

MIAMI-DADE COUNTY PUBLIC SCHOOLS VA CATALOG

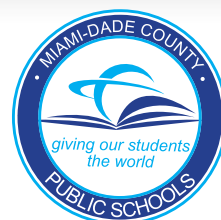
Adult/Technical Colleges and
Educational Opportunity and Access



2019 - 2020



MIAMI  DADE
TECHNICAL
COLLEGES
A DIVISION OF MIAMI-DADE COUNTY PUBLIC SCHOOLS



AUGUST 2019

MIAMI-DADE COUNTY PUBLIC SCHOOLS VA CATALOG

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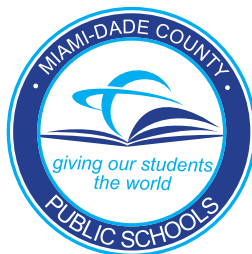


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INTRODUCTION

The primary objective of the **Miami-Dade County Public Post-Secondary/ Career Technical Educational programs** is to develop each student's potential for learning and to foster positive interpersonal relationships. These programs are designed to prepare a student to enter the career of his or her choice through technical training.

Post-secondary/Career Technical Education programs are one of the most affordable in Miami-Dade County, offering over 65 training programs which are designed to support the local workforce. The **Adult & Career Technical Education programs** provides students with a pathways in the areas of Business Administration; Commercial Arts & 3 D Animation; Construction & Apprenticeship; Commercial Foods, Culinary Arts & Baking; Health Occupations; Information Technology; Licensed Childcare; Personal Services; Manufacturing; Public Safety & Security; and Transportation.



**GEORGE T. BAKER AVIATION
TECHNICAL COLLEGE**

3275 N.W. 42nd Avenue, Miami, FL 33142
Office: (305) 871-3143



D.A. DORSEY TECHNICAL COLLEGE

7100 NW 17th Ave, Miami, FL 33147
Office: (305) 693-2490



**LINDSEY HOPKINS
TECHNICAL COLLEGE**

750 NW 20th St, Miami, FL 33127
Office: (305) 324-6070



**MIAMI LAKES EDUCATIONAL
CENTER & TECHNICAL COLLEGE**

Main Campus
5780 NW 158th Street, Miami Lakes, FL 33014
Office: (305) 557-1100

Parkway Educational Complex
2349 NW 175th St, Miami Gardens, FL 33056
Office: (305) 624-9613



**ROBERT MORGAN EDUCATIONAL
CENTER & TECHNICAL COLLEGE**

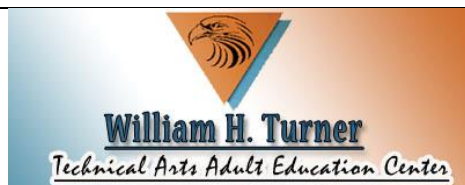
18180 SW 122 Avenue – Miami, FL 33177
Office: (305) 253-9920



**SOUTH DADE
TECHNICAL
COLLEGE**

Homestead Campus
109 N.E. 8 Street, Homestead, FL 33030
Office: (305) 248-5723

South Dade Skills Center Campus
28300 S.W. 152nd. Ave., Leisure City, FL 33033
Office: (305) 247-7839



10151 NW 19th Avenue, Miami, FL 33147
Office: (305) 691-8324

CONTACTS

District

Mr. Luis Diaz	Assistant Superintendent
Dr. Reginald H. Johnson	Administrative Director
Mr. René Mantilla	District Director
Mr. Nelson Suarez	Network Infrastructure

D. A. Dorsey Technical College

Dr. Angela Thomas Dupree	Principal
Mr. Jacoby Watkins	Financial Aid Officer/School Certifying Official

George T. Baker Aviation Technical College

Mr. Ciro R. Hidalgo	Principal
Ms. Cassandra Whitehead	Office Manager/School Certifying Official

Lindsey Hopkins Technical College

Ms. Nyce Daniel	Principal
Mr. Sergio A. Marti	Financial Aid Officer/School Certifying Official

Miami Lakes Educational Center and Technical College

Ms. Lourdes Diaz	Principal
Ms. Cassandra A. Green	Assistant Principal
Mr. Robert a. Whiting	Financial Aid Officer/School Certifying Official

Robert Morgan Educational Center and Technical College

Mr. Reginald J. Fox	Principal
Mr. Barto G. Davis	School Certifying Official

South Dade Technical College - South Dade Skills Center Campus

Dr. Susana Mauri	Principal
Ms. Jacqueline E. Chavarria	Financial Aid Officer/School Certifying Official

William H. Turner Technical Arts Adult Ed Ctr.

Mr. Uwezo B. Frazier	Principal
Ms Valarie B. Johnson	Office Manager/School Certifying Official

ACCREDITATIONS

Commission of the Council on Occupational
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7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: 770-917-2081/FAX 770-396-3790
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Flight Standards District Offices (FSDO)
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Practical Nursing Florida Board of Nursing
Department of Health Board of Nursing
4052 Bald Cypress Way Bin C-02
Tallahassee, FL 32399-3252
Telephone: (850) 245-4125 / Fax: (850) 617-6460



The National Automotive Technicians Education
Foundation, Inc. (NATEF)

101 Blue Seal Drive, S.E. Suite 101
Leesburg, VA 20175
Telephone: (703) 669-6650 / Fax: (703) 669-6125



Professional Service Association
1526 Howard Ave, Marengo, IA 52301
Phone: (888) 777-8851



National Center for Construction
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13614 Progress Boulevard, Alachua, FL 32615
Phone: 386-518-6500



Commission on Dental Accreditations (CODA)
American Dental Association Commission on
Dental Accreditation
211 Ease Chicago Avenue, Suite 1900
Chicago, Illinois 60611
Phone: 312-440-4653

POLICIES AND TUITION/REFUND INFORMATION

Admission Standards

Any person 16 years of age or older, who is officially withdrawn from the K-12 program, is eligible to enroll. Any individual with special needs applying for admission is referred to Vocational Rehabilitation or other appropriate agencies. These agencies work closely determine when an individual is ready to be accepted for admission into an adult program.

A prospective student may register directly for courses that do not have pre-entrance requirements by completing registration forms and paying required fees and tuition.

A student enrolling in adult education programs is required to take a basic skills test for placement prior to registration to determine the appropriate level of study.

A student who enters a Career and Technical Educational (CTE) program, with 450 plus instructional clock hours, is required to complete a basic skills examination within the first six (6) calendar weeks after admission into a CTE program.

Exceptions from the basic skills testing requirements are given to students who have one of the following:

- A Florida Standard High School Diploma issued after 2007 or
- An Associate of Applied Science or Arts or higher

Entrance into CTE programs may have additional requirements and require counselor approval. Program requirements may include:

- High school graduation or GED transcripts
- Orientation
- Minimum scores on entrance test

If counseling and/or test scores indicate that the student does not qualify for the original program choice, then an alternate program or remediation is recommended.

Standards of Progress

Each VA student is expected to complete his/her program within the number of training hours approved by the Bureau of State Approving for Veterans Training, Florida Department of Veteran Affairs.

Complete attendance and progress records are maintained on each veteran who is certified as eligible for veterans' educational benefits. VA students will be provided a written progress or grade report at the end of each trimester. A copy of the report will be placed in the student's permanent file maintained by the school.

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term. Students will be provided a written progress or grade report at the end of each trimester.

Grade	Numeric Value	Interpretation	Grade Point Values
A	90 -100%	Outstanding	4
B	80 -89%	Good	3
C	70 -79%	Satisfactory	2
D	60 -69%	Minimal; improvement needed	1
F	0 –59%	Unsatisfactory	0

A VA student whose CGPA falls below 2.0 at the end of any term will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

Policies relative to standards of progress and conduct required of its students are enforced. These include, but are not limited to, placing students on probation for a period of one month when their reported progress is less than satisfactory in any program they are pursuing. These students are referred to the Guidance Department. If satisfactory progress is not reported, the student is notified that he/she cannot complete the program within the approved number of training hours and then terminated from VA educational benefits and the Veterans Administration will be notified of unsatisfactory progress.

Reinstatement after dismissal will be granted only if mitigating circumstances exist. Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

Program Offerings

Overall Matrix by Program

Program Name	Hours	D. A. Dorsey Technical College	George T. Baker Aviation Technical College	Lindsey Hopkins Technical College	Miami Lakes Educational Center and Technical College	Robert Morgan Educational Center and Technical College	South Dade Technical College - South Dade Skills Center Campus	William H. Turner Technical Arts Adult Ed Ctr.
3-D Animation Technology	1050					X		
Accounting Operations	900					X		
Administrative Office Specialist	1050					X		
Advanced Automotive Service Technology	2400				X	X		
Air-Conditioning, Refrigeration and Heating Technology	1350			X		X		X
Air-Conditioning, Refrigeration and Heating Technology 1	750				X		X	
Air-Conditioning, Refrigeration and Heating Technology 2	600						X	
Automotive Collision Repair and Refinishing	1400					X		
Automotive Collision Technology Technician	1400				X			
Automotive Customer Service Advisor	600	X						
Automotive Service Technology	1800			X	X	X		
Automotive Service Technology 1	1050	X		X			X	
Automotive Service Technology 2	750	X		X			X	
Aviation Airframe Mechanics	1350		X					
Aviation Powerplant Mechanics	1350		X					
Avionics 1	1400		X					
Avionics 2	720		X					
Avionics Systems Technician	1200		X					
Baking & Pastry Arts	600					X		
Barbering	1200							X
Biomedical Equipment Repair Technology	1140			X				
Cabinetmaking	1200			X				
Central Sterile Processing Technician	650			X				
Commercial Art Technology	1500			X		X		
Commercial Vehicle Driving	320				X			

Program Name	Hours	D. A. Dorsey Technical College	George T. Baker Aviation Technical College	Lindsey Hopkins Technical College	Miami Lakes Educational Center and Technical College	Robert Morgan Educational Center and Technical College	South Dade Technical College - South Dade Skills Center Campus	William H. Turner Technical Arts Adult Ed Ctr.
Computer Systems & Information Technology (CSIT)	900			X	X	X		
Cosmetology	1200				X	X		
Customer Assistance Technology	450							X
Dental Assisting	1230			X	X	X		
Diesel Systems Technician	1800				X	X		
Dietetic Management and Supervision	300			X				
Early Childhood Education	600			X		X	X	X
Electrical and Instrumentation Technology	1800				X			
Electricity	1200			X				X
Electronic Systems Technician	900				X			
Electronic Technology	1400				X	X		
Facials Specialty	260			X		X	X	
Fashion Technology and Production Services	1050			X				
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)	1350			X				X
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1	750				X			
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2	600							
Heavy Equipment Operations Technician	1200				X			
Major Appliance and Refrigeration Technician	1200				X	X		
Marine Service Technologies	1350			X				
Medical Assisting	1300	X			X	X	X	
Medical Coder/Biller	1000	X						
Nails Specialty	240			X		X	X	
Natural Gas Operations and Distribution	1220	X						
Network Support Services	1050					X		
Nutrition and Dietetic Clerk	300			X				
Patient Care Assistant	290	X		X				X
Patient Care Technician	600					X		

Program Name	Hours	D. A. Dorsey Technical College	George T. Baker Aviation Technical College	Lindsey Hopkins Technical College	Miami Lakes Educational Center and Technical College	Robert Morgan Educational Center and Technical College	South Dade Technical College - South Dade Skills Center Campus	William H. Turner Technical Arts Adult Ed Ctr.
Pharmacy Technician	1050	X			X		X	
Phlebotomy	165			X			X	
Plumbing	1080							X
Plumbing Technology	1080							X
Practical Nursing	1350			X	X	X		
Professional Culinary Arts & Hospitality	1200			X	X	X	X	
Surgical Technology	1330			X				
Welding Technology	1050					X		X
Welding Technology - Advanced	750					X		X

Overall Matrix by Location

D. A. Dorsey Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Automotive Customer Service Advisor	T400910	470604	600	Yes
Automotive Service Technology 1	T400700	470604	1050	Yes
Automotive Service Technology 2	T400800	470604	750	Yes
Computer Systems & Information Technology (CSIT)	Y100200	110901	900	Yes
Medical Assisting	H170515	510801	1300	Yes
Medical Coder/Biller	H170526	510707	1000	Yes
Natural Gas Operations and Distribution	X500200	470000	1220	Yes
Patient Care Assistant	H170692	513902	290	Yes
Pharmacy Technician	H170500	510805	1050	Yes

George T. Baker Aviation Technical College

Program Name	Comments	Program Number	Federal CIP	Clock Hours	Industry Certification
Aviation Airframe Mechanics		T640300	470607	1350	Yes
Aviation Powerplant Mechanics		T640400	470608	1350	Yes
Avionics 1	TEACH OUT	T640100	470609	1400	Yes
Avionics 2	TEACH OUT	T640200	470609	720	Yes
Avionics Systems Technician		T400310	470609	1200	Yes

Lindsey Hopkins Technical College

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Air Conditioning, Refrigeration and Heating Technology	I470203	470201	1350	Yes
Automotive Service Technology	I470608	470604	1800	Yes
Automotive Service Technology 1	T400700	470604	1050	Yes
Automotive Service Technology 2	T400800	470604	750	Yes
Biomedical Equipment Repair Technology	J400100	150401	1140	
Cabinetmaking	C410400	480703	1200	Yes
Central Sterile Processing Technician	H170222	510899	650	
Commercial Art Technology	I480203	500402	1500	Yes
Computer Systems & Information Technology (CSIT)	Y100200	110901	900	Yes
Dental Assisting	H170106	510601	1230	Yes
Dietetic Management and Supervision	N900100	513040	300	Yes
Early Childhood Education	E300100	190709	600	Yes
Electricity	I460312	460302	1200	Yes
Facials Specialty	I120424	120408	260	Yes
Fashion Technology and Production Services	K500100	500407	1050	Yes
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	C400400	150501	1350	Yes
Marine Service Technologies	T400210	470616	1350	Yes
Nails Specialty	I120414	120410	240	Yes
Nutrition and Dietetic Clerk	N300100	513103	300	
Patient Care Assistant	H170692	513902	290	Yes
Phlebotomy	H170302	511009	165	Yes
Practical Nursing	H170607	513901	1350	Yes
Professional Culinary Arts and Hospitality	N100500	120503	1200	Yes
Surgical Technology	H170211	510909	1330	Yes

Miami Lakes Educational Center and Technical College

Program Name	Comments	Program Number	Federal CIP	Clock Hours	Industry Certification
Advanced Automotive Service Technology		I470604	470604	2400	Yes
Air Conditioning, Refrigeration and Heating Technology 1	TEACH OUT	C400100	470201	750	Yes
Automotive Collision Technology Technician		T401300	470603	1400	Yes
Automotive Service Technology		I470608	470604	1800	Yes
Commercial Vehicle Driving		I490205	490205	320	Yes
Computer Systems & Information Technology (CSIT)		Y100200	110901	900	Yes
Cosmetology		D500100	120401	1200	Yes
Dental Assisting		H170106	510601	1230	Yes
Diesel Systems Technician		I470605	470605	1800	Yes
Electrical and Instrumentation Technology		I150404	150404	1800	Yes
Electronic Systems Technician		J540300	150303	900	Yes
Electronic Technology	TEACH OUT	I150303	150303	1400	Yes
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) 1		C400410	150501	750	Yes
Heavy Equipment Operations Technician		T440200	490202	1200	Yes
Major Appliance and Refrigeration Technician		J620300	470106	1200	Yes
Medical Assisting	NEW	H170515	510801	1300	Yes
Pharmacy Technician		H170500	510805	1050	Yes
Practical Nursing	NEW	H170607	513901	1350	Yes
Professional Culinary Arts & Hospitality		N100500	120503	1200	Yes

Miami Lakes Educational Center and Technical College@ Parkway Educational Complex

Program Name	Comments	Program Number	Federal CIP	Clock Hours	Industry Certification
Medical Assisting	TEACH OUT	H170503	510801	1300	Yes
Medical Assisting	NEW	H170515	510801	1300	Yes
Practical Nursing	NEW	H170607	513901	1350	Yes

Miami Lakes Educational Center and Technical College@ Robert Morgan Education Center and Technical College

Program Name	Comments	Program Number	Federal CIP	Clock Hours	Industry Certification
Advanced Automotive Service Technology		I470604	470604	2400	Yes

Robert Morgan Educational Center and Technical College

Program Name	Comments	Program Number	Federal CIP	Clock Hours	Industry Certification
3-D Animation Technology		I480200	100304	1050	Yes
Accounting Operations		B070110	520302	900	
Administrative Office Specialist		B070330	520401	1050	
Advanced Automotive Service Technology		I470604	470604	2400	Yes
Air Conditioning, Refrigeration and Heating Technology		I470203	470201	1350	Yes
Automotive Collision Repair and Refinishing	TEACH OUT	I470603	470603	1400	Yes
Automotive Service Technology		I470608	470604	1800	Yes
Baking and Pastry Arts		N100600	120501	600	Yes
Commercial Art Technology		I480203	500402	1500	Yes
Computer Systems and Information Technology (CSIT)		Y100200	110901	900	Yes
Cosmetology		D500100	120401	1200	
Dental Assisting		H170106	510601	1230	Yes
Diesel Systems Technician		I470605	470605	1800	Yes
Early Childhood Education		E300100	190709	600	Yes
Electronic Technology		I150303	150303	1400	Yes
Facials Specialty		I120424	120408	260	
Major Appliance and Refrigeration Technician		J620300	470106	1200	Yes
Medical Assisting	NEW	H170515	510801	1300	Yes
Nails Specialty		I120414	120410	240	
Network Support Services		B078000	110901	1050	Yes
Patient Care Technician		H170694	513902	600	Yes
Practical Nursing		H170607	513901	1350	Yes
Professional Culinary Arts & Hospitality		N100500	120503	1200	Yes
Welding Technology		J400400	480508	1050	Yes
Welding Technology - Advanced		J400410	480508	750	Yes

South Dade Technical College - South Dade Skills Center Campus

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Air Conditioning, Refrigeration and Heating Technology 1	C400100	470201	750	Yes
Air Conditioning, Refrigeration and Heating Technology 2	C400200	470201	600	Yes
Automotive Service Technology 1	T400700	470604	1050	Yes
Automotive Service Technology 2	T400800	470604	750	Yes
Early Childhood Education	E300100	190709	600	Yes
Facials Specialty	I120424	120408	260	Yes
Medical Assisting	H170503	510801	1300	Yes
Nails Specialty	I120414	120410	240	Yes
Pharmacy Technician	H170500	510805	1050	Yes
Phlebotomy*	H170302	511009	165	Yes
Professional Culinary Arts and Hospitality*	N100500	120503	1200	Yes

* Denotes programs that are non-accredited for this location.

William H. Turner Technical Arts Adult Ed Ctr.
(The programs listed below are non-accredited for this location.)

Program Name	Program Number	Federal CIP	Clock Hours	Industry Certification
Air Conditioning, Refrigeration and Heating Technology	I470203	470201	1350	
Barbering	I120402	120402	1200	Yes
Customer Assistance Technology	B079100	520411	450	
Early Childhood Education	E300100	190709	600	
Electricity	I460312	460302	1200	
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	C400400	150501	1350	
Patient Care Assistant	H170692	513902	290	
Plumbing	C500500	460503	1080	
Plumbing Technology	I460513	460503	1080	
Welding Technology	J400400	480508	1050	
Welding Technology - Advanced	J400410	480508	750	

Probation

All students ages 18 and under are admitted into all programs in the first trimester on a probationary basis. After the first trimester of study, depending on academic progress, the probationary status may be lifted. An adult student with an extensive disciplinary case management record from high school, who has been referred twice in one trimester or who has accumulated three referrals more than one trimester will be placed on probation. Instructors will refer a student to counselors for reasons such as tardiness, lack of attendance, poor performance and in-class disruption. This probation will extend for the remainder of the enrolled trimester. When the probation takes place within the last four weeks of the trimester, the probationary period will extend to the end of the next enrolled trimester.

Unsatisfactory Progress

The School Board of Miami-Dade County, Florida requires that all students be notified in writing at any time during a grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or program. An acknowledgment of such notification is obtained. A conference must be called among the teacher, student, counselor, and administrator to create a contract to assist the student and avert a possible action leading to dismissal or failure.

Student Code of Conduct

The primary objective of the Miami-Dade County Public Post-Secondary/ Career Technical Educational programs is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is necessary that the school's environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

http://adulted.dadeschools.net/AGE/Documents/POST-SECONDARY_CODE_OF_STUDENT_CONDUCT.pdf

Attendance Policy

An important factor for successful school progress is regular school attendance. VA students who are excessively tardy and/or absent from the instructional program will not achieve the desired results in vocational or academic achievement.

VA students are required to attend all classes. Instructors submit veteran students' daily attendance records and progress reports to the Financial Aid Office once per month. Teachers are required to report the exact clock hours of attendance for each veteran.

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1/2 absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

When attendance is reported to the VA Office on the attendance certification cards, we are required to report attendance of 2 1/2 hours as a full day absence.

We are required by law to drop veterans from their program because of poor attendance or unsatisfactory progress. The final decision whether to allow a student to re-enter belongs to the school, not the Veterans Administration.

It is the responsibility of the veteran to notify the Financial Aid Officer of any change of programs, course hours, instructors, etc., to avoid any loss of benefits.

A veteran is not permitted to re-enter a program on veteran status for one month after being dropped from veteran status. The only exceptions to this policy are: proof of medical attention, mandatory court appearance before a judge, jury duty, active military service or death in immediate family. To be re-entered for these reasons, or to have an absence considered satisfactory, proof of such absence must be presented as it occurs to the Financial Aid Office the day the veteran returns to school. If a veteran brings in a medical excuse signed by the doctor, it must specifically list each day the veteran was absent due to medical reasons. An excuse stating a veteran was under the doctor's care from the 10th of the month to the 17th will not suffice. These medical excuses will be kept in the veteran's permanent file in the Financial Aid Office.

Veterans should be careful in observing the attendance policies as any temporary interruption of attendance during the month will cause a delay in VA checks.

Attendance Policy for George T. Baker Aviation Technical College

An important factor for success at George T. Baker Aviation is regular school attendance. Students who are tardy and/or excessively absent from the instructional program will not achieve the desired results in vocational or academic achievement.

Adult students absent from class for six consecutive class sessions are automatically withdrawn from the class roll due to unsatisfactory attendance. Students must report to the registrar's office before returning to class.

Students enrolled in the Airframe and Powerplant Technician programs must be in attendance a minimum of 85% of the instructional time for each class. Students in the General portion of the program must be in attendance a minimum of 89% of the instructional time for each class. Students absent more than 15% or 10% respectively, will not have a passing grade recorded on their transcript.

Attendance in both the Airframe and Powerplant Technician program and the Avionics program is calculated in 15-minute intervals.

Federal financial aid students have specific attendance requirements. The policy is distributed to each student by the financial aid officer.

Re-entrance policy after dismissal for violation the attendance policy

Reinstatement after dismissal will be granted only if mitigating circumstances exist. Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

Veterans Administration Requirements

New Students

Veterans who have never used their VA benefits are to complete VA Form 22-1990 and turn it into the Financial Aid Office, Room C4, along with a certified copy of your DD214, a marriage and/or birth certificates, and divorce decrees.

Previously Enrolled Students

Veterans who have previously received benefits at another school must complete VA Form 22-1995 (Change of Program or Place of Training) and submit the form to the Financial Aid Office along with any changes in marital/family status that may have occurred since originally applying previously. A transcript of your prior training must be submitted. (Related or Non-related)

Transfers

Veteran students must report all program changes to the VA. A copy of VA Form 22-1995 must be filed with the school certifying official and retained in the veteran's file.

Continuing Students

Veterans who have attended an institution in the past and are returning to that same institution and continuing in the same program must notify the Financial Aid Office so that they can be certified for the remaining length of course for which they may be still allowed to receive VA benefits. The Financial Aid Office does not automatically re-certify a veteran when he/she re-enters a program.

Credit for Previous Education and Training

A VA student who previously attended another post-secondary institution or higher learning institute (college or university) must put in a request in writing institution to have their official transcripts(s) forwarded to the VA Clerk in the Financial Aid Office. If the transcript has not been received prior to the end of his/her initial term, the institution will re-certify the student for VA educational benefits. The institution will re-certify the student after the transcript has been received.

The VA student's previous training and/or experience will be evaluated by the program instructor at the institution. Should credit(s) be accepted and/or granted, the VA student's tuition and training will be reduced proportionally. A written notice of transferrable credits will be sent to the VA and the student.

All transcripts of previous training should be submitted within the first trimester of attendance. Failure to do so may result in a suspension of VA educational benefits.

Limitation of Hours for Each Program

Each course is approved for a certain number of hours of training. The VA does not grant extensions for additional hours of training if the veteran has not completed the program within that length of time. The veteran will be billed with an overpayment if he/she accepts money from the VA for more hours than the allotted time for the program. When the school reports the beginning date of the veteran's attendance, the date the veteran is expected to complete the program is also reported at the same time. The veteran's check will automatically be stopped on that date. A veteran can check the number of hours he/she has accumulated in his/her program by seeing a counselor or a registration clerk in Financial Aid Office, Room C4.

Change of Program

A veteran may make an optional change of program if his previous program was not interrupted or discontinued due to his/her own misconduct, neglect, or lack of application. Where a veteran's program has been interrupted, or discontinued due to lack of satisfactory conduct or progress, he may make a change of program if it is found that:

1. The program of education which the veteran proposes to pursue is suitable to his/her aptitudes, interests, and abilities.
2. There exists a reasonable likelihood that there will not be a recurrence of unsatisfactory conduct or progress.

Leave of Absence

Veteran students may not receive VA educational benefits while on leave of absence; enrollment is terminated at the last date of attendance.

Tuition/Fees Schedule

Each trimester, tuition and fees are collected at the time of registration for classes. The State of Florida determines the range of tuition per contact hour. Current fees are listed in the Class Schedule and are subject to change without notice.

Career and Technical Program:	
Resident (In-State)/hour	\$ 2.56
Non-Resident (Out-Of-State)/hour	\$ 10.25
Student Application fee	\$ 15.00
Lab & Material Fee	(Fees vary by location and program. Contact the location for details.)
Liability Insurance (Medical Trades Only)	\$ 15.00
Student ID	\$ 5.00
Adult General Education:	
Tuition	\$ 30.00
Student ID	\$ 5.00
Test Fee	\$ 5.00

When student fees are paid by credit card, the name and address of the registering student must match the credit card information.

Other Fees/Costs

Other fees/costs such as laboratory, textbooks, tools and uniforms vary according to the program. A fee is charged for duplicate transcripts and certificates.

Florida Residency

As a result of Florida Statute 1009.21, July 1, 2010, and Florida Statute 1009.22, which became effective on July 1, 2011, an applicant seeking to enroll in Career and Technical Education courses, must show proof of Florida residency. A student is eligible for in-state tuition and fees once Florida residency is verified. A student who cannot verify residency is charged out-of-state tuition fees for Career and Technical Education programs. Florida residency is defined as documented which verify that a student has lived or resided in the State of Florida for twelve (12) consecutive months. This does not refer to other definitions of residency established by other entities, including the U.S. Citizenship and Immigration Service (USCIS).

Refund Policy

A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, if the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees more than the State requirement shall be refunded.

Refunds when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit (Form-2057, Rev.08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date.

A student withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct is not entitled to a refund of any tuition and fees.

A student who paid fees but is entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.

If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees if:

- the request is made, in writing, prior to the end of the course;
- supporting documentation (where appropriate) must be provided.

Students who receive Title IV funds and withdraw from the program, must contact the Financial Aid Office to receive a refund based on the Federal withdrawal calculation formula. Financial aid refund policy conforms to the provisions of Title 34 Part 668.22, Code of Federal Regulations (CFR). These provisions are detailed in Volume 5 Chapter 1 of the current Federal Student Aid Handbook and Chapters 5 and 6 of the Federal Student Aid Blue Book found at <http://www.ifap.ed.gov>

Federal Financial Aid (Title IV) is awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded. When there is an interruption in a student's attendance, Return to Title IV funds may be required.

When a Return of Title IV funds is required, both the institution and the student have a responsibility for returning funds. Funds that are not the responsibility of the school to return, must be returned by the student. The school can exercise the option to collect any funds from the student that must be returned.

Adult General Education (Non-Accredited Programs)

Adult General Education (Adult High School, ESOL, Adult Basic Education and GED) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts.

In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees if:

- the request is made, in writing, prior to the end of the course; and
- supporting documentation (where appropriate) must be provided

Postsecondary Career and Technical Education

Students are eligible for a full refund of Career and Technical Education (CTE) tuition, test fees and insurance fees if withdrawn within five days of the beginning of the class start date or the student registration date, whichever is later.

Non-Accredited Career and Technical Education Courses

The five-day policy shall not apply to CTE courses less than three weeks or 90 hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two days.

Veteran's Refund Policy (non-accredited programs only)

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The school may retain a registration fee of no more than \$10, a breakage fee for no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed – 38 CFR 21.4255

ELIGIBILITY ENTITLEMENT

Veteran Educational Benefits Program

If a student is a veteran of the United States Armed Forces, he/she may be eligible for Veteran Education benefits. Eligibility is determined by the Department of Veteran's Affairs. The School Certifying Official is available to provide additional information to the students in room A-130 or by phone at 305 247-7839. Students may also visit the U.S. Department of Veterans Affairs website at www.va.gov.

The Post-9/11 GI-Bill® (Chapter 33)

http://benefits.va.gov/gibill/post911_gibill.asp

The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

For more information see our Post-9/11 GI Bill® pamphlet

Approved training under the Post-9/11 GI Bill® includes graduate and undergraduate degrees, vocational/ technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill® benefits.

This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty. The Post-9/11 GI Bill® also offers some service members the opportunity to transfer their GI Bill® to dependents.

Some of the benefits the Post-9/11 GI Bill® will pay include:

- Your full tuition & fees directly to the school for all public school in-state students. For those attending private or foreign schools, tuition & fees are capped at the national maximum rate. If you are attending a private Institution of Higher Learning in AZ, MI, NH, NY, PA, SC or TX you may be eligible for a higher tuition reimbursement rate.

For those attending a more expensive private school or a public school as a non-resident out-of-state student, a program exists which may help to reimburse the difference. This program is called the "Yellow Ribbon Program".

- A monthly housing allowance (MHA)
- An annual books & supplies stipend
- A one-time rural benefit payment

Beginning August 1, 2011, break (or interval pay) will no longer be payable under Post-9/11 GI Bill® except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Benefits of the Yellow Ribbon Program

The Post-9/11 GI Bill® will pay you:

- All resident tuition & fees for a public school
- The lower of the actual tuition & fees or the national maximum per academic year for a private school
- An exception to this exists for students enrolled in private schools in AZ, MI, NH, NY, PA, SC or TX. In these cases, we will pay the lower of the actual tuition & fees or the highest public in-state undergraduate tuition & fees

Your actual tuition & fees costs may exceed these amounts if you are attending a private school or are attending a public school as a nonresident student.

Institutions of Higher Learning (Degree Granting Institutions) may elect to participate in the Yellow Ribbon Program to make additional funds available for your education program without an additional charge to your GI Bill® entitlement.

Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institution.

Eligibility

Only veterans are entitled to the maximum benefit rate (based on service requirements) or their designated transferees may receive this funding. Active duty service members and their spouses are not eligible for this program (child transferees of active duty service members may be eligible if the service member is qualified at the 100% rate).

Therefore, you may be eligible if:

- You served an aggregate period of active duty after September 10, 2001, of at least 36 months;
- You were honorably discharged from active duty for a service connected disability and you served 30 continuous days after September 10, 2001;
- You are a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill® based on a veteran's service under the eligibility criteria listed above.

How will I Know My School is Participating in the Yellow Ribbon Program?

You must be enrolled in an approved program offered by an IHL.

Montgomery GI Bill®

http://www.gibill.va.gov/benefits/montgomery_gibill/index.html

The Montgomery GI Bill® (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill®-Active Duty (Chapter 30) and The Montgomery GI Bill®-Selected Reserve (Chapter 1606). Under Chapter 30, Active Duty members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation. Under Chapter 1606, a reservist must be actively drilling and have a 6-year obligation in the Selected Reserve to be eligible.

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

http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

\$600 Buy-up Program

Some service members may contribute up to an additional \$600 to the GI Bill® to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill® benefits. The additional contribution must be made while on active duty. For more information contact your personnel or payroll office.

The Montgomery GI Bill® - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans for:

- College
- Technical or Vocational Courses
- Correspondence Courses
- Apprenticeship/Job Training
- Flight Training
- High-tech Training
- Licensing & Certification Tests
- Entrepreneurship Training
- Certain Entrance Examinations

Who is Eligible? You may be an eligible veteran if you have an Honorable Discharge, AND you have a High School Diploma or GED or in some cases 12 hours of college credit, AND you meet the requirements of one of the categories below:

CATEGORY I

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by \$100 a month for first 12 months
- Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you entered the Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program)

CATEGORY II

- Entered active duty before January 1, 1977
- Served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or 6/30/87 if you entered the Selected Reserve within 1 year of leaving active duty and served 4 years)
- On 12/31/89, you had entitlement left from Vietnam-Era GI Bill®

CATEGORY III

- Not eligible for MGIB under Category I or II
- On active duty on 9/30/90 AND separated involuntarily after 2/2/91,
- OR involuntarily separated on or after 11/30/93,
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by \$1200

CATEGORY IV

- On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89 AND you elected MGIB during the period 10/9/96, through 7/8/97
- Had military pay reduced by \$100 a month for 12 months or made a \$1200 lump-sum contribution

How Much Does VA Pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB Fund (called "kickers"). You usually have 10 years to use your MGIB benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

How Can I Apply?

You can apply by filling out VA Form 22-1990, Application for Education Benefits.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under MGIB-AD except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

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

http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

You may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances.

Eligibility for this program is determined by the Selected Reserve components. VA makes the payments for this program.

You may be entitled to receive up to 36 months of education benefits.

Your eligibility for the program normally ends on the day you leave the Selected Reserve.

One exception to this policy exists if you are mobilized (or recalled to active duty from your reserve status), in this case your eligibility may be extended for the amount of time you are mobilized PLUS four months. For example, if you are mobilized for 12 months your eligibility period is extended for 16 months (12 months active duty PLUS 4 months.) So even if you leave the reserves after mobilization, you may have additional eligibility to the MGIB-SR.

If your unit is deactivated during the period beginning on October 1, 2007 through September 30, 2016 or you are involuntarily separated (for reasons other than misconduct) you will retain your original period of eligibility which is 14 years from the date of your first 6-year obligation with the selected reserves.

Eligibility

To qualify, you must meet the following requirements:

- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. If you are an officer, you must have agreed to serve six years in addition to your original obligation. For some types of training, it is necessary to have a six-year commitment that begins after September 30, 1990;
- Complete your initial active duty for training (IADT);
- Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement;
- Remain in good standing while serving in an active Selected Reserve unit. You will also retain MGIB - SR eligibility if you were discharged from Selected Reserve service due to a disability that was not caused by misconduct. Your eligibility period may be extended if you are ordered to active duty.

How to Apply

Your unit will give you a DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program. Your unit will also code your eligibility into the Department of Defense personnel system so that VA may verify your eligibility.

You should then make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where you will train.

If you have started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999, (not available online) Enrollment Certification, and send all the forms to VA.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under MGIB-SR except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Reserve Educational Assistance (REAP)

http://www.gibill.va.gov/benefits/other_programs/reap.html

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

\$600 Buy-up Program

Some reservists may contribute up to an additional \$600 to the GI Bill® to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill® benefits. You must be a member of a Ready Reserve component (Selected Reserve, Individual Ready Reserve, or Inactive National Guard) to pay into the "buy-up" program.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under REAP except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Survivors & Dependents Assistance (DEA)

http://www.gibill.va.gov/benefits/other_programs/dea.html

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Eligibility

You must be the son, daughter, or spouse of:

- A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- A veteran who died from any cause while such permanent and total service-connected disability was in existence.
- A service member missing in action or captured in line of duty by a hostile force
- A service member forcibly detained or interned in line of duty by a foreign government or power.
- A service member who is hospitalized or receiving outpatient treatment for a service connected permanent and total disability and is likely to be discharged for that disability. This change is effective December 23, 2006.

Period of Eligibility

If you are a son or daughter and wish to receive benefits for attending school or job training, you must be between the ages of 18 and 26. In certain instances, it is possible to begin before age 18 and to continue after age 26. Marriage is not a bar to this benefit. If you are in the Armed Forces,

you may not receive this benefit while on active duty. To pursue training after military service, your discharge must not be under dishonorable conditions. VA can extend your period of eligibility by the number of months and days equal to the time spent on active duty. This extension cannot generally go beyond your 31st birthday, there are some exceptions.

If you are a spouse, benefits end 10 years from the date VA finds you eligible or from the date of death of the veteran. If the VA rated the veteran permanently and totally disabled with an effective date of 3 years from discharge a spouse will remain eligible for 20 years from the effective date of the rating. This change is effective October 10, 2008 and no benefits may be paid for any training taken prior to that date.

For surviving spouses (spouses of service members who died on active duty) benefits end 20 years from the date of death.

How to Apply

You should make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. Send it to the VA regional office with jurisdiction over the State where you will train. If you are a son or daughter, under legal age, a parent or guardian must sign the application.

If you have started training, take your application to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send both forms to VA.

Section 301 of Public Law 109-461 adds a new category to the definition of "eligible person" for DEA benefits. The new category includes the spouse or child of a person who:

VA determines has a service-connected permanent and total disability; and at the time of VA's determination is a member of the Armed Forces who is hospitalized or receiving outpatient medical care, services, or treatment; and is likely to be discharged or released from service for this service-connected disability.

Persons eligible under this new provision may be eligible for DEA benefits effective December 23, 2006, the effective date of the law.

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. If you are a spouse, you may take a correspondence course. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Special Restorative Training is available to persons eligible for DEA benefits. The Department of Veterans Affairs may prescribe special restorative training where needed to overcome or lessen the effects of a physical or mental disability for the purpose of enabling an eligible person to pursue a program of education, special vocational program or other appropriate goal. Medical care and treatment or psychiatric treatments are not included.

Special Vocational Training is also available to persons eligible for DEA benefits. This type of program may be approved for an eligible person who is not in need of Special Restorative Training, but who requires such a program because of a mental or physical handicap.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under DEA except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in January.

Veterans Educational Assistance Program (VEAP) Chapter 32

http://www.gibill.va.gov/benefits/other_programs/veap.html

VEAP is available if you elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the Government. You may use these benefits for degree, certificate, correspondence, apprenticeship/ on-the-job training programs, and vocational flight training programs. In certain circumstances, remedial, deficiency, and refresher training may also be available.

Benefit entitlement is 1 to 36 months depending on the number of monthly contributions. You have 10 years from your release from active duty to use VEAP benefits. If there is entitlement not used after the 10-year period, your portion remaining in the fund will be automatically refunded.

Eligibility

To qualify, you must meet the following requirements:

- Entered service for the first time between January 1, 1977, and June 30, 1985;
- Opened a contribution account before April 1, 1987;
- Voluntarily contributed from \$25 to \$2700;
- Completed your first period of service; and
- Were discharged or released from service under conditions other than dishonorable.
- If you are currently on active duty and wish to receive VEAP benefits, you must have at least 3 months of contributions available.

Contributions may be withdrawn if you do not meet the basic eligibility requirements or if you formally request a refund of the contributions withheld.

How to Apply

You should make sure that your selected program is approved for VA training. If you are not clear on this point, VA will inform you and the school or company about the requirements.

Obtain and complete VA Form 22-1990, Application for Education Benefits. Send it to the VA regional office with jurisdiction over the State where you will train. If you are not on active duty, send copy 4 (Member Copy) of your DD Form 214, Certificate of Release or Discharge from Active Duty. If you are on active duty, you must have your enrollment approved by your base Education Services Officer, and you must have your service verified by your Commanding Officer.

If you have started training, take your application and Member Copy of DD Form 214 to your school or employer. Ask them to complete VA Form 22-1999, Enrollment Certification, and send all the forms to VA.

If you wish to withdraw your contributions from VEAP, obtain and complete VA Form 22-5281, Application for Refund of Educational Contributions, and send it to your nearest VA regional office.

Beginning August 1, 2011, break (or interval pay) will no longer be payable under VEAP except during periods your school is closed as a result of an Executive Order of the President or an emergency (such as a natural disaster or strike). For example, if your Fall term ends on December 15th and your Spring term begins January 10th, your January housing allowance will cover 15 days in December and your February housing allowance will cover 21 days in.

Vocational Rehabilitation Program (Vet-Rehab) Chapter 31

<http://www.vba.va.gov/bln/vre/>

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, USC, Chapter 31 and Code of Federal Regulations, Part 21. It is sometimes referred to as the Chapter 31 program. This program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, this program offers services to improve their ability to live as independently as possible.

Services that may be provided by the VR&E Program include:

- Comprehensive rehabilitation evaluation to determine abilities, skills, and interests for employment
- Vocational counseling and rehabilitation planning for employment services
- Employment services such as job-training, job-seeking skills, resume development, and other work readiness assistance
- Assistance finding and keeping a job, including the use of special employer incentives and job accommodations
- On the Job Training (OJT), apprenticeships, and non-paid work experiences
- Post-secondary training at a college, vocational, technical or business school
- Supportive rehabilitation services including case management, counseling, and medical referrals
- Independent living services for Veterans unable to work due to the severity of their disabilities

Who is eligible for VR&E Services?

Active Duty Service Members are eligible if they:

- Expect to receive an honorable discharge upon separation from active duty
- Obtain a memorandum rating of 20% or more from the VA
- Apply for Vocational Rehabilitation and Employment (VR&E) services

Veterans are eligible if they:

- Have received, or will receive, a discharge that is other than dishonorable
- Have a service-connected disability rating of at least 10%, or a memorandum rating of 20% or more from the Department of Veteran Affairs (VA)
- Apply for Vocational Rehabilitation and Employment (VR&E) services

Basic period of eligibility

The basic period of eligibility in which VR&E services may be used is 12 years from the latter of the following:

- Date of separation from active military service, or
- Date the veteran was first notified by VA of a service-connected disability rating.

The basic period of eligibility may be extended if a Vocational Rehabilitation Counselor (VRC) determines that a Veteran has a Serious Employment Handicap

What happens after eligibility is established?

The Veteran is scheduled to meet with a Vocational Rehabilitation Counselor (VRC) for a comprehensive evaluation to determine if he / she is entitled for services. A comprehensive evaluation includes:

- An assessment of the Veteran's interests, aptitudes, and abilities
- An assessment of whether service connected disabilities impair the Veteran's ability to find and / or hold a job using the occupational skills he or she has already developed
- Vocational exploration and goal development leading to employment and / or maximum independence at home and in the Veteran's community

What is an Entitlement Determination?

A Vocational Rehabilitation Counselor (VRC) works with the Veteran to complete a determination if an employment handicap exists. An employment handicap exists if the Veteran's service connected disability impairs his / her ability to obtain and maintain a job. Entitlement to services is established if the veteran has an employment handicap and is within his or her 12-year basic period of eligibility and has a 20 % or greater service-connected disability rating.

If the service connected disability rating is less than 20%, or if the Veteran is beyond the 12-year basic period of eligibility, then a serious employment handicap must be found to establish entitlement to VR&E services. A serious employment handicap is based on the extent of services required to help a Veteran to overcome his or her service and non-service connected disabilities permitting the return to suitable employment.

What happens after the Entitlement Determination is made?

The Veteran and Vocational Rehabilitation Counselor (VRC) work together to:

- Determine transferable skills, aptitudes, and interests
- Identify viable employment and / or independent living services options
- Explore labor market and wage information
- Identify physical demands and other job characteristics
- Narrow vocational options to identify a suitable employment goal
- Select a VR&E program track leading to an employment or independent living goal
- Investigate training requirements
- Identify resources needed to achieve rehabilitation
- Develop an individualized rehabilitation plan to achieve the identified employment and / or independent living goals

What is a Rehabilitation Plan?

A rehabilitation plan is an individualized, written outline of the services, resources and criteria that will be used to achieve employment and / or independent living goals. The plan is an agreement that is signed by the Veteran and the Vocational Rehabilitation Counselor (VRC) and is updated as needed to assist the Veteran to achieve his / her goals.

Depending on their circumstances, veterans will work with their VRC to select one of the following five tracks of services (see definitions for more detail):

- Reemployment (with a former employer)
- Direct job placement services for new employment
- Self-employment
- Employment through long term services including OJT, college, and other training
- Independent living services

What happens after the Rehabilitation Plan is developed?

After a plan is developed and signed, a Vocational Rehabilitation Counselor (VRC) or case manager will continue to work with the Veteran to implement the plan to achieve suitable employment and / or independent living. The VRC or case manager will provide ongoing counseling, assistance, and coordinate of services such as tutorial assistance, training in job-seeking skills, medical and dental referrals, adjustment counseling, payment of training allowance, if applicable, and other services as required to help the Veteran achieve rehabilitation.

Summary of the Vocational Rehabilitation and Employment Program (Chapter 31) Process

A VA Veteran who is eligible for an evaluation under Chapter 31 must first apply for services and receive an appointment with a Vocational Rehabilitation Counselor (VRC). The VRC will work with the Veteran to determine if an employment handicap exists as a result of his or her service connected disability. If an employment handicap is established and the Veteran is found entitled to services. The VRC and the Veteran will continue counseling to select a track of services and jointly develop a plan to address the Veteran's rehabilitation and employment needs.

The rehabilitation plan will specify an employment or independent living goal, identify intermediate goals, and outline services and resources that VA will provide to assist the Veteran to achieve his / her goals. The VRC and the Veteran will work together to implement the plan to assist the Veteran to achieve his or her employment and / or independent living goals.

A Veteran found not to be entitled to services; the VRC will help him or her locate other resources to address any rehabilitation and employment needs identified during the evaluation. Referral to other resources may include state vocational rehabilitation programs; Department of Labor employment programs for disabled veterans; state, federal or local agencies providing services for employment or small business development; internet-based resources for rehabilitation and employment; and information about applying for financial aid.

Veterans Benefits/Contacts

Eligibility for VA Benefits

You may be eligible for VA benefits if you are a:

- Veteran, Veteran's dependent
- Surviving spouse, child or parent of a deceased Veteran
- Uniformed service member
- Present or former reservist or National Guard member

How to Apply for VA Benefits

VA has several ways to apply for your benefits depending on your category and status.

The Pre-Discharge Program

<http://www.benefits.va.gov/PREDISCHARGE/index.asp>

A joint VA and Department of Defense(DOD) program that affords service members the opportunity to file claims for disability compensation up to 180 days prior to separation or retirement from active duty or full time National guard or Reserve duty (Titles 10 and 32).

You can apply for disability compensation through one of the following:

- Benefits Delivery at Discharge (BDD)
- Quick Start
- Overseas Intake Sites

The VONAPP (Veterans On- Line Application)

The VONAPP (Veterans On-Line Application) website is an official U.S. Department of Veterans Affairs (VA) website that enables service members, veterans and their beneficiaries, and other designated individuals to apply for benefits using the Internet.

Apply at your local Regional Offices

VA Regional Offices can assist you with filing the appropriate VA forms. In addition, VSO's (Veteran Service Organizations) can assist you as well by answering general questions and even petitioning on your behalf for services they believe you are qualified to receive.

Telephone Certification for Education and Training

Monthly verification of attendance before payment is issued if you are attending an Institution of Higher Learning (IHL) or NON-College Degree (NCD) program can now be certified directly to a toll-free phone for the following:

- Montgomery GI Bill® - Active Duty
- Montgomery GI Bill® - Selected Reserve
- Reserve Educational Assistance Program - REAP

Students in the State of Florida who are receiving these education benefits can now certify their monthly verification of attendance directly to a toll-free phone beginning with their beginning date of enrollment.

Use of the system eliminates the need for the student to sign and return the VA Form 22-8979 every month. The new system offers several advantages:

- It will be available 24 hours a day
- It will allow VA to process education payments faster, thereby getting payments to students sooner.
- There will be no need to worry about a lost form or lost mail.
- The call takes only about a minute.








The number to call is **1-877-823-2378**.

2019-2020 SCHOOL CALENDAR



MIAMI-DADE COUNTY PUBLIC SCHOOLS 2019-2020 SCHOOL CALENDAR ADULT/VOCATIONAL EDUCATION

August 2019					September 2019					October 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2		3	4	5	6		1	2	3	4
5	6				9	10	11	12	13	7	8		10	11
					16	17	18	19	20	14	15	16	17	18
	20	21	22	23	23	24	25	26	27	21	22	23	24	
26	27	28	29	30						28	29	30	31	
November 2019					December 2019					January 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6					
	5	6	7	8	9	10	11	12	13		7	8	9	10
		12	13	14	16	17	18	19		13	14	15	16	17
18	19	20	21	22							21	22	23	24
25	26									27	28	29	30	31
February 2020					March 2020					April 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	2	3	4	5	6			1	2	3
10	11	12	13	14	9	10	11	12	13	6	7	8		
	18	19	20	21	16	17	18	19	20		14	15	16	17
24	25	26	27	28						20	21	22	23	24
					30	31				27	28	29	30	
May 2020					June 2020					July 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3		5			1	2	
4	5	6	7	8	8	9	10	11	12		7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
	26	27	28	29	29	30				27				
August 2020														
M	T	W	T	F										
	3	4	5	6										
10	11	12	13	14										
17	18	19	20	21										
24	25	26	27	28										
31														

	New Teachers Report		Available to opt
	Teacher Planning Day		
	Teacher Planning Day - (No Opt) District-wide Professional Development		
	Recess Day		
	Beg/End of Grading Period		
	Legal Holiday		

Days in Grading Period	
1- 81	
2- 62	
3- 73	

For information on employee opt days, please refer to back of calendar.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR
ADULT/VOCATIONAL EDUCATION**

HOLIDAYS 2019

September 2	Labor Day
November 11	Veterans' Day
November 28	Thanksgiving Day

HOLIDAYS 2020

January 20	Observance of Dr. Martin Luther King, Jr.'s Birthday
February 17	All Presidents' Day
May 25	Observance of Memorial Day
July 3	Fourth of July

Number of School Days in TRIMESTER 1					Number of School Days in TRIMESTER 2				Number of School Days in TRIMESTER 3				
Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	May	June	July	Aug
10	19	21	16	15	19	19	17	7	14	20	21	18	0
TOTAL: 81					TOTAL: 62				TOTAL: 73				
TOTAL TRIMESTER DAYS STUDENTS ARE IN SCHOOL = 216													

*Teachers may opt to work one, two or three days, August 9, 12, 13, 2019, or July 30, 31, August 3, 2020, in lieu of any of the teacher planning days except August 14, 2019, August 16, 2019 and the designated District-wide Professional Development Days, August 15, 2019, October 25, 2019 and November 4, 2019. Also, at the discretion of the principal, teachers may opt to conduct classes on a teacher planning day in lieu of a regularly scheduled class day during those times when special events and activities scheduled by the day school program disrupt on-campus adult education programs.

**July 29, 2020 is a Teacher planning day; not available to opt.

ACADEMIC YEAR

The academic year is divided into three trimesters of approximately 16 weeks in length. Trimesters begin in August, January, and April. Certificates will be distributed at the end of each trimester after completion of program.

POLICY REQUIREMENT MEMORANDUM FOR DELAYED PAYMENT



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

Bureau of State Approving for Veterans' Training

9500 Bay Pines Boulevard, Rm 214

Bay Pines, FL 33744

(727) 319-7401 Fax: (727) 319-7780

www.FloridaVets.org

July 28, 2019

MEMO FOR: School Officials at ALL schools approved for VA education benefits

SUBJ: Policy requirement to protect Veteran Students when VA payment is delayed

On December 31, 2018, the President signed the 'Veterans Benefits and Transition Act of 2018' into law. Section 103 of this law, PL 115-407, will amend 38 US Code 3679 to add subsection (e) which contains a provision that requires a policy be adopted by any educational institution (public, private, for profit, not for profit) certifying Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill®) students. This law requires programs be disapproved for all VA purposes if the school is not in compliance by August 1, 2019. To be in compliance, the policy must adhere to the following (excerpt from 38 USC 3679(e)):

- A policy must permit any *covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:
 1. The date on which payment from the VA is made to the institution; OR,
 2. 90 days after the date the institution certified tuition and fees following the receipt of the COE
- A policy must ensure that the educational institution does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

In addition, statute allows your policy to require the following actions by the covered individual:

- Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance
- Submit a written request to use such entitlement
- Provide additional information necessary to the proper certification of enrollment by the educational institution

ACTIONS REQUIRED OF YOUR SCHOOL:

1. Sign and date attached acknowledgement form attesting that your facility either currently complies with the requirement of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

AND,

2. Submit to the State Approving Agency, either your updated catalog with the required policy included or complete a catalog addendum (sample addendum attached for ease of use) prior to August 1, 2019.

OR,

3. Submit approved waiver from the VA secretary, reference: 38 USC 3679(e)(3).

*A Covered Individual is any individual who is entitled to educational assistance under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill®)

Any questions, please call this office at 727.319.7401.



Betsy Wickham
Bureau Chief, Florida State Approving Agency
9500 Bay Pines Boulevard
Bay Pines, FL 33744

Enclosure 1: Acknowledgement form
Enclosure 2: SAMPLE Addendum

VA PENDING PAYMENT COMPLIANCE

Facility Name/Address: [Click or tap here to enter text.](#)

VA Facility Code: [Click or tap here to enter text.](#)

Person Completing Addendum: [Click or tap here to enter text.](#)

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

I, [Click or tap here to enter text.](#), do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective August 1, 2019, and will incorporate this policy into the next revision of our catalog.

Signature

Date

PROGRAM DESCRIPTIONS

Program Title: 3-D Animation Technology
Program Type: Career Preparatory
Career Cluster: Arts, A/V Technology and Communication

Career Certificate Program	
Program Number	I480200
CIP Number	0610030400
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	27-1014 - Multimedia Artists and Animators
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

The purpose of this program is to prepare students for employment in 3-D Animation and related career fields.

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 the Arts, A/V Technology and Communication career cluster; 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, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, practical experiences in 3-D Animation design and production. Specialized skills such as video editing, audio production, and the utilization of animation and authoring software are used to produce a variety of multimedia productions.

Program Title: Accounting Operations
Program Type: Career Preparatory
Career Cluster: Business Management and Administration

Career Certificate Program	
Program Number	B070110
CIP Number	0552030202
Grade Level	30, 31
Standard Length	900 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	Phi Beta Lambda BPA
SOC Codes	15-1151 – Computer User Support Specialist 43-3031 – Bookkeeping, Accounting and Auditing Clerk
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 such as an Information Technology Assistant, Accounting Clerk, Accounting Associate, and Accounting Assistant in the Business Management and Administration career cluster; 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 occupationally-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to double-entry accounting principles; methods of recording business transactions; preparation and analysis of various documents and financial statements; payroll records and tax forms; accounting control systems; account and transaction analysis; inventory methods; the aging process; depreciation; and the application of accounting principles to various entities.

Program Title: Administrative Office Specialist
Program Type: Career Preparatory
Career Cluster: Business Management and Administration

Career Certificate Program	
Program Number	B070330
CIP Number	0552040103
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	Phi Beta Lambda BPA
SOC Codes	15-1151 – Computer User Support Specialists 43-1011 – First-Line Supervisors of Office and Administrative Support Workers 43-9031 – Desktop Publishers 43-6011 – Executive Secretaries and Executive Administrative Assistants
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Business Management and Administration career cluster; 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, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

Program Title: **Advanced Automotive Service Technology**
Program Type: **Career Preparatory**
Career Cluster: **Transportation, Distribution and Logistics**

Career Certificate Program – Career Preparatory	
Program Number	I470604
CIP Number	0647060406
Grade Level	30, 31
Standard Length	2400 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the *Automotive* industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Title: Air-Conditioning, Refrigeration and Heating Technology
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	I470203
CIP Number	0647020106
Grade Level	30, 31
Standard Length	1350 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning, and refrigeration and ventilation industry.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

Program Title: Air-Conditioning, Refrigeration and Heating Technology 1
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	C400100
CIP Number	0647020107
Grade Level	30, 31
Standard Length	750 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning, and refrigeration and ventilation industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. 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, the underlying principles of technology, and health, safety and environmental issues.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

Program Title: Air-Conditioning, Refrigeration and Heating Technology 2
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	C400200
CIP Number	0647020108
Grade Level	30, 31
Standard Length	600 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, air-conditioning, and refrigeration and ventilation industry. 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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

Program Title: Automotive Collision Repair and Refinishing
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

PSAV – Career Preparatory	
Program Number	I470603
CIP Number	0647060300
Grade Level	30, 31
Standard Length	1400 hours
Teacher Certification	AUTO BODY @7 7G AUTO IND @7 %7 %G
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3021- Automotive Body and Related Repairers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to basic trade skills; refinishing skills; sheetmetal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

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

Program Title: Automotive Collision Technology Technician
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T401300
CIP Number	0647060306
Grade Level	30, 31
Standard Length	1400 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3021 - Automotive Body and Related Repairers 51-4122 - Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to basic trade skills; refinishing skills; sheetmetal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs. The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

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

Program Title: Automotive Customer Service Advisor
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

PSAV – Career Preparatory	
Program Number	T400910
CIP Number	0647060427
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	41-2022 – Parts Salespersons 41-2031 – Retail Salespersons 43-1011 – First-Line Supervisors of Office and Administrative Support Workers 43-4051 – Customer Service Representatives 43-5081 – Stock Clerks and Order Fillers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Title: Automotive Service Technology
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	I470608
CIP Number	0647060405
Grade Level	30, 31
Standard Length	1800 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Title: Automotive Service Technology 1
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T400700
CIP Number	0647060411
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Title: Automotive Service Technology 2
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T400800
CIP Number	0647060412
Grade Level	30, 31
Standard Length	750 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3023 – Automotive Service Technicians and Mechanics
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Title: Aviation Airframe Mechanics
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T640300
CIP Number	0647060703
Grade Level	30, 31
Standard Length	1,350 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3011 – Aircraft Mechanics and Service Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 10

Purpose

The purpose of this program is to prepare students for employment or advanced training in the commercial and general aviation industry. Instruction is designed to prepare students for Federal Aviation Administration (FAA) license examinations for Airframe ratings. Federal Aviation Regulation (FAR) Part 147 identifies minimum requirements for AMT schools. Any changes to the FAA-approved course content must be approved in advance. This program prepares students for employment as an Aviation Maintenance General Technician, and an Aviation Airframe Maintenance Technician.

This program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

Program Title: Aviation Powerplant Mechanics
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T640400
CIP Number	0647060801
Grade Level	30, 31
Standard Length	1,350 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3011 – Aircraft Mechanics and Service Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 10

Purpose

The purpose of this program is to prepare students for employment or advanced training in the commercial and general aviation industry. Instruction is designed to prepare students for Federal Aviation Administration (FAA) license examinations for Airframe ratings. Federal Aviation Regulation (FAR) Part 147 identifies minimum requirements for AMT schools. Any changes to the FAA-approved course content must be approved in advance. This program prepares students for employment as an Aviation Maintenance General Technician, and an Aviation Powerplant Maintenance Technician.

This program focuses on broad, transferable skills, stresses understanding of all aspects of the aviation maintenance industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

Program Title: Avionics 1
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

PSAV – Career Preparatory	
Program Number	T640100
CIP Number	0647060900
Grade Level	30, 31
Standard Length	1400 hours
Teacher Certification	AVIONICS @7 7G ELECTRONIC @7 7G
CTSO	SkillsUSA
SOC Codes (all applicable)	49-2091 – Avionics Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Program Title: Avionics 2
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

PSAV – Career Preparatory	
Program Number	T640200
CIP Number	0647060901
Grade Level	30, 31
Standard Length	720 hours
Teacher Certification	AVIONICS @7 7G ELECTRONIC @7 7G
CTSO	SkillsUSA
SOC Codes (all applicable)	49-2091 – Avionics Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Program Title: Avionics Systems Technician
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T400310
CIP Number	0647060905
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-2091 – Avionics Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The purpose of this program is to prepare students for employment as avionics installation and repair technicians.

The course content includes, but is not limited to, troubleshooting, repair and installation of airborne radio communications, radio navigation and radar equipment systems in accordance with regulatory and industry standards. Also included is instruction in basics of AM and FM transmitters and receivers and avionics equipment. Skills preparation for passing licensing/certification tests required by industry forms an integral part of the curriculum.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Program Title: Baking & Pastry Arts
Program Type: Career Preparatory
Career Cluster: Hospitality & Tourism

Career Certificate	
Program Number	N100600
CIP Number	0612050103
Grade Level	30, 31
Standard Length	600 clock hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	51-3011 – Bakers 35-1011 – Chefs and Head Cooks
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Hospitality & Tourism career cluster; 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, and knowledge of all aspects of the Hospitality & Tourism career cluster.

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

Program Title: Barbering
Program Type: Career Preparatory
Career Cluster: Human Services

Career Certificate Program	
Program Number	I120402
CIP Number	0612040200
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	39-5011 Barbers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Human Services career cluster; 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, and knowledge of all aspects of the Human Services career cluster.

The purpose of this program is to prepare students for employment as restricted barbers (SOC 39-5011) or barbers (SOC 39-5011). Instruction is designed to qualify students for employment upon successfully passing the Florida Restricted Barber or Barber License Examination.

The content includes but is not limited to communication skills, leadership skills, human relations skills and employability skills, safe and efficient work practices; Florida barber law and rules, knowledge of barbering and its related chemistry, bacteriology, anatomy and physiology; development of skill in performing the manipulative technique required in the practice of barbering.

Program Title: Biomedical Equipment Repair Technology
Program Type: Career Preparatory
Career Cluster: Manufacturing

Career Certificate Program – Career Preparatory	
Program Number	J400100
CIP Number	0615040106
Grade Level	30, 31
Standard Length	1140 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9062 – Medical Equipment Repairer 49-2094 – Electrical and Electronics Repairers, Commercial and Industrial 49-9071 – Maintenance and Repair Workers, General
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

The purpose of this program is to prepare students for employment as biomedical equipment repair technicians. 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 the Manufacturing career cluster; 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, and knowledge of all aspects of the Manufacturing career cluster.

The course content includes, but is not limited to, hydraulics, pneumatics, optics and mechanics to troubleshoot, service and repair equipment commonly used for treatment, diagnosis and monitoring of patients in a medical environment.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Program Title: Cabinetmaking
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	C410400
CIP Number	0648070303
Grade Level	30,31
Standard Length	1200 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-3012 - Helpers—Carpenters 51-7011 - Cabinetmakers and Bench Carpenters
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment in the cabinetmaking industry.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to carpentry and cabinetmaking.

Program Title: Central Sterile Processing Technician
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170222
CIP Number	0351089902
Grade Level	30,31
Standard Length	650 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 31-9093 Medical Equipment Preparers
CTE Program Resources	http://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as supervisors, central supply, central supply workers, ambulatory surgery processors, surgical instrument processors, gastrointestinal (GI) flexible endoscope reprocessors, case cart technicians, inventory technicians, processing technicians, stock clerks: stock room or warehouse, sterilizers, central service technicians SOC Code 31-9093 (medical equipment preparers).

Program Title: Commercial Art Technology
Program Type: Career Preparatory
Career Cluster: Arts, A/V Technology and Communication

Career Certificate Program	
Program Number	I480203
CIP Number	0650040208
Grade Level	30, 31
Standard Length	1500 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	27-1014 Multimedia Artists and Animators 27-1029 Designers All Others 27-1024 Graphic Designers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment as artists and related workers, illustrators, and commercial designers.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and the relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; 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, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, basic art skills, lettering skills, preparation of layouts and illustrations, preparation of camera ready paste-up, and development of specialized skills.

Program Title: Commercial Vehicle Driving
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	I490205
CIP Number	0649020500
Grade Level	30, 31
Standard Length	320 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	53-3032 – Heavy and Tractor-Trailer Truck Drivers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The purpose of this program is to prepare students for a Class “A” Commercial Driver License.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Commercial Vehicle Driving industry; planning, management, labor issues, community issues and health, safety, and environmental issues. The content includes but is not limited to the following: Loading and unloading cargo; reporting delays or accidents on the road; verifying load against shipping papers; and keeping records.

Program Title: Computer Systems & Information Technology (CSIT)
Program Type: Career Preparatory
Career Cluster: Information Technology

Career Certificate Program	
Program Number	Y100200
CIP Number	0511090107
Grade Level	30, 31
Standard Length	900 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	Phi Beta Lambda BPA SkillsUSA
SOC Codes (all applicable)	15-1152 – Computer Network Support Specialists 15-1142 – Network and Computer Systems Administrators 15-1122 – Information Security Analysts
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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

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

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

Program Title: Cosmetology
Program Type: Career
Career Cluster: Human Services

Preparatory

Career Certificate Program	
Program Number	D500100
CIP Number	0612040102
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA, Inc.
SOC Codes (all applicable)	39-5012 Hairdresser, Hairstylists, and Cosmetologists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 8 Language: 8 Reading: 9

Purpose

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 the Human Services career cluster; 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, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012). Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

Program Title: Customer Assistance Technology
Program Type: Career Preparatory
Career Cluster: Business Management and Administration

Career Certificate Program	
Program Number	B079100
CIP Number	0552041102
Grade Level	30, 31
Standard Length	450 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	Phi Beta Lambda BPA
SOC Codes	15-1151 – Computer User Support Specialists 43-4051 – Customer Service Representatives
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 such as Customer Care Representative, and Customer Care Specialist in the Business Management and Administration career cluster; 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, and knowledge of all aspects of the Business Management and Administration career cluster.

The content includes but is not limited to the development of interpersonal, communications, conflict resolution, leadership, decision making, problem solving, supervisory, and employability skills; diversity awareness; telephone techniques; and technical applications in the customer care environment.

Program Title: Dental Assisting
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170106
CIP Number	0351060112
Grade Level	30, 31
Standard Length	1230 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 31-9091 Dental Assistants
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

The program is designed to prepare students for employment as dental assistants (SOC code 31-9091) and to take the Dental Assisting National Board Examination. The program should meet the requirements of the Commission on Dental Accreditation of the American Dental Association and standards recommended by the Florida Board of Dentistry.

The content includes, but is not limited to, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

Program Title: Diesel Systems Technician
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	I470605
CIP Number	0647060501
Grade Level	30, 31
Standard Length	1800 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3031 – Bus and Truck Mechanics and Diesel Engine Specialists 49-9098 – Helpers—Installations, Maintenance, and Repair Workers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The purpose of this program is to prepare students for employment as bus, truck and diesel engine mechanics, diesel mechanics helpers, mobile heavy equipment mechanics, construction equipment mechanics, industrial truck mechanics. The content includes but is not limited to maintaining and repairing diesel engines and electrical systems; reconditioning diesel fuel injection systems; overhauling diesel engines; and performing diesel engine preventive maintenance.

The course content should also include training in communication, leadership, human relations and employability skills; and safe efficient work practices.

Program Title: Dietetic Management and Supervision
Program Type: Career Preparatory
Career Cluster: Hospitality & Tourism

Career Certificate	
Program Number	N900100
CIP Number	035130405
Grade Level	30, 31
Standard Length	300 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA
SOC Codes	29-2051
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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 the Hospitality & Tourism career cluster; 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, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to facility planning for sanitation and safety; selection and supervision of equipment and supplies; application of principles of nutrition to diets and menus; cost planning and quality control; supervision of food preparation; evaluation of food quality, portion size and diet accuracy; supervision and in-service training of dietary personnel, personnel management, and employability and communication skills. Students are prepared to utilize nutritional knowledge in preparing food and in serving individuals with specific dietary needs under the supervision of a registered dietitian.

Program Title: Early Childhood Education
Program Type: Career Preparatory
Career Cluster: Education & Training

Career Certificate	
Program Number	E300100
CIP Number	0419070913
Grade Level	30, 31
Standard Length	600 clock hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	39-9011 – Childcare Workers 25-2011 – Preschool Teachers, Except Special Education
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Education & Training career cluster; 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, and knowledge of all aspects of the Education & Training career cluster.

The content includes but is not limited to competencies related to the following elements of the early childhood education industry: planning, management, finance, technical and production skills; underlying principles of technology; labor, community, health, safety, and environmental issues; and developmentally appropriate practices for children birth through age eight.

Program Title: Electrical and Instrumentation Technology
Program Type: Career Preparatory
Career Cluster: Manufacturing

PSAV – Career Preparatory	
Program Number	I150404
CIP Number	0615040400
Grade Level	30, 31
Standard Length	1800 hours
Teacher Certification	TEC ELEC @7 7G ELECTRONIC @7 7G
CTSO	SkillsUSA
SOC Codes (all applicable)	47-2111 – Electricians , 49-2094 – Electrical and Electronics Repairers, Commercial and Industrial Equipment, 17-3023 – Electrical and Electronic Engineering Technicians
Facility Code	245 http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Statewide Articulation	http://www.fldoe.org/workforce/dwdframe/artic_frame.asp
Basic Skills Level	Mathematics: 11 Language: 10 Reading: 10

Purpose

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 the manufacturing career cluster; 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, and knowledge of all aspects of the manufacturing career cluster.

Program Title: Electricity
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	I460312
CIP Number	0646030202
Grade Level	30,31
Standard Length	1200 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-3013 - Helpers--Electricians 47-2111 - Electricians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in a variety of construction electrical industries.

This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster. **Additional Information** relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Title: Electronic Systems Technician
Program Type: Career Preparatory
Career Cluster: Manufacturing

PSAV – Career Preparatory	
Program Number	J540300
CIP Number	0615030332
Grade Level	30, 31
Standard Length	900 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	17-3023 – Electrical and Electronic Engineering Technicians 49-2094 – Electrical and Electronics Repairers, Commercial and Industrial Equipment 51-2022 – Electrical and Electronic Equipment Assemblers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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 the manufacturing career cluster; 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, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in electronic support services positions.

The content includes but is not limited to direct current (DC) circuits, alternating current (AC) circuits and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.

Program Title: Electronic Technology
Program Type: Career Preparatory
Career Cluster: Manufacturing

Career Certificate Program – Career Preparatory	
Program Number	I150303
CIP Number	0615030300
Grade Level	30, 31
Standard Length	1400 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	17-3023 – Electrical and Electronic Engineering Technicians 49-2094 – Electrical and Electronics Repairers, Commercial and Industrial Equipment 51-2022 – Electrical and Electronic Equipment Assemblers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

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 the manufacturing career cluster; 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, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in electronic support services positions.

The content includes but is not limited to direct current (DC) circuits, alternating current (AC) circuits and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.

Program Title: **Facials Specialty**
Program Type: **Career Preparatory**
Career Cluster: **Human Services**

Career Certificate Program	
Program Number	I120424
CIP Number	0612040805
Grade Level	30, 31
Standard Length	260 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA, Inc.
SOC Codes (all applicable)	39-5094 Skin Care Specialists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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 the Human Services career cluster; 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, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist (SOC 39-5094). Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

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

Program Title: Fashion Technology and Production Services
Program Type: Career Preparatory
Career Cluster: Arts, A/V Technology and Communication

Career Certificate Program	
Program Number	K500100
CIP Number	0650040701
Grade Level	30, 31
Standard Length	750 hours primary, 1050 hours secondary
Teacher Certification	Refer to the Program Structure section.
CTSO	FCCLA
SOC Codes (all applicable)	51-6052 – Tailors, Dressmakers, and Custom Sewers 51-6031 – Sewing Machine Operators 51-6092 - Fabric and Apparel Patternmakers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

The purpose of this program is to prepare students for careers in fashion technology and production services; these careers include occupations in alterations, tailoring, formalwear, costuming, accessories, embroidering and patternmaking.

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 the Arts, A/V Technology and Communication career cluster; 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, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

The content includes, but is not limited to, industrial sewing, entrepreneurship, alterations, the design and construction of menswear, formalwear, costumes and accessories, embroidering and patternmaking.

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	C400400
CIP Number	0615050110
Grade Level	30, 31
Standard Length	1350 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. 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, the underlying principles of technology, and health, safety and environmental issues.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	C400410
CIP Number	0615050111
Grade Level	30, 31
Standard Length	750 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. 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, the underlying principles of technology, and health, safety and environmental issues.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to designing, testing and repairing heating, ventilation, air-conditioning and cooling (HVAC) systems.

Program Title: Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2
Program Type: Career Preparatory
Career Cluster: Architecture and Construction

Career Certificate Program	
Program Number	C400420
CIP Number	0615050112
Grade Level	30, 31
Standard Length	600 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 9 Reading: 9

Purpose

The purpose of this program is to prepare students for employment or advanced training in the heating, ventilation, air-conditioning/refrigeration (HVAC/R) industry. The student should obtain EPA certification prior to leaving school in order to be employed in any job that requires work with refrigerants. 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, the underlying principles of technology, and health, safety and environmental issues.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

Program Title: Heavy Equipment Operations Technician
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T440200
CIP Number	0649020201
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	47-2073 – Operating Engineers and Other Construction Equipment Operators 53-7021 – Crane and Tower Operators
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 8 Language: 8 Reading: 8

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, and skills to operate and maintain a variety of heavy equipment such as crawler tractors, motor graders, scrapers and shovels or cranes. Students training on one machine must complete all related program content.

Program Title: Major Appliance and Refrigeration Repair
Program Type: Career Preparatory
Career Cluster: Manufacturing

PSAV - Career Preparatory	
Program Number	I470106
CIP Number	0647010601
Grade Level	30, 31
Standard Length	1500 hours
Teacher Certification	APPLI REPR @7 7G GAS FITTER 7G
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9031 – Home Appliance Repairers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the manufacturing career cluster; 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, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in machining positions.

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Program Title: Major Appliance and Refrigeration Technician
Program Type: Career Preparatory
Career Cluster: Manufacturing

Career Certificate Program - Career Preparatory	
Program Number	J620300
CIP Number	0647010604
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-9031 – Home Appliance Repairers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the manufacturing career cluster; 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, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in machining positions.

The content includes but is not limited to broad, transferable skills, stresses the understanding of all aspects of the machining industry, and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Program Title: Marine Service Technologies
Program Type: Career Preparatory
Career Cluster: Transportation, Distribution and Logistics

Career Certificate Program – Career Preparatory	
Program Number	T400210
CIP Number	0647061611
Grade Level	30,31
Standard Length	1350
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	49-3051 – Motorboat Mechanics and Service Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Transportation, Distribution and Logistics career cluster; 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, and knowledge of all aspects of the Transportation, Distribution and Logistics career cluster.

The content includes but is not limited to the following: service, repair and overhaul of four-stroke and two-stroke cycle engines and outboard motors; and service and repair of boating accessories. With regard to the above, course content will include electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems and boat and trailer rigging.

The course content should also include training in communication, leadership, human relations and employability skills; and safe, efficient work practices.

Program Title: Medical Assisting
Program Type: Career Preparatory
Career Cluster: Health Science

PSAV	
Program Number	H170503
CIP Number	0351080100
Grade Level	30, 31
Standard Length	1300 hours
Teacher Certification	See Certification Matrix below
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9092 Medical Assistants 31-9099 Healthcare Support Workers, All Other 43-4171 Receptionists and Information Clerks 31-9097 Phlebotomists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics:10 Language:10 Reading: 10

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as medical assistants SOC 31-9092.

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

Program Title: Medical Assisting
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170515
CIP Number	0351080102
Grade Level	30, 31
Standard Length	1300 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9092 Medical Assistants 31-9099 Healthcare Support Workers, All Other 43-4171 Receptionists and Information Clerks 31-9097 Phlebotomists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as medical assistants SOC 31-9092.

The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

Program Title: Medical Coder/Biller
Program Type: Career Preparatory
Career Cluster: Health Science

PSAV	
Program Number	H170526
CIP Number	0351070702
Grade Level	30, 31
Standard Length	1000 hours
Teacher Certification	CER COD SP 7 G MED RECTEC 7G MED ASST 7G MED TRANS 7G
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2071 Medical Records and Health Information Technicians 29-2099 Health Technologists and Technicians, All Other
Facility Code	[252] http://www.fldoe.org/edfacil/sref.asp (State Requirements for Educational Facilities)
Targeted Occupation List	http://www.labormarketinfo.com/wec/TargetOccupationList.htm
Perkins Technical Skill Attainment Inventory	http://www.fldoe.org/workforce/perkins/perkins_resources.asp
Industry Certifications	http://www.fldoe.org/workforce/fcpea/default.asp
Statewide Articulation	http://www.fldoe.org/workforce/dwdframe/artic_frame.asp
Basic Skills Level	Mathematics:9 Language:11 Reading: 11

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

Program Title: Nails Specialty
Program Type: Career Preparatory
Career Cluster: Human Services

Career Certificate Program	
Program Number	I120414
CIP Number	0612041004
Grade Level	240 hours
Standard Length	30, 31
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	39-5092 Manicurists and Pedicurists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

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 the Human Services career cluster; 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, and knowledge of all aspects of the Human Services career cluster.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

Program Title: Natural Gas Operations and Distribution
Program Type: Career Preparatory
Career Cluster: Energy

Career Certificate Program	
Program Number	X500200
CIP Number	0647000002
Grade Level	30,31
Standard Length	1220 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	43-5041 - Meter Readers, Utilities 51-9198 - Helper--Production Workers 47-2073 - Operating Engineers and Other Construction Equipment Operators 53-3032 - Heavy and Tractor-Trailer Truck Drivers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Energy career cluster; 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, and knowledge of all aspects of the Energy career cluster.

The content includes tasks in field operations support such as deactivation of service, delayed match, corrosion inspections, meter paints, reading meters and assisting with other maintenance activities. The entry-level general technician in the natural gas distribution industry serves as a member of a crew engaged in installing, maintaining and repairing gas mains and service lines. In addition, the technician performs these basic tasks including operating heavy equipment, using hand tools, basic leak investigation, assisting in mechanical joining, landscape maintenance and traffic control, meter reading, Energy Resource Technology (ERT) programming in conjunction with Automated Meter Reading (AMR) duties.

Program Title: Network Support Services
Program Type: Career Preparatory
Career Cluster: Information Technology

Career Certificate Program	
Program Number	B078000
CIP Number	0511090102
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	Phi Beta Lambda BPA
SOC Codes (all applicable)	15-1151 – Computer User Support Specialists 15-1142 – Network and Computer Systems Administrators 15-1143 – Computer Network Architects
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 network support services positions in the Information Technology career cluster; 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, and knowledge of all aspects of the Information Technology career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment.

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

Program Title: Nutrition and Dietetic Clerk
Program Type: Career Preparatory
Career Cluster: Hospitality & Tourism

Career Certificate	
Program Number	N300100
CIP Number	0351310302
Grade Level	30, 31
Standard Length	300 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA
SOC Codes (all applicable)	29-2051 – Dietetic Technician
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

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 the Hospitality & Tourism career cluster; 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, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The purpose of this program is to prepare students for initial employment as a diet clerk. The diet clerk works under the supervision of a registered dietitian in a hospital or nursing home; or may work under the direction of a certified dietary manager or dietetic technician. With experience, the dietetic clerk may assume assistant supervisory responsibilities in various units of the nutrition department.

The content includes but is not limited to an introduction to the dietetic career ladder. It is designed to train students to assist in various functions of food service related to patient care. Diet clerks are involved in the preparation of safe and nutritious meals for patients/clients in various healthcare facilities. The curriculum includes a combination of theory, laboratory and clinical experiences.

Program Title: Patient Care Assistant
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170692
CIP Number	0351390202
Grade Level	30, 31
Standard Length	290 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-1011 Home Health Aides 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as cross trained nursing assistants (SOC 31-1014 Nursing Assistants). All others, Patient Care Assistants, Nursing Aides and Orderlies, or Home Health Aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

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

Program Title: Patient Care Technician
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170694
CIP Number	0351390205
Grade Level	30, 31
Standard Length	600 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-1011 Home Health Aides 31-9099 Healthcare Support Workers, All Other 29-2099 Health Technologists and Technicians, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 10 Language: 10 Reading: 10

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), SOC Code 29-2099.00 (Health Technologists and Technicians), Health Care Technicians, Patient Care Assistants, Nursing Aides and Orderlies (66008439), Home Health Aides (66011456), or Allied Health Assistants. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

Program Title: Pharmacy Technician
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170500
CIP Number	0351080506
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals, Skills USA
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other, 29-2052 Pharmacy Technicians
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 11 Language: 10 Reading: 10

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

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

The content includes but is not limited to metric system, medical terminology, medicinal drugs, pharmaceutical compounding, USP 795 standards, sterile techniques, USP 797 and USP 800 standards, maintenance of inventory, IV preparation, receiving and handling of hazardous materials, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, pricing prescription drug orders and supplies, prepackaging unit dose packages, patient record systems, control records, data processing automation in pharmacy, computer application, employability skills, leadership and human relations skills, health and safety, including CPR.

Program Title: Phlebotomy
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170302
CIP Number	0351100901
Grade Level	30, 31
Standard Length	165 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9097 Phlebotomists 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	N/A

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

The purpose of this program is to prepare students for employment as phlebotomists SOC Code 31-9097 Phlebotomists, All other.

The content includes but is not limited to communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Program Title: Plumbing
Program Type: Career Preparatory
Career Cluster: Architecture & Construction

Career Certificate Program	
Program Number	C500500
CIP Number	0646050312
Grade Level	30, 31
Standard Length	1080 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-3015 - Helpers—Pipelayers, Plumbers, Pipefitters, and Steamfitters 47-2152 - Plumbers, Pipefitters, and Steamfitters
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of the programs in this cluster is to prepare students for employment or advanced training in a variety of pipe occupations.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to reading construction documents, understanding building codes in the pipe trades, plumbing pipe-cutting-and-joining skills and plumbing layout and installation.

Program Title: Plumbing Technology
Program Type: Career Preparatory
Career Cluster: Architecture & Construction

Note: This program has been daggered for deletion. No new enrollments after 2018-2019. Students may enroll in new PSAV Plumbing program (program number: C500500, CIP number: 0646050312)

PSAV	
Program Number	I460513
CIP Number	0646050302
Grade Level	30, 31
Standard Length	960 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	47-3015 - Helpers—Pipelayers, Plumbers, Pipefitters, and Steamfitters 47-2152 - Plumbers, Pipefitters, and Steamfitters
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

The purpose of the programs in this cluster is to prepare students for employment or advanced training in a variety of pipe occupations.

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 the Architecture and Construction career cluster; 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, and knowledge of all aspects of the Architecture and Construction career cluster.

The content includes but is not limited to reading construction documents, understanding building codes in the pipe trades, plumbing pipe-cutting-and-joining skills and plumbing layout and installation.

Program Title: Practical Nursing
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170607
CIP Number	0351390101
Grade Level	30, 31
Standard Length	1350 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	29-2061 Licensed Practical and Licensed Vocational Nurses 31-1014 Nursing Assistants
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 11 Language: 11 Reading: 11

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as licensed practical nurses (SOC 29-2061). The program must be approved by the Florida State Board of Nursing in order for graduates to may apply to take the examination to practice as a Licensed Practical Nurse.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

Program Title: Professional Culinary Arts & Hospitality
Program Type: Career Preparatory
Career Cluster: Hospitality & Tourism

Career Certificate	
Program Number	N100500
CIP Number	0412050312
Grade Level	30, 31
Standard Length	1200 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	SkillsUSA
SOC Codes (all applicable)	35-2021 – Food Preparation Workers 35-2014 – Cooks, Restaurant 35-1011 – Chefs and Head Cooks 11-9051 – Food Service Managers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the Hospitality & Tourism career cluster; 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, and knowledge of all aspects of the Hospitality & Tourism career cluster.

The content includes but is not limited to preparation, presentation, and serving of a wide variety of foods; leadership, communication skills, employability skills, and safe/efficient work practices are also covered. This coursework prepares students for employment in the food service/hospitality industry.

Program Title: Surgical Technology
Program Type: Career Preparatory
Career Cluster: Health Science

Career Certificate Program	
Program Number	H170211
CIP Number	0351090905
Grade Level	30, 31
Standard Length	1330 hours
Teacher Certification	Refer to the Program Structure section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-9099 Healthcare Support Workers, All Other 29-2055 Surgical Technologists
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 10 Language: 11 Reading: 11

Purpose

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 the Health Science career cluster; 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, and knowledge of all aspects of Health Science career cluster.

The program is designed to prepare students for employment as surgical technologists (SOC 29-2055). Selected portions of this program may be utilized to provide additional skills to enable nursing graduates to become employable in operating rooms as surgical technologists.

The content includes but is not limited to communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, Heartsaver, employability skills, and basic computer literacy.

Program Title: Welding Technology
Program Type: Career Preparatory
Career Cluster: Manufacturing

Career Certificate Program – Career Preparatory	
Program Number	J400400
CIP Number	0648050805
Grade Level	30, 31
Standard Length	1050 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	51-9198 – Helpers-Production Workers 51-4121 – Welders, Cutters, Solderers, and Brazers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the manufacturing career cluster; 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, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Program Title: Welding Technology – Advanced
Program Type: Career Preparatory
Career Cluster: Manufacturing

PSAV – Career Preparatory	
Program Number	J400410
CIP Number	0648050806
Grade Level	30, 31
Standard Length	750 hours
Teacher Certification	Refer to the Program Structure section
CTSO	SkillsUSA
SOC Codes (all applicable)	51-4121 – Welders, Cutters, Solderers, and Brazers
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml
Basic Skills Level	Mathematics: 9 Language: 9 Reading: 9

Purpose

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 the manufacturing career cluster; 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, and knowledge of all aspects of the manufacturing career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in the welding industry.

The content includes but is not limited to planning, management, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

ANTI-DISCRIMINATION POLICY

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
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