



MARION
TECHNICAL COLLEGE

Course Catalog

2024 - 2025

WWW.MARIONTC.EDU

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MARION TECHNICAL COLLEGE

1014 SW 7TH ROAD | OCALA, FL 34471

352-671-7200

Welcome to Marion Technical College

ADMINISTERED BY THE SCHOOL BOARD OF MARION COUNTY, FLORIDA

Dr. Diane Gullett, Superintendent

Marion County School Board Members

Dr. Allison Campbell

Lori Conrad

Eric Cummings

Dr. Sarah James

Nancy Thrower

Marion County Public Schools:

An Equal Opportunity School District

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

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

Marion Technical College Administration

Gary Smallridge – Principal

Kim Martsolf – Assistant Principal

Tracey Thornhill–Parker – Program Manager

Laurel Lapane – Coordinator

Earl Scott – Coordinator

Cheryl Sirmons – Program Specialist

Denise Grosso – Program Specialist

Career Education Facilitator

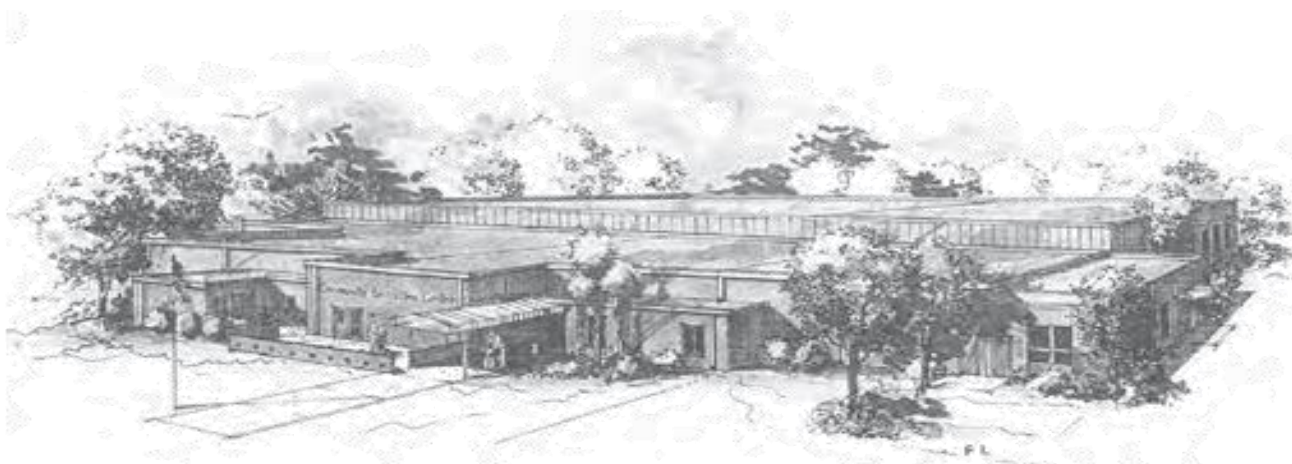
Kim McManis – Health Science

Anissa Damon – COE Liaison

Janet Thompson – MIS Data Management

Charlotte Odette – Financial Aid

Jeanne Baumel – AGE Department



Contact Information

Marion Technical College

1014 SW 7th Road

Ocala, FL 34471

352-671-7200

www.mariontc.edu

Campus Hours

The campus is open between 7:30 a.m. and 9:00 p.m. Monday through Thursday, and Friday from 7:30 a.m. until 3:00 p.m.

Mission Statement

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

Vision Statement

“Educating our Community Today for a Better Tomorrow”



Notification of Nondiscrimination 2024-2025

This annual reminder is being provided in compliance with State and Federal Civil Rights Laws concerning public notification of said laws. [[Guidelines 45 CFR, Part 80, Appendix B, IV.-O.](#)] This annual notification relays to students, parents, employees and the general public that all vocational opportunities will be offered without regard to race, color, national origin, sex or disability.

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

MCPS offers post-secondary coursed through Marion Technical College (MTC). This clock hour school offers career certificates and licensure to adult students who apply either online or in person. High school seniors are eligible to take post-secondary courses as dual enrollment students. Admission is based on state and professional requirements. MTC 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. The following programs are offered at MTC: Business Management, Construction, Health Sciences, Human Services, Hospitality, Information Technology, Manufacturing, Public Safety, and Transportation and Logistics.

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

Marion Technical College does not discriminate on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex, sexual orientation, disability (including HIV, AIDS, or sickle cell trait), pregnancy, religion, marital status, age (except as authorized by law), military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its educational programs, services or activities, or in its hiring or employment practices as required by Title IX, Title VI, Title VII, Age Discrimination Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Florida Educational Equity Act of 1984

A lack of English language skills will not be a barrier to admission or participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation. Complaints or inquiries regarding 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, Ed.S., Director, Equity and Compliance

Phone: (352) 671-7711; Email address: dawana.gary@marion.k12.fl.us

Section 504 Compliance: Anne Howie, M.A.Ed., Coordinator I, Exceptional Student Education

Phone: (352) 671-6832; Email address: anne.howie@marion.k12.fl.us

Student Title IX Complaints: Ann Hembrook, Ed.D., Sr. Executive Director, Student Pathways

Phone: (352) 236-0562; Email address: ann.hembrook@marion.k12.fl.us

Accreditation Source and Information

Marion Technical College is accredited by:

The Commission of the Council on Occupational Education

7840 Roswell Road Building 300, Suite #325

Atlanta, Georgia 30350

PHONE: (770) 396-3898 FAX: (770) 396-3790

www.council.org

The Council on Occupational Education (COE), originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 360,000 students across the nation who pursue 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 Bureau of Radiation Control
- Florida Department of Business and Professional Regulations, Board of Cosmetology
- Florida Department of Business and Professional Regulations, Florida Barbers' Board

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- 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 Emergency Medical Technicians
- National Registry of Food Safety Professionals
- National Restaurant Association

MTC Learning Sites

Marion Technical College – Main Campus
1014 SW 7th Road
Ocala, FL 34471
352-671-7200

Marion Technical College - Extension Campus
1614 E Fort King Street
Ocala, FL 34471
352-671-4765

MTC Logistics and Transportation Training Center
3050 NE 36th Avenue
Ocala, FL 34479
352-732-1266
(Located Behind Booster Stadium)

Florida State Fire College – Instructional Service Center
11655 NW Gainesville Road
Ocala, FL 34482
352-369-2875

General Information



History and Development

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

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

Goals & Objectives

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

Scopes & Services

Marion Technical College (MTC) has over 40 years of experience in providing training and continuing education to adults throughout Marion County. As the Adult Education Division of the Marion County Public Schools, MTC serves between 2,000 and 3,000 students and participants annually. It is also a provider of the General Education Development (GED®) Diploma in Marion County, graduating over 300 students each year. MTC currently offers training and classes at several sites throughout Marion County. MTC is in operation year-round, from 7:30 a.m. until 9:00 p.m., Monday through Thursday, and on Friday from 7:30 a.m. until 3:00 p.m. During the summer, MTC may only operate Monday through Thursday due to school district closing on Fridays.

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

industry, and governmental agencies. MTC currently offers over 20 programs of study with additional programs in various stages of development. Increased emphasis has been placed on customized training for business and industry as they face the constant need to keep pace with the ever-evolving technologies and the need to compete in the global marketplace.

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

Academic School Year

The 2024-2025 school year begins July 2024 and ends June 2025. An academic school year for Career Certificate Programs is defined as a minimum of 900 clock hours and 26 weeks. An academic school year is the period of time it takes a full-time student to complete at least 900 clock hours. Many MTC programs surpass both the 900 hours and 26 weeks and are still considered to be one academic school year.

The terms for the 2024-2025 school year are as follows:

Term	Start of Term	End of Term
Fall 2024	July 2024	December 2024
Spring 2025	January 2025	June 2025

Admissions Procedure

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

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

Program Name	Age Requirement	Program Specific Requirements
Applied Information Technology	16	High School Diploma or equivalent recommended
Automotive General Service Technician	16	None

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<u>Baking & Pastry Arts</u>	16	High School Diploma or equivalent recommended*
<u>Barbering</u>	16	High School Diploma or equivalent recommended
<u>Business Management and Analysis (Online)</u>	16	High School Diploma or equivalent recommended*
<u>Commercial Class "B" Driving</u>	18	Must possess a valid CDL Permit
<u>Commercial Vehicle Driving</u>	18, 21 preferred	Must possess a valid CDL Permit
<u>Computer Systems & Information Technology (CSIT)</u>	16	High School Diploma or equivalent recommended*
<u>Cosmetology (AM/PM)</u>	16	High School Diploma or equivalent recommended
<u>Electrical Apprenticeship</u>	18	High School diploma or equivalent Must apply for approval to the Florida Electrical Association
<u>Emergency Medical Technician - ATD</u>	18	High School Diploma or equivalent*
<u>Facial Specialty (PM)</u>	16	High School Diploma or equivalent recommended
<u>Firefighter</u>	18	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test High School Diploma or equivalent recommended*
<u>Firefighter/Emergency Medical Technician-Combined</u>	18	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test High School Diploma or equivalent*
<u>Fundamental Foodservice Skills</u>	16	High School Diploma or equivalent recommended*
<u>Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1</u>	17	Must be 18 to take the final certification exam upon graduation High School Diploma or equivalent*
<u>Massage Therapy</u>	17	High School diploma or equivalent
<u>Nails Specialty</u>	16	High School Diploma or equivalent recommended
<u>Nursing Assist (Long Term Care)</u>	17	High School Diploma or equivalent*
<u>Phlebotomy</u>	17	High School Diploma or equivalent*
<u>Practical Nursing</u>	17	High School Diploma or equivalent
<u>Radiologic Technology (2-year program)</u>	18	Associates Degree
<u>Welding Technology</u>	16	High School Diploma or equivalent recommended*

<u>Welding Technology-Advanced</u>	16	Prerequisite: J400400 Welding Technology, or demonstrate mastery of welding technology standards
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* *With the exception of dual enrollment*

Evaluating Validity of High School Diplomas

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

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

Criteria for Validating High School Completion

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

Level One –

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

Level Two –

- Determine mode of delivery for education (online, face-to-face, diploma test only)
- Determine whether credentialed teachers delivered education
- Determine if education is delivered over specified periods of time
- Determine if curriculum is consistent with a valid secondary education
- Determine if website is consistent with findings
- Other information/criteria as determined by the member institution if member institution has reason to believe the high school diploma is not valid.

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

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

Evaluating Foreign High School Diplomas

MTC endorses the policy used by FAME and published by the office of postsecondary education in regard to the evaluation of [foreign high school diplomas](#).

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

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

- Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, ie, a copy of an e-mail or letter, including proof of mailing;
- A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the application completed the secondary school education and the date when the foreign high school diploma was awarded.
- A copy of the entry status documentation that identifies the applicant's current or prior status as a refugee, an asylum, or as a victim of human trafficking and who entered the United States after the age of 15.

Student Status

A full-time student is any student enrolled in classes for a minimum of 24 hours per week. Clock hour status is important when considering financial aid eligibility or eligibility for other federal or state aid.

Qualifications & Certification of Staff

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

Instructional Methodologies

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

- Individualized instruction
- Peer tutorial services
- Small/large group instruction
- Computer-assisted instruction
- Instructional television/audio-visual instructional modules
- Online courses through the adult education program and career and technical training programs
- One-on-one tutorial
- Student mentoring
- Self-paced instructional modules

Basic Skills Requirement

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

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

**FOR ANY QUESTIONS PLEASE CALL STUDENT SERVICES AT
352-671-4134.**

Information Technology Requirements

Communication and access to information is of prime importance in the 21st century. Students enrolling in career programs at MTC should plan to have ready access to a computer or mobile device while enrolled in their program of study. Frequent instructor to student communication via email and/or text messaging is often necessary to ensure success in the program. Private email addresses and/or <https://mariontc.edu/> email addresses and mobile phone numbers will provide the student with open lines of communication that assist the student in staying on track toward completion of a program.

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

School Advisory Council & Occupational Advisory Committees

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

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

Residency Status

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

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

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

Fee Assessment

Fees are collected at the time of registration (per term). Cash, local check, credit/debit card, or money orders are accepted. There is an additional convenience fee added for credit/debit cards of 2.75%. Costs may include, but are not limited to, the following:

- Application Fee
- Tuition
- Tools
- Books
- Supplies
- Laboratory Fees
- Liability/Accident Insurance Fees
- Uniforms
- Licensure/Certification Testing

Return Check Procedure

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

Waiver & Exemptions

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

SB 7098- Death Benefits

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

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

This provision applies to members of the United States Armed Forces, law enforcement officers, correctional officers, correctional probation officers, firefighters, emergency medical technicians or paramedics who are accidentally killed or intentionally and unlawfully killed while performing official duties on or after July 1, 2019.

HB 7099- Child Welfare

HB 7099 amends s. 1009.25, F.S., to include individuals classified under s. 39.6225, F.S. (Guardianship Assistance Program) in the exemption of tuition and fees, including lab fees, at a school district that provides workforce education programs, or at FCS institutions or state universities. The effective date is July 1, 2019.

Technical centers may need to review processes and identify required documentation for individuals who claim the waiver and/or exemption. As a reminder, both bills took effect July 1, 2019.

Refund Procedure

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 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

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- 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 599 hours or less 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.
4. 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.
5. Students Administratively Dismissed:
- A. Students administratively dismissed will not be eligible for a refund.
6. 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.

Additional Refund Procedures:

- \$50 processing fee will be charged except for an administratively cancelled Program.
- No refunds on books, supplies, insurance, fingerprinting, or testing fees if received by student or organization.
- Application fees are non-refundable.
- No refund will be given for fees used to purchase required program professional liability/accident insurance.
- No refunds will be made until ALL financial obligations have been verified by appropriate personnel.
- If student tuition has been paid by the MTC Financial Aid fund 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.

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- 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 unless the class is Administratively cancelled. 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.

2024-2025 Program/Course/Service Fee

1. Resident Career Certificate Programs: \$2.92 per student contact hour.
2. Non-Resident Career Certificate Programs: \$11.69 per student contact hour.
3. Adult General Education (AGE) Tuition Fee: \$47.25 per semester (fall and spring).
4. Career Certificate Program application fee: \$20.00
5. Adult General Education (AGE) Application fee: \$20.00 per semester (fall and spring).
6. Re-Enrollment fee for returning Adult General Education (AGE) students who have been administratively withdrawn for attendance reasons: \$15.00
7. Processing Fee for Career Certificate Program student tuition and fee refunds: \$50.00
8. Refund Processing fee for Continuing Workforce Education registration cancellation: \$50.00
9. Career Certificate Program official transcript request fee: \$5.00
10. Career Certificate Program late fee for tuition installment plan (TIP) per payment: \$25.00 (as authorized by Chapter 1009.22, Florida Statutes).
11. Career Certificate Programs service charge for tuition and fees payment in installments: \$25.00
12. Test of Adult Basic Education (TABE) fee: \$20.00
13. PERT Test: \$15.00
14. Para-Professional testing fee: \$75.00
15. TEAS (Test of Essential Academic Skills) for specific Health Science Programs: \$75.00
16. CPR and CPR Skills Evaluation course fees: \$75.00 (MTC Students and District Employees); \$90.00 (Public).
17. Credit Card/Debit Surcharge: 2.75% of the amount charged on Credit Card/Debit (Convenience Fee).
18. Career Certificate Program Parking fee: \$15.00 includes tax per semester (as authorized by Chapter 1009.22, Florida Statutes).
19. Facility Use fee: \$25.00 per semester (as authorized by Chapter 1009.22, Florida Statutes) excluding Adult General Education (AGE), Emergency Medical Technician – ATD, and Firefighting.
20. Graduation fee: \$30.00 per year (as authorized by Chapter 1009.22, Florida Statutes),

excluding Adult General Education.

21. Continuing Workforce Education (CWE) Application fee: \$20.00 per year.
22. Commercial Driving License Class A, B or C Testing rates: Pre-Trip Inspection, Basic Control Skills and Road Test for General Public or MTC Students \$150.00 each; MTC students, paying the total of \$450.00 for all three tests, may re-take one test (\$450.00 allows up to four testing opportunities).
23. Fee for courses taught by or for outside vendors/contractors are calculated on individual courses to cover the cost of instruction and may include additional fees for materials, technology, lab fees, and any other specific cost to deliver the program including:
 - a. Community Enrichment
 - b. Recreation
 - c. Leisure
 - d. Continuing Workforce Education
24. CDL student fee for vehicle usage testing of students not already provided with fee: \$100.00
25. Fee-Based Course Application Fee: \$20.00

Other:

- a. Consumable material supply fees will be determined on a course-by-course basis (as authorized by Chapter 1009.22, Florida Statutes).
- b. The Financial Aid Fee shall be **10%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).
- c. The Capital Improvement Fee shall be **5%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).
- d. The Technology Enhancement Fees shall be **5%** of the standard tuition (as authorized by Chapter 1009.22, Florida Statutes).

Testing

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

Individuals enrolled in a CCP must complete a basic skills test/assessment, which has been approved by the State Department of Education, within the first six weeks of admission into a program. The assessment given is called the PERT and measures skills in reading, mathematics, and writing usage. *(Exceptions: Students who possess an Associate Degree or higher college degree, have passed the CLAST test, or have achieved specific scores on the ACT, PSAT, SAT, GED-2014 series, may not have to take the PERT Test.)* The PERT assessment is offered online through an MTC computer lab. Students graduating from a public high school in the state of Florida with a standard high school diploma in the class of 2007 or later may also be

exempt from PERT Skills requirements. To schedule a time to take the PERT assessment, please contact the Student Services office directly at: (352) 671-4134.

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

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

Pearson VUE

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

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

For more information about Pearson VUE, please visit: www.pearsonvue.com. To view a complete up-to-date listing of tests currently offered, please visit: <http://pearsonvue.com/programs>.

Program Structure

Career Certificate Programs

Career Certificate Programs (CCP) are designed to prepare students to enter the workforce. The coursework is based on the Florida Department of Education Program Frameworks. These frameworks outline the curriculum which are followed and documented by the instructor for each student enrolled in a program. Successful program completers receive a State of Florida certificate through MTC indicating that the student has completed state of Florida Performance Standards and maintained acceptable grade average and attendance.

Continuing Workforce Education

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

Adult General Education

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

Training for Business and Industry

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

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

Academic Policies



Grades

Students must maintain a minimum “C” average or higher as established by the program in which the student is enrolled. Student progress is maintained throughout their enrollment in FOCUS, MTC’s Student Information System (SIS). Access is granted to the student via a personal sign-on and secure password. Grades, attendance, and progress are visible and printable from their personalized portal. This information is communicated to all students at their orientation. Students not maintaining a “C” average may be placed on academic probation for the following grading period or course. Lack of academic progress may result in withdrawal from the program.

Certificate of Completion Requirements

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

Occupational Completion Point

Certificates may be awarded in Career Certificate Programs with multiple OCP points earned successfully by students.

Student Attendance Procedure

Students are required to attend classes. Unless otherwise stated in the procedure of a specific program, students can miss no more than 10% of their scheduled hours. Without prior administrative approval, students who do not meet attendance requirements may be administratively withdrawn from a Career Certificate Program. Financial aid recipients may lose eligibility because of unsatisfactory attendance.

Probation Procedure

Students, who at the end of a grading period or course, fail to achieve at least the minimum acceptable standard (attendance and/or grade performance) established by a program, will be placed on probation. Students will remain on probation until the end of the course, or grading period. At that time, if satisfactory progress has not been achieved, the student will be dismissed from the program.

Transcript Requests

Transcript requests must be submitted to the Student Services Department in person or via mail. Transcript request forms may be acquired on MTC’s website,

<https://mariontc.edu/students/transcripts/>. However, this form cannot be submitted via the website. There is a \$5.00 fee per transcript copy. The fee must be paid before the transcript will be released. Cash, checks, or money orders should be made payable to MTC. Transcripts will not be released if the student has an outstanding debt.

Transfer Procedure

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

Internship/Externship Procedure

Off-campus internships/externships are designed to enhance the academic requirements of the program and are defined as training and learning experiences that are relevant to the student's academic goals and the professional standards of the program. The student is supervised by a qualified individual at the institution and the internships/externship site; and evaluated by both the on-site supervisor and the institution's staff member based on established criteria. Marion Technical College maintains formal training agreements with internships/externship sites.

Student Services



Student Services Overview

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

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

Students who work closely with a counselor while planning their educational goals are more likely to succeed at MTC. Counselors are seen by appointment. It is recommended that you schedule early!

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

The Student Services Department is open daily to meet the needs of the community and our students. Hours may vary, please contact us at 352-671-4134 or check the MTC website for the most up-to-date hours of operation.

Counseling

The primary role of the school counselor is to assist students in the successful transition to and completion of a Career Certificate Program. Services include career, academic, and program counseling and referrals. The School Counselor assists students with pre-admission information and counseling, intake, testing, accommodations and assessments.

Special Services

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

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

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

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

Rights Protected Under FERPA

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines educational records as all records that schools maintain about students.

FERPA gives parents the right to review and confirm the accuracy of education records. These rights transfer to the student when the student turns 18 years old or attends a postsecondary institution. At this time, the student is designated as an “eligible student” and holds the same rights as his or her parent held with respect to education records.

Prior consent is not required for schools to disclose information from an eligible student's education record to the parents if the eligible student is a dependent for tax purposes under the Internal Revenue Service rules. The primary rights of parents and eligible students under FERPA are the rights to:

- Inspect and review education records
- Seek amendments to education records
- Have some control over the disclosure of information from educational records

For more information go to <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Financial Aid



Financial Aid Overview

Financial aid is any college funding not from family or personal savings or earnings, it can come from a variety of different sources. This includes federal and state agencies, colleges, high schools, community organizations, foundations, corporations, etc. The amount of financial aid you receive will depend on rules set by the various sources federal, state, and institutional guidelines. Financial aid will cover most higher education expenses, including tuition and fees, room and board, books and supplies, and transportation.

The Office of Financial Assistance recommends that every student complete a Free Application for Federal Student Aid (FAFSA) which will maximize your aid.

Types of Financial Aid Assistance

Federal Programs

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

State Programs

- Bright Futures Scholarship
- FSAG-CE Grant
- Scholarships for Children/Spouses of Deceased/Disabled Veterans
- FCB - Florida Council of the Blind
- Florida Governors Council on Indian Affairs
- Open Door Grant
- Scholarships for Children/Spouses of Deceased/Disabled Veterans

Veterans Educational Assistance

- Chapter 33: The Post-9/11 “GI Bill®” is a registered trademark of the U.S. Department of Veteran Affairs (VA).
- Chapter 30: Montgomery GI Bill® – Active Duty (MGIB-AD)
- Chapter: 1606 Montgomery GI Bill® – Selected Reserve (MGIB-SR)
- Chapter: 35 Survivors and Dependents’ Educational Assistance Program (DEA)
- Chapter: 31 Veteran Readiness and Employment (VR&E)

MTC Financial Assistance

- MTC Financial Aid – New and Returning Students
- MTC Financial Aid – Graduating High School Seniors

- MTC Financial Aid – GED® Program Completers

Other Accepted Aid

- CareerSource Funding
- Other Third-Party Financial Assistance
- Florida Prepaid

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

FAFSA Simplification

What You Need to Know About FAFSA for 2024-2025.

The FAFSA Simplification Act represents a significant overhaul of the processes and systems used to award federal student aid starting with the 2024–2025 award year. This includes the Free Application for Federal Student Aid (FAFSA®) form, need analysis, and many policies and procedures for schools that participate in federal student aid programs. The law will also affect every state that uses FAFSA data to award state grant aid and every school that participates in the federal student aid programs.

FAFSA 2024-2025 Terminology Changes

Contributor: any individual required to provide consent and approval for federal tax information (FTI) along with their signature on the FAFSA® form, including the student; the student's spouse; a biological or adoptive parent; or the parent's spouse (stepparent). Contributors must apply for a valid FSA ID log-in credential.

Direct Data Exchange (DDX) The system used to transfer individuals tax information to determine federal aid eligibility (replaces what used to be the IRS data retrieval tool DRT).

Federal Tax Information (FTI): is the data and information related to federal tax paying. It includes a return or return information received directly from the IRS or obtained through an authorized secondary source such as the U.S. Department of Education.

FAFSA Privacy Act Consent: formal consent provided by an applicant and any applicable contributor(s) for a given FAFSA cycle (e.g., December 2023 to September 2025 for the 2024-25 FAFSA form) that meets the statutory requirements of collecting and using an individual's personally-identifiably information.

FAFSA Submission Summary (FSS): replaces the Student Aid Report (SAR) as the student's output document providing a summary of data input on the FAFSA form.

Family Size: replaces the term “household size” on the FAFSA form.

Student Aid Index (SAI): A calculation based on the Free Application for Federal Student Aid (FAFSA) that allows us to determine how much need-based financial aid you are eligible for. It provides schools with a picture of your family's financial strength. Replaced what used to be known as Expected Family Contribution (EFC).

Information needed to complete the 2024-2025 FAFSA

Your Student Aid. gov Account

Your Contributor Information

Your 2022 Federal Income Tax Return information

Records of Your Untaxed Income

Records of Your Assets

Marion Technical College School Code: 031039

Federal Programs: (Title IV)

Student Eligibility

Basic Eligibility Criteria requirements needed:

- Demonstrate financial need for need-based federal student aid programs;
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number (except for students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be enrolled or accepted for enrollment as a regular student in an eligible certificate program;
- Maintain satisfactory academic progress;
- Provide consent and approval to have your federal tax information transferred directly into your 2024-2025 Free Application for Federal Student Aid (FAFSA®) form;
- Sign the certification statement on the FAFSA form stating that you are not in default on a federal student loan, you do not owe money on a federal student grant, and you will only use federal student aid for educational purposes; and
- Show you are qualified to obtain a college or career school education.
- You can show you are qualified to obtain a college or career school education by:
 - Having a high school diploma or a state-recognized equivalent such as a General Educational Development (GED) certificate;
 - Completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain

a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law).

Please contact Financial Aid for a list of the required documentation.

Federal Pell Grant

The Pell Grant is the largest grant program offered by the Department of Education to undergraduate students. Created in 1972, the federal Pell Grant program has been awarding grants to students since the 1973-1974 school year. It was named after Sen. Claiborne Pell of Rhode Island, the chief sponsor of the program. Federal Pell Grant does not require repayment; it is based on financial need and is available only to students without a bachelor's degree or equivalent.

Eligibility is determined by a formula developed by the United States Department of Education. Students must be enrolled in a Federal Pell-eligible course of study of at least 600 clock hours to be eligible for the Federal Pell Grant. The 2024-2025 maximum Federal Pell Grant amount is \$7,395.00 and is disbursed in segments referred to as payment periods of 450 clock hours or less as determined by the length of the program. Students can apply for a Pell Grant by going to <https://studentaid.gov/h/apply-for-aid/fafsa> and completing the application. Marion Technical College's school code is 031039.

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

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG is a federal grant for the 2024-2025 school year. Therefore, funds are very limited for this award. The grant provides additional money to a student if financial need is demonstrated. This grant depends on financial need, other aid sources, and the available funds allocated to the school. There is no application process for this aid. It is awarded in the financial aid office based on financial need.

2024-2025 Verification

Procedure for Title IV Recipients

Verification refers to the process intended to improve the accuracy of the information submitted on the Free Application for Federal Student Aid (FAFSA®) form and reduce incorrect payments to applicants. Each year the Central Processing System (CPS) of the U.S. Department of Education selects a few Free Application for Federal Student Aid forms (FAFSAs) for a process called verification.

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 information or when a “Comment Code” (“C” Code) appears on the Students Submission Summary. 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 require resolution before any Title IV aid can be awarded.

The output documents on which these codes appear are referred to as an FSS, FAFSA Submission Summary, for the student; and an ISIR (Institutional Student Information Report) for the school.

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. Levels of verification are identified as “Tracking Groups”.

Verification Tracking Groups

Students who are selected for verification by the Department will be placed in one of three verification groups (V1, V4, or V5) to determine which FAFSA information must be verified. Groups V2, V3, and V6 are reserved for future use by the Department.

V1—Standard Verification Group

Tax filers (student, student spouse, parent, and parent spouse/partner, as applicable) must verify the following:

- Adjusted gross income;
- Income earned from work;
- U.S. income tax paid;
- Untaxed portions of IRA distributions;
- Untaxed portions of pensions;
- IRA deductions and payments;
- Tax exempt interest income;

- Education Credits;
- Foreign income exempt from federal taxation;
- Family size.

Non-tax filers (student, student spouse, parent, and parent spouse/partner, as applicable) must verify the following:

- Income earned from work;
- Family size.

V4—Custom Verification Group

Students must verify the following:

- Identity;
- Statement of educational purpose (SEP).

V5—Aggregate Verification Group

This group is essentially a combination of V1 and V4. Tax filers and non-tax filers must verify the items listed in the Standard Verification Group (V1). Students must also verify identity and statement of educational purpose.

Changing Tracking Groups

A student may move from Verification Tracking Group V1 or V4 to group V5 based on corrections made to his or her FSS record or on other information available to the Department. If verification was already completed for the previous group, the student is only required to verify the V5 information that was not already verified. If verification was not completed for the previous group, the student needs to verify all the V5 information.

No disbursements of *Title IV* aid may be made until the V5 verification is satisfactorily completed. If the student does not complete verification, the school is not liable for any *Title IV* aid it disbursed prior to receiving the group V5 ISIR. The student is liable for the full amount because without verification there is no evidence they were eligible for that aid.

Verification Exclusions

You do not have to verify FAFSA information of a student in the following situations:

- **Death of the student.** You do not have to continue verification if you made an interim disbursement and the student died before verification was completed.
- **Not an aid recipient.** The student will not receive *Title IV* aid for reasons other than a failure to complete verification.
- **Applicant verified by another school.** The student completed verification for the current award year at another school before transferring. Their FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the student's application and providing the transaction number of the pertinent valid ISIR.

- **Post enrollment.** The student was selected for verification **after** ceasing to be enrolled at your school, they do not intend to reenroll for the award year, and no further (including late) disbursements will be made.

Subsequent ISIR's

Schools are required to import and review all subsequent Institutional Student Information Record (ISIR) transactions for a student for the entire processing year until the school stops receiving them from the Central Processing System (CPS), usually sometime in September as published annually in the Federal Register. This may include periods when the student is not in attendance, such as the summer, and it does not matter why the ISIR was generated. All subsequent transactions must be downloaded and reviewed by the school even if the ISIR/FSS has already been verified on an earlier transaction. When the data differs between the initial and subsequent ISIR/FSS, then the school must resolve all inconsistencies that impact a student's eligibility for Title IV assistance.

Systematic Alien Verification for Entitlements (SAVE)

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

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

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

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

Return of Title IV Funds Procedure

Federal student aid (FSA) funds, also referred to as Title IV funds, are awarded to a student under the assumption that the student will attend school for the entire period for which the funds were awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive.

The Return of Title IV (R2T4) regulations govern the management of FSA funds disbursed to students who subsequently withdraw from all Title IV eligible courses within a payment period.

R2T4 GUIDELINES;

If a Title IV recipient withdraws from a school after beginning attendance, the school must perform an R2T4 calculation to determine the amount of Title IV aid earned by the student.

- If the amount disbursed to the student is greater than the amount the student earned, any unearned funds must be returned, Return to Title IV (R2T4).
- If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, they are eligible to receive a post-withdrawal disbursement (PWD) of the earned aid that was not received.

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

If you withdraw or leave school before your program completion date, you should contact the Financial Aid Office before withdrawing to ensure you understand the financial consequences of your choice. The Financial Aid Office advisors will explain the policies described on this page and how they will apply to your situation.

Satisfactory Academic Progress (SAP)

The Marion Technical College (MTC) Satisfactory Academic Progress Procedure (SAP) is a required measurement of a student's academic progress toward their educational goal. Progress must be measured by grade-based (qualitative) AND a Maximum Time Frame component.

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

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

The procedure must include these two components:

- Grade requirements (qualitative),
- 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.

Maximum Time Frame Limitation

The time frame of a student's eligibility for financial aid is limited to 150% of the number of clock hours required to complete the program, including transfer clock hours. Time Frame is reviewed at the end of each term. Once the student reaches their maximum time frame limit, they will no longer be eligible to receive financial aid. Students who reach maximum time frame are not eligible for appeal.

In addition, a student becomes ineligible for financial aid (via the maximum timeframe element) when it becomes mathematically impossible for them to complete the program within 150% of its length. At each evaluation point students who are in Warning for Time Frame will be reviewed to determine if it is mathematically impossible for them to complete the program within 150% of the length of their programs.

For example, if the published length of a program of study is 1200 clock hours, a student may attempt up to 1800 hours to complete the program ($1200 \times 150\% = 1800$). (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program.

Example: If a student requires 1300 hours to complete a 1200-hour program successfully, they are responsible for the extra 100 hours needed. Maximum Timeframe applies to the amount of calendar time the student takes to complete those hours.)

Re-Establishing Financial Aid Eligibility

Students may regain financial aid eligibility with satisfactory academic progress reported after successfully completing the payment period. Aid will be reinstated for the NEXT payment period. There is no student appeal process to reestablish aid eligibility within the academic year; students who re-enter the same program more than a year later will be considered a new student.

Consequences of Failing SAP

Students who fail to meet the minimum cumulative GPA of 2.0 or program GPA and/or fail to complete within the properly calculated maximum time frame are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period and one payment period, students must meet the cumulative GPA, and the maximum time frame or financial aid will end. This includes the weeks of instruction time for that time period. The student will no longer be eligible for Title IV Aid. There will be no appeal process or probation period.

Professional Judgement

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

Title IV Recipients Referral Procedures

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

Common misconducts include but are not limited to:

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

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

Students Convicted of Possession or Sale of Drugs

The FAFSA Simplification Act amended Section 484 of the Higher Education Act of 1965 (HEA), making several significant changes to student eligibility criteria. The most significant change 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 FAFSA, and students with drug convictions are eligible for Title IV aid if they meet all other eligibility requirements. Note, however, that the eligibility criterion related to the Anti-Drug Abuse Act is unaffected by the removal of the drug conviction question.

State Programs

Vocational Rehabilitation

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

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

Bright Futures Scholarship

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

This scholarship program's 2024-2025 term is August 2024 to May 2025 for the Bright Futures Scholarship disbursement. Any hours outside of this period fall under the responsibility of the student.

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

For Eligibility Visit:

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

- **Scholarships for Children & Spouses of Deceased or Disable Veterans & Service Members** provide an award to dependent children or un-remarried spouses of qualified Florida veterans.
- **The First-Generation Matching Grant Program (FGMG)** is a need-based grant program available to degree-seeking, resident, and undergraduate students who demonstrate substantial financial need and are enrolled in eligible participating postsecondary institutions. Eligible students have a parent(s) who has not earned a baccalaureate or higher degree.
- **The Florida Public Postsecondary Career Education Student Assistance Grant (FSAG-CE)** is available to students who attend eligible and participating Florida colleges (public community colleges) or career centers operated by district school

boards. See the separate fact sheet for additional information regarding the FSAGCE program.

- **The Honorably Discharged Graduate Assistance Program (HDGAP)** is a supplemental need-based veteran educational benefit. Funds are to assist in paying living expenses during holiday and semester breaks for active duty and honorably discharged Armed Forces members who served on or after September 11, 2001.

Open Door Grant

The 2024-2025 Open Door Grant Program is a financial aid program for students at a Florida College Systems institution to incentivize current and future workers to enroll in career and technical education programs that lead to a credential, certificate, or degree. This opportunity offers students in eligible programs a maximum award amount equal to 100% of tuition, fees, assessment costs, supplies, not otherwise covered by federal/state grants. This is subject to the availability of funding. Students will be accepted on an ongoing basis while funds are available, up until June 30, 2025. For more information please visit our web site @ <https://mariontc.edu/financial-aid/>.

Veterans Educational Assistance

Before You Apply for VA Benefits

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

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

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

2024 – 2025 MTC Course Catalog

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

The State of Florida Approving Agency approves specific MTC programs. Veterans and dependents of disabled or deceased veterans who plan to attend under any of the training laws should stop by the Office of Financial Aid for assistance and advisement. Below is a list of the approved programs at MTC:

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

Veterans Benefit Classifications

Chapter 33: The Post-9/11 GI Bill®

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

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

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

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

Public Law 115-407, Section 103:

Effective August 1, 2019:

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

- Charge late fees on the portion of tuition and fees billable to the VA while VA tuition and fees payment is pending,
- Withdraw student for non-payment of the portion of tuition and fees billable to the VA while VA tuition and fees payment is pending,

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

To qualify, before the first day of the course, the student is required to:

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

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

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

Veterans In-State Tuition Procedure

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

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

- A veteran using educational assistance under either Chapter 30 (Montgomery GI

Bill® (Active-Duty Program),

- Chapter 31 (Veteran Readiness and Employment, (VR&E))
- Chapter 33 (Post-9/11 GI Bill®) of 38 USC,
- Anyone using transferred Post-9/11 GI Bill® benefits (38 USC § 3319),
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 USC § 3311(b) (9)),
- Chapter 35 (Survivors' and Dependents' Educational Assistance Program) benefits,
- Anyone described above while they remain continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31, Chapter 33, or Chapter 35 of 38 USC.

Federal law permits public institutions of higher education to require eligible veterans, dependents, or individuals to demonstrate their intent to establish residency in the state by means other than satisfying a physical presence requirement. For example, institutions can request documentation such as a driver's license, car registration or voter registration, signed lease, or rent receipt to help establish an applicant's intent to establish residency in Florida. Please note that federal law does not include a durational residency requirement, nor does it require that the eligible veteran, dependent, or individual demonstrate intent to remain in Florida indefinitely.

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

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

Any institution found out of compliance with the requirements of Public Law 117-68 by August 1, 2022, will be disapproved by VA for both the Post-9/11 GI Bill®, Montgomery GI Bill®, Survivors' and Dependents' Educational Assistance Program, and the Veteran Readiness and Employment.

Veterans Educational Assistance Refund Procedure

If the veteran, spouse, surviving spouse, or child fails to enter the course or withdraws or discontinues school at any time before completion of the course, any unused portion of tuition and fees paid by the student will be refunded within 40 days.

Veterans Educational Assistance Fee Deferment Procedure

Per Florida state statutes 1009.27, Veteran students are allowed the following considerations regarding payment of fees.

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

Veteran's Attendance Procedure

- VA students are required to attend all courses.
- Monthly attendance records will be forwarded to the certifying official's office.
- Satisfactory Academic Progress (SAP) is monitored each semester as per the course semester calendar. Students must maintain an overall 90% attendance and a minimum "C" average to remain in good standing unless otherwise specified.
- Veterans not meeting Satisfactory Academic Progress will have their benefits terminated.
- Veterans must complete the program within 150% of the specified program time frame in clock hours.

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

Accordance with CFR 38 USC 3474 and 3675

- The accredited courses, the curriculum of which they form a part, and the instruction connected with those courses are consistent in quality, content, and length with similar courses in public educational institutions and other private educational institutions in the State with recognized accepted standards.

- There is in the educational institution offering the course adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.
- The educational and experience qualifications of directors, and administrators of the educational institution offering the courses, and instructors teaching the courses for which approval is sought, are adequate.

Marion Technical College Financial Aid

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

To qualify, a student must:

- Be a United States citizen or an eligible non-citizen,
- Provide a current driver's license or official photo identification card,
- Provide proof of a valid social security number,
- Have a standard high school diploma, or GED®, certificate or an affidavit documenting completion of high school education in a homeschool setting, if required for acceptance into the program,
- Have no default of a Title IV student loan or owe a refund on a Title IV student grant,
- Have a valid, error-free Institutional Student Information Record (ISIR) on file at the school,
- Provide the required financial documentation by the scheduled deadlines,

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

MTC Financial Aid – New and Returning Students

MTC Financial Aid – Graduating High School Seniors

MTC Financial Aid – GED® Program Completers

MTC Financial Aid – New and Returning Students

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

MTC Financial Aid – Graduating High School Seniors

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

MTC Financial Aid – GED® Program Completers

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

OTHER AID ACCEPTED

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

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

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

Student Rights & Responsibilities

**adapted from the MCPS Code of Conduct*



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

Academic Honor Code

STUDENT RESPONSIBILITIES:

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

STUDENT RIGHTS:

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

Attendance

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

STUDENT RESPONSIBILITIES:

- Attend all classes daily.
- Be on time.

STUDENT RIGHTS:

- Be informed of MTC procedures and individual school rules regarding absenteeism and

tardiness.

- Appeal a decision pertaining to an absence.

Free Speech/Expression/Assembly

STUDENT RESPONSIBILITIES:

- To respect the rights of other individuals; to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.
- Respect the religious beliefs of others.
- Plan for, seek approval of, and conduct activities that are consistent with the educational objectives of the school.

STUDENT RIGHTS:

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

STUDENTS MUST NOT:

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

Grades

STUDENT RESPONSIBILITIES:

- Become informed of the grading criteria.
- Maintain standards and academic performance.
- Make use of grade reporting systems currently in place (Focus Student Information System) to keep track of assignments and current grades.
- Contact their teacher when they are failing or at risk of failing in an effort to improve their situation.

STUDENT RIGHTS:

- Receive a teacher's grading criteria at the beginning of each year or semester course.

- Receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent unsatisfactory work is being performed.

Privacy & Property Rights

Student Records

Student records are confidential and shall be accessible only to professional staff, the parents of students who are under the age of 18, eligible students 18 years of age or older, and other individuals and agencies as set forth by the Family Educational Rights and Privacy Act (FERPA).

STUDENT RESPONSIBILITIES:

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

STUDENT RIGHTS:

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

Student Use of Wireless Communication Devices

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

Electronic Equipment

Students may use the following technology resources and other electronic equipment/devices on school property only for educational or instructional purposes (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission:

- Cameras (photographic and/or video)
- Laptops
- Tablets (e.g., iPad-like devices)
- Smartphones
- E-readers (e.g., Kindle-like devices)

The principal has authority to make determinations as to specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Acceptable Use Policy and Guidelines for Network Access

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

Network Warning

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

General Policy & Guidelines

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

Network Resources

Classroom resources will be expanded by making information and people from all over the world available to students, teachers, and others. It brings instant access to original source material, general information, data, images and computer software. It contacts relevant people when possible, bringing into the classroom experts from all over the world. Such

access supports individual and group projects, collaboration, curriculum materials and idea sharing. As a hands-on tool, the network can motivate students.

GUIDELINE I

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

GUIDELINE II

Unacceptable uses of the network include:

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

GUIDELINE III

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

is primarily governed by the Student Technology Acceptable Use and Safety Policy 7540.03, MTC Student Handbook and local school guidelines.

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

GUIDELINE IV

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

GUIDELINE V

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

GUIDELINE VI

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

Safety & Security

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

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

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

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

Crisis Protocol

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

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

Standards of Conduct

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

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

Unacceptable Actions

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

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

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

Student Withdrawal Procedure

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

A student may be automatically withdrawn due to the consecutive absence rule. In a Career Certificate Program, a student who does not submit required notification after excessive absences is considered to be officially withdrawn and the date of withdrawal will be the last date of recorded attendance. The withdrawal date will determine if there will be an adjustment to financial aid awards if applicable. Financial aid recipients who withdraw should also consult with the Financial Aid Office to discuss the status of their aid eligibility.

Sexual Harassment

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

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

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Unwanted Physical and/or sexual assault.
3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
12. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
13. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Harassment Procedures

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

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

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

Student Grievance Procedure

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

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

Level One:

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

Level Two:

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

Level Three:

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

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

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

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

Council on Occupational Education
7840 Roswell Road
Building 300, Suite #325
Atlanta, Georgia 30350
(770) 396-3898

Or

Florida Department of Education
325 W. Gaines Street
Tallahassee, FL 32399
(850) 245-0505

Adult General Education



Adult General Education Programs

Overview

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

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

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

Adult Education programs are available to individuals who:

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

COST:

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

Adult Basic Education (ABE)

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

Admission Requirements:

- Must be at least 16 years old

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

What you will learn:

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

Class Schedules:

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

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

Online classes available (*must meet score requirements)

General Educational Development (GED®)

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

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

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

Admission Requirements:

- Must be at least 16 years old
- Must not be enrolled in a secondary school

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

What you will learn:

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

Class Schedules:

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

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

Online classes available

English For Speakers of Other Languages (ESOL)

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

Admission Requirements:

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

What you will learn:

- English language reading, writing, comprehension and speaking

- English grammar and usage
- Life and workforce skills
- Computer literacy
- Citizenship
- Cultural awareness
- College and career readiness

Class Schedules:

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

8:00 am – 11:45 am

12:45 pm – 3:15 pm

6:00 pm – 9:00 pm

Online classes available

How to Apply

MTC – RETURNING ABE/GED/ESOL STUDENT - HOW TO APPLY

Step 1

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

Step 2

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

Step 3

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

MTC – NEW ABE/GED®/ESOL STUDENT

HOW TO APPLY

Step 1

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

Step 2

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

Step 3

- WHEN STUDENT COMES TO CAMPUS
 - Information in FOCUS is updated
 - Supplemental paperwork is completed
 - STUDENT pays the tuition of \$47.25
 - STUDENT is enrolled at MTC
 - STUDENT is scheduled for a CASAS or TABE

Step 4

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

GED® Test Information

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

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

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

Florida Senate Bill 7004 provides that a student who has filed a formal declaration of intent to terminate school enrollment may take the GED® exam, without an extraordinary exemption, after reaching the age of 16. For questions contact Denise Grosso at (352) 671-7200.

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

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

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

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

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

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

Programs at MTC



MTC CTE - HOW TO APPLY

Step 1

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

Step 2

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

SUPPLEMENTAL PACKETS VARY FOR EACH PROGRAM

Step 3

- FINANCIAL AID APPLICATION – www.fafsa.gov
 - Complete FAFSA Application and provide the Student Aid Index (SAI). MTC School Code: 031039

Step 4

- You will be notified by program department of acceptance.
- You will be notified by Financial Aid of estimated funds available. **(Registered)**

Step 5

- Pay fee in Student Fees and/or sign voucher document in Financial Aid Office to complete process

BASIC SKILLS TEST

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

Health Science



Massage Therapy
Program Number: H120406
Program Length: 750 Hours

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.

Program Cost / Age:

\$4,902.55 (price is subject to change)

17 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	MSS0204	Massage Therapy 1	375 hours
B	MSS0209	Massage Therapy 2	375 hours

Industry Certification:

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

Salary Range:

In the state of Florida, a Massage Therapist may earn \$31,116.00 to \$59,176 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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

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.

Program Cost / Age:

\$818.55 (price is subject to change)

17 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	PRN0090	Nurse Aide and Orderly	120 hours

Industry Certification:

Nursing Assistant Certification can be obtained upon passing the state exam.

Salary Range:

In the state of Florida, Nursing Assistants may earn \$29,224 to \$37,169 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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

Program Description:

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

Program Cost / Age:

\$1,402.00 (price is subject to change)

17 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	MEA0520	Phlebotomist	75 hours

Industry Certification:

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

Salary Range:

In the state of Florida, a Phlebotomist may earn \$29,120 to \$44,325 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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

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.

Program Cost / Age:

\$8,529.43 (price is subject to change)

17 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	PRN0098	Practical Nursing Foundations 1	300 hours
B	PRN0099	Practical Nursing Foundation 2	300 hours
	PRN0290	Medical Surgical Nursing 1	300 hours
	PRN0291	Medical Surgical Nursing 2	300 hours
	PRN0690	Comprehensive Nursing and Transitional Skills	150 hours

Industry Certification:

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

Salary Range:

In the state of Florida, Practical Nurses may earn between \$46,550 and \$59,987 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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.

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

Radiologic Technology

Program Number: W170210

Program Length: 2,700 Hours

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, Lake and Alachua Counties.

Program Cost / Age:

\$11,363.40 (price is subject to change)

18 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	RTE0004	Fundamentals of Radiologic Technology	96 hours
	RTE0410	Radiographic Imaging & Exposure I	96 hours
	RTE0505	Radiographic Procedures I	96 hours
	RTE0809	Clinical Education I	312 hours
B	RTE0450	Radiographic Imaging & Exposure II	90 hours
	RTE0506	Radiographic Procedures II	90 hours
	RTE0507	Radiographic Procedures III	66 hours
	RTE0819	Clinical Education II	504 hours
C	RTE0015	Advanced Modality Imaging	54 hours
	RTE0780	Radiographic Pathology & Directed Research	86 hours
	RTE0610	Radiation Physics	86 hours
	RTE0829	Clinical Education III	220 hours
	RTE0839	Advanced Clinical Education IV	340 hours
	RTE0380	Radiation Biology & Radiation Protection	51 hours
	RTE0849	Advanced Clinical Education V	360 hours
	RTE0939	Radiography Seminar	153 hours

Industry Certification:

- Graduates of this program are eligible for licensure in the state of Florida as Certified Radiologic Technologists.
- Students are eligible to apply for admission to the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Salary Range:

According to current ASRT wage surveys, Radiologic Technologists can expect to enter the job market at approximately \$45,240 to \$77,106 annually.

(Occupational Employment and Wage Statistics – Florida, May 2023)

Employment Outlook:

In addition to job growth, job openings also will arise from the need to replace technologists who leave the occupation. Those with knowledge of more than one diagnostic imaging procedure – such as CT, MRI, and mammography – will have the best opportunities.

Business, Management and Administration



Business Management and Analysis

Program Number: B060200

Program Length: 900 Hours

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.

Program Cost / Age:

\$3,487.00 (price is subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	OTA0040	Information Technology Assistant	150 hours
B	MNA0080	Supervisor/Manager Trainee	300 hours
C	MNA0082	Supervisor	450 hours

Industry Certification:

Students may earn any or all of the following certifications: Microsoft Office Specialist (Word, Excel, and PowerPoints).

Salary Range:

In the state of Florida, administrative assistants earn between \$29,550 and \$58,870 and general and operations managers may earn between \$40,270 and \$135,160 annually.

(Source: Bureau of Labor Statistics, Occupational Employment and Wage Statistics Program, May 2023)

Employment Outlook:

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

Hospitality and Tourism



Baking & Pastry Arts

Program Number: N100600

Program Length: 600 Hours

Program Description:

Your love of baking has been begging for this training program. Become a skilled baker, and creator of divine desserts. The 600-hour Baking and Pastry Arts program offers a sequence of courses that rigorous content, challenging academic standards, and relevant technical knowledge and skills needed to prepare for careers in the Hospitality 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.

Program Cost / Age:

\$3,552.28 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	FSS0090	Pastry Cook/Baker	300 hours
B	FSS0091	Pastry Chef/Head Baker	300 hours

Industry Certification:

SafeStaff Food Handlers Credential

NRFSP Food Safety Manager Certification

OSHA 10-hour Training - General Industry

First Aid/CPR Certification

Salary Range:

In the state of Florida, bakers may earn between \$24,273 and \$42,328

(Occupational Employment and Wage Statistics – Florida, May 2023)

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.

Fundamental Foodservice Skills

Program Number: N100520

Program Length: 600 Hours

Program Description:

This program is the culinarian's dream! If you love cooking and feeding people your culinary masterpieces, this is the course for you. The 600-hour Fundamental 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.

Program Cost / Age:

\$3,641.09 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	HMV0101	Intro to Food Prep	300 hours
B	HMV0102	Cooking Methods and Techniques	300 hours

Industry Certification:

ServSafe Food Safety Manager Credential

ServSafe Food Safety Manager Certification

OSHA 10-hour Training - General Industry

First Aid/CPR Certification

Salary Range:

Salaries in the hospitality field will vary based on place of employment or position. In Florida, cooks may earn between \$26,520 and \$38,210 a year. A chef and head cook salaries may range between \$34,570 and \$66,685 a year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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.

Information Technology



Applied Information Technology

Program Number: Y300400

Program Length: 600 Hours

Program Description:

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry; technical and product skills, and underlying principles of technology.

The content includes but is not limited to computer application skills including computer hardware, software applications, web applications, computer programming, webpage design and advanced web tools, systems support and maintenance, network concepts, relational database concepts, multimedia tools, cybersecurity ; extensive exploration of information technology careers; strategies for success including goal setting, study skills, organizing skills, learning styles, employability skills, and service learning; and core academic skills with a strong emphasis on effective communication skills.

Program Cost / Age:

\$2,396.20 (price subject to change)

16 years of age and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	OTA0040	Information Technology Assistant	150 hours
B	CTS0072	IT & Web Systems	300 hours
F	CTS0075	Multimedia Systems	150 hours

Industry Certification:

Student may earn any or all of the following certifications:

CompTIA A+

Salary Range:

Salary in the information technology field will vary as to where graduates seek employment. In the state of Florida, Applied Information Technology graduates may earn between \$36,026 and \$77,604.

(Occupational Employment and Wage Statistics – Florida, May 2023)

Employment Outlook:

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

Computer Systems & Information Technology (CSIT)

Program Number: Y100200

Program Length: 900 Hours

Program Description:

The purpose of this program is to prepare students for employment or advanced training in a variety of occupations in the information technology industry.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the information technology industry; technical and product skills, underlying principles of technology, planning, management, finance, labor issues, community issues and health, safety, and environmental issues.

The content includes but is not limited to communication, leadership skills, human relations and employability skills; and safe, efficient work practices.

Program Cost / Age:

\$3,552.20 (price is subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	CTS0082	Computer Systems Technician	300 hours
B	CTS0083	Computer Network Technician	150 hours
C	CTS0084	Computer Networking Specialist	150 hours
D	CTS0069	Computer Security Technician	300 hours

Industry Certification:

Student may earn any or all of the following certifications:

CompTIA A+

CompTIA Network+

CompTIA Security+

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 \$44,616 and \$94,723

(Occupational Employment and Wage Statistics – Florida, May 2023)

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



Barbering

Program Number: I120403

Program Length: 900 Hours

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.

Program Cost / Age:

\$4,963.10 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	COS0160	Barber 1A	320 hours
	COS0161	Barber 2A	150 hours
	COS0162	Barber 3A	300 hours
	COS0163	Barber 4A	130 hours

Industry Certifications:

Program completers will be eligible to take the state barbering exam to become a licensed barber.

Salary Range:

In the state of Florida, barbers may earn an annual salary of \$27,040 to \$55,280.

(Source: Bureau of Labor Statistics, Occupational Employment and Wage Statistics Program, May 2023)

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

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.

Program Cost / Age:

\$6,137.90 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	CSP0009	Grooming and Salon Services Core, Facials and Nails	225 hours
	COS0002	Cosmetologist and Hairdresser 1	300 hours
	COS0003	Cosmetologist and Hairdresser 2	300 hours
	COS0009	Cosmetologist and Hairdresser 3	375 hours

Industry 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.

Salary Range:

In the state of Florida, Cosmetologists may earn between \$23,046 and \$61,922 per year.

(*Occupational Employment and Wage Statistics – Florida, May 2023*)

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

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.

Program Cost / Age:

\$1,436.90 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	CSP0266	Facials Specialist	220 hours

Industry Certification:

Program completers may apply to the state to register as a certified Facial Specialist.

Salary Range:

In the state of Florida, a skin care specialist may earn between \$28,780 and \$85,370 per year.

(Source: Bureau of Labor Statistics, Occupational Employment and Wage Statistics Program, May 2023)

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.

Nails Specialty

Program Number: I120415

Program Length: 180 Hours

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.

Program Cost / Age:

\$1,420.60 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	CSP0016	Manicure and Pedicure Specialist	180 hours

Industry Certification:

Program completers may apply to the state to register as a certified Nail Specialist.

Salary Range:

In the state of Florida, manicurists/pedicurists may earn between \$24,360 and \$53,100 per year.

(Source: Bureau of Labor Statistics, Occupational Employment and Wage Statistics Program, May 2023)

Employment Outlook:

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

Manufacturing



Welding Technology

Program Number: J400400

Program Length: 1050 Hours

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.

Program Cost / Age:

\$6,854.59 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	PMT0070	Welder Assistant 1	150 hours
	PMT0071	Welder Assistant 2	150 hours
B	PMT0072	Welder, SMAW 1	150 hours
	PMT0073	Welder, SMAW 2	150 hours
C	PMT0074	Welder	450 hours

Industry Certification:

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.

Salary Range:

In the state of Florida, welders earn an average wage of \$35,710 to \$64,000 per year.

(Source: *Careeronestop.org*, sponsored by U.S. Department of Labor, Employment and Training Administration)

Employment Outlook:

In the state of Florida, over 2,500 new welding positions are expected between 2020 and 2030. Many more positions are expected due to welders leaving the field to pursue other occupations, or retirement.

Welding Technology – Advanced

Program Number: J400410

Program Length: 750 Hours

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.

Program Cost / Age:

\$4,527.50 (price subject to change)

16 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	PMT0075	Advanced Welder 1	600 hours
B	PMT0076	Advanced Welder 2	150 hours

Industry Certification:

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.

Salary Range:

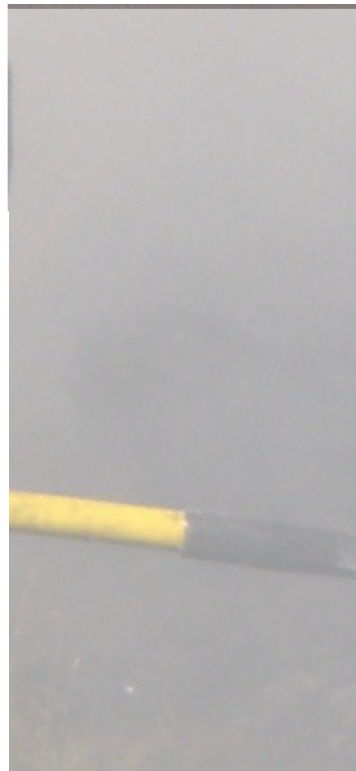
In the state of Florida, welders earn an average wage of \$35,710 to \$64,600 per year.

(Source: Careeronestop.org, sponsored by U.S. Department of Labor, Employment and Training Administration)

Employment Outlook:

In the state of Florida, over 2,500 new welding positions are expected between 2020 and 2030. Many more positions are expected due to welders leaving the field to pursue other occupations, or retirement.

Public Safety



Emergency Medical Technician - ATD

Program Number: W170212

Program Length: 300 Hours

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.

Program Cost / Age Requirements:

\$2,969.60 (price subject to change)

18 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	EMS0110	Emergency Medical Technician	300 hours

Industry Certification:

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.

Salary Range:

Salary will vary as to where graduates seek employment. On the average, EMT's earn \$35,485 to \$46,342 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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

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.

Program Cost / Age Requirements:

\$4,263.93 (price subject to change)

18 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	FFP0030	Firefighter I	191 hours
B	FFP0031	Firefighter II	301 hours

Industry Certifications:

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

Salary Range:

Salary will vary as to where graduates seek employment. In the state of Florida, Firefighters earn \$32,802 to \$79,995 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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

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.

Program Cost / Age Requirements:

\$6,713.63 (price subject to change)

18 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	FFP0030	Firefighter I	191 hours
B	FFP0031	Firefighter II	301 hours
C	EMS0110	Emergency Medical Technician	300 hours

Industry Certification:

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

Salary Range:

Salary will vary as to where graduates seek employment. In the state of Florida, Firefighters earn \$32,802 to \$79,995 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

Employment Outlook:

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

Transportation and Logistics



Automotive General Service Technician**Program Number: T400730****Program Length: 750 Hours****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.

Program Cost / Age Requirements:

\$4,496.85 (price subject to change)

16 years and older may apply.

Program Structure:

OCP	Course Number	Course Title	Length
A	AER0014	Automobile Services Assistor	300 hours
B	AER0418	Automotive Brake System Technician	150 hours
C	AER0453	Automobile Suspension and Steering Technician	150 hours
D	AER0110	Engine Repair Technician	150 hours

Industry Certifications:

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

Salary Range:

In the state of Florida, automotive technicians may earn between \$28,787 and \$73,632 per year.

(Occupational Employment and Wage Statistics – Florida, May 2023)

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****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 students to experience multiple scenarios and driving conditions as well as handling of the truck. This course meets the federal Entry Level Driving Training (ELDT) requirements. The course also includes the ELDT HAZMAT Training Endorsement.

Program Cost / Age Requirements:

\$3,735.61 (price subject to change)

18 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	TRA0080	Tractor Trailer Truck Driver	320 hours

Industry Certification:

Commercial Driver's License Class A

Salary Range:

In the state of Florida, tractor-trailer truck drivers may earn between \$37,120 and \$72,170 per year.

*(Source: Bureau of Labor Statistics, Occupational Employment and Wage Statistics Program, May 2023)***Employment Outlook:**

Employment of heavy and tractor trailer truck drivers is projected to grow through 2032. The need for truck drivers should rise as households and businesses increase their spending and their demand for goods.

Commercial Class “B” Driving**Program Number: I490251****Program Length: 150 hours****Program Description:**

The 150-hour Truck Driver Florida Class “B” course prepares students for entry into the trucking and logistics industry. Class “B” vehicles include medium sized delivery/box trucks, buses, sanitation trucks, and dump trucks. 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. This course meets the federal Entry Level Driving Training (ELDT) requirements. The course also includes the ELDT HAZMAT Training Endorsement.

Program Cost / Age Requirement:

\$2,030.64 (price subject to change)

18 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	TRA0084	Truck Driver Heavy Florida Class “B”	150 hours

Industry Certification:

Commercial Driver’s License Class B

Salary Range

In the state of Florida, Class B truck drivers may earn between \$24,731 and \$79,414 per year.

(Source: Bureau of Labor Statistics, Occupational Employment and Wage Statistics Program, May 2023)

Employment Outlook:

In the state of Florida, over 2,500 new welding positions are expected between 2020 and 2030. Many more positions are expected due to welders leaving the field to pursue other occupations, or retirement.

Architecture and Construction



Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1**Program Number: C400410****Program Length: 750 hours****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.

Program Cost / Age Requirements:

\$4,705.06 (price subject to change)

17 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	ACR0000	Introduction to HVAC/R	250 Hours
B	ACR0001	HVAC/R Fundamentals	250 Hours
C	ACR0012	HVAC/R Service Practices	250 Hours

Industry Certification:

Environmental Protection Agency (EPA) Section 608

HVAC Excellence Employment-Ready Credentials (3)

OSHA 10-hour Credential - Construction

Salary Range:

In the state of Florida, Heating, Air Conditioning, and Refrigeration Mechanics and Installers may earn between \$33,446 and \$59,675 per year, which is higher than the national average for those positions.

(Occupational Employment and Wage Statistics – Florida, May 2023)

Employment Outlook:

In the state of Florida, the number of employment opportunities for HVAC technicians and installers is expected to grow rapidly over the next decade. Between 2022 and 2032, the number of employment opportunities in the HVAC field are expected to increase 5 – 8%, statewide.

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.

Program Cost:

There is no cost for tuition

Books (Estimated): \$577.80

Program Structure:

Course Number	Course Title
I46032RB-1 st Year	Residential Electricity
I46032RB-2 nd Year	Commercial Electricity
I46032RB-3 rd Year	Industrial Electricity and Motor Control
I46032RB-4 th Year	Advanced Motor Control and Project Management
I46032RA (4 Years)	Electrical OJT

Industry Certifications:

Students who complete all requirements will earn Journeyman Electrician licenses.

Salary Range:

In the state of Florida, electricians may earn between 38,470 to \$104,180 annually.

(Occupational Employment and Wage Statistics – Florida, May 2023)

Employment Outlook:

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

Continuing Workforce Education



Firefighter/Emergency Medical Technician - Combined

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

APPARATUS OPERATIONS

The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fireground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays and master streams. The student should have completed the CWE course, Fire Service Hydraulics, prior to entering this course. Students must bring gloves and proper attire for water pumping exercises. This is a 40-hour course.

FLUSAR CONFINED SPACE RESCUE OPERATIONS/TECHNICIAN LEVEL

The Florida Urban Search and Rescue System conducts operations and technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations/Technician Level for Confined Space, must have an understanding of NFPA 1670 7-2 Confined Space Awareness level prior to starting the Operations level training. At a successful completion of the Operations level, the candidate will understand the functions and developments of NFPA 1670 7.3. This is a 40-hour course.

EMERGENCY MEDICAL TECHNICIAN EXAM PREP

This course will be for students who are ready to take the National Registry for EMT Exam. It will examine the structure of the state test, and give students a review of types of questions to expect, tips on test taking, and sample questions to better prepare them. It will be a comprehensive review so the student is properly prepared for the exam. This is an 8-hour course.

FL SPECIFIC TRAINING FOR OUT OF STATE/DOD FIREFIGHTER EQUIVALENCY

This 40-hour course with 8 hours of State Testing is a combination of lecture and practical components. Out of State and Goodfellow's students must complete this course prior to being approved to take the equivalency exams for Florida firefighter certification. Topics include: firefighter safety and survival, TIC/air monitoring, PPV, Florida Statewide Emergency, Response Plan, new challenges to firefighting involving construction, fire loads, hurricane glass, and FL truss markings, firefighter self-rescue, RIT, search and rescue, MAYDAY, forcible entry, and forestry skills.

FLUSAR STRUCTURAL COLLAPSE RESCUE TECHNICIAN LEVEL

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

of the Technician Level, the candidate will understand the functions and developments of NFPA 1670 5.4. This is an 80-hour course.

FIRE SERVICE HYDRAULICS

The course curriculum covers relationship between flow and pressure and mathematical hydraulic formulas. Course includes pump theory, pump rating, and pressure and vacuum gauges. Students must bring a simple calculator with square root function. This is a 40-hour course.

FLUSAR VEHICLE & MACHINERY RESCUE TECHNICIAN

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Vehicle and Machinery, must have an understanding of NFPA 1670 8-3 Vehicle and Machinery Operations Level prior to starting the Technician level training. At a successful completion of the Technician level, the candidate will understand the functions and developments of NFPA 1670 8.8.

LIVE FIRE TRAINING INSTRUCTOR PROGRAM

This curriculum is designed to deliver a comprehensive live fire training program, within a safe and controlled environment, in accordance with NFPA 1402, NFPA 1403, and NFPA 1500. Both lecture and practical will be used allowing participants to apply knowledge of the above standards to training activities. This is a 40-hour course.

FLUSAR ROPE RESCUE OPERATIONS LEVEL

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Rope Rescue Operations Level, must have an understanding of NFPA 1670 6-2 Rope Awareness level prior to starting operations level training. At a successful completion of the Operations level, the candidate will understand the functions and developments of NFPA 1670 6.3. This is a 40-hour course.

FLUSAR ROPE RESCUE TECHNICIAN LEVEL

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability or internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Rope Rescue Operations Level, must have an understanding of NFPA 1670 6.3 Rope Rescue Operations Level prior to starting the Technician Level Training. At a successful completion of the Technician Level, the candidate will understand the functions and developments of NFPA 1670 6.4. This is a 40-hour course.

FLUSAR STRUCTURAL COLLAPSE RESCUE OPERATIONS LEVEL

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations Level for Structural Collapse, must have an understanding of NFPA 1670 5-2 Structural Collapse Awareness level prior to starting the Operations level training. At a successful completion of the Operations level, the candidate will understand the functions and developments of NFPA 1670 5.3. This is a 40-hour course.

FLUSAR SWIFT WATER SEARCH AND RESCUE OPS/TECHNICIAN LEVEL

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Technician Level for Water Search and Rescue, must be capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who have authorization to take prompt corrective measures to eliminate them. At a successful completion of the course, the candidate will understand the functions and developments of NFPA 1670 9.3.1 through 9.3.5 and 9.4.1 through 9.4.6. This is a 40-hour course.

FLUSAR TRENCH RESCUE OPS/TECHNICIAN LEVEL

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State approved sponsored US&R team who are to be trained to the Trench and Excavation Operations Level, must have an understanding of NFPA 1670 11.2 Trench and Excavation Awareness level prior to starting the operations level training. At a successful completion of the Operations Level, the candidate will understand the functions and developments of NFOA 1670 11.3. This is 40-hour course.

FLUSAR VEHICLE & MACHINERY RESCUE OPERATIONS LEVEL

The Florida Urban Search and Rescue System conducts operations at technical rescue incidents safely and effectively based on hazard analysis, risk assessment, training level of personnel, and availability of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Operations Level for Vehicle and Machinery, must have an understanding of NFPA 1670 8-3 Vehicle and Machinery Awareness level prior to starting the Operations Level training. At a successful completion of the Operations Level, the candidate will understand the functions and developments of NFPA 1670 8.3. This is a 40-hour course.

2024 – 2025 Program Calendars

2024 - 2025 CALENDAR 22

July 2024						
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Applied Information Technology
 Automotive General Service Technician
 Baking & Pastry Arts
 Barbering
 Commercial Vehicle Driving
 Computer Systems & Information Technology (CSIT)
 Cosmetology (AM)
 Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1
 Nails Specialty
 Nursing Assistant (Long-Term Care)

Practical Nursing (AM)
 Phlebotomy
 Welding Technology

2024 - 2025 CALENDAR 26

July 2024						
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June 2025						
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Cosmetology (PM)
 Facials Specialty
 Massage Therapy
 Welding Technology – Advanced
 Welding Technology (PM)

2024 - 2025 CALENDAR 29

July 2024						
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April 2025						
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June 2025						
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Practical Nursing (PM)

2024 - 2025 CALENDAR 51

July 2024						
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June 2025						
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Emergency Medical Technician – ATD
 Firefighter/Emergency Medical Technician (Combined)
 Firefighter

2024 - 2025 CALENDAR 71

July 2024						
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June 2025						
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Radiology

2024 - 2025 CALENDAR AGE

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Student Acknowledgement



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

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

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Signature: _____

Print Name: _____

Date: _____