



MARION
TECHNICAL COLLEGE

Course Catalog

2026 - 2027

WWW.MARIONTC.EDU

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2026 Photo: Newest addition to the MTC Main Campus: Classrooms Designed for Diesel & Aviation Programs



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. Danielle Brewer, Ed. D., Superintendent

Marion County School Board Members

Dr. Allison Campbell

Lori Conrad

Rev. 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 – Director

Kim Martsolf – Assistant Director

Anissa Damon – Coordinator

Denise Grosso – Program Specialist

Laurel Lapane – Coordinator

Kim McManis – Coordinator

Earl Scott – Coordinator

Jennifer Stockton – Coordinator

Tracey Thornhill–Parker – Program Manager

Career Education Facilitator

Jeanne Baumel – AGE Department

Janet Thompson – MIS Data Management

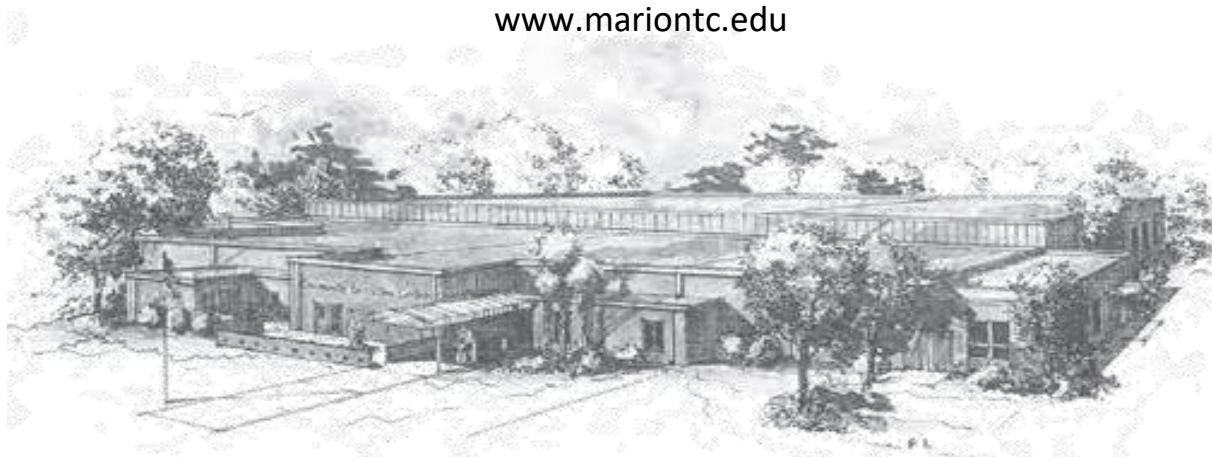
Contact Information

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 2026-2027

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

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race (including anti-Semitism), ethnicity, color, national origin, sex, sexual orientation, disability (including HIV, AIDS, or sickle cell trait), pregnancy, religion, marital status, age (except as authorized by law), military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

A lack of English language skills will not be a barrier to admission or participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling,

and, if necessary, will provide services or referrals to better prepare students for successful participation. Complaints or inquiries regarding Title IX or 504 compliance may be submitted to the designated compliance officer at 1614 E. Fort King Street Ocala, FL 34471:

ADA, Title IX, and Employment Compliance: Dawana Gary, Director of Employee Relations
Phone: (352) 671-7711; Email address: dawana.gary@marion.k12.fl.us

Section 504 Compliance: Anna Williams-Jones, Director of Exceptional Student Education
Phone: (352) 671-6832; Email address: anna.williams-jones@marion.k12.fl.us

Student Title IX Compliance: John Kerley, Director of Student Services Phone: (352) 236-0536;
Email address: john.kerley@marion.k12.fl.us

Marion Technical College (MTC) offers Career Certificate Programs (CCP). 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 CCP as dual enrolled students. Admission is based on state and professional requirements. The following programs are offered at MTC:

Applied Information Technology	Fundamental Foodservice Skills
Automotive General Service Technician	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1
Baking and Pastry Arts	Massage Therapy
Commercial Class “B” Driving	Mental Health Technician
Commercial Vehicle Driving	Nursing Assistant (Long-Term Care)
Cosmetology	Phlebotomy
Diesel Systems Technician 1	Practical Nursing
Electrical Apprenticeship	Professional Nursing (LPN-RN)
Emergency Medical Technician – ATD	Radiologic Technology
Firefighter	Welding Technology
Firefighter/Emergency Medical Technician – Combined	

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.
<https://www.fldoe.org/file/5652/2627ProgramCourseInventory.xlsx>

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

- American Heart Association, Health and Safety Institute
- FAA Aviation Maintenance Technician – General
- FAA Aviation Maintenance Technician – Airframe
- 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 Board of Nursing - Approved Professional Nursing (LPN-RN) Program
- Florida Bureau of Fire Standards and Training
- Florida Bureau of Radiation Control
- Florida Certification Board
- Florida Department of Business and Professional Regulations, Board of Cosmetology
- Florida Department of Business and Professional Regulations, Florida Barbers' Board
- Florida Department of Health – Emergency Medical Technician
- Florida Department of Motor Vehicles and Highway Safety
- Florida Restaurant and Lodging Association
- Joint Review Committee on Education in Radiologic Technology (JRCERT)

- National Association of Emergency Technicians
- National Career Certification Board (NCCB)
- National Health-Career Association (NHA)
- 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

2026-2027

GENERAL
INFORMATION

Marion Technical College



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 citizens in Marion County to continue their education, 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 and surrounding areas. 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 receive consistently high- quality services, programs, training, and instruction.

Scopes & Services

Marion Technical College (MTC) has over 50 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 including fee-based programs across four CTE sites, as well as GED, ABE, and CWE. In addition to academic instruction, we support students by providing guidance on school, life, and employment questions. MTC is in operation year-round, from 7:30 a.m. until 10:00 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 the school district closing on Fridays.

MTC provides a variety of Career Certificate Programs in architecture and construction, health science, hospitality and tourism, human services, information technology, manufacturing, public safety and transportation, and 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. MTC proudly serves over 1,000 Adult General Education students annually.

Academic School Year

The 2026-2027 school year begins July 2026 and ends June 2027. 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 2026-2027 school year are as follows:

Term	Start of Term	End of Term
Fall 2026	July 2026	December 2026
Spring 2027	January 2027	June 2027

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
Baking and Pastry Arts	16	High School Diploma or equivalent recommended*
Commercial Class "B" Driving	18	Must possess a valid CDL Permit
Commercial Vehicle Driving	18, 21 preferred	Must possess a valid CDL Permit
Cosmetology (AM/PM)	16	High School Diploma or equivalent recommended
Diesel Systems Technician 1	17	High School Diploma or equivalent recommended
Electrical Apprenticeship	18	High School diploma or equivalent Must apply for approval to the Florida Electrical Association
Emergency Medical Technician -ATD	18	High School Diploma or equivalent*
Firefighter	17 (must be 18 by 4 th week of program)	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test

		High School Diploma or equivalent recommended*
Firefighter/Emergency Medical Technician-Combined	17 (must be 18 by 4 th week of program)	Pass the Candidate Physical Ability Test (C-PAT) and Pass the Physical Training Test High School Diploma or equivalent*
Fundamental Foodservice Skills	16	High School Diploma or equivalent recommended*
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1	17	Must be 18 to take the final certification exam upon graduation High School Diploma or equivalent*
Massage Therapy	17	High School diploma or equivalent
Mental Health Technician	18	High School Diploma or equivalent recommended
Nursing Assistant (Long-Term Care)	17	High School Diploma or equivalent recommended
Phlebotomy	17	High School Diploma or equivalent*
Practical Nursing	17	High School Diploma or equivalent
Professional Nursing (LPN-RN)	18	High School Diploma or equivalent
Radiologic Technology	18	Associates Degree
Welding Technology	16	High School Diploma or equivalent recommended*

* With the exception of dual enrollment

Evaluating Validity of High School Diplomas

Standards of Administrative Capacity, 34 CFR 668.16 (p), requires post-secondary institutions to develop and follow procedures to evaluate the validity of a student's high school completion if the institution has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. Marion Technical College has identified 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 career and technical admission.

Criteria for Validating High School Completion

- Marion Technical College utilizes the most commonly used criteria for validating high school completion in the United States which include the following:
- Accredited High School Diploma: The diploma must be issued by a high school that is recognized by the state's department of education or an accrediting agency. MTC verifies this by checking the school's accreditation status.
- Recognized Equivalents: These include:
 - GED (General Educational Development) Certificate: Issued after passing a standardized test that demonstrates high school-level academic skills.
 - State- Authorized High School Equivalency Certificates: These are awarded after passing a state recognized exam equivalent to a high school diploma.
 - Completion of a Two-Year Program Acceptable for Full Credit Towards a bachelor's degree: This includes associate degrees or equivalent college coursework.

- Verification Procedures: If there is a reason to doubt the validity of a diploma, institutions are required under federal regulations (34 CFR 668.16(p)) to:
 - Obtain documentation from the issuing school confirming the diploma's validity.
 - Confirm with the relevant state agency that the school is recognized as a legitimate provider of secondary education.

Transcripts for which validation cannot be made and 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 need to take an entry-level basic skills examination. 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 published by the office of postsecondary education regarding the evaluation of foreign high school diplomas. Additional information can be found here: [Foreign Trained Graduates](#)

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 one of the two foreign diploma evaluation services recognized by the Florida Department of Education: National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).

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 master's 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
- 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 may need to 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 handbook's 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, student, 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 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, which may vary, when using credit/debit cards. 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.

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

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

HB 7099- Child Welfare

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

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

Refund Procedures

Marion Technical College (MTC) 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. No funds will be held for future use.

1. Refunds for Programs/Classes/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 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 withdraws before first day of class, no more than \$100 of the tuition and any convenience fees will 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:
 - i. If a student withdraws during the first five scheduled days of the term – 100% of tuition and lab fees will be refunded. Certain miscellaneous fees are non-refundable (see full program cost sheet).
 - ii. If a student withdraws after the fifth scheduled 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:
 - i. If a student withdraws during the first three scheduled days of the term – 100% of tuition and lab fees will be refunded. Certain miscellaneous fees are non-refundable (see full program cost sheet).
 - ii. If a student withdraws after the third scheduled 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:

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- a. Students administratively dismissed will not be eligible for a refund.
6. Waiver, Voucher and Agency Payment:
 - a. Students who pay tuition and fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of tuition and fees only if required documentation is presented to the school before the completion of the program/term.

Additional Refund Procedures:

- A processing fee will be charged except for an administratively cancelled program.
- Certain miscellaneous fees are non-refundable (see full program cost sheet).
- Application fees are non-refundable unless administratively approved.
- No refunds will be made until ALL financial obligations have been verified by appropriate personnel.
- If student tuition and fees have 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.

2026-2027 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: \$75.00
8. Refund Processing fee for Continuing Workforce Education registration cancellation: \$50.00
9. Career Certificate Program official transcript request fee: \$10.00
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: \$70.00
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

Testing

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

Individuals enrolled in a CCP may need to 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 Postsecondary Education Readiness Test (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 the MTC Testing Center. 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 Basic Skills requirements. Students with a home school high school affidavit and students graduating from a Florida private school may also be exempt from Basic Skills requirements. To determine if you are exempt from the Basic Skills requirement contact Student Services. 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 them. Students must meet basic skills requirements 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://www.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 the 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 Education Development (GED®), and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language

competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education. Adult learners enrolled in GED® can earn a State of Florida high school diploma by successfully passing the GED® tests.

Training for Business and Industry

- ❖ Marion Technical College (MTC) continues to be a major provider of workforce education to area businesses, industry, social service, and governmental agencies. Teaching basic reading, writing and math skills, English for speakers of other languages, or highly technical skills, are all within the framework of MTC's instruction and training capabilities.
- ❖ MTC also participates in the CareerSource Florida, Inc., Florida Flex Training Grant Program, which is designed to lend training support to new or expanding businesses.

Academic Policies

2026-2027

ACADEMIC **POLICIES**

Marion Technical College



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 is 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 may be submitted through the MTC website or in-person to the Student Services Department. There is a \$10 fee per transcript copy. The fee must be paid through the link on the website prior to the transcript being released. Students with an outstanding debt to the school will not receive transcript until the debt is paid in full.

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

2026-2027

STUDENT **SERVICES**

Marion Technical College



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. The counselor is 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 an 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 increase. 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 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

2026-2027

FINANCIAL AID

Marion Technical College



Financial Aid Overview

Financial aid refers to funding that helps students pay for college and is not derived from personal or family income or savings. It can come from a wide range of sources, including federal and state governments, colleges and universities, high schools, community organizations, private foundations, and corporations.

The amount of financial aid a student may receive is determined by a combination of federal, state, and institutional guidelines. Financial aid can help cover most educational expenses, such as tuition and fees, room and board, books and supplies, and transportation. The Office of Financial Assistance strongly encourages all students to complete the Free Application for Federal Student Aid (FAFSA) each year. Completing the FAFSA is the most effective way to maximize eligibility for available aid.

Types of Financial Aid Assistance

Federal Programs

- Federal Pell Grant
- Workforce Pell Grant
- Federal Student Equal Opportunity Grant (*FSEOG*)

State Programs

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

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
- Florida Prepaid
- Other Third-Party Financial Assistance

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

Federal Programs: (Title IV)

❖ Student

Eligibility

To be eligible for federal student aid, a student must meet the following requirements:

- Demonstrate financial need for need-based federal student aid programs
- Be a U.S. citizen or eligible non-citizen
- Possess a valid Social Security number (except for eligible citizens of 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 (SAP)
- Provide consent for federal tax information transfer to the FAFSA form
- Sign the FAFSA certification statement confirming the student is not in default on a federal loan and does not owe a federal grant overpayment
- Demonstrate the ability to benefit from postsecondary education by providing one of the following:
 - A high school diploma
 - A state-recognized equivalent such as a GED® certificate
 - Completion of an approved homeschool education under state law

Students may be required to provide additional documentation to the Financial Aid Office.

Federal Pell Grant

The Federal Pell Grant is the largest federal grant program available to undergraduate students and is designed to assist students with financial need. Unlike loans, Pell Grants do not require repayment, except in certain circumstances. Eligibility is determined using a federal formula established by the U.S. Department of Education and based on information submitted on the FAFSA. Students must be enrolled in an eligible program of at least 600 clock hours to qualify. For the 2026-2027 award year, the maximum Pell Grant award is \$7,395.

Pell Grant funds are disbursed in payment periods, generally corresponding to 450 clock hours or less, depending on program length. Students may apply by completing the FAFSA at: <https://studentaid.gov/h/apply-for-aid/fafsa> Marion Technical College Federal **School Code: 031039** NOTE: Students receiving financial aid may still incur out-of-pocket expenses.

❖ Workforce Pell Grant Program (*Pending Approval*)

Marion Technical College is committed to expanding access to high-quality, career-focused training through Workforce Pell Grant–eligible programs. Pending approval, MTC will offer Workforce Pell support for select short-term training programs, including **Firefighter, Commercial Vehicle Driving, and Emergency Medical Technician - (ATD).**

These programs are designed to prepare students for immediate entry into essential, high-demand careers that serve and strengthen our community. Workforce Pell funding would allow eligible students to access federal financial aid for short-term, hands-on training—reducing financial barriers while accelerating the path to employment.

To qualify for Workforce Pell, students must meet standard federal Pell Grant eligibility requirements, including demonstrating financial need, being a U.S. citizen or eligible noncitizen, possessing a high school diploma or equivalent, and maintaining satisfactory academic progress. In addition, Workforce Pell is limited to approved short-term programs that align with workforce needs and lead to industry-recognized credentials.

With a strong focus on workforce readiness, MTC's programs combine industry-aligned curriculum, experienced instructors, and practical skills training. Graduates are equipped to enter the workforce with confidence, earn industry-recognized credentials, and pursue meaningful careers in public safety and transportation.

❖ Federal Supplemental Education Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduate students with exceptional financial need. The program is administered by the Financial Aid Office, and funds are awarded to students with the greatest financial need. Like the Pell Grant, FSEOG funds do not need to be repaid, except under certain circumstances. Students must complete the FAFSA to be considered for this grant.

Verification Process (2026-2027)

Procedure for Title IV Recipients

Verification is a federal financial aid process that ensures the information submitted on the Free Application for Federal Student Aid (FAFSA®) is correct. If you've been selected for FAFSA verification, don't worry—it doesn't mean you've made a mistake. This is a routine part of the financial aid process every year for many students across the country.

The verification process involves submitting documents such as federal tax transcripts, W-2 forms, or other financial documentation. The Financial Aid Office will compare these documents to the FAFSA data. Students must submit all requested documentation by the institutional deadline in order to receive federal financial aid.

Verification Exclusions

Verification is not required in the following circumstances:

- The student is deceased
- The student will not receive Title IV aid for reasons unrelated to verification
- The student has already completed verification at another institution for the same award year
- The student was selected for verification after ceasing enrollment and no further disbursements will be made

Subsequent ISIR's

Institutions must review all subsequent Institutional Student Information Record (ISIR) transactions received during the processing year. If updated information affects eligibility, the Financial Aid Office must resolve all discrepancies before disbursing Title IV funds.

Citizenship Verification (SAVE)

Marion Technical College utilizes the Systematic Alien Verification for Entitlements (SAVE) system to verify the immigration status of students who indicate eligible non-citizen status on the FAFSA.

Students may be required to submit official documentation issued by U.S. Citizenship and Immigration Services (USCIS). Third-step verification will be initiated when automated verification processes cannot confirm eligibility.

Return of Title IV Funds (R2T4)

Federal student aid is awarded with the expectation that the student will attend the entire payment period. If a student withdraws from all Title IV eligible courses before completing the payment period, the school must calculate the amount of aid earned using the Return of Title IV (R2T4) formula.

- If more aid was disbursed than earned, the excess funds must be returned.
- If less aid was disbursed than earned, the student may qualify for a Post-Withdrawal Disbursement (PWD).

Students must complete 60% of the payment period to earn the full amount of Title IV funds.

Students considering withdrawal are encouraged to contact the Financial Aid Office to understand the potential financial impact

Satisfactory Academic Progress (SAP)

The Marion Technical College (MTC) Satisfactory Academic Progress Procedure (SAP) is a required Federal regulation require institutions to measure student progress toward program completion. SAP is evaluated using three components:

1. Qualitative Standard (GPA)

Students must maintain a **minimum cumulative GPA of 2.0**.

- 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.

2. Quantitative Standard (Attendance & Pace of Completion)

Students must maintain a cumulative **attendance rate of at least 90%** throughout their enrollment.

- Attendance is evaluated at each SAP review point and payment period.
- Students must successfully complete the clock hours and weeks of instructional time required for each payment period before becoming eligible for the next Title IV disbursement.
- Students whose cumulative attendance falls below 90% will be placed on financial

aid warning for the next payment period. The student will not qualify for financial aid for the upcoming payment period until they have successfully completed the next payment period.

3. Maximum Time Frame

Students must complete their program within **150% of the published program length**.

Example: A 1200-clock-hour program allows a maximum of 1800 attempted hours. Students who fail to meet SAP standards may lose eligibility for federal financial aid.

Professional Judgement

Financial aid administrators may use Professional Judgment on a case-by-case basis to adjust FAFSA data when students experience significant changes in financial circumstances. Professional Judgment decisions are final and cannot be appealed.

Title IV Fraud and Misconduct Reporting

Federal law requires institutions to report credible evidence of fraud or criminal misconduct involving Title IV funds to the Office of Inspector General (OIG). Examples include:

- False claims of independent student status
- False citizenship claims
- Identity fraud
- Forged signatures
- Misrepresentation of income

Students who receive funds they were not eligible to receive must repay the overpayment.

State Programs

❖ Vocational Rehabilitation

Vocational Rehabilitation (VR) is a federal-state program that assists individuals with disabilities in preparing for, obtaining, or maintaining employment. More information is available at: <https://www.rehabworks.org>

❖ Bright Futures Scholarship

The Florida Bright Futures Scholarship Program provides merit-based scholarships funded by the State of Florida. The Bright Futures award period for 2026-2027 is July 2026 through May 2027.

Award levels include:

- Florida Academic Scholars (FAS) – Covers 100% of tuition and fees at public institutions and provides a \$300 stipend for textbooks and educational expenses.
- Florida Medallion Scholars (FMS) – \$2.19 per clock hour.
- Gold Seal Vocational Scholars (GSV) – \$1.30 per clock hour.

Eligibility information is available at: <http://www.floridastudentfinancialaid.org>

❖ **Open Door Grant**

The Open Door Grant provides financial assistance for students enrolled in eligible career and technical education programs at Florida institutions. The grant may cover up to 100% of tuition, fees, assessments, and supplies not already covered by other financial aid. We anticipate receiving an allocation associated with this grant. Details will be confirmed and updated as they become available.

❖ **Scholarships for Children & Spouses of Deceased or Disabled Veterans**

Provides 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.

Veterans Educational Assistance

Students using VA educational benefits must be formally admitted into an approved program before certification can be submitted to the U.S. Department of Veterans Affairs.

Admissions requirements typically include:

- Completion of the institutional application
- Submission of high school or GED® transcripts
- Submission of official transcripts from previously attended colleges

Marion Technical College proudly supports veterans and their dependents in utilizing their earned educational benefits. 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.

Certification of VA Educational Benefits must be confirmed each term, in writing, through the Financial Aid office. Forms are provided for signature each term to ensure a seamless process.

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	Fundamental Foodservice Skills
Automotive General Service Technician	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1
Baking and Pastry Arts	Massage Therapy
Commercial Class “B” Driving	Mental Health Technician
Commercial Vehicle Driving	Nursing Assistant (Long-Term Care)
Cosmetology	Phlebotomy
Diesel Systems Technician 1	Practical Nursing
Emergency Medical Technician - ATD	Professional Nursing (LPN-RN)
Firefighter	Radiologic Technology
Firefighter/Emergency Medical Technician – Combined	Welding Technology

VA Benefit Programs

- Chapter 33 – Post-9/11 GI Bill®
- Chapter 30 – Montgomery GI Bill® Active Duty
- Chapter 1606 – Montgomery GI Bill® Selected Reserve
- Chapter 35 – Survivors’ and Dependents’ Educational Assistance
- Chapter 31 – Veteran Readiness and Employment

Veterans Education Benefits Policies

Protection from Penalties Due to VA Payment Delays

In accordance with 38 U.S.C. § 3679(e), Marion Technical College will not impose penalties on students who are utilizing educational assistance under Chapter 31 (Veteran Readiness and Employment), Chapter 33 (Post-9/11 GI Bill®), Chapter 35 (Dependents' Educational Assistance), or Chapter 1606 (Montgomery GI Bill® Selected Reserve) while payment from the U.S. Department of Veterans Affairs is pending.

To qualify for these protections, students must:

- Submit documentation of eligibility for VA education benefits, such as a Certificate of Eligibility (COE), Statement of Benefits, or Chapter 31 authorization; and
- Request certification of enrollment with the School Certifying Official (SCO).

For up to 90 days following certification of enrollment, or until VA payment is received, whichever occurs first, the College will not:

- Prevent the student from enrolling in or attending classes;
- Assess late fees, finance charges, or other penalties related to delayed VA payments;
- Require the student to secure alternative or additional funding for covered charges;
- Deny access to classes, campus facilities, or other institutional resources available to similarly situated students.

Students remain responsible for any charges not payable by the VA, including but not limited to:

- Tuition and fees not covered due to partial benefit eligibility;
- Housing or dormitory expenses;
- Meal plans;
- Books, supplies, and equipment not covered by VA benefits; and
- Other non-billable institutional charges.

Students receiving less than 100 percent eligibility under a VA education benefit program are responsible for payment of any portion of tuition and fees not expected to be paid by the VA.

Upon expiration of the 90-day protection period, the College may apply its standard policies and procedures regarding unpaid balances, including registration holds, payment plans, or collection actions, for any remaining student responsibility.

Veterans In-State Tuition Policy

In accordance with 38 U.S.C. § 3679(c), as amended by the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, and implemented under Florida Statute 1009.26, eligible veterans and beneficiaries who reside in the State of Florida while attending the institution will be charged tuition and fees equivalent to the in-state resident rate, regardless of formal state residency.

This policy applies to individuals using educational assistance under:

- Montgomery GI Bill (Chapter 30)
- Veteran Readiness and Employment (Chapter 31)
- Post-9/11 GI Bill (Chapter 33)
- Transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319)
- Marine Gunnery Sergeant John David Fry Scholarship
- Survivors' and Dependents' Educational Assistance (Chapter 35)

Eligible individuals remain qualified for the in-state tuition rate while continuously

enrolled, excluding regularly scheduled institutional breaks.

Institutions may request documentation demonstrating the student's intent to establish residency in Florida, which may include:

- Florida driver's license
- Vehicle registration
- Voter registration
- Lease agreement
- Rent receipt

Federal law does not require a minimum duration of residency nor proof of intent to remain in Florida indefinitely.

Veterans Refund Policy

If a veteran, eligible dependent, or beneficiary withdraws or fails to begin a course, any unused portion of tuition and fees paid by the student will be refunded within 40 days, consistent with institutional refund policies and applicable regulations.

Veterans Fee Deferment Policy

In accordance with Florida Statute 1009.27, the institution may defer tuition and fees for students receiving financial assistance from federal or state programs when payments are delayed due to circumstances beyond the student's control.

Students receiving benefits under the following programs may qualify for fee deferment:

- Montgomery GI Bill (Chapter 30)
- Veteran Readiness and Employment (Chapter 31)
- Post-9/11 GI Bill (Chapter 33)
- Dependents' Educational Assistance (Chapter 35)

Eligible students may receive one fee deferment per academic year, with additional deferments permitted when delays in benefit payments occur. Students remain responsible for payment of any deferred balance.

Veteran's Standards of Academic Progress (SAP)

Marion Technical College requires all students, including those receiving Veterans Affairs (VA) education benefits, to maintain satisfactory academic progress to remain enrolled and successfully complete their program. Students are expected to meet established academic, attendance, and conduct requirements throughout their enrollment. The institution monitors student progress at regular evaluation points and documents all actions taken regarding academic standing. Consistent with institutional and VA requirements, students must maintain satisfactory progress toward completion of their educational objective.

Warning and Probation

Students who fail to meet the institution's standards for satisfactory academic progress may be placed on academic warning or probation and notified in writing of their deficiencies. During the probationary period, students may continue enrollment and must demonstrate improvement by meeting the conditions established by the institution, which may include attendance improvement, successful

completion of coursework, or other corrective actions designed to support academic success.

Termination

Students who fail to achieve satisfactory academic progress by the end of the probationary period, or who otherwise fail to meet institutional academic, attendance, or conduct standards, may be terminated from their program. A student whose enrollment is terminated is no longer considered enrolled and, if receiving VA educational benefits, the School Certifying Official (SCO) will report the termination and last date of attendance to the Department of Veterans Affairs, as required.

Reinstatement

A student who has been terminated for failure to maintain satisfactory academic progress may request reinstatement. Reinstatement may be granted when the student demonstrates that the conditions leading to dismissal have been resolved and the student has a reasonable likelihood of successfully completing the program. Documentation supporting the request may be required and will be reviewed by the appropriate school official.

Re-entrance

Students seeking reentry after dismissal must comply with the institution's admissions and reentry procedures. Prior academic records, attendance history, and previous SAP status will be reviewed before approval is granted. A reentering student may be placed on a probationary status and required to meet specific conditions for continued enrollment. If VA benefits are involved, certification will not resume until the student has been approved for reentrance and is otherwise eligible for certification.

VA Students

Unsatisfactory attendance alone does not automatically result in termination of a student's VA certification. VA students will continue to be certified as enrolled as long as they remain in attendance and are permitted to continue under the institution's SAP and attendance policies. Certification will be terminated only when the student is dismissed, withdrawn, or otherwise no longer considered enrolled by the institution.

Institutional Compliance with VA Approval Standards

In accordance with 38 U.S.C. § 3474 and 38 U.S.C. § 3675, the institution affirms that:

- Approved programs maintain quality, content, and length consistent with recognized educational standards within the state.
- Adequate facilities, equipment, instructional materials, and qualified instructors are available to support effective training.
- Institutional administrators and instructors possess appropriate educational and professional qualifications necessary to deliver quality instruction.

Credit for Previous Education and Training

Marion Technical College recognizes prior education and training, including military education and training, and evaluates such learning to determine whether it is equivalent to program requirements. Students seeking consideration for prior learning must submit official documentation, such as academic transcripts, military transcripts, certificates of completion, or other approved training records.

Credit may be awarded when previous education or training is determined to be substantially equivalent in content and skill level to the curriculum requirements of the program. Credit is awarded in clock hours and applied directly toward program completion requirements. Credit is not granted solely on the basis of work experience or experiential learning.

When credit is awarded, the College documents the evaluation in the student's academic record and adjusts the student's program length, tuition, fees, and anticipated completion date accordingly. Students receiving VA education benefits under Chapters 30, 31, 33, 35, and 1606 will be certified only for the remaining clock hours required for program completion. Prior credit evaluations for Chapter 33 beneficiaries are completed before initial VA certification. Students are notified in writing of the evaluation results and any credit awarded.

Marion Technical College Institutional Financial Aid

Institutional aid is available to eligible students enrolled in Career Certificate Programs.

Eligibility requirements include:

- U.S. citizenship or eligible non-citizen status
- Valid identification and Social Security documentation
- High school diploma, GED®, or approved homeschool credential
- No Title IV loan defaults or grant overpayments
- Valid FAFSA and ISIR on file

Institutional Aid Opportunities

MTC Financial Aid – New and Returning Students

Awarded after all other aid is applied to remaining tuition and fee balances.

MTC Financial Aid – Graduating High School Seniors

Six awards available annually to graduating Marion County high school seniors.

MTC Financial Aid – GED® Program Completers

Six awards available annually for students completing the Marion Technical College Adult Education GED® program.

Other Financial Assistance Sources

Students may also receive funding from external organizations, including:

- American Welding Society
- AmeriCorps
- Beauty and Wellness Professionals
- Built Ford Tough Scholarship
- CareerSource
- Central Florida Community Action Agency
- Choctaw Nation
- DEWALT Trade Scholarship from Stanley Black & Decker

- Dwyer Workforce
- Florida Fire Chiefs Foundation
- Florida Prepaid
- HCA
- Home Depot Path to Pro Scholarship
- Horatio Alger Association
- Jean Griswold Foundation
- Mike Rowe Works Foundation
- Ocala Housing Authority
- Sallie Mae Scholarships
- Scholarship America
- SkillPointe Foundation
- SparkForce Scholarship from Fabricators and Manufacturers Association
- The Coca-Cola Scholarships
- UF Health Leesburg Hospital
- Additional community and employer-sponsored programs

Please stop by the Financial Aid Office, located on the Main Campus, for additional assistance.

Student Rights & Responsibilities

2026-2027

STUDENT RIGHTS **& RESPONSIBILITIES**

Marion Technical College



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

Student Rights & Responsibilities

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:

- To uphold the highest standards of academic integrity in school work.
- 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.).
- To not assist others in cheating or any other form of academic dishonesty.
- To refuse to tolerate academic dishonesty in others.

❖ STUDENT RIGHTS:

- To be able to contribute to and work in an environment of trust and academic integrity.
- To know that all members of their school community will promote and uphold academic honesty.
- 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.

2026 – 2027 MTC Course Catalog

- 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 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

2026-2027

ADULT GENERAL EDUCATION

Marion Technical College



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 higher 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 higher 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



How To Apply

GED®-ABE-ESOL



NEW STUDENTS ONLY - APPLY ONLINE

\$20 Application Fee



SUBMIT PAPERWORK IN-PERSON

1014 SW 7th Road, Ocala, FL 34471



MAKE TUITION PAYMENT

\$47.25 Per Term



SCHEDULE & COMPLETE TESTING

CASAS or TABE Testing at MTC



RECEIVE CLASS SCHEDULE

Schedule is Emailed ~ Enrollment is Complete!

AGE Student Services (352) 671-4133 ~ Main Line (352) 671-7200

~An Equal Opportunity School District~



How to Re-Enroll

Previous/Returning Students

GED® – ABE – ESOL



VISIT AGE STUDENT SERVICES OFFICE

Update Paperwork, if Applicable
1014 SW 7th Road, Ocala, FL 34471



VERIFY CONTACT INFORMATION

Update Personal Information, if Applicable



PAY FOR THE NEW TERM - \$67.25

\$47.25 Tuition + \$20 Application Fee



PLACEMENT RE-TEST, IF NEEDED

CASAS or TABE Testing at MTC



RECEIVE CLASS SCHEDULE

Schedule is Emailed ~ Enrollment is Complete!

AGE Student Services (352) 671-4133 ~ Main Line (352) 671-7200

~An Equal Opportunity School District~

GED® Test Information

Marion Technical College offers the GED® test on campus through our Pearson VUE testing lab. Scheduling for the GED® exam is completely up to the candidate.

GED® Testing (High School Diploma)

The GED® (General Educational Development) test provides individuals who did not complete a traditional high school program the opportunity to earn a **State of Florida High School Diploma**. The GED® exam measures knowledge and skills comparable to those of a high school graduate and includes four subject tests:

- Reasoning Through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

Individuals who successfully pass all four tests will be awarded a **State of Florida high school diploma** issued by the State of Florida.

Eligibility

To take the GED® test in Florida, individuals must:

- Be at least 18 years old, or
- Be 16 or 17 years old with proper documentation and parental permission
- Not currently be enrolled in an accredited high school
- Not already possess a high school diploma or equivalent

Florida Senate Bill 7004

Florida Senate Bill 7004 allows students **age 16 or 17 who have filed a formal declaration of intent to terminate school enrollment** to take the GED® assessment **without requiring an extraordinary exemption**. This legislation expands access and allows eligible students to pursue a high school equivalency diploma sooner with appropriate parental approval.

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.

How to Register for the GED® Test

Registering for the GED® test is simple and completed online.

Step 1 – Create an Account

Visit **GED.com** and create a free student account.

Step 2 – Complete Your Profile

Enter your contact information and provide a valid government-issued ID.

Step 3 – Select Your Testing Location

Choose an approved GED® Testing Center. Florida currently requires **in-person testing at authorized testing sites**.

Step 4 – Choose Your Test Subjects

You may schedule one test at a time or multiple tests depending on your readiness.

Step 5 – Select Your Date and Time

Students may choose from available testing dates and times that best fit their schedule.

Step 6 – Pay and Confirm

Complete payment online and confirm your appointment.

Testing Schedule

Testing is offered throughout the year. When registering through your GED.com account, you will be able to **select from available testing dates and times** at the testing center. Students may schedule each subject test individually and may take the exams in any order.

Exam Results

Test results are typically available in the student's GED.com account **within a few hours to a few days after completing the exam**. Once all four subject tests are passed, the State of Florida issues the **State of Florida high school diploma** and official transcript.

Testing Accommodations

Testing accommodations are available for individuals with documented disabilities to request accommodations:

1. Create a GED.com account.
2. Submit an **Accommodations Request** through your account before scheduling the test.
3. Upload the required documentation supporting the request.
4. Wait for approval before selecting your testing date.

Approval must be received **prior to scheduling the exam** to ensure appropriate testing arrangements are available. (352) 671-4134

Programs at MTC

2026-2027

PROGRAMS

Marion Technical College



5 EASY STEPS TOWARDS YOUR NEXT CAREER!



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Some Students May Be Placed On A Waitlist



SIGN FINANCIAL AID PAPERS

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Architecture & Construction



ARCHITECTURE & CONSTRUCTION



2026-2027
Programs

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

Electrical Apprenticeship

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.

Program Cost / Age Requirements:

\$4,964.58 (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

CPR Certification

Salary Range:

In the state of Florida, Heating, Air Conditioning, and Refrigeration Mechanics and Installers may earn between \$37,800 and \$74,670 per year, which is higher than the national average for those positions (Source: *Careeronestop.org*, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

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 17%, statewide. (Source: *Careeronestop.org*, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

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 has been offered in partnership with Florida Electrical Association for over 20 years. Enrollment 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 \$37,890 to \$71,920 annually.

(Source: Careeronestop.org, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

Employment Outlook:

Employment opportunities are excellent for those obtaining a Journeyman license.

Health Sciences



HEALTH SCIENCES



2026-2027 Programs

Massage Therapy
Mental Health Technician
Nursing Assistant (Long-Term Care)
Phlebotomy
Practical Nursing
Professional Nursing (LPN-RN)
Radiologic Technology

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:

\$4,876.90 (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. Also, register for MBLEX Exam to become a licensed massage therapist.

Salary Range:

In the state of Florida, a Massage Therapist may earn \$30,310 to \$79,220 per year.

*(US Bureau of Labor Statistics' Occupational Employment and Wage Statistics (OEWS) data for 2025 as reported on O*NET Online's Florida wage page for Massage Therapists.)*

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.

Mental Health Technician
Program Number: H180100
Program Length: 480 Hours

Program Description:

The Mental Health Technician program at Marion Technical College prepares students to deliver safe, ethical, and compassionate care to individuals with psychiatric or developmental disorders in acute, long-term, and community-based settings. The curriculum blends theory with hands-on instruction in therapeutic communication, crisis intervention, behavior-management strategies, basic nursing skills, and legal and ethical responsibilities. Students graduate equipped with the knowledge and confidence to support interdisciplinary teams in hospitals, residential treatment centers, substance-abuse facilities, and correctional or juvenile programs. Developed with input from regional behavioral-health employers and advisory boards, the program ensures students are well-prepared to meet the evolving demands of the field.

MTC's program emphasizes practical learning through small clinical groups and individualized faculty mentorship during labs and supervised practicums. A key feature is its focus on stackable credentials, students earn Certified Nursing Assistant (CNA) certification midway through the program, increasing employability while completing the remainder of their training. In addition, graduates benefit from clear academic pathways, with credits that articulate toward the Patient Care Technician and Practical Nursing programs at Marion Technical College, supporting long-term professional growth in the healthcare field.

Program Cost / Age:

Up to \$2,133.35 (price subject to change)

18 years and older may apply

Program Structure:

OCP	Course Number	Course Title	Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	HCP0121	Nurse Aide and Orderly (articulated)	75 hours
C	HCP0810	Mental Health Technician	315 hours

The curriculum is competency-based; students must successfully complete each OCP in sequence before advancing. Clinical experiences are arranged with local hospitals and behavioral-health partners to ensure real-world application of classroom learning.

Industry Certifications:

- Certified Nursing Assistant (CNA) – eligibility upon successful completion of OCP B.
- Certified Mental Health Technician (CMHT) – National Career Certification Board (NCCB) exam at program completion.

- Certified Behavioral Health Technician (CBHT) – Florida Certification Board
 - Graduates are eligible to apply for the CBHT credential after program completion and documentation of 1,000 hours of relevant, on-the-job training or work experience.

Salary Range (Florida):

- Entry-level (10th percentile): ~\$35,280
- Median: ~\$43,570
- Experienced (90th percentile): ~\$57,290

Figures reflect 2025 Occupational Employment & Wage Statistics (OEWS) reported on O*NET for Psychiatric Technicians, the job title most commonly used for Mental Health Technicians.

*(U.S. Bureau of labor statistics' occupational employment and wage statistics (OEWS) data for 2025 as reported on O*NET online's Florida wage page for Psychiatric Technicians)*

Employment Outlook:

Demand for Mental Health Technicians continues to rise as Florida expands behavioral-health services:

- Florida employment growth 2022 → 2032: +20 % (vs. +17 % nationally).
- Approximately 1,200 openings per year statewide when retirements and new positions are combined.

Aging populations, heightened awareness of mental-health needs, and statewide initiatives to address substance-use disorders all contribute to robust job prospects for program graduates.

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:

\$831.60 (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 \$34,350 to \$46,790 per year.

*(US Bureau of Labor Statistics' Occupational Employment and Wage Statistics (OEWS) data for 2025 as reported on O*NET Online's Florida wage page for Nursing Assistants.)*

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. The current pass rate for the certification examination is 95% & the job outlook is positive.

Program Cost / Age:

\$1,427.20 (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.

CPT Exam (Certified Phlebotomy Technician)

Salary Range:

In the state of Florida, a Phlebotomist may earn \$35,560 to \$48,190 per year.

*(US Bureau of Labor Statistics' Occupational Employment and Wage Statistics (OEWS) data for 2025 as reported on O*NET Online's Florida wage page for Phlebotomist.)*

Employment Outlook:

According to the U.S. Bureau of Labor Statistics, employment of phlebotomists is projected to grow by 8% from 2023 to 2033, faster than the average for all occupations. This growth reflects ongoing demand in hospitals, diagnostic laboratories, blood donor centers, and other healthcare settings for professionals to collect and process blood samples.

(Retrieved 8/4/2025 from the U.S. Bureau of Labor Statistics at

<https://www.bls.gov/ooh/healthcare/phlebotomists.htm>)

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:

\$9,525.63 (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 \$50,450 and \$74,320 per year.

*(US Bureau of Labor Statistics' Occupational Employment and Wage Statistics (OEWS) data for 2025 as reported on O*NET Online's Florida wage page for Practical Nursing.)*

Employment Outlook:

Employment of practical and vocational nurses is expected to grow 13% from 2022 – 2032. 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.*

Professional Nursing (LPN-RN)

Program Number: H170608

Program Length: 900 Hours

Program Description:

Marion Technical College's Professional Nursing (LPN–RN) program offers Licensed Practical Nurses a fast-track pathway to become Registered Nurses. This 52-week hybrid program builds on practical nursing experience with advanced training in medical-surgical, pediatric, obstetric, psychiatric, and geriatric care. Students gain hands-on experience through clinical rotations in hospitals, long-term care, and community health settings, supported by state-of-the-art simulation labs.

The curriculum emphasizes patient safety, critical thinking, leadership, and evidence-based practice, preparing graduates for the *Next Generation NCLEX-RN®*. A capstone *Senior Practicum Intensive* pairs student with RN preceptors for a seamless transition into professional practice.

Graduates are eligible to apply for the *NCLEX-RN®* and pursue careers in hospitals, clinics, and community healthcare facilities. Developed in alignment with Florida Board of Nursing standards, this program supports career advancement through MTC's stackable nursing pathway, from Nursing Assistant to Practical Nurse to Professional Nurse.

Program Cost and Age Requirement:

Estimated total tuition for Florida residents: \$7,192.00 (based on current state-approved rates; subject to change). Additional costs may apply for textbooks, uniforms, screenings, and certification exams.

This new program launched in April 2026 enrolling students 18 years or older who are ready to pursue a career in nursing.

Program Structure:

OCP	Course Number	Course Title	Length
	NSG0080	Nursing Transitions	111 hours
	NSG0081	Concepts of Geriatrics and Pharmacology in Nursing	102 hours
	NSG0082	Psychiatric Nursing	102 hours
	NSG0083	Medical Nursing	102 hours
	NSG0084	Surgical Nursing	102 hours
	NSG0085	Pediatric Nursing	102 hours
	NSG0086	Obstetric Nursing	102 hours
	NSG0087	Professional Nursing	91 hours
A*	NSG0089	Senior Practicum Intensive	86 hours

*The curriculum is competency-based; OCP A is awarded after the student successfully completes all 9 courses in the program. Clinical experiences are arranged with local hospitals and clinical partners to ensure real-world application of classroom learning in diverse medical settings.

Industry Certifications and Licensure Eligibility:

- Registered Nurse (RN) – Eligibility to sit for the NCLEX-RN upon successful completion of the Professional Nursing (LPN-to-RN Bridge) Certificate program, endorsed by the Florida Board of Nursing. Passing the exam qualifies graduates for licensure as a Registered Nurse in Florida.

Salary Range (Florida):

- Entry-level (10th percentile): \$67,970/ year
- Median: \$84,190/ year
- Experienced (90th percentile): \$120,330/ year

Salary estimates are based on wage data for Registered Nurses 2025 wage data in Florida from the National Center for ONET Development, drawing on the U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics program.

(National Center for ONET Development. (n.d.). Registered nurses: Local salary information—Florida. ONET OnLine. <https://www.onetonline.org/link/localwages/29-1141.00?st=FL&utm>)

Employment Outlook:

The U.S. Bureau of Labor Statistics reports that Registered Nursing is among the fastest-growing healthcare careers in Florida.

- **Florida employment growth, 2022–2032:** +13% (vs. +6% nationally)
- **Annual openings statewide:** Approximately 14,110, including both new positions and replacement needs

Growth is driven by Florida's rapidly aging population, expanding healthcare facilities, and the demand for nurses with advanced skills. Graduates of Marion Technical College's Professional Nursing (LPN–RN) program are well-prepared to step into critical roles in hospitals, clinics, long-term care, and community health, meeting an urgent statewide need for qualified Registered Nurses.

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:

\$11,569.95 (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 \$55,980 to \$118,660 annually.

*(US Bureau of Labor Statistics' Occupational Employment and Wage Statistics (OEWS) data for 2025 as reported on O*NET Online's Florida wage page for Radiologic Technology.)*

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. Average expected annual growth of 6% projected from 2024 – 2034.

Hospitality & Tourism



HOSPITALITY & TOURISM



2026-2027
Programs

Fundamental Foodservice Skills
Baking and Pastry Arts

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 include 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:

\$3,514.17 (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:

Upon completion of course requirements, students will earn a Certificate of Completion in Fundamental Foodservice Skills. Opportunity to earn Food Safety Manager certification.

Salary Range:

Salaries in the hospitality field will vary based on place of employment or position. In Florida, cooks may earn between \$29,710 and \$46,450 a year. A chef and head cook salaries may range between \$31,920 and \$92,300 a year.

(O*NET Online's Bureau of Labor Statistics 2025)

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. There is a 17% projected growth by 2032 - well above the U.S. average.

Baking and Pastry Arts

Program Number: N100600

Program Length: 600 Hours

Program Description:

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

\$3,531.88 (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:

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

Salary Range:

In the state of Florida, bakers may earn between \$28,780 and \$45,330

(O*NET Online's Bureau of Labor Statistics 2025)

Employment Outlook:

Employment of bakers is projected to grow 12 percent from 2025 to 2032, well above US average.

About 1,800 openings for bakers are projected annually for Florida. 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.

Human Services



HUMAN SERVICES



2026-2027
Programs

Cosmetology

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:

\$6,278.88 (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 Hairstylist 1	300 hours
	COS0003	Cosmetologist and Hairstylist 2	300 hours
	COS0009	Cosmetologist and Hairstylist 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 \$27,450 and \$58,320 per year.

(O*NET Online's Bureau of Labor Statistics 2025)

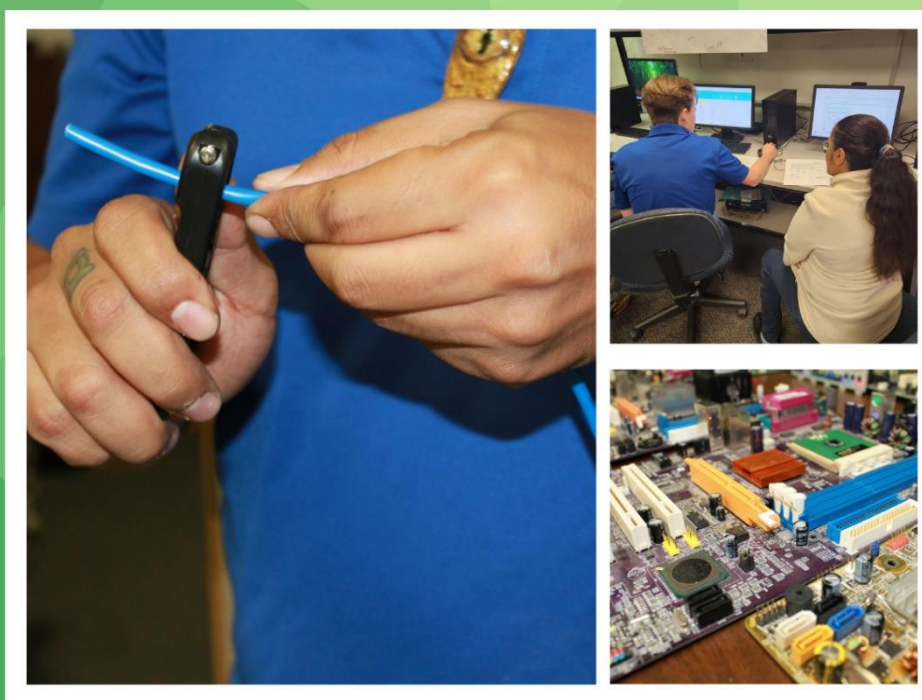
Employment Outlook:

Overall employment of hairdressers and cosmetologists is projected to grow 14 percent from 2025 to 2032. 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. Service oriented stylists with good communication skills, active listening skills and critical thinking along with practical skills will have better job prospects.

Information Technology



INFORMATION TECHNOLOGY



2026-2027
Programs

Applied 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:

\$2,957.50 (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 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, Computer User Support Specialists may earn between \$38,750 and \$97,560 (*O*NET Online's Bureau of Labor Statistics 2025*)

Employment Outlook:

The U.S. Department of Labor lists Applied Information Technology an above average job outlook 14% increase in Florida compared to a slight decrease in US average.

Law, Public Safety & Security



LAW, PUBLIC SAFETY & SECURITY



2026-2027
Programs

Emergency Medical Technician - ATD

Firefighter

Firefighter/Emergency Medical
Technician - Combined

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:

\$3,174.95 (price subject to change)

17 years and older may apply (must be 18 years old by week 4)

Must be EMT Certified

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 \$34,120 to \$59,000 per year.

(O*NET Online's Bureau of Labor Statistics 2025)

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:

\$4,448.06 (price subject to change)

17 years and older may apply (must be 18 years old by week 4)

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 \$37,260 to \$93,310 per year.

(O*NET Online's Bureau of Labor Statistics 2025)

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:

\$7,063.76 (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 \$44,000 to \$93,310 per year.

(O*NET Online's Bureau of Labor Statistics 2025)

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.

Manufacturing



MANUFACTURING



2026-2027
Programs

Welding Technologies

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:

\$7,180.38 (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, 3G, 4G, or 6G welding positions. Students may also earn 10-hour OSHA safety credential.

Salary Range:

In the state of Florida, welders earn an average wage of \$38,430 to \$68,420 per year.

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

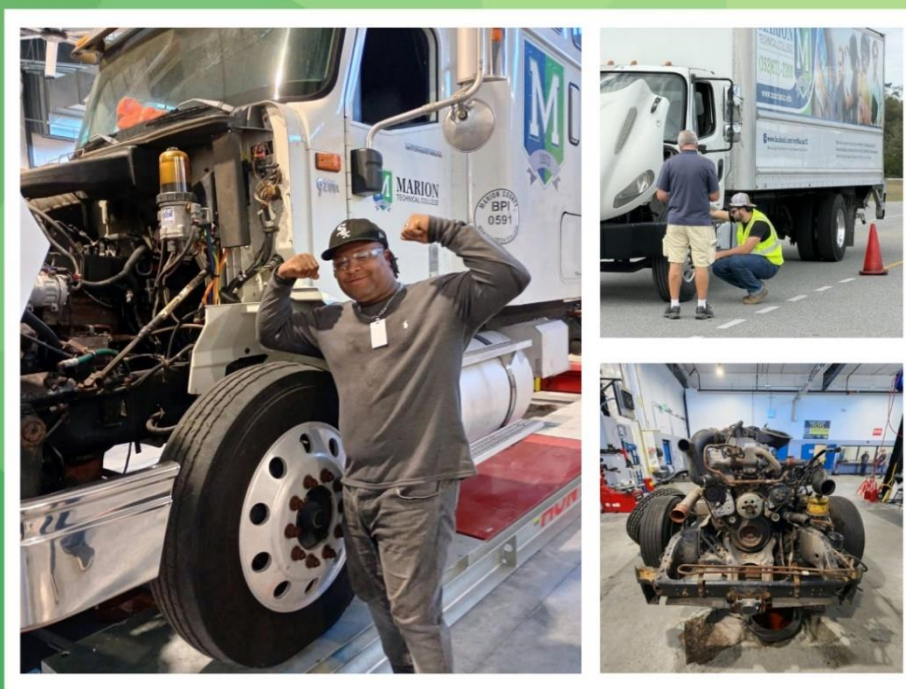
Employment Outlook:

In the state of Florida, over 1,720 new welding positions are expected between 2022 and 2032. Many more positions are expected due to welders leaving the field to pursue other occupations, or retirement. *(Source: Careeronestop.org, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)*

Transportation, Distribution & Logistics



TRANSPORTATION, DISTRIBUTION & LOGISTICS



2026-2027
Programs

Automotive General Service Technician
Commercial Vehicle Driving
Commercial Class "B" Driving
Diesel Systems Technician 1

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:

\$4,664.88 (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:

Entry level certifications in up to eight areas including Maintenance and Light Repair, Engine Repair, Steering and Suspension, and Brakes.

Salary Range:

In the state of Florida, automotive technicians may earn between \$31,590 and \$79,100 per year.

(Source: Careeronestop.org, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

Employment Outlook:

In the state of Florida, employment opportunities of automotive service technicians and mechanics are expected to increase 13% or 5,830 positions annually between 2022 and 2032. 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. *(Source: Careeronestop.org, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)*

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:

\$3,894.58 (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 \$37,870 and \$75,910 per year.

*(Source: Careeronestop.org, sponsored by U.S. Department of Labor, Employment and Training Administration March 2026)***Employment Outlook:**

Employment of heavy and tractor trailer truck drivers is projected to grow through 2032. In the state of Florida, employment opportunities of heavy and tractor trailer truck drivers are expected to increase by 15% annually between 2022 and 2032. 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. *(Source: Careeronestop.org, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)*

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:

\$2,137.58 (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 \$29,520 and \$72,450 per year. (Source: *Careeronestop.org*, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

Employment Outlook:

In the state of Florida, employment opportunities are projected to increase by 19% with 9,850 job openings expected annually. Most openings are due to rapid growth in the industry. (Source: *Careeronestop.org*, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

Diesel Systems Technician 1
Program Number: T650100
Program Length: 1,050 Hours

Program Description:

The 1,050 hour Diesel Systems Technician 1 program prepares students for a career as a Diesel Mechanic/Technician. Diesel Mechanics may service tractor trailers, buses, or other vehicles utilizing a diesel engine. The course includes mechanic/shop safety, maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

Program Cost/Age Requirements:

\$6,558.88 (price subject to change)

17 years and older may apply

Program Requirements/Recommendations:

Valid Florida Driver's License

CDL Class A (Recommended, but not required)

Program Structure:

OCP	Course Number	Course Title	Length
A	DIM0101	Diesel Engine Mechanic/Technician Helper	150 hours
B	DIM0102	Diesel Electrical and Electronics Technician	300 hours
C	DIM0104	Diesel Engine Technician	300 hours
D	DIM0105	Diesel Brakes Technician	300 hours

Industry Certifications:

Automotive Service Excellence Certifications in Diesel Engines (T2), Brakes (T4) and Electrical/Electronic Systems (T6), OSHA 10 Hour General Industry Credential, CPR Certification

Salary Range:

In the state of Florida, Bus and Truck Mechanics may earn a salary between \$41,010 and \$81,100 annually. (Source: *Careeronestop.org*, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

Employment Outlook:

In the state of Florida, employment opportunities for Bus and Truck Mechanics are projected to increase 10% or 1,290 positions annually between the years of 2022 and 2032. This increase includes replacing workers who transfer to different occupations, exit the labor force, such as to retire. (Source: *Careeronestop.org*, sponsored by U.S. Department of Labor, Employment and Training Administration, March 2026)

Continuing Workforce Education

CONTINUING WORKFORCE EDUCATION



2026-2027
Courses

Apparatus Operations
Flusar Confined Space Rescue Operations Technician Level
Emergency Medical Technician Exam Prep
FL Specific Training For Our-of-State / DOD Fighterfighter Equivalency
Flusar Structural Collapse Rescue Technician Level
Fire Service Hydraulics
Flusar Vehicle & Machinery Rescue Technician
Live Fire Training Instructor Program
Flusar Rope Rescue Operations Level
Flusar Rope Rescue Technician Level
Flusar Structural Collapse Rescue Operations Level
Flusar Swift Water Search and Rescue Ops Technician Level
Flusar Trench Rescue Ops Technician Level
Flusar Vehicle & Machinery Rescue Operations Level



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- Make Card Payment - Enrollment Complete!



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- Contact Coordinator to Confirm Availability
- Do NOT apply online

CWE Coordinator: Raquel Freytes
Call (352) 369 - 2875

1014 SW 7th Road, Ocala, FL 34471 ~ Main Line (352) 671-7200

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Continuing Workforce Education Courses

The following courses are available for certified Firefighters or EMTs 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 of internal and external resources. Personnel, who are members of a Florida State sponsored US&R team who are to be trained to the Rope Rescue Operations Level, must have an understanding of NFPA 1670 6-2 Rope Awareness level prior to starting operations level training. At a successful completion of the Operations level, the candidate will understand the functions and developments of NFPA 1670 6.3. This is a 40-hour course.

FLUSAR ROPE RESCUE TECHNICIAN LEVEL

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

FLUSAR STRUCTURAL COLLAPSE RESCUE OPERATIONS LEVEL

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

FLUSAR SWIFT WATER SEARCH AND RESCUE OPS TECHNICIAN LEVEL

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

FLUSAR TRENCH RESCUE OPS TECHNICIAN LEVEL

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

FLUSAR VEHICLE & MACHINERY RESCUE OPERATIONS LEVEL

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

2026 – 2027 Program Calendars

2026 - 2027 CALENDAR 22

July 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2026						
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June 2027						
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Programs following Calendar 22

Applied Information Technology
Automotive General Service Technician
Baking & Pastry Arts
Commercial Vehicle Driving
Commercial Vehicle "Class B" Driving
Cosmetology (AM)

Diesel Systems Technician 1
Fundamental Foodservice Skills
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1 (AM)
Practical Nursing
Welding Technology (AM)

2026 - 2027 CALENDAR 26

July 2026						
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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January 2027						
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Programs following Calendar 26

Nursing Assistant (Long Term Care) Cosmetology (PM) Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1 (PM) Massage Therapy	Mental Health Technician Phlebotomy Professional Nursing (LPN-RN) Welding Technology (PM)
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2026 - 2027 CALENDAR 51

July 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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August 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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September 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
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October 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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November 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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January 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
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February 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2027						
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20	21	22	23	24	25	26
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Programs following Calendar 51

Emergency Medical Technician – ATD
 Firefighter/Emergency Medical Technician (Combined)
 Firefighter

2026 - 2027 CALENDAR 71

July 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
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August 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2026						
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October 2026						
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November 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2026						
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January 2027						
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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June 2027						
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Programs following Calendar 51

Radiologic Technology

2026 - 2027 CALENDAR AGE

July 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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January 2027						
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February 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
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Parent & Student Acknowledgement

2026-2027

PARENT & STUDENT **ACKNOWLEDGEMENT**

Marion Technical College



Student Acknowledgement

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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.

Social Media Refusal for Release

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Signature: _____

Print Name: _____

Date: _____

Marion Technical College Catalog

Academic Year 2026-2027

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