is an overview of the Incident Response Procedure for Marion Technical College. While the Title IX Officer has a general responsibility for oversight of the reporting process and investigation of

reports, other member of the administration team or faculty may be involved and consulted as deemed necessary.

Any person may make a report of Prohibited Conduct to:

- Jeanine Johnson (School Counselor)
- Gary Smallridge (Title IX Officer)
- Any other member of the Marion Technical College Faculty member, Staff member, or member of the Administration Team
- Reports can be made to another appropriate office such as the Student Services department, Program Manager of your program, or to the Human Resources Office.
- It is recommended that any employee receiving a report to refer students to Jeanine Johnson (School Counselor) or to Gary Smallridge (Title IX Officer).
- Any report made to any employee or department will be sent forward to the Title IX Officer.
- Reports of any Prohibited Conduct should be brought forward as soon as possible.
- All incidents should be reported even if significant time has elapsed but prompt reporting will better enable Marion Technical College to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate.

### **Assessment of Report-**

- Gary Smallridge (Title IX Officer) will make an initial assessment of the report and follow mandated guidelines and Marion County School Board policy of reporting crimes and violations of Prohibited Conduct.
- The Title IX Officer may consult with other members of the administration team, Campus Security, faculty, staff, MCPS Risk Management, or members of Law Enforcement as deemed necessary.
- If the Report finds Prohibited Conduct in violation of Marion Technical College or Marion County School Board Policy, the college will take prompt and effective steps to stop the violation, prevent its recurrence, and, as appropriate, provide disciplinary actions.

### **Required Notifications-**

- Individuals making reports shall be informed about:
- Confidentiality of reports, including when reports cannot be kept confidential.
- The range of possible outcomes of the report, including Health and Safety measures, remedies, and disciplinary actions that may be taken.
- If the matter results in a disciplinary proceeding, at the conclusion of that proceeding both parties will be simultaneously informed of the outcome of the proceedings.

### **Overview of Resolution Process-**

Reports of Prohibited Conduct may be addressed through the resolution process deemed necessary by Gary Smallridge (Principal, Title IX Officer) and other members of the Administration team, in accordance to Marion Technical College Prohibited Conduct policy and Marion County School Board Employee and Student complaint and grievance procedures.

After preliminary assessment of the facts presented, the Title IX Officer will initiate a resolution process which may, or may not include:

- Mediation (except in cases of sexual violence)
- Separation of the parties
- Referral for disciplinary action, including but not limited to:
  - Suspension
  - Expulsion Location Responsibilities
- Designate and provide adequate resources and independence to a Title IX Officer. The responsibilities of the Title IX Officer include, but may not be limited to, the following duties:
- Coordinate compliance with Title IX, including investigations, reports and remedies.
- Coordinate with other responsible units to ensure that local sexual violence and sexual harassment prevention education and training programs are offered and provided, as required by the Policy.
- Provide educational materials to promote compliance with the Policy and familiarity with local reporting procedures.
- Provide training for College faculty and staff who are responsible for reporting or responding to reports of Prohibited Conduct
- Provide prompt and equitable response to reports of Prohibited Conduct according to the Policy.
- Maintain records of reports of Prohibited Conduct at the location, as well as any actions taken in response to reports, including records of investigations, resolutions, and disciplinary action, in accordance with college records management policies.
- Post on the sexual violence website the names and contact information of the Title IX Officer and of additional designated, trained, sexual harassment or sexual violence advisors.
- Individuals who consult with such confidential resources will be advised that their discussions in these settings are not considered actual reports of Prohibited Conduct and that without additional action by the individual, these discussions will not result in any formal action by the University to resolve their concerns.
- Provide mandatory annual training and education, about Prohibited Conduct and how such conduct can be reported, to all students, faculty, and staff in accordance with applicable State and federal law, and school board policies.
- Offer primary prevention programs and awareness campaigns to the student, faculty, and staff to promote ongoing awareness of sexual violence, including preventing dating violence, domestic violence, sexual assault, and stalking.
- Follow Marion Technical College established and approved processes for investigation, adjudication, and sanctioning.
- Provide written explanation of rights and available options as outlined in this policy including:
  - How and to whom to report alleged violations.
  - Options for reporting to and/or notifying law enforcement and campus authorities.
  - Counseling, victim advocacy, legal assistance, and other services available within both the college and the community.
  - Applicable procedures for institutional disciplinary action.

## **Student Services Counseling Services-**

Counseling support services are available in Student Services through our Career Certification Program Counselor – Jeanine Johnson. Our counselor is available to meet with students, faculty and staff members to provide consultation, support, intervention and/or referral. Emergency walk-in consultation and crisis stabilization for students accompanied by faculty or staff. Phone consultations for faculty and staff related to students exhibiting troubled, disturbing, or disruptive behaviors.

If you are bringing a student in distress to Student Services and are able to, please contact Jeanine Johnson – ext. 56883, email: [jeanine.johnson@marion.k12.fl.us](mailto:jeanine.johnson@marion.k12.fl.us), or the Student Services direct line: 352-671-4134, so that counseling can be made available as soon as possible.

## **HELPFUL RESOURCES-**

IN AN EMERGENCY, DO NOT HESITATE. DIAL 911.

### State of Florida Resources

- Florida Department of Law Enforcement Sexual Predator and Sexual Offender Registry 1-888-357-7332, <http://offender.fdle.state.fl.us/offender>

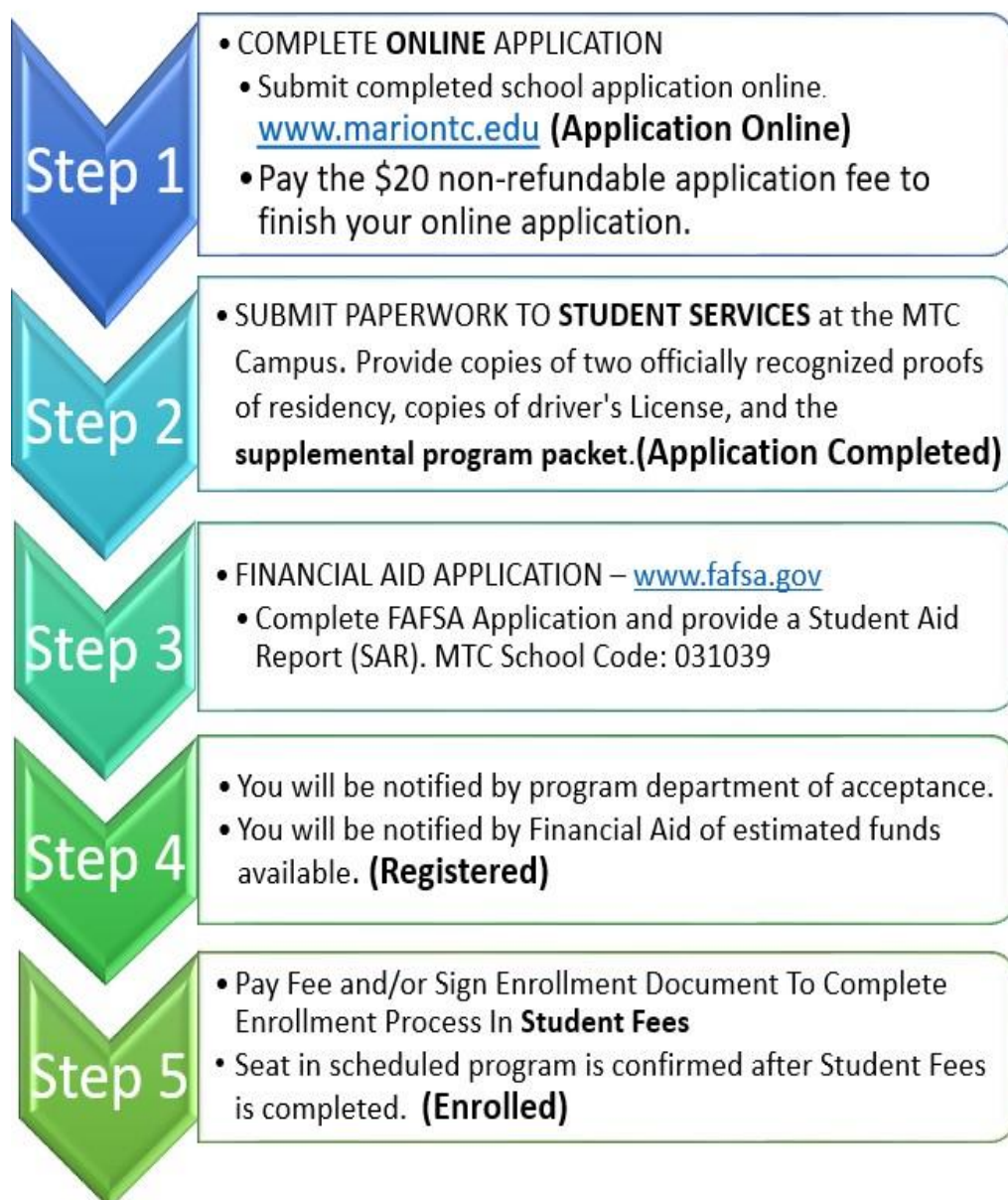
### MTC Resources

- Counselor available in Student Services: 352-671-4134, ext. 56883
- Assistant Principal: 352-671-7200
- Director of Career and Technical Education: 352-671-7200 MCPS Resources
- Speak Up Hotline: 866-SPEAK-UP, or Text “SPEAKUP” to 847411 Marion County Resources
- Ocala Domestic and Sexual Assault Center Hotline  
Ask for a Crisis Intervention Specialist: 352-622-5919 or 352-622-8495
- Ocala Police Department 402 S. Pine Ave., 34471, 352-369-7139 or 352-369-7134
- Marion County Sheriff's Office 692 N.W. 30th Ave., Ocala, 34475, 352-369-6745 or 352-732-9111
- Marion County Fire Rescue 352-622-3456 or 352-732-9111
- Interfaith 435 N.W. 2nd St., Ocala, FL 34475, 352-629-8868, ext. 27
- United Way 1401 N.E. 2nd St., Ocala, FL 34470, 352-732-9696
- Salvation Army 320 N.W. First Ave., Ocala, FL 34475, 352-732-8326, ext. 302



## Marion Technical College – Application Process

---



## Health Science Programs



## 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.



## 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)Program Courses

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% and 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)*

PhlebotomyCourses

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 Nursing Courses

Practical Nursing Foundations 1 PRN0098	Practical Nursing Foundation 2 PRN0099
Clock Hours: 300	Clock Hours: 300
Occupational Completion Point: A	Prerequisites: PRN0098
This course is designed to provide instruction on the basic foundations of nursing. Included are current trends 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.	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, gaining 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.

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
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 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	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 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

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.	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.
---	---

Comprehensive Nursing & Transitional Skills PRN0690	
Clock Hours: 150	
Occupational Completion Point: B	
Prerequisites: PRN0098, PRN0099, PRN0290, and PRN0091	
<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.

## **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 Radiologic Technologists (ARRT).

#### **Program Cost**

\$10,374.91

(\*\*All fees subject to change)

18 years & older may apply.

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

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

## Radiologic Technology Courses

Fundamentals of Radiologic Technology RTE0004	Radiologic Imaging & Exposure I RTE0410
Clock Hours: 96	Clock Hours: 96
Occupational Completion Point: A	Occupational Completion Point: A
	Prerequisites: RTE0004
Provides the student with an overview of Radiography 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 applications of theoretical principles and concepts.	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.

<b>Radiologic Imaging &amp; Exposure II RTE0450</b>	<b>Radiographic Procedures II RTE0506</b>
<b>Clock Hours: 90</b>	<b>Clock Hours: 90</b>
<b>Occupational Completion Point: B</b>	<b>Occupational Completion Point: B</b>
<b>Prerequisites: RTE0004, RTE0410, RTE050, and RTE0809</b>	<b>Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, and RTE0450</b>
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.

<b>Radiographic Procedures III RTE0507</b>	<b>Clinical Education II RTE0819</b>
<b>Clock Hours: 66</b>	<b>Clock Hours: 504</b>
<b>Occupational Completion Point: B</b>	<b>Occupational Completion Point: B</b>
<b>Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809 and RTE0450</b>	<b>Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450 and RTE0507</b>
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 & concepts.	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 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 and 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
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.

Radiography Seminar RTE0939	Advanced Clinical Education V RTE0849
Clock Hours: 153	Clock Hours: 360
Occupational Completion Point: C	Occupational Completion Point: C
Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, RTE0610, RTE0829, RTE0839 and RTE0380	Prerequisites: RTE0004, RTE0410, RTE0505, RTE0809, RTE0450, RTE0507, RTE0819, RTE0015, RTE0780, RTE0610, RTE0829, RTE0839, RTE0380 and RTE0939
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.	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.

### 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 Programs



## **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)

Business Management and Analysis

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 & expansions of existing ones, which should require more workers to manage these operations.

## 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

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

### Employment Outlook:

Job openings for chefs, head cooks, 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 Programs



## **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 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 qualify students for employment upon successfully passing the Florida 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 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 and recognizing hair, skin and scalp conditions. Students will learn to wash and treat hair and scalp. Students will learn hair cutting tools and techniques.	This course includes hair styling/cutting, and mustache and 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

Grooming & Salon Service, Facials & Nails CSP0009	Cosmetologist & Hairdresser 1 COS0002
Clock Hours: 225	Clock Hours: 300
Occupational Completion Point: A	Occupational Completion Point: A
	Prerequisite: CSP0009
This course is designed to provide instruction in classroom/lab safety, rules 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.	This course is designed to provide instruction in; hair shampooing and scalp treatments, hair shaping, hair cutting, implements, and proper style selection.

Cosmetologist & Hairdresser 2 COS0003	Cosmetologist & Hairdresser 3 COS0009
Clock Hours: 300	Clock Hours: 375
Occupational Completion Point: A	Occupational Completion Point: A
Prerequisites: CSP0009 and COS0002	Prerequisites: CSP0009, COS0002 and COS0003
This course is designed to provide instruction in hairstyling and the preparation, design, and fitting of wigs, and hairpieces.	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.

### 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

Facials/Skin Care Specialist CSP0266
Clock Hours: 220
Occupational Completion Point: A
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.

### 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.



## THE RIGHT TOOLS & TRAINING FOR FACIALS SPECIALTY

Apply now  
**MarionTC.edu**



**MARION**  
TECHNICAL COLLEGE  
Marion County Public Schools, An Equal Opportunity School District

## 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 SpecialtyCourses

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.

## Architecture and Construction Programs



## **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)  
  
17 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.

### **Employment Outlook:**

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

## 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 Moto 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.

## Manufacturing Programs



## 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.

### Employment Outlook:

Trained welders will have good job opportunities, as some welding employers report difficulty finding trained welders.

## Welding Technology Courses

Welder Assistant 1 PMT0070	Welder Assistant 2 PMT0071
Clock Hours: 150	Clock Hours: 150
	Occupational Completion Point: A
	Prerequisites: PMT0070
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.

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, PMT0072 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.



## Law, Public Safety and Security Programs



## **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: B
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 and 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 Programs



## **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
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.	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.
Automobile Suspension and Steering Technician AER0110	Engine Repair Technician AER0110
Clock Hours: 150	Clock Hours: 150
Occupational Completion Point: C	Occupational Completion Point: D
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.	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.

### 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.



## MAKE A CAREER OUT OF TRAVELING THE OPEN ROAD.

Become a CDL TRUCK DRIVER.

Apply Now:  
[MARIONTC.EDU](http://MARIONTC.EDU)



## **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.



Marion Technical College

352-671-7200

1014 SW 7<sup>th</sup> Road

Ocala, Fl.

[www.mariontc.edu](http://www.mariontc.edu)